**PHASE 4: HOW TO COMPLETE**

**AND SUBMIT THE CLASSROOM OBSERVATION FORM**

## OVERALL PROCESS

## Before March 31, supervisors will observe the classrooms of Faculty members (in-person, or online). There are two options for doing so, detailed below:

## OPTION 1: Handwritten/Hard Copy Submission

## *The supervisor will:*

## Schedule a day/time to observe the Faculty member’s classroom

## Download, save, and print the P4-Classroom Observation Form before observing

## Fill it out/complete the form by hand while observing

## Schedule a meeting with the Faculty member

## Discuss observation results with the Faculty member

## Scan and save the hard copy document

## Upload and submit the electronic copy of the document into the system using link on website.

## OR

## OPTION 2: Online/Electronic Submission

## *The supervisor will:*

## Schedule a day/time to observe the Faculty member’s classroom

## Download and save the P4-Classroom Observation Form to your laptop before observing

## Complete the form electronically while observing

## Print the completed form

## Schedule a meeting with the Faculty member

## Discuss observation results with the Faculty member

## Submit the electronic copy of the document into the system using link on website.