

Site Visits: Conducting Site Visits Quick Reference Card

CIITS: Conducting Principal Site Visits

Use [this](#) site visit [form to conduct](#) site visits [and provide](#) principals [with valuable feedback](#). This process can be used for Superintendents (or Superintendent Designee) to conduct site visits for principals or for Principals to conduct site visits for their assistant principals

Conducting a New Site Visit

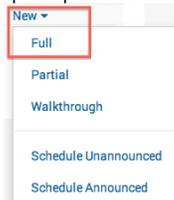
1. Roll your cursor over **Educator Development** on the navigation bar and click **Dashboard**
2. In the **Tools and Report** menu on the right, click **My Observation Caseload**
3. Click **Choose another window** and click **My Additional Caseload**



4. Your Observation Caseload will display all of the principals that have been assigned to you

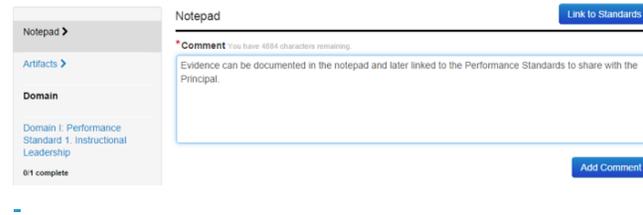
5. To begin a new Site Visit, click the **New** button next to the principal's name

6. Click **Full** (the other options are used for

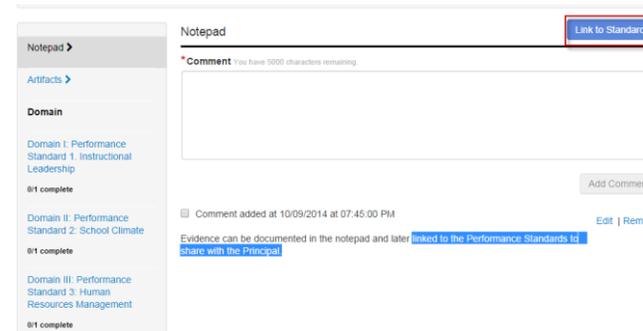


teacher observations and not site visits)

6-7. [Click on the Notepad >](#) to begin typing your comments/evidence as you go through your site visit. [This will allow you to type what you observe and then align the evidence to the appropriate standard](#)

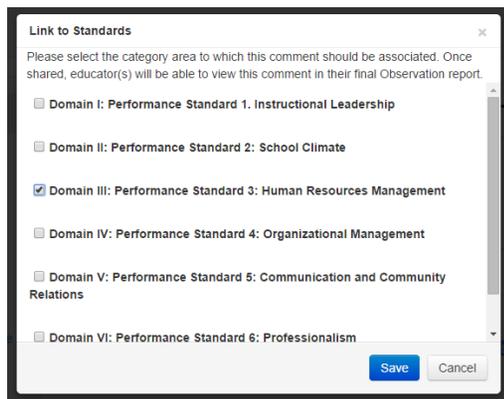


7-8. [When you have finished scripting in the Notepad, click the Add Comment button.](#) You can then highlight any portion of your [saved evidence \(sentences or paragraphs\)](#) and click the [Link to Standards](#) button. Repeat this for each piece of evidence you wish to align to their [corresponding standards](#)

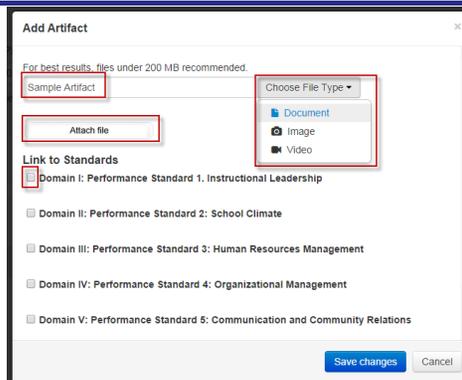


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8-9. Click on the corresponding checkbox(es) to align the highlighted text to a standard. When you click **Save**, it will then automatically place the selected text into the comment box for that standard



9-10. Click on the **Artifacts** link to upload any supporting videos, images, and documents. Click the **Add** button to locate the file you wish to upload. Select the component the artifact supports and click **Save Changes**



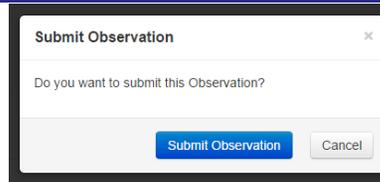
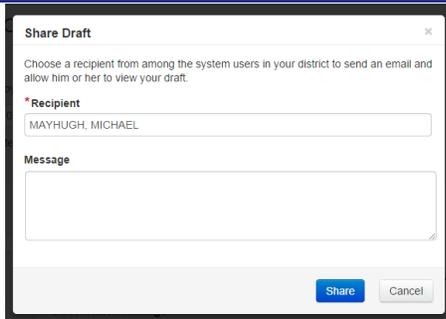
10-11. Use the **Suggest Professional Development** link next to each component if you would like to recommend a Professional Learning resource (from the PD Planner within CIITS) that is aligned with a particular standard. Place a check next to the resource(s) and click the **Suggest Professional Development** button

11-12. Once you have entered all of your comments, click the **Share Draft** button to send a notification to the principal that the draft site visit form is available for review (Note: the notification alert will display at the top of the principal's My CIITS Homepage).

12-13. Confirm the principal's email and click **Share**

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~~13~~.14. The principal will be able to share feedback on your comments in the feedback text box that appears below each of your comments

~~14~~.15. The principal will also be able to view any artifacts you have uploaded or upload artifacts of their own by clicking the [Artifacts >](#) link

~~15~~.16. The principal will then click  to notify you that they have viewed the draft observation and are providing feedback.

~~16~~.17. You will be able to see the teacher's feedback (if any) below your comments for each component. You can also click **Artifacts** to see if the principal has uploaded any supporting documents

~~17~~.18. You can share comments back and forth as many times as is necessary

~~18~~.19. Once you have finished sharing feedback and any required follow-up meetings have taken place, click the **Submit Observation** button (NOTE: Once you have submitted the observation, you will not be able to edit or delete it)

~~19~~.20. Confirm that you want to submit the form as final

