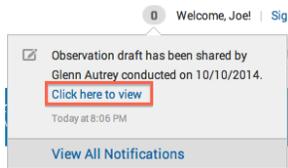


# Principals: Viewing Shared Site Visit Forms Quick Reference Card

## CIITS: Viewing Shared Site Visit Forms

### Viewing Observation Results

1. When you receive a notification on your My CIITS Homepage, click the **Click here to view** link



2. For each standard, you will see the comments your evaluator has entered. You can type any feedback to your evaluator in the text box above their comments.

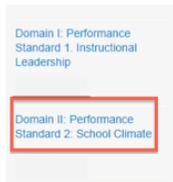
#### Observation Ratings

The principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic growth and school improvement.

Enter text here

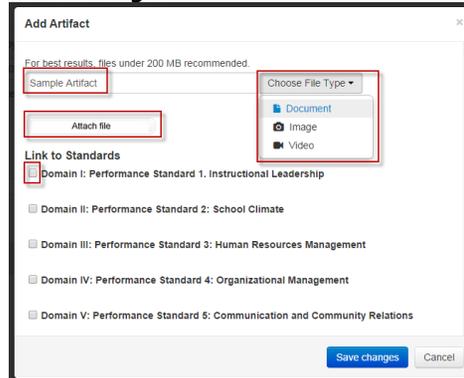
Autrey, Glenn at 10/11/2014 at 08:06:24 PM  
This is where the evaluators comments will appear for this standard

3. You can select another standard (to view comments or enter feedback) by clicking on the standard name in the left menu

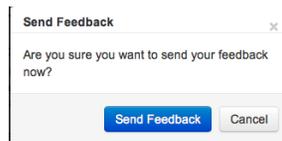


4. Click the **Artifacts** button at the top of the results to view any evidence that has been attached to this form. You can also upload your own documents to share by clicking the **Add** button

5. Type a name for your document and select the document type. **Select the component the artifact supports** and click **Save Changes**



6. When you have finished uploading any artifacts and entering any feedback, click the **Share Feedback** button and then confirm that you wish to share your feedback with the evaluator



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- Feedback can be shared between the principal and evaluator as many times as necessary. Once the Site Visit form is complete, the evaluator will submit the Site Visit as final
- To access a Site Visit form once it has been submitted as final, roll your cursor over the **Educator Development** button and click **My Observation**



#### Tools & Reports

Teacher effectiveness data and analysis

[My Observation Caseload](#)

[My Observation](#)

[My Professional Growth Plan](#)

[Professional Growth Plan](#)

[Observation Summary](#)

- You will see each of the standards and the corresponding comments from your evaluator. You will also see the feedback you provided to your evaluator.

- You can click Artifacts to view any artifacts that were uploaded by you or your evaluator. You can also click Search for PD to find any professional learning activities aligned to that standard

Date Conducted	Reviewer
Oct. 10, 2014 - Site Visit...	G. Autrey - Superintendent Full

Domain / Component	Comments
<b>INSTRUCTIONAL LEADERSHIP</b>	
The Principal Fosters The Success Of All Students By Facilitating The Development, Communication, Implementation, And Evaluation Of A Shared Vision Of Teaching And Learning That Leads To Student Academic Growth And School Improvement.	<p><b>Reviewer Comments:</b> Autrey, Glenn 10/11/2014 at 8:06 PM This is where the evaluators comments will appear for this standard</p> <p><b>Educator Response:</b> Jones, Joe 10/11/2014 at 8:23 PM Here is the principal's feedback</p>
<a href="#">Search For PD</a>	
<b>SCHOOL CLIMATE</b>	
The Principal Fosters The Success Of All Students By Developing, Advocating, And Sustaining An Academically Rigorous, Positive, And Safe School Climate For All Stakeholders.	<p><b>Reviewer Comments:</b> Autrey, Glenn 10/11/2014 at 8:07 PM This is where the evaluators comments will appear for this standard</p>
<a href="#">Search For PD</a>	