

Completing Teacher Observation Records from a Remote Location

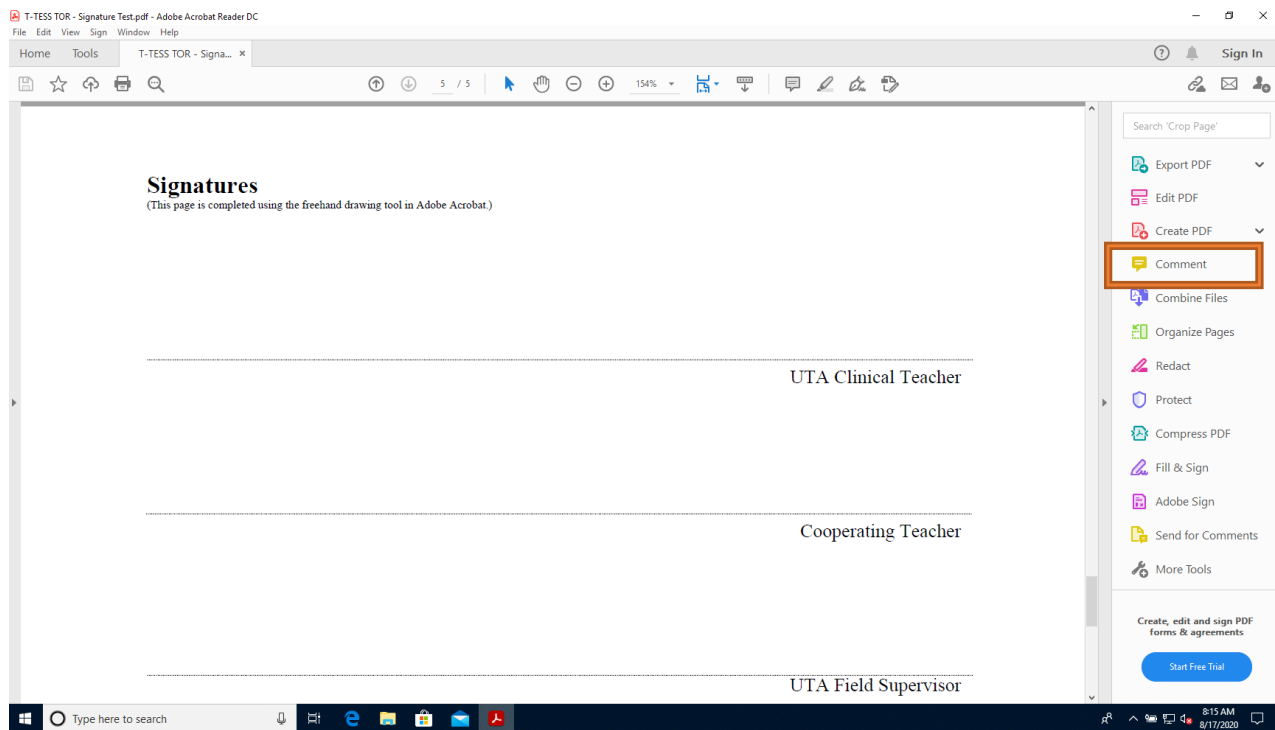
The standard process for collecting signatures is to use the Editing tools in Adobe Acrobat and an iPad to have each person digitally sign the screen with a stylus or finger. In a remote situation, that is not possible. Please use this alternative process to complete the signature requirement.

Overview of the Process

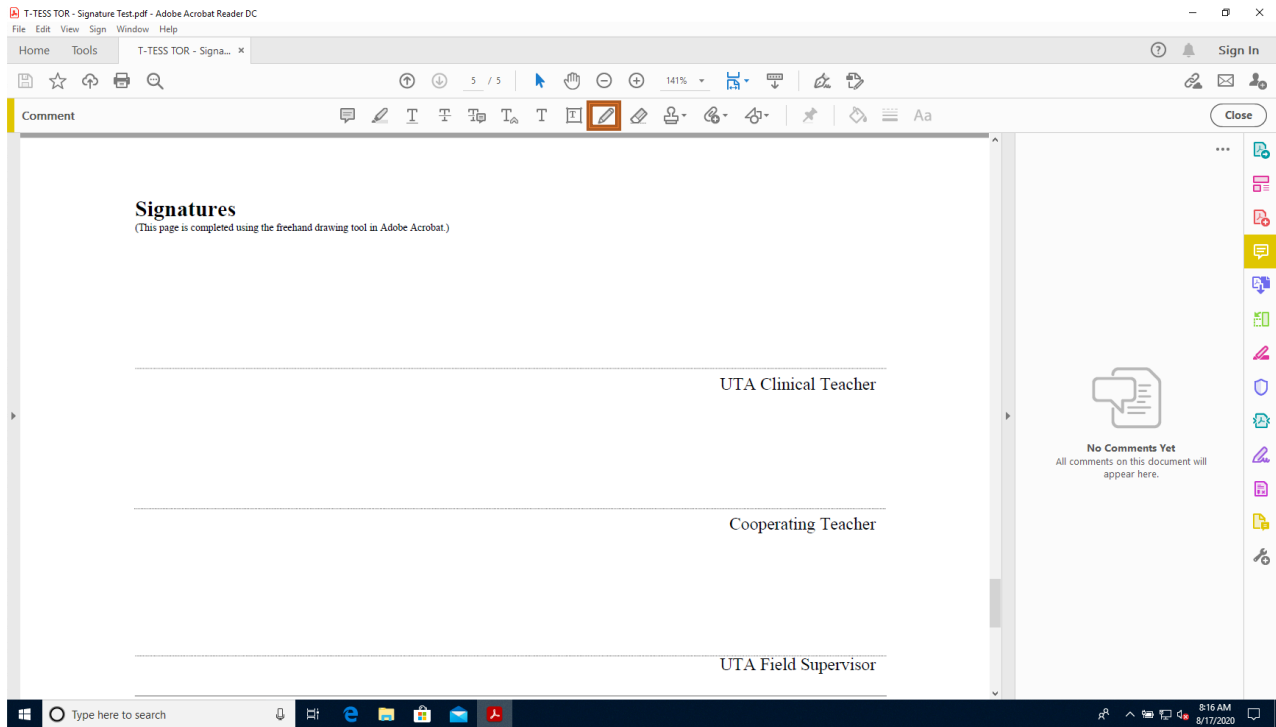
1. The Field Supervisor will mark the Teacher Observation Record (TOR) with all fields and comments completed, but without any signatures. After the Post-Observation Conference, the Field Supervisor will email the form, without signature, to the Clinical Teacher.
2. The Clinical Teacher will use the steps below to digitally sign the form using Adobe Reader on a computer. The Clinical Teacher will save the TOR with his/her signature included and then send that version to the Cooperating Teacher.
3. The Cooperating Teacher will use the steps below to digitally sign the form using Adobe Reader on a computer. The Cooperating Teacher will save the TOR with his/her signature added and then send that version back to the Field Supervisor.
4. The Field Supervisor will review the form to ensure that all fields and comments are unaltered and then digitally sign the form using Adobe Acrobat. The Field Supervisor will then complete the process by emailing the completed form to all of the people required by the Texas Education Agency.

Digitally Signing a Teacher Observation Record on a Computer

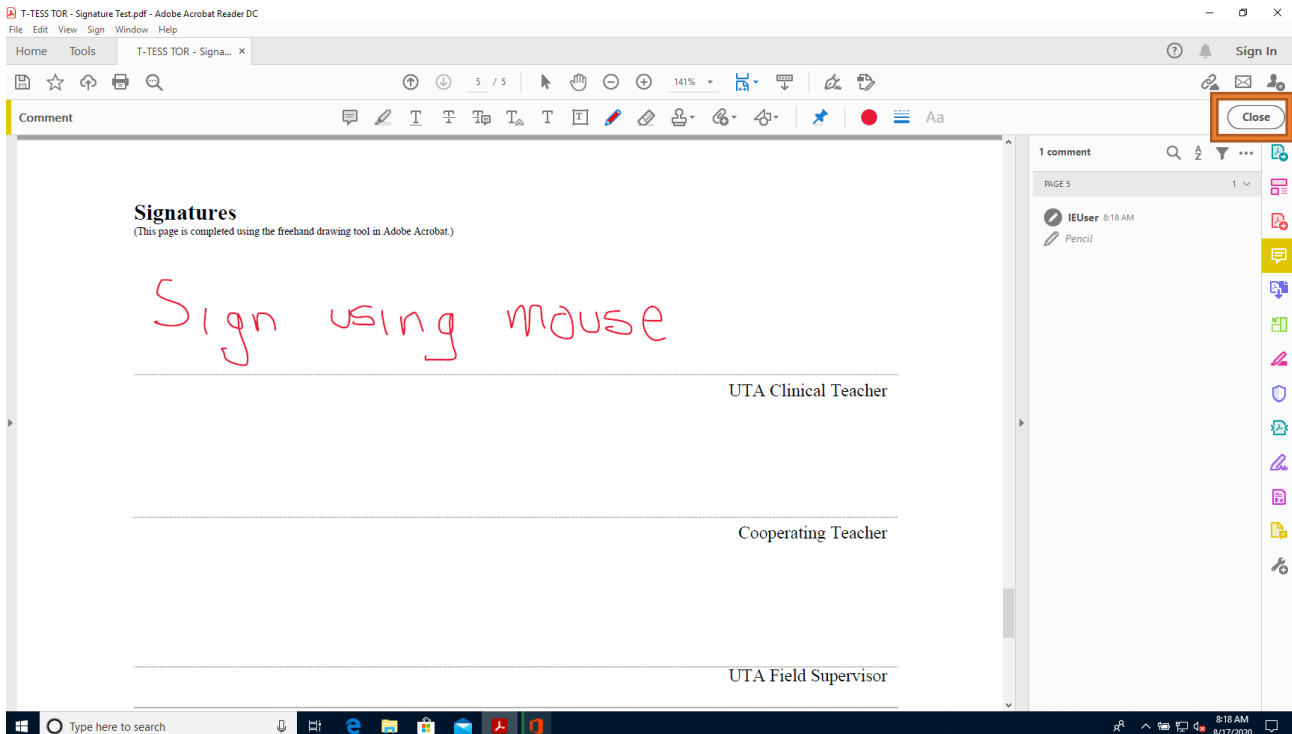
1. Open the TOR form using Adobe Reader DC (available free from online here: <https://get.adobe.com/reader/>).
 - a. Mac users: do not use the built-in Preview application to access the TOR form.
2. Scroll down to the signature page (p. 5).
3. Click Comment.



4. The Comment toolbar will open. Click the Freehand Drawing Tool (pencil).

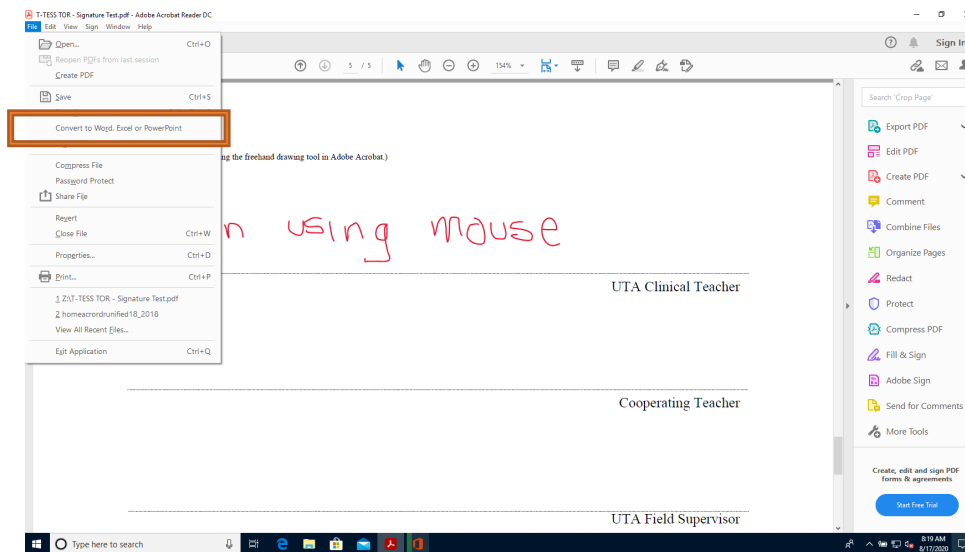


5. Using the mouse or trackpad, sign the appropriate line. Click Close.



6. In addition to signing, the Cooperating Teacher and Field Supervisor will need to initial the statement(s) below the signature area:

7. Once done signing, click Close, then File, Save As and append the file name with one of the following:
- Clinical Teacher will add "CLIN" to the file name.
 - Cooperating Teacher will add "COOP" to the file name.
 - For example, a TOR should be named "T-TESS TOR Simcox Patty 1234567890 1 CLIN" after the clinical teacher has signed and "T-TESS TOR Simcox Patty 1234567890 1 CLIN COOP" after the cooperating teacher has signed.
 - When the Field Supervisor reviews the completed form and all signatures then adds his or her own signature, the file should be renamed back to the required naming convention before sending it all parties required by TEA.



The naming convention:

Document Name LastName FirstName StudentID Observation#

Document Name: Original Document Name minus Long/Short Form
 LastName: Student's last name
 FirstName: Student's first name
 StudentID: Student's 10-digit UT Arlington ID#
 Observation#: The observation number: 1, 2, 3, or 4
 Observation Letter: The observation letter (A, B, or C) is added to the number indicates the observations needed for TEA.

Only use letters, numbers, and spaces in the filename – no punctuation!

Example of a renamed file:
 T-TESS TOR Simcox Patty 1234567890 1
 T-TESS TOR Simcox Patty 1234567890 2A

For all formal observations, email the student, yourself, the Cooperating Teacher, the principal, and confid@uta.edu. These must be emailed all at the same time using the TO and/or CC fields. Do not use the BCC field. UTeach Facilitators should also include Karen Matsler (kmatsler@uta.edu).