Data Capture Year Timeline

Adapted from the following resources: [Sample TIA Implementation Calendar and TIA Planning Guide for Data Capture Year](#)

August		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Train appraisers and necessary personnel on what data to report, when to report data, and how to use the data management system (Eduphoria, DMAC, etc.). Ensure your data management system is set up to collect data.		**Support:**
		• TIA Data Analyst can support in helping you set up data management system (Eduphoria and DMAC only) and guide you towards reports needed.
		
		Resources:
		• [Eduphoria TIA Webinars](#)
		  ◦ [Using Strive for TIA Success](#)
		  ◦ [TIA Solutions: Aware + Strive](#)
		• [Eduphoria Data Analysis and Reporting](#)
		• [DMAC TIA Information](#)

Conduct initial appraisal related training
• Initial appraiser certification
• Recertification of appraisers at least every three years
• Annual appraisal training for teachers
	Conduct initial training for teachers and appraisers on all student growth measures being used For teaching assignments using pre-test/post-tests
	  Share with teachers the dates for administration of the pre-test and dates by when they will have results, including the expected growth targets for each student, based on the test *(First 9 weeks of school to conduct pre-test)*
	  Communicate to school leaders the process for sharing expected growth targets
	  Review assessments to be used for validity and reliability *(what security protocols will need to be in place)*
		Support:
		• Region 13 offers 3-Day T-TESS Certification Training.
		
		Resources:
		• TIA Assessment Specialist share resources for student growth measures in place.
		• [T-TESS Appraiser Training Dates](#)
		
		Support:
		• TIA Data Analyst share calibration plan exemplars.
		Resources:
		• TIA Data Analyst share correlation resources and discuss different data points to analyze and monitor throughout the school year.
		  ◦ [Teacher Observation Correlation](#)
		  ◦ [TIA Excel Analysis Tool](#)

August (Continued)		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Identify dates
    Facilitate calibration sessions within and among appraisers at least annually
    Review teacher observation trends at least quarterly
    Review teacher observation and student growth correlation at least annually
    Monitor the data management system to ensure it is up to date.
*Note: Dates mentioned here will be determined by what the district entered in their TIA application under the teacher observation tab.
		• TIA Assessment Specialist offers resources on how to set expected growth targets for some pre & post-tests.
		• TIA Data Analyst share resources for Eduphoria and DMAC on which reports to navigate and utilize for teacher observation trends.
		  ◦ Eduphoria Webinar: Searching for Skew
		  ◦ Eduphoria Webinar: Finding the Right Data in Strive

Create a year-long observation calendar
*Note: Under the teacher observation tab:
• How many full observations will teachers receive?
• How many partial observations/walkthroughs?
• How many unscored observations (if any)?
	For teaching assignments using SLOs
	    Share deadlines for completion of SLO Skill Statement, Initial Skill Profile and Targeted Skill Profile with teachers and appraisers.
	    At BOY, once students are rostered, teachers need to create the Skill Statement and Initial Skill Profile.
	    At BOY, once student levels have been identified, teachers will create the Targeted Skill Profile.
		Support:
		• TIA Team offers SLO training.
		
		Support:
		• TX VAM data can be accessed in SAS EVAAS. The TIA Team can review the data to better understand how it applies to C2 and C3 of the DVR (data validation report).
		
		Resources:
		• If using TX VAM, TIA Team can offer resources on TX VAM.

Conduct calibration activity #1 An example of this is *(local decision on type of activity)*: • All appraisers and district leadership complete video calibration focused on quality evidence collection and scoring.	For teaching assignments using VAM Determine which method will be used to calculate VAM.	

September		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**
Best Practice Tip: Once teaching assignments have been finalized, begin to populate the eligible teacher information data fields.		Support: • TIA Data Analyst can offer tips and tricks on how to compile data file for data submission. Resources: • TIA Team can offer resources on data submission including what reports to download from Eduphoria and DMAC. • Data Submission TIA Landing Page ◦ Data Submission File Template along with instructions will be found on this page.

Execute Observation Schedule
    Complete initial observation and/or partial observation/walkthroughs.
	Gather Beginning of Year Data
	For teaching assignments using pre-test/post-tests:
	    Administer pre-test in the first 9 weeks.
	
	For teaching assignments using SLOs:
	    Approve SLO Forms (including the Skill Statement, Initial Skill Profile, and Targeted Skill Profile) through BOY teacher conferences. Communicate expected growth targets.
		Support:
		• TIA Team will send out reminders to districts in their data capture year of BOY observation and testing protocols.

Beginning of Year Conference
    Appraisers conduct at least one conference with each teacher to set their goals for the year.
	For teaching assignments using portfolios:
	    Approve Portfolio Skill Progression Rubrics. Determine and communicate expected growth targets.
	
	For teaching assignments using VAM:
	    Administer pre-test to be used for VAM, if not using the previous year's EOY test.
		Support:
		• TIA Team and/or Region 13 can offer T-TESS appraiser calibration training and/or do calibration walks with districts.

October & November		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Execute Observation Schedule
    Appraisers conduct teacher observations according to the year-long schedule and record in Eduphoria/DMAC.
	Expected Growth Targets
	For teaching assignments using pre-test/post-tests:
	    Communicate to parents and students (when age appropriate) the expected growth targets based on the pre-test.
		Support:
		• TIA Team can assist with teacher evaluations.
		• TIA Team and/or Region 13 can offer T-TESS appraiser calibration training and/or do calibration walks with districts.

Data Analysis
    Review observation data by campus, subject, grade and appraiser.
    Identify skew in observation data.
    Determine root cause and develop plan to address skew.
	For teaching assignments using SLOs:
	    Ensure teachers are collecting student work for the SLO body of evidence.
	    Spot check some teachers' SLO body of evidence for a few of their students to ensure the student work is being collected and is aligned to the SLO Skill Statement.
	
	For teaching assignments using portfolios:
	    Ensure teachers are collecting student artifacts for portfolios.
	    Spot check some teachers' artifact collection for student portfolios to ensure the artifacts being collected align to the skill focus of the portfolio and to the skill progression rubric.
		Resources:
		• TIA Team can offer resources on data reports to monitor and analyze from Eduphoria and DMAC.
		   ◦ Eduphoria Webinar: Calibrating & Aligning Teacher Evaluation for TIA

December		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Execute Observation Schedule
    Appraisers conduct teacher observations according to the year-long schedule and record in Eduphoria/DMAC.
    MOY Campus Walkthroughs
    All appraisers have conducted at least one full scored observation per teacher
 	
*Note: Best Practice is to have all formal observations completed by December buy not required. This is a local decision.
	Expected Growth Targets
	For teaching assignments using pre-test/post-tests:
	    Administer end of semester tests within the last 6 weeks.
	
	For teaching assignments using SLOs:
	    Monitor any end of semester work products/ projects that need to be included in the SLO body of evidence.
	
	For teaching assignments using portfolios:
	    Monitor any end of semester work products/ projects that need to be included in the student portfolios.
		Support:
		• TIA Team can assist with teacher evaluations.
		• TIA Team will send out reminders to districts in their data capture year of MOY observation and testing protocols.

Conduct calibration activity #2 An Example of this is *(local decision on type of activity):* All appraisers and district leadership conduct calibration walkthroughs.		Support: • TIA Team and/or Region 13 can offer T-TESS appraiser calibration training and/or do calibrationwalks with districts.

January		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**
Execute Observation Schedule 　　Appraisers conduct teacher observations according to the year-long schedule and record in Eduphoria/DMAC.	**Expected Growth Targets** For teaching assignments using pre-test/post-tests: 　　Administer mid-year assessments for 3rd party assessments that have a mid-year test. 　　Administer pre-test for semester long courses within the first 6 weeks. For teaching assignments using SLOs: 　　Conduct mid-year conferences for SLOs. For teaching assignments using portfolios: 　　Teachers review student progress towards meeting expected growth targets by the end of the year. 　　Portfolio Rater(s)/Appraiser conducts a security review of Portfolios.	Support: • TIA Team can assist with teacher evaluations.
Data Analysis 　　Review observation data by campus, subject, grade and appraiser. 　　Review teacher observation and student growth correlation data 　　Identify skew in data. Determine root cause and develop a plan to address skew.		Support: • TIA Team will send reminders to districts collecting data to run a correlation check. Resources: • TIA Team can offer resources on data reports to monitor and analyze from Eduphoria and DMAC. • TIA Team can offer guidance on MOY correlation checks along with correlation resources. 　◦ Teacher Observation Correlation 　◦ TIA Excel Analysis Tool
Conduct calibration activity #3 An example of this is *(local decision on type of activity):* 　　All appraisers and district leadership conduct calibration walkthroughs. 　　All appraisers and district leadership complete video calibration focused on quality evidence collection and scoring.		Support: • TIA Team and/or Region 13 can offer T-TESS appraiser calibration training and/or do calibration walks with districts.

January (Continued)		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Middle of Year Conference
 	
    Appraisers meet with individual teachers and discuss observation scores, general strengths, areas for growth, student growth, goals and other professional goals.
    Appraisers meet with individual teachers to discuss collection of student growth data, general strengths, areas for growth, and adjustments as needed.
		Resources:
		• TIA Team can offer resources to help support MOY Conferences.

February/March		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Execute Observation Schedule
    Appraisers conduct teacher observations according to the year-long schedule and record in Eduphoria/DMAC.
	Expected Growth Targets
	For teaching assignments using pre-test/post-tests:
	    Progress monitoring in preparation for end of year post-test.
		Support:
		• TIA Team can assist with teacher evaluations.

Data Analysis
    Review observation data by campus, subject, grade and appraiser.
    Identify skew in data. Determine root cause and develop a plan to address skew.
	For teaching assignments using SLOs:
	    Ensure all teachers have a body of evidence for their respective group of students included in the SLO and on track to have 5 by EOY.
	
	For teaching assignments using portfolios:
		Resources:
		• TIA Team can offer resources on data reports to monitor and analyze from Eduphoria and DMAC.
		• TIA Team can offer guidance on MOY correlation checks along with correlation resources.

Conduct calibration activity #4 An example of this is *(local decision on type of activity):* Campus appraisers conduct calibration walkthroughs together.	Ensure all teachers have a body of evidence for their respective group of students included in the portfolio and are on track to meet the required number set by the district by EOY.	Support: • TIA Team and/or Region 13 can offer T-TESS appraiser calibration training and/or do calibration walks with districts.

April		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Execute Observation Schedule
    Appraisers conduct teacher observations according to the year-long schedule and record in Eduphoria/DMAC.
    Principal supervisors ensure all required observations and walkthroughs have been entered in Eduphoria/DMAC.
    Identify and support appraisers in completing scheduled observations.
	Expected Growth Targets
	For teaching assignments using pre-test/post-tests and VAM:
	    Begin EOY testing, as applicable.
	    ◦ Testing window is last 12 weeks of school.
	
	For teaching assignments using SLOs and portfolios:
	    Ensure there are the required pieces of evidence.
		Support:
		• TIA Team can assist with teacher evaluations.
		
		Resources:
		• TIA Team can offer resources on data reports to monitor and analyze from Eduphoria and DMAC.

May		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**

Execute Observation Schedule
    Appraisers conduct any FINAL teacher observations according to the year-long schedule and record in Eduphoria/DMAC.
    Principal supervisors ensure all required observations and walkthroughs have been entered in Eduphoria/DMAC.
	Expected Growth Targets
	For teaching assignments using pre-test/post-tests:
	    Complete all end of year testing within the last 12 weeks.
	    For tests with scores available by end of this month, determine the percentage of a teacher's students who met or exceeded their expected growth target based on the post-test.
		Support:
		• TIA Team can assist with teacher evaluations.
		• TIA Team will send out reminders to districts in their data capture year of EOY observation and testing protocols.
		
		Resources:
		• TIA Team can offer resources on data reports to monitor and analyze from Eduphoria and DMAC.

May (Continued)		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**
Schedule for Fall Appraisers will schedule related training for Fall. Such as: • Initial Appraisal Training • Recertification Training • Annual Appraiser Training for Teachers	For teaching assignments using SLOs: Finalize body of evidence for all students included in the SLO. Determine the percentage of a teacher's students who met or exceeded their expected growth based on the Targeted Skill Profile. For teaching assignments using portfolios: Finalize all student artifacts included in the portfolio. Train portfolio scoring team and norm on ratings, Evaluate all student portfolios using the Skill Progression Rubric to determine the EOY skill level for each student. Determine the percent of a teacher's students who met or exceeded their expected growth based on the Targeted Skill Profile. For teaching assignments using VAM: Complete all EOY testing within the last 12 weeks. Collect all data needed to calculate VAM and send it to the team who will be doing the calculation.	TIA Team and/or Region 13 offers training in the following areas: • Appraisal Training • Recertification Training
End of Year Conference Appraisers meet with individual teachers and discuss observation scores, general strengths, areas for growth, student growth goals and other professional goals.		Resources: • The TIA Team can offer resources to help support EOY Conferences.

Summer (June/July)		
Teacher Observation	**Student Growth**	**Region 13 Support & Resources**
Data Analysis • Campus and District Leaders will: Review yearlong observation data by campus, subject, grade and appraiser. Review EOY teacher observation and student growth correlation data. Identify skew in data. Determine root cause of any skew in teacher observation data and/or any lack of correlation in the comparison of teacher observation data to student growth data. Develop a plan to address any areas of skew/lack of correlation in the upcoming school year.		Support: TIA Data Analyst will send out email to all districts collecting data or getting ready to submit data to set up guidance on EOY Data Analysis. • Run EOY Correlation (TIA Excel Analysis Tool) • Analyze Teacher Observation Data • Analyze Student Growth Data • Discuss systems and protocols already in place and discuss changes as needed
Finalize Data & Determine Designations Compile teacher observation and student growth data for data submission. Final observation score used for data submission (only include observable dimensions). Final percent of students who met or exceeded their expected growth. Utilize finalized teacher effectiveness data to determine which teachers to put forth for designations and complete the eligible teacher designation information.		Support: TIA Data Analyst can offer guidance and resources to help compile data for submission. • Texas Tech Resources on how to compile data submission file • TEA Resources on teacher designations • Eduphoria/DMAC Resources on reports to download for data submission file

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