WHETSTONE

Recording Feedback in Whetstone				
IPDP/CAP	**Pre-Observation Conference**	**Formal Observations**	**Informal Feedback**	**Managing action steps & goals**
Resources: ● Video ● Article ● Walkthrough	Resources: ● Video ● Meetings Overview ● Walkthrough	Resources: ● Video ● Observation Overview ● Walkthrough	Quick Feedback: ● Video ● Article ● Walkthrough Informal Observation: ● Video ● Article ● Walkthrough	Action Steps ● Article ● Walkthrough Comments ● Article ● Walkthrough
On the Cycles Dashboard: ● See who needs IPDP and who needs CAP ● Schedule & export to Google or Outlook calendar ● Start IPDP/CAP from here In the IPDP/CAP Form: ● Collect signatures ● Assign Action Steps, Student Growth Objectives, Professional Growth Goals ● Capture Private Notes (can be seen by other observers with access to this staff member) *Optional*: Staff member completes PD plan meeting form and supervisor uses that information to fill in form.	Pre-Observation Conference: ● Add participant in right column ● Share meeting template with participant via blue "Share" button in top right ● Compare notes via blue icon next to each text box ● View/manage action steps & goals via "Action Items"	Starting an Observation: ● Use the Cycles Dashboard to see required observations Observation Features: ● **Running Record**: take time-stamped observation notes ● **Point & Click** from the [+] dropdown for evidence ● Use the **Past Scores** button to see previous notes and ratings ● Easily access **Goals & Action Steps** ● **Overall Score** is required	Quick Feedback: ● Shared notes ● Private notes (can be seen by other users with access to that observee) ● Action Step: assign & tag to appropriate indicator ● Notify other coaches/leaders ● Submit the same feedback for other observees Informal Observation Form: ● Start > Observe ● Glows & Grows ● Notes aligned to a specific competency/indicator ● Running Record for timestamped notes ● View/Manage action steps & goals	Assigning Action Steps, Professional Growth Goals, Student Growth Objectives: ● Click green plus sign ● Type (or paste) the text ● Click arrows to tag to appropriate framework, competency, and indicator Managing progress: ● Click "Active" to change to "Mastered" ● Add comments for additional details Where to view/manage action steps and goals: ● User Profile ● Observation (left panel) ● Meeting (participant list)

Finding feedback in Whetstone		

Resources:
  ● [Find Observations](#)
  ● [Find Quick Feedback](#)
  ● [How do I view all of my Whetstone Activity?](#)
	From Start Menu:
	  ● Find Observations (resume drafts & view finalized)
	  ● Find Quick Feedback
	  ● Find Meetings (resume current meetings and view past meetings)
		From User Profile:
		  ● Click a hyperlinked name or search using the magnifying glass
		  ● **Overview Tab** (feedback received, organized by type)
		  ● **Teaching Timeline** (feedback received, organized by date)
		  ● **Coaching Timeline** (feedback given, organized by date)