

DATAG 2021 Summer Google Workspace - Teacher Observations and Annuals



Eric Blask
Director of Data and Informatics
@BlaskEric

Presentation and resources can be found here

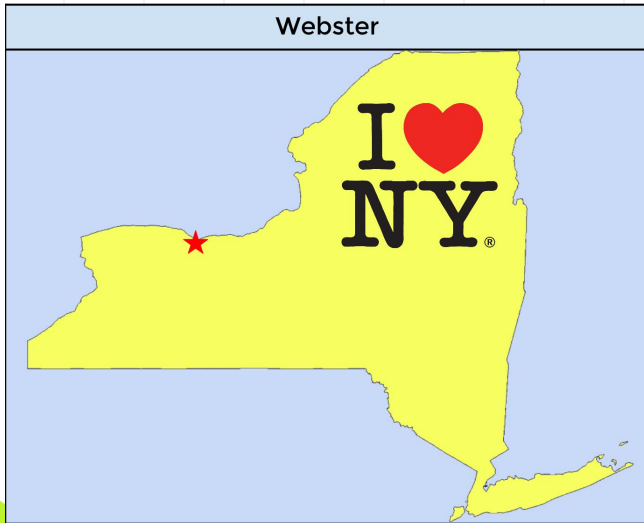
www.bit.ly/DATAG2021-07-15





One Webster

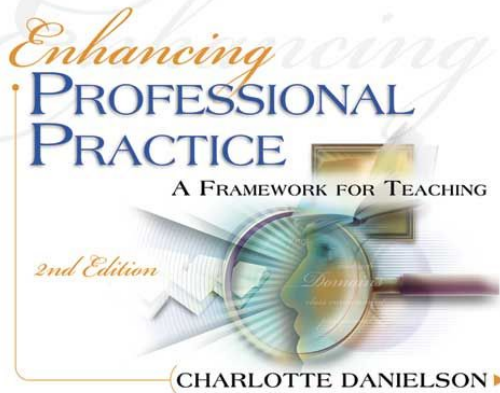
Students First. District Proud.



- ★ Suburban Rochester
- ★ On Lake Ontario
- ★ 8,500 students
- ★ 10th largest outside NYC
- ★ 7 Elementary (K-5) Buildings
- ★ 2 Middles and 2 Highs

What do we use???

Danielson Framework



The Google



Autocrat Free Add-On



Disclaimers

- **There is a fair amount of setup and some maintenance.**
- **Only use with an official education Google account**
- **Admins still have to do the observations and annuals!**



Basic Setup

- **Google Sheet with all teachers from HR**
- **Google Sheet with all administrators/observers**
- **Google Form to input observation scores**
- **Google Doc template for the observation scores**
- **Google Doc template for the annual**
- **Folder for each building to store their teacher's files**

Autocrat Add-On

- Free Google Sheet Add-on
- Essentially Mail Merge for Google Sheets
- Can be set to run on a time trigger
- Can be set to run on a form input
- <https://cloudlab.newvisions.org/autocrat>



Score Input Form

- **Google Form to input observation scores**
 - **All Official Teacher Names from HR database**
 - **All Administrators/Observers**
 - **Observation Type (Formal 1, Formal 2, Informal)**
 - **Date of Observation**
 - **Scores (1-4) for each component**
- **<https://forms.gle/JRcRDMQFpFjuWwru6>**

Spreadsheet “Tricks”

- **ImportRange**
 - (“SpreadsheetKey”, “RangeToImport”)
 - Error Initially until you “Allow Access”
- **Query**
 - <https://www.benlcollins.com/spreadsheets/google-sheets-query-sql/>
- **ArrayFormula** - Can be used to “Fill Down” automatically

**Resources and
links from the
presentation**



www.bit.ly/DATAG2021-07-15