













Evidence Collection Tool: Reviewing and Aligning Evidence

pd-help.frontlineeducation.com/hc/en-us/articles/115004158247-Evidence-Collection-Tool-Reviewing-and-Aligning-Evidence

After you have finished entering evidence in the Evidence Collection Tool (ECT), click Evidence Review at the top of the page. This will bring up a screen with three tabs, defaulting to the Aligned Evidence tab (you will see that the Time is automatically stamped when the evidence is entered). Click the form tab (next to the Evidence Review tab) at any time to go back to the ECT.

On the Aligned Evidence tab you can:

- Click the pencil icon to edit the evidence
- Click the X to delete the evidence
- Sort the columns as desired
- Download/print a chronological list of evidence in PDF or CSV format

Teacher Observation Evidence #2		Evidence Review	
Aligned Evidence		Unaligned Evidence	Evidence/Score
Time ^	Evidence	Rubric Alignment	Action
10/12 02:33 pm	test	Focus on Students	 
10/12 02:33 pm	test2	Student Behavior	 
10/12 02:33 pm	test2	Classroom Layout	 
10/12 02:33 pm	test3	Classroom Layout	 
10/12 02:33 pm	test4	Student Behavior	 
10/12 02:33 pm	test4	Classroom Layout	 

On the Unaligned Evidence tab you can:

- Click the pencil icon to edit the evidence
- Click the X to delete the evidence
- Check the box to the left of the evidence and select one or more rubric components on the right
- Press the Align button to align the evidence.
- Download/print a chronological list of evidence in PDF or CSV format

The screenshot shows the 'Evidence Review' interface. At the top, there are three tabs: 'Aligned Evidence', 'Unaligned Evidence', and 'Evidence/Score'. The 'Unaligned Evidence' tab is currently selected and highlighted with a red box. It contains a table with the following data:

Time	Comment	Action
4/28 02:51 pm	this is a test	[Pencil icon] [X icon]
4/28 02:52 pm	this is also a test	[Pencil icon] [X icon]

To the right of the 'Unaligned Evidence' tab is the 'Evidence/Score' tab, which is also highlighted with a red box. It features a 'Rubric Alignment' section with a list of items and checkboxes. The items are:

- 1 Demo - Classroom Management
 - 1 Classroom Routine
 - 1 Student Behavior
 - 1 Classroom Layout
- 2 Demo - Instructional Delivery
 - 2 Questioning
 - 2 Response to Students
 - 2 Focus on Students

On the Evidence/Score tab you can:

- Click the Score link to score the evidence
- Click the pencil icon to edit the evidence
- Click the X to delete the evidence
- Click the realign icon to realign the evidence
- View by Alignment, Evidence, or Timeline
- Sort the columns as desired
- Sync the evidence to the Observation form

The screenshot shows the 'Evidence/Score' tab selected. At the top, there are three tabs: 'Aligned Evidence', 'Unaligned Evidence', and 'Evidence/Score'. The 'Evidence/Score' tab is highlighted with a red box. Below the tabs, there is a 'Clear evidence after sync?' checkbox and a 'Sync' button, both highlighted with a red box. To the right, there are three buttons: 'View By Alignment', 'View By Evidence', and 'View By Timeline'. Below these buttons is a table with the following data:

Alignment	Evidence	Time	Score	Realign	Edit	Delete
1	1 Classroom Routine		Score			
1	test4	02:33:13 pm		[Realign icon]	[Pencil icon]	[X icon]
1	teacher pased out the homework	09:43:53 am		[Realign icon]	[Pencil icon]	[X icon]
1	afjalf	09:44:03 am		[Realign icon]	[Pencil icon]	[X icon]

Syncing Evidence:

- Changes to data in the ECT are saved as you make them
- Click Ctrl + Shift + S to Save and receive a confirmation of the Save
- Sync **once** to avoid duplicate data being sent to the Observation Form
- Check Clear evidence after sync? to clear out all of your evidence. We suggest checking the Observation Form before you do this, just to make sure that your evidence was synced successfully
- The Clear evidence after sync? option can be checked or unchecked in the District settings. Districts should choose the option that works best for their administrators

Editing or Deleting the Time Stamp:

After you enter the evidence, align/score it, and then sync, you can open up the actual Observation Form, locate the evidence under the aligned component or indicator, and click on that evidence to open the Notes and Evidence text box in edit mode. From there you can edit or delete the time stamp as well as the evidence.

The screenshot displays a software interface titled "Demo - Classroom Management". It features a table with five columns: "Criteria", "Ineffective", "Developing", "Effective", and "Highly Effective". The "Criteria" column lists "Classroom Routine". The "Effective" column is highlighted in orange and contains the text: "Teacher has established an effective classroom routine that supports learning". Below the table is a text editor with a toolbar containing icons for bold, italic, underline, text color, background color, and list creation. A red box highlights the text "11/28/2016 09:43 am: teacher distributed the homework" in the editor.

Criteria	Ineffective	Developing	Effective	Highly Effective
Classroom Routine	Teacher has not established any classroom routine.	Teacher has established some routine, but it does not support learning.	Teacher has established an effective classroom routine that supports learning	Teacher has established an effective classroom routine that is individualized to meet student needs

Enter Notes

11/28/2016 09:43 am: teacher distributed the homework