

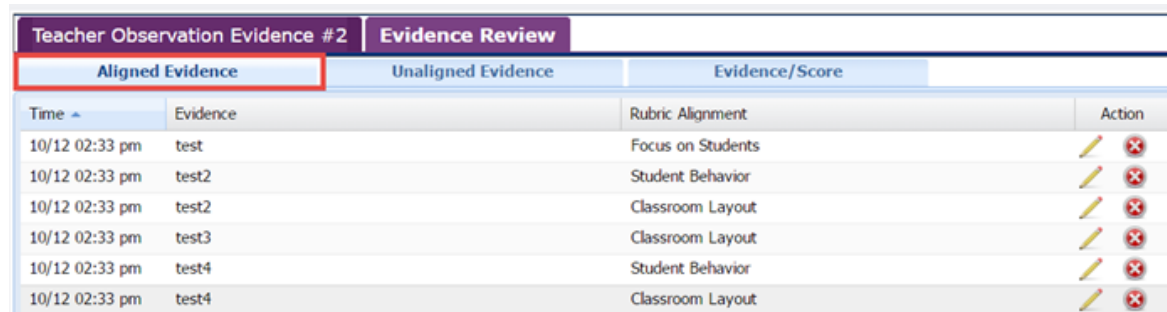
# Evidence Collection Tool: Reviewing and Aligning Evidence













[pd-help.frontlineeducation.com/hc/en-us/articles/115004158247-Evidence-Collection-Tool-Reviewing-and-Aligning-Evidence](https://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

Teacher Observation Evidence #2 Evidence Review

Aligned Evidence Unaligned Evidence Evidence/Score

Time	Comment	Action
<input checked="" type="checkbox"/> 4/28 02:51 pm	this is a test	
<input type="checkbox"/> 4/28 02:52 pm	this is also a test	

Rubric Alignment

Align

- 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

Teacher Observation Evidence #2 Evidence Review

Aligned Evidence Unaligned Evidence Evidence/Score

Clear evidence after sync? Sync

View By Alignment View By Evidence View By Timeline

Alignment	Evidence	Time	Score	Realign	Edit	Delete
1	<b>1 Classroom Routine</b>		<a href="#">Score</a>			
1	test4	02:33:13 pm				
1	teacher pased out the homework	09:43:53 am				
1	afjalf	09:44:03 am				

- 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 shows a web application window titled "Demo - Classroom Management". It features a table with four columns: "Criteria", "Ineffective", "Developing", "Effective", and "Highly Effective". The "Effective" column is highlighted in orange. Below the table is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, and list creation. A text entry in the editor shows a timestamp "11/28/2016 09:43 am:" followed by the text "teacher distributed the homework". A red box highlights the timestamp, and another red box highlights the "Enter Notes" button above the text area.

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