

Accessing Media-X and Creating Documents



Paterson Public Schools
Paterson - A Promising Tomorrow, Together We Can

Purpose of Media-X

Media-X is a tool used to communicate with and amongst certificated staff members. It houses observation, visits, and summative evaluation conferences. Media-X serves as a means to monitor each staff members progress for the purpose of state reporting



Objective and Demonstration of Learning

Objective:

- To ensure within the professional development session today, 100% of the participants can access and create observation documents within Media-X, as measured by the accurate completion of reflection tasks.

Demonstration of Learning (DOL):

- Given the reflective tasks, review the step-by-step process in accessing and creating a given observation document within Media-X.

Accessing Media-X

1



1. Go to the District website and choose **STAFF**, then **Accountability**

2

Resources

+ Rubrics

- Links

Resources

[AchieveNJ Summative Score Calculator](#)

[Promoting Common Language Key Terms And Concepts](#)

[Data Request Form](#)

[Comprehensive Listing of Media X Tools](#)

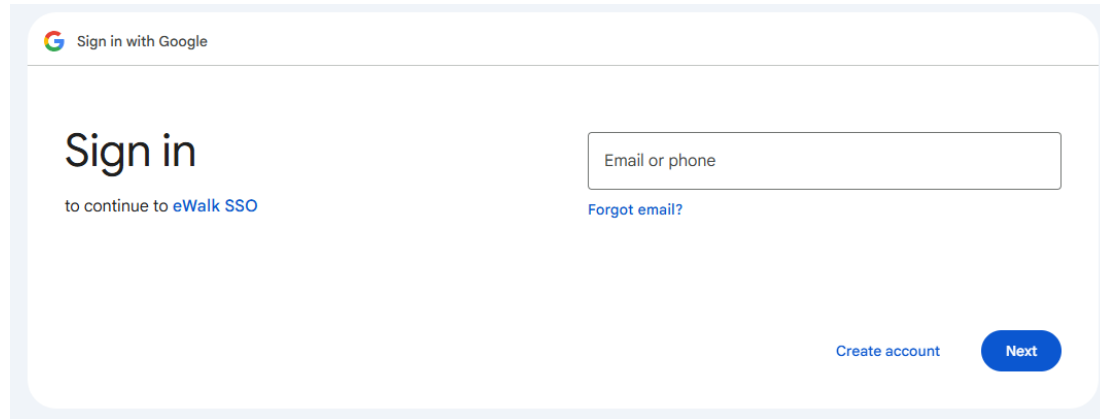
[Media-X for the Principal - Teacher evaluations](#)

2. At the bottom left of the screen, click Links, then click on **Media-X**

[Media X for the Principal-Teacher evaluations](#)

Accessing Media-X

3



Sign in with Google

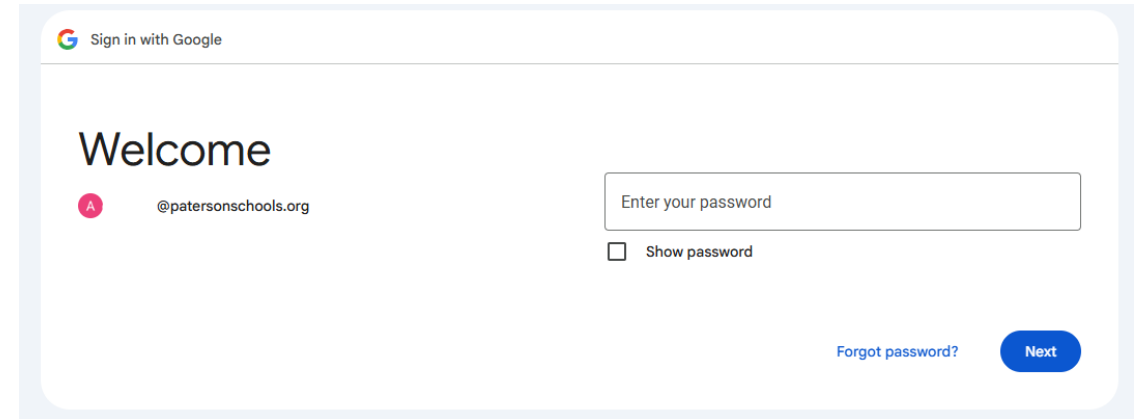
Sign in

to continue to eWalk SSO

Email or phone

[Forgot email?](#)

[Create account](#) [Next](#)



Sign in with Google

Welcome

[A](#) @patersonschools.org

Enter your password

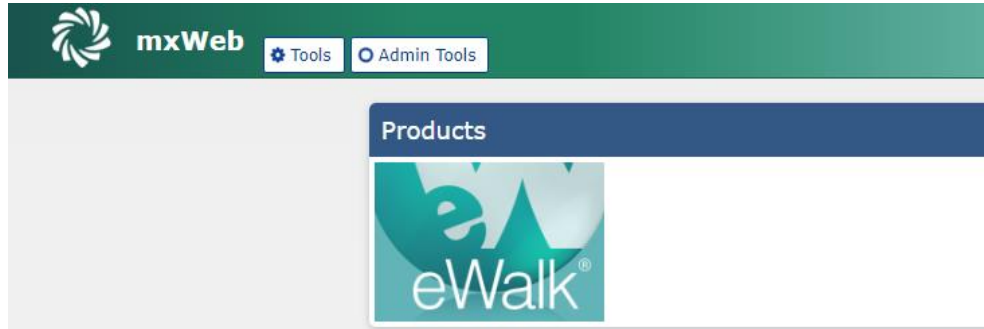
Show password

[Forgot password?](#) [Next](#)

3. Enter your **Paterson Schools Google Account**. (Ex. ahilton@patersonschools.org) and select “next.” Then, enter your **Paterson Schools Google Account password** and click “next.”

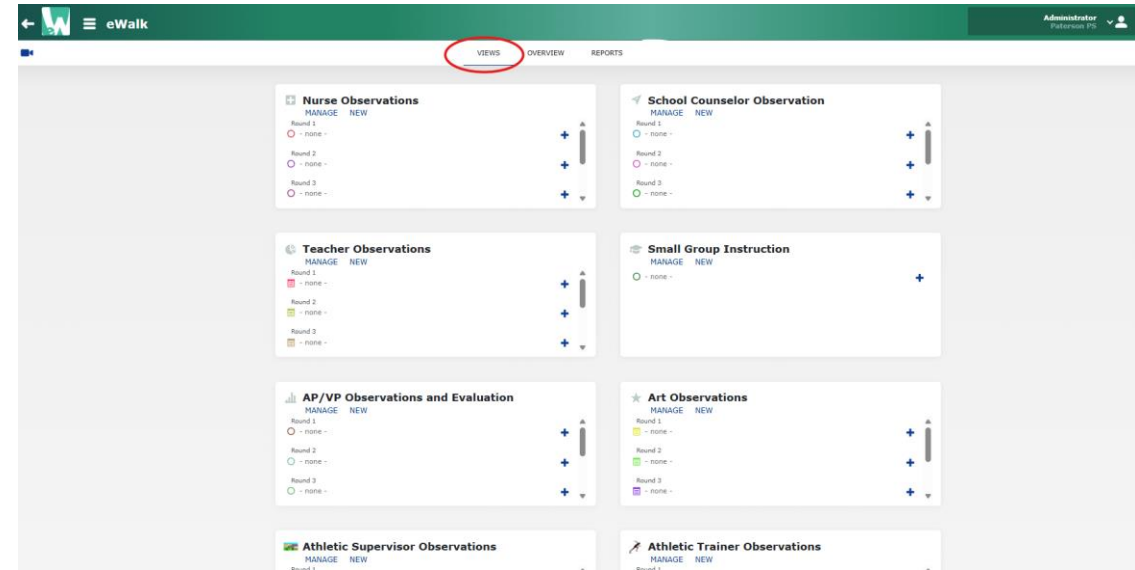
Creating Documents in Media-X

4



4. Click on *eWalk*

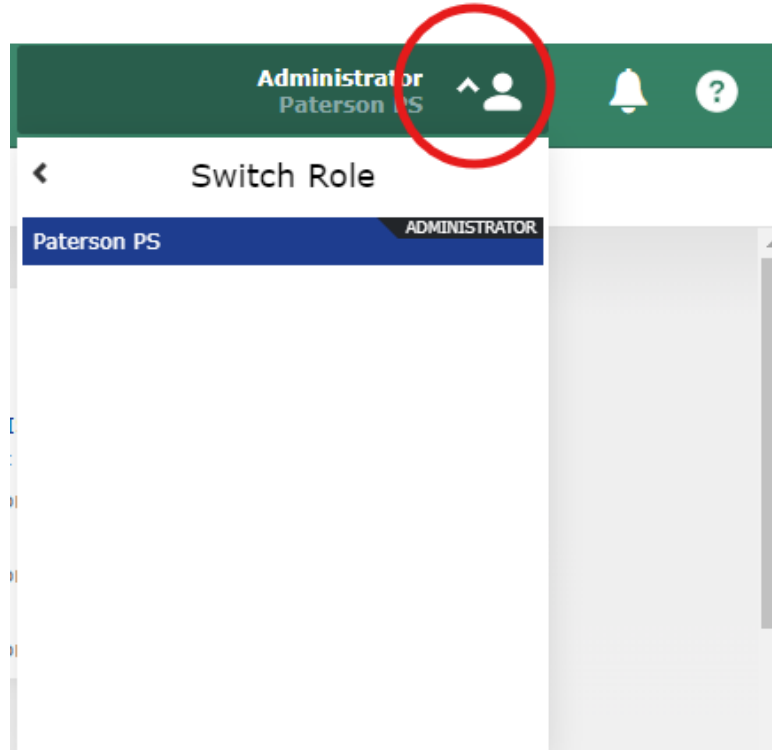
5



5. Select "Views." This will take you to a screen with all the district documents that are active within Media-X

Switching your role in Media-X

6

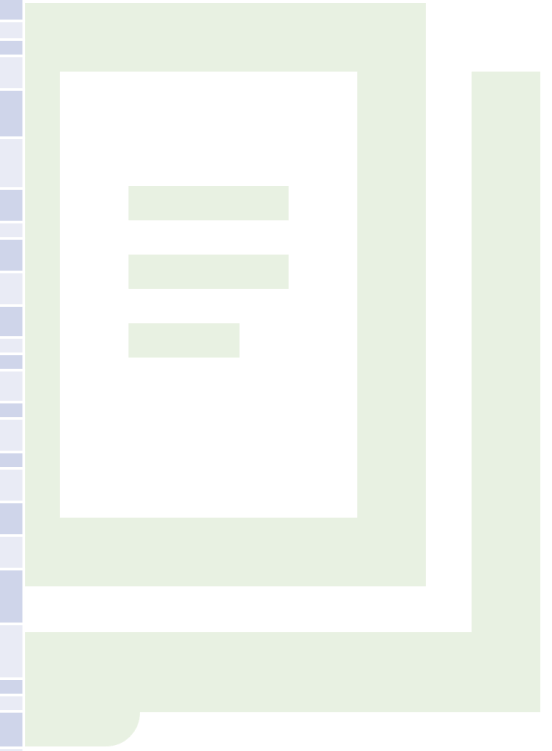


6. Click on the *dropdown*



Comprehensive Listing: Rubric and Observation Tools

| Rubric | # of Obs. NT | # of Obs. T | Measure | Standard | Department | Contact |
|---|--------------|-------------|--|----------|--------------------------------------|-------------------------------|
| 1. Art Teacher Rubric | 3 | 2 | SGOs | 7 | Academic Services | Academic Services |
| 1. Associate Chief/Executive Director/Director Rubric | 3 | 1 | PGOs | 5 | Central Office | SPED, Academic Services |
| 1. Athletic Supervisor Rubric | 3 | 2 | Averaged S/PGOs | 5 | Academic Services | Academic Services |
| 1. Athletic Trainer Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Behavioral Disability (BD) Counselor Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Behaviorist/ Teacher Intervention Referral Specialist Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Cabinet Members | 3 | 1 | Averaged School S/PGOs, Administrative Goals, etc. | 5-6 | Superintendent | Superintendent |
| 1. Deputy Director for Professional Development | 3 | 2 | PGOs | 5 | Academic Services | Academic Services |
| 1. Early Childhood PIRT Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Early Childhood Social Worker Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. In-School Suspension Teacher Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Instructional Supervisor Rubric | 3 | 2 | Averaged S/PGOs (school-based) | 5 | Academic Services | Academic Services |
| 1. Itinerant Teacher Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. LDT-C Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Librarian/Media Specialist Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Master Teacher Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Non-Instructional Supervisor Rubric | 3 | 2 | PGOs | 5 | Acad. Serv./Spec. Ed. | SPED, Academic Services |
| 1. Nurse Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Occupational Therapist/ Physical Therapist Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Pathway Associate Supervisor Rubric | 3 | 2 | PGOs | 5 | Academic Services | Academic Services |
| 1. Physical Education and Health Teacher Rubric | 3 | 2 | SGOs | 7 | Academic Services | Academic Services |
| 1. Principal Rubric | 3 | 2 | Averaged S/PGOs mSGP (tested grades/subjects) | 5 | Assistant Superintendent for Schools | Unit Assistant Superintendent |
| 1. Principal of Operations Rubric | 3 | 2 | Averaged S/PGOs mSGP (tested grades/subjects) | 5 | Assistant Superintendent for Schools | Unit Assistant Superintendent |
| 1. Psychologist Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Reading Specialist Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Resource Special Education Teacher Rubric | 3 | 2 | SGOs mSGP (tested grades/subjects) | 7 | Special Education | SPED |
| 1. School Counselor Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Self-Contained Special Education Teacher Rubric | 3 | 2 | SGOs mSGP (tested grades/subjects) | 7 | Special Education | SPED |
| 1. Social Emotional Learning (SEL) Interventionist Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Social Worker Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Speech Therapist Rubric | 3 | 1 | PGOs | 7 | Special Education | SPED |
| 1. Student Assistance Coordinator (SAC) Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Teacher Coordinator Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Teacher Mentor of Climate and Culture Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Teacher Mentor of Data Rubric | 3 | 1 | PGOs | 7 | Academic Services | Academic Services |
| 1. Teacher Rubric | 3 | 2 | SGOs mSGP (tested grades/subjects) | 7 | Academic Services | Academic Services |
| 1. Vice/Assistant Principal Rubric | 3 | 2 | Averaged S/PGOs mSGP (tested grades/subjects) | 5 | Assistant Superintendent for Schools | Unit Assistant Superintendent |





Visits and Other Tools

| Classroom Visits (Walkthrough) | Other Forms |
|---|--|
| 1. Behaviorist Walkthrough | 1. Historical Document (all) |
| 2. Classroom Visitation and Support | 2. Nurse Pre-Conference Form |
| 3. School Counselor Walkthrough | 3. Principal Evidence Folder |
| 4. In-District Preschool Classroom | 4. Reading Specialist Pre-Conference Form |
| 5. Itinerant Teacher of the Deaf Walkthrough | 5. Reading Specialist Post Conference Form |
| 6. OT-PT Walkthrough | 6. SAC Post-Conference Form |
| 7. Preschool Classroom Visitation and Support | 7. SAC Pre-Conference Form |
| 8. Psychologist & LDT-C Walkthrough | 8. School Counselor Pre-Conference Form |
| 9. SAC Walkthrough | 9. School Counselor Post-Conference Form |
| 10. School Counselor Visitation and Support | 10. Summative Print form with SGO-SGP |
| 11. Social Worker Walkthrough | 11. Summative Print form with SGO-SGP (Principal-VP) |
| 12. Speech Therapist Walkthrough | 12. Teacher Post-Conference Form |
| 13. Small Group Instruction Walkthrough | 14. Teacher Pre-Conference Form |

Creating Documents in Media-X

6

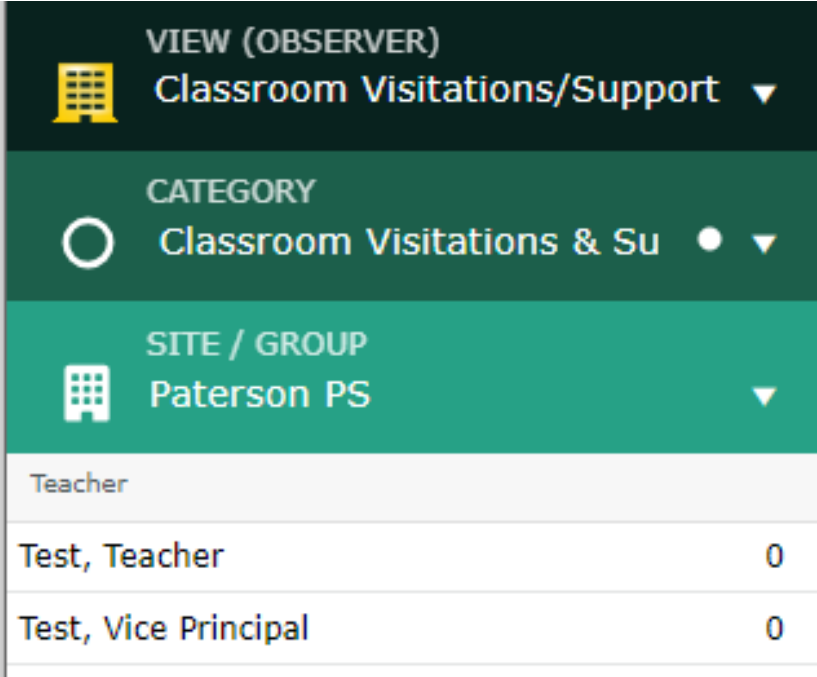
The screenshot shows the 'eWalk' application interface. At the top, there is a green header with the 'eWalk' logo on the left and the user 'Administrator Paterson PS' on the right. Below the header is a navigation bar with tabs for 'VIEWS', 'OVERVIEW', 'REPORTS', and 'MANAGE WALKTHROUGHS'. The main content area displays four observation categories, each with a 'MANAGE' button and a 'NEW' button. The 'Teacher Observations' category has a red box around its 'MANAGE' button. Each category also lists 'Round 1', 'Round 2', and 'Round 3' with status indicators and a vertical scroll bar.

| Category | Round | Status |
|------------------------------|---------|----------|
| Nurse Observations | Round 1 | - none - |
| | Round 2 | - none - |
| | Round 3 | - none - |
| School Counselor Observation | Round 1 | - none - |
| | Round 2 | - none - |
| | Round 3 | - none - |
| Teacher Observations | Round 1 | - none - |
| | Round 2 | - none - |
| | Round 3 | - none - |
| Small Group Instruction | - | - none - |

6. To start a new observation or classroom visit, click on *Manage*

Creating Documents in Media-X

7



The screenshot displays a sidebar menu with the following sections:

- VIEW (OBSERVER)**: Classroom Visitations/Support
- CATEGORY**: Classroom Visitations & Su
- SITE / GROUP**: Paterson PS

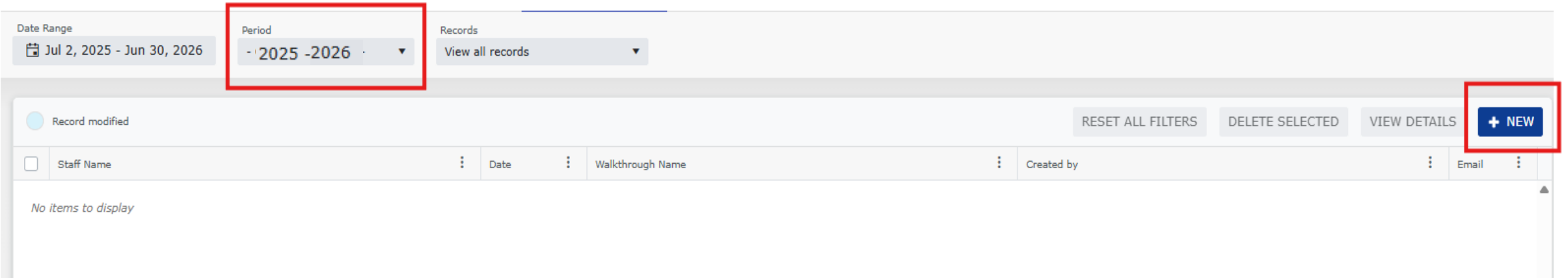
Below these filters is a table with the following rows:

| | |
|----------------------|---|
| Teacher | |
| Test, Teacher | 0 |
| Test, Vice Principal | 0 |

7. Choose the appropriate selection under *“View”*, *“Category”*, *“Site/Group”* and below *“Teacher”*

Creating Documents in Media-X

8



The screenshot displays the Media-X interface with several key elements highlighted by red boxes:

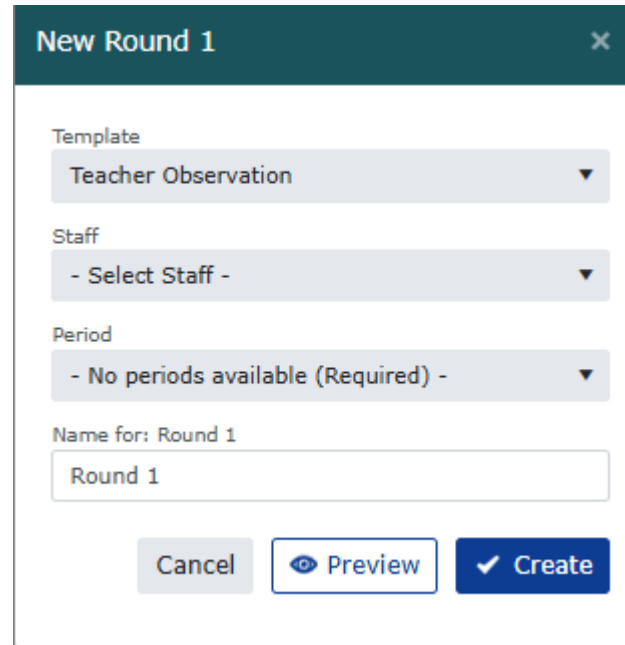
- Date Range:** Jul 2, 2025 - Jun 30, 2026
- Period:** - 2025 -2026 - (highlighted with a red box)
- Records:** View all records (dropdown menu)
- Buttons:** RESET ALL FILTERS, DELETE SELECTED, VIEW DETAILS, and a blue **+ NEW** button (highlighted with a red box).

Below the filters is a table with the following columns: Staff Name, Date, Walkthrough Name, Created by, and Email. The table currently displays "No items to display".

8. If the **Period** is not selected, select the 2025-2026 SY for **Period** and then click **NEW**

Creating Documents in Media-X

9



New Round 1

Template
Teacher Observation

Staff
- Select Staff -

Period
- No periods available (Required) -

Name for: Round 1
Round 1

Cancel Preview Create

9. A box will appear you will then click *Create*

You are now ready to begin completing your observation (please remember, these are the steps that should be taken for walkthroughs also). If you have any further questions, please feel free to contact Accountability@paterson.k12.nj.us

Objective and Demonstration of Learning

Objective:

- To ensure within the professional development session today, 100% of the participants can access and create observation documents within Media-X, as measured by the accurate completion of reflection tasks.

Demonstration of Learning (DOL):

- Given the reflective tasks, review the step-by-step process in accessing and creating a given observation document within Media-X.

Department of Accountability

Annalesa Williams-Barker, Ed.D.
Executive Director of Accountability

[973-321-0715](tel:973-321-0715)

abarker@paterson.k12.nj.us

Aaron Gulko
Supervisor of Technology Integration Program

[973-321-0614](tel:973-321-0614)

agulko@paterson.k12.nj.us

Nieara Brownlee
Coordinator of Performance Evaluation

[973-321-0617](tel:973-321-0617)

nbrownlee@paterson.k12.nj.us

Niuvín Fernandez
Coordinator of Performance Evaluation

[973-321-2244](tel:973-321-2244)

nfernandez@paterson.k12.nj.us

Lopamurda Biswas
Coordinator of Performance Evaluation

[973-321-0813](tel:973-321-0813)

lbiswas@paterson.k12.nj.us

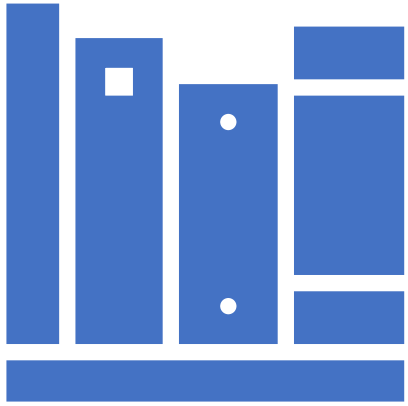
Questions?

Thank you for sharing time and space with us today.

We appreciate your efforts of understanding

We appreciate your attention to preparation

*We appreciate your unrelenting support toward
student achievement!*



Accessing Media-X and Creating Documents
End
