



Screencasts for Users

Greenwich Public Schools, Connecticut

NOTE: Another resource is the [ClassBright Help site](#), which offers step-by-step instructions with screenshots.

General User

These screencasts demonstrate features and navigation relevant to all users. Administrators (anyone who is assigned to observe and/or evaluate one or more staff members) should review this section and then also the [Administrator User](#) section, which highlights additional features.

Basics

- [Welcome & Overview](#) (12:50 min)
The nuts and bolts of how ClassBright is designed, and how to complete set-up for your new user account, reset your password, and add a shortcut on your mobile device.

Achievement Plan (AP)

- [Self-Reflections](#) (2:28 min)
Reflect and record one or more self-reflections.
- [Goals](#) (4:40 min)
Identify one or more goals, align it to your rubric, describe your rationale for that goal, and develop a statement that describes your goal in detail.
- [Action Steps](#) (4:48 min)
Identify one or more action steps you expect to take toward achieving your goal. You can also add a timeframe and supporting resources here.
- [Measures](#) (3:49 min)
Identify and describe one or more Student Learning measures and/or Professional Practice measures that you will use to determine progress toward achieving your goal(s).
- [Collaborators & Meeting Timeline](#) (1:48 min)
List any colleagues, consultants, or others who will help you work on your goal(s). Also, draft a timeline for when you and your supervisor will meet to check-in on your progress.
- [Approval & E-signing](#) (3:30 min)
Complete the Achievement Plan process with submission, approval, and signing by both parties (admin & staff member).

Portfolio

- [Rubric Alignments](#) (3:44 min)
A powerful snapshot to visit repeatedly to help ensure data gaps are filled and to access performance level expectations and examples.
- [Snippet](#) (8:05 min)
Quickly capture and share an artifact by adding a note and/or uploading any media file type – image, video, pdf, ppt, doc, etc.
- [Walkthrough Forms & Formal Observations](#) (X:XX min)
How to review the performance evidence collected by one or more of your assigned Observers using these two tools.
- [Evaluation Document](#) (2:28 min)
Understand how you can review your evaluation.
***NOTE:** Only your Evaluator (or another Observer assigned to you) can download a print-friendly PDF of your evaluation.*
- [E-signing the Evaluation Document](#) (2:04 min)
Review how both parties can sign the evaluation document.

Administrator User

Basics

- [Navigation & Search Filters](#) (3:58 min)

Achievement Plan (AP)

- [Evaluator-generated Goal](#) (2:01 min)
See how an Observer/Evaluator can add one or more goals to a staff member's Achievement Plan.

Portfolio

- [Walkthrough Form](#) (3:48 min)
A form created by the school district for observers to easily capture some data points into a staff member's portfolio.
- [Formal Observation](#) (8:13 min)
Review best practices for scripting observations during formal sessions, along with documenting pre- and post-conference meetings.
- [Evaluation Document](#) (9:11 min)
Understand the supporting data and other information at your fingertips to select a rating for each rubric indicator, add comments, share with the staff member, and also how it can be downloaded (PDF) for printing or saving.