Accessing the COT Goal Setting System on Engage:

1. Login to cliengage.org

2. On the dashboard, locate the green banner, Quality Improvement and Innovation.

3. Click on the Classroom Observation Tool - CLI.

4. Under "Community Name", type in ECEP and you will see a pop-up that says "ECEP Remote Coach Pilot". Click on this and click the "Search" tab. Next, you will see an entry for each of the ECEP teachers in the pilot.

5. In the "Last Name" box, type in your teacher's last name and click the "Search" tab.

6. To get to the teacher folder, select the black action button located on the right of the teacher's name.

Completing a COT Blank Assessment:

**Note: In the Remote Pilot, you will not be completing a COT assessment on the teachers. Because of this, when you enter the COT- Classroom Observation Tool for <mark>the first time</mark> in each teacher's folder, you will need to create a blank assessment.

1. Click the green box, "Perform Assessment." A new screen will appear.

Classroom Observation Tool > Teachers > KAREN SMITH

Community/District: SHELDON ISD, ECEP Remote Coach Pilot   School: SHELDON EARLY CHILDHOOD ACADEMY, Sheldon ISD-Early Learning Center   Teacher Name: KAREN SMITH   School Year: 18-19

| Perform Assessment | Select Goals/Update COT |

Reports

Action	Teacher PDF Reports	Reflection	Uploaded Item	Coach PDF Reports	COT PDF Report
					COT PDF Report

2. Fill in the three items below:

   - Date of visit (put todays date)

   - Length of Visit (put 1 hour)

   - Wave (Select "BOY" for beginning of year)

Teacher Behavior Goal-Setting System > Teachers > _____ > COT Assessment

| COT Report | Teacher Folder |

Teacher: _____   School Year: 18-19   * Wave: BOY

* Date of Visit: 10/22/2018   * Length of Visit (hours):   1.00   Show Full Text

3. Click "Finalize" to complete the assessment.

| Save | Finalize |

4. A message will pop up and you will click finalize again.

⚠

After the COT is finalized, no change can be made. Do you want to finalize this COT?

| Finalize | No |

Creating a Short Term Goal Report:

Note: In the Remote Pilot, the Teacher Short Term Goal Report should be provided to the teacher at the beginning of each cycle. It lists the selected goals first, then the action plan and finally a Reference table.

1. Click on the green "Select Goals/Update COT."

2. Scroll down to the instructional area in which you will be selecting your goals for the cycle. Click the name to open the list of strategies.
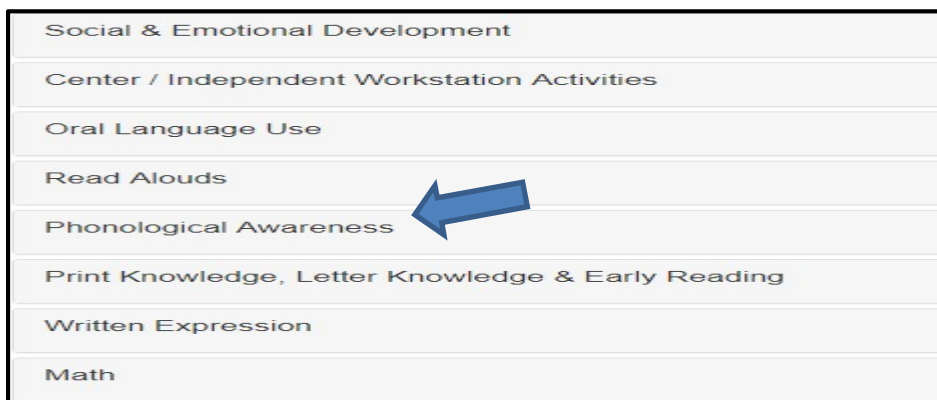
3. In the far left column, click the checkboxes next to the strategies you are setting as goals.

4. When you are finished selecting goals, scroll down to the bottom of the page and click "Create New Short-Term Goal Report."

5. A new page will appear with your selected goals listed at the top and a blank Action Plan underneath.
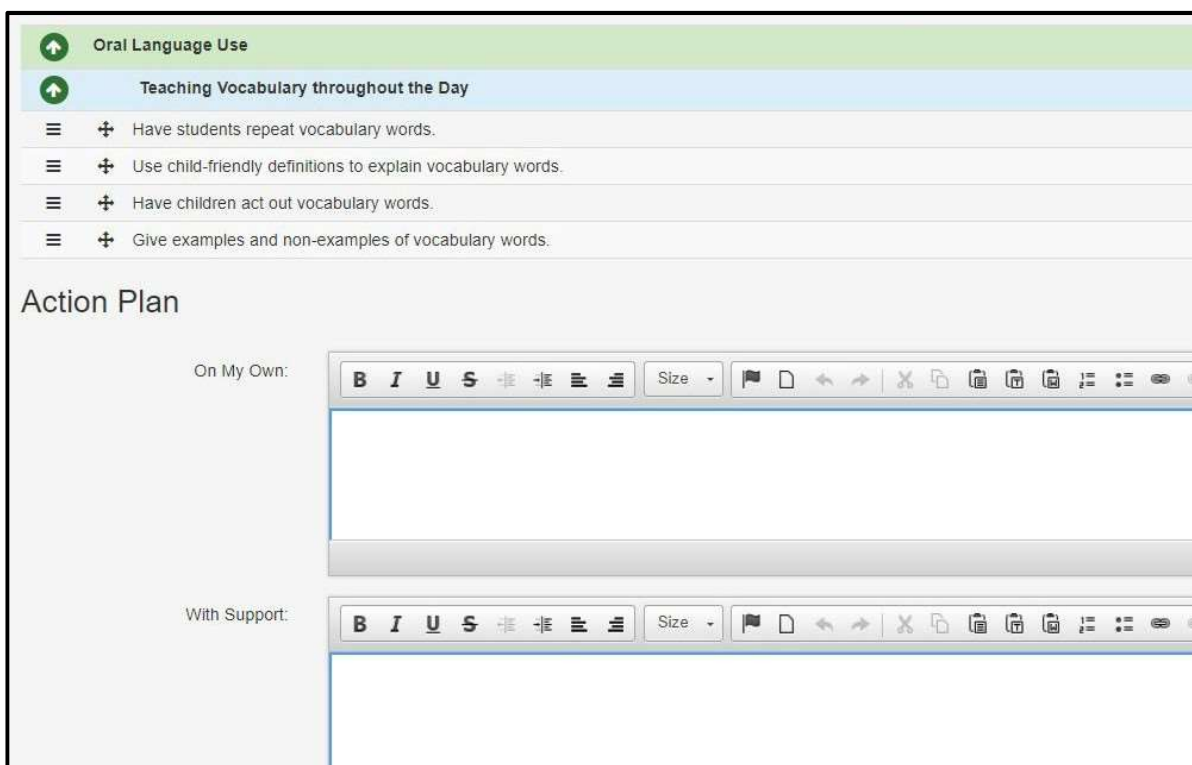
6. There are three sections to the action plan:

❶ ON YOUR OWN:
Write specific steps for what the teacher needs to do to accomplish these goals.
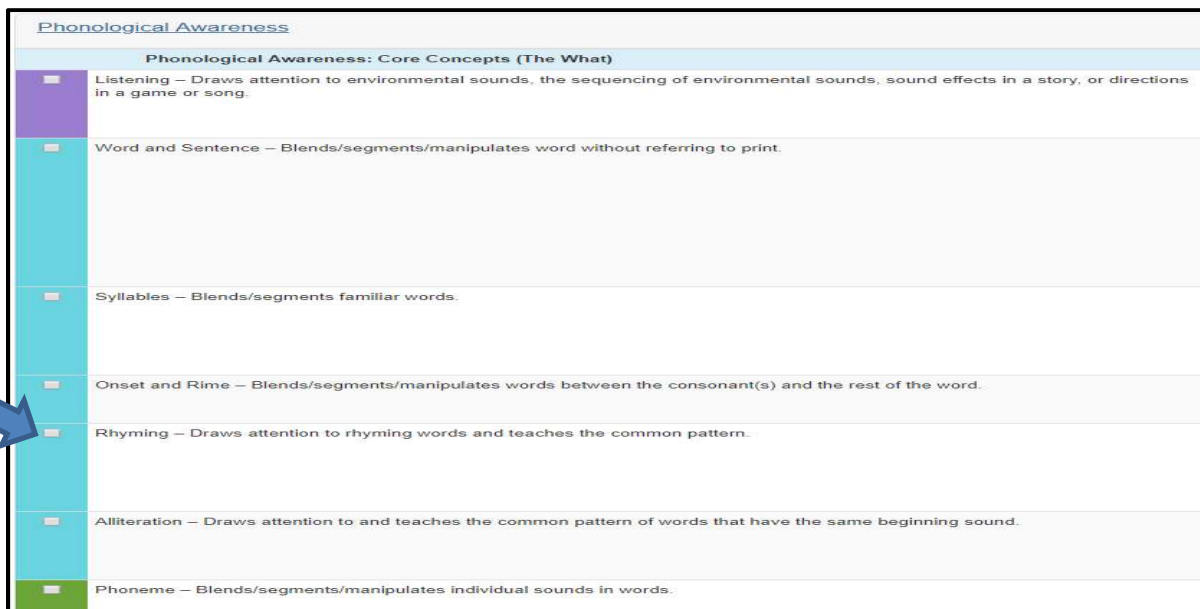
❷ WITH SUPPORT:
Write specific steps for how you will support the teacher to accomplish these goals. (e.g., providing content guidance, reviewing your practice video).

❸ ADDITIONAL COMMENTS:
Write other important information here. (e.g., date that course should be completed, video assignment due dates, date and time of scheduled feedback call).

After you have completed the action plan:

7. **Be sure you have indicated a "length of visit" at the top** (select how long it took to create action plan), or the action plan will **not generate correctly.**

8. Click "Save" and then "Generate Teacher STG Report" to access a printable PDF version of your short-term goals report and action plan.

9. Look for the PDF to pop up in the bottom left corner of your browser. Save a copy of the STGR and place in the teacher folder. The STGR includes a Reference table. The table lists the associated CIRCLE Manual, Prekindergarten Guideline sections, and Resource video links.

10. You will see the pop up below.
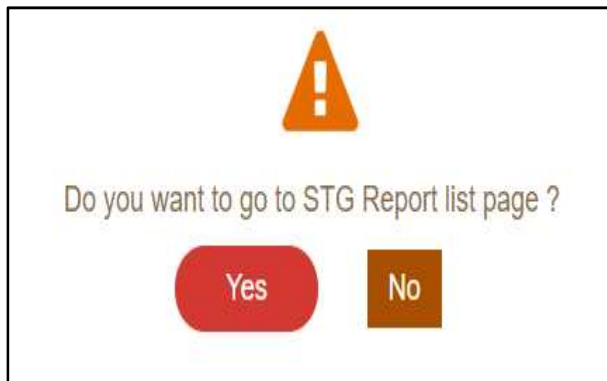
11. Click yes and it will take you to the STGR list page.

This list page is cumulative. You can always view the teacher STGR as well as the Coach STGR from here. You can also view the COT PDF Report.

12. There are 4 new items on the STGR list page. This is an update to Engage since we had the ECEP training. You will only be using the "Edit Plan" and "Delete" tabs. We will have training on the other buttons and other new teacher functions at the end of the pilot.

- If you click on the "Edit Plan" tab, you can make changes to the current STGR. You will need to click on the "Save Changes" tab again.
- If you click on the "Reflection" tab, it takes you to a new reflection page.   Just ignore this for now.
- If you click on the "Upload Item" tab, you can upload items directly to the teacher folder. Just ignore this for now.
- If you click on the "Delete" tab, you are able to delete the current STGR. You will see a message asking if you are sure you want to delete and letting you know that if you delete it, it cannot be recovered.

13. The COT PDF Report will show the goal set dates.

Classroom Observation Tool - CLI
COT Report

Community/District: CLI TEST COMMUNITY
School: Test School 1
School Year: 2018-2019

Teacher: Ann-Test McKitrick
Observer: Linda Aston
Date: 3/16/2019 5:22:06 PM

|	Goal	Observed at BOY	Observed at MOY	COT Updates	NS	Goal Set Date	Goal Met Date	Resources
	Phonological Awareness: Context (The When/Where)							
1	Involves children in **large group phonological awareness activities.** 166							
2	Involves children in **small group phonological awareness instruction** (e.g., Tier 1-small group for all students or Tier 2-additional small-group for targeted students). 167					03/16/19		
2	Provides support and **encourages** children in **phonological awareness** practice **during center** activities (e.g., joins child in center and discusses initial sounds). 82					03/16/19		
3	Involves children in **phonological awareness transition activities** (e.g., clapping syllables to move from whole group to centers). 278					03/16/19		
3	Talks about **phonological awareness during underutilized contexts** (e.g., taking advantage of a teachable moment during greeting, bathroom, meal/snack, waiting time, walking in hallways, outdoor time, etc.). *Note: Excludes center time.* 83							

Updating the COT- Recording Goal Met Dates:

1. After the teacher submits her video assignment and you have your feedback call with her, you will determine which of the goals that you set on the STGR were met. You will go back to the teacher's folder by following the first 5 steps in the document. (Log in to cliengage.org, locate the green banner that says Quality Improvement and Innovation, click on the Classroom Observation Tool green box, find the teacher's name and click on the black play button).

2. A screen will appear. Click the Select Goals/Update COT tab.

3. You will see a COT report. Go to the section that you set goals in and click on that tab.
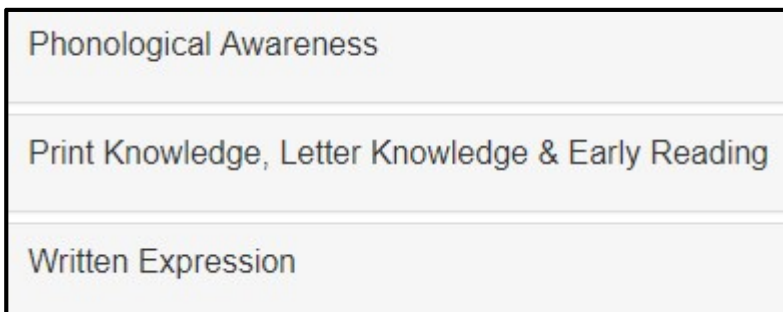

4. Find the first goal that you set. It will have a check in the box and a date that the goal was set. Click in the goal met box. A calendar will appear and you will click on the date that the goal was met. You will do this for each of the goals. If a teacher did not meet a goal you will leave the goal met box unmarked.
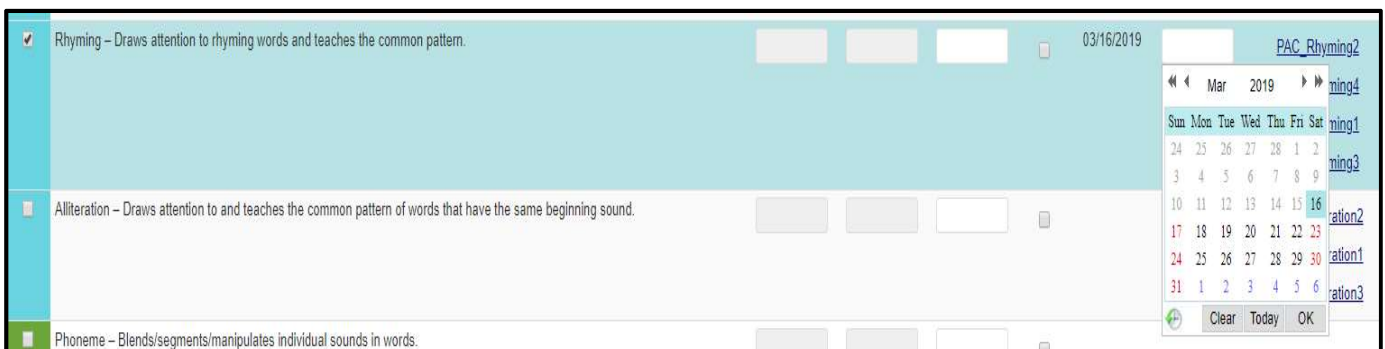
5. **NOTE:**

   When viewing the video, **if you observe a behavior that was not previously set as a goal**, you can record this behavior by first finding the behavior observed on the COT. Next, you will click in the **COT Updates** box and a calendar will appear. Click on the date this behavior was observed and it will be documented in the COT report.
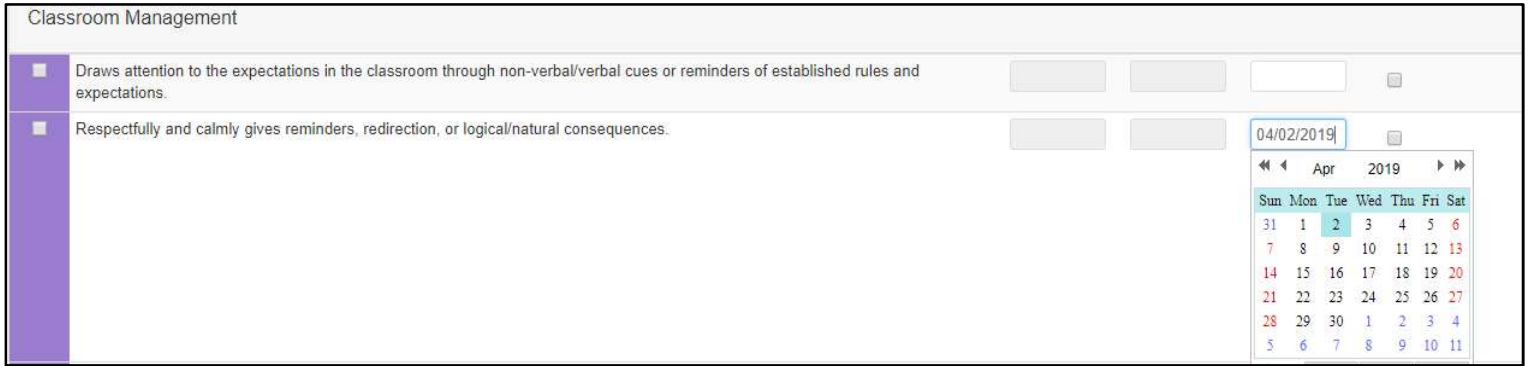
6. When you finish updating goals met, click on Save Changes.

7. You will see a pop up that says your updates have been saved.
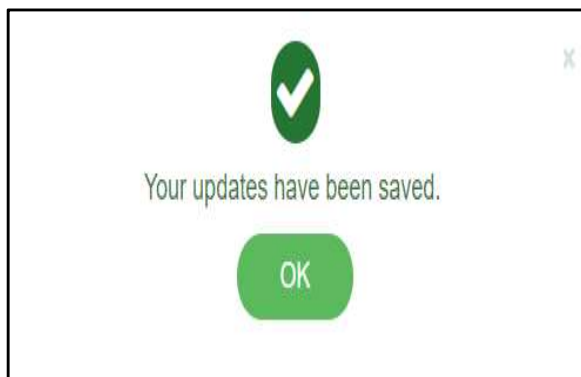
8. Now the COT Report will have the Goal Met Dates documented. It will also show any COT Updates that you saw when you viewed the video.

Classroom Observation Tool - CLI
COT Report

cli engage

Community/District: CLI TEST COMMUNITY
School: Test School 1
School Year: 2018-2019

Teacher: Ann-Test McKitrick
Observer: Linda Aston
Date: 3/16/2019 5:22:06 PM

	Goal	Observed at BOY	Observed at MOY	COT Updates	NS	Goal Set Date	Goal Met Date	Resources
	Phonological Awareness: Context (The When/Where)							
1	Involves children in **large group phonological awareness activities.** 166							
2	Involves children in **small group phonological awareness instruction** (e.g., Tier 1-small group for all students or Tier 2-additional small-group for targeted students). 167					03/16/19	04/02/19	
2	Provides support and **encourages** children in **phonological awareness** practice **during center** activities (e.g., joins child in center and discusses initial sounds). 82					03/16/19	04/02/19	
2	Involves children in **phonological awareness transition activities** (e.g., clapping syllables to move from whole group to centers). 278					03/16/19	04/02/19	
3	Talks about **phonological awareness during underutilized contexts** (e.g., taking advantage of a teachable moment during greeting, bathroom, meal/snack, waiting time, walking in hallways, outdoor time, etc.). *Note: Excludes center time.* 83							

Completing the Cycle 2 Written Expression COT:

- **Do not** complete another COT blank assessment.
- You will create another STGR by following the "Creating a STGR" section of the user guide. You will choose the written expression goals and write an action plan.
- Save the PDF and send it to your teacher along with the reflection sheet.
- After you have completed analyzing the teacher's video assignment, you will update the COT by putting in and saving the goal met dates.
- You will follow this continuous COT cycle as long as you work with the teacher and the COT report will automatically update with the new data.