

EPISODE 267

Tackling Teacher Evaluations Right From The Start With Teacher Self-Booking



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I start climbing the mountain of teacher supervision & evaluation right from the start this year?

Deliverables & Deadlines



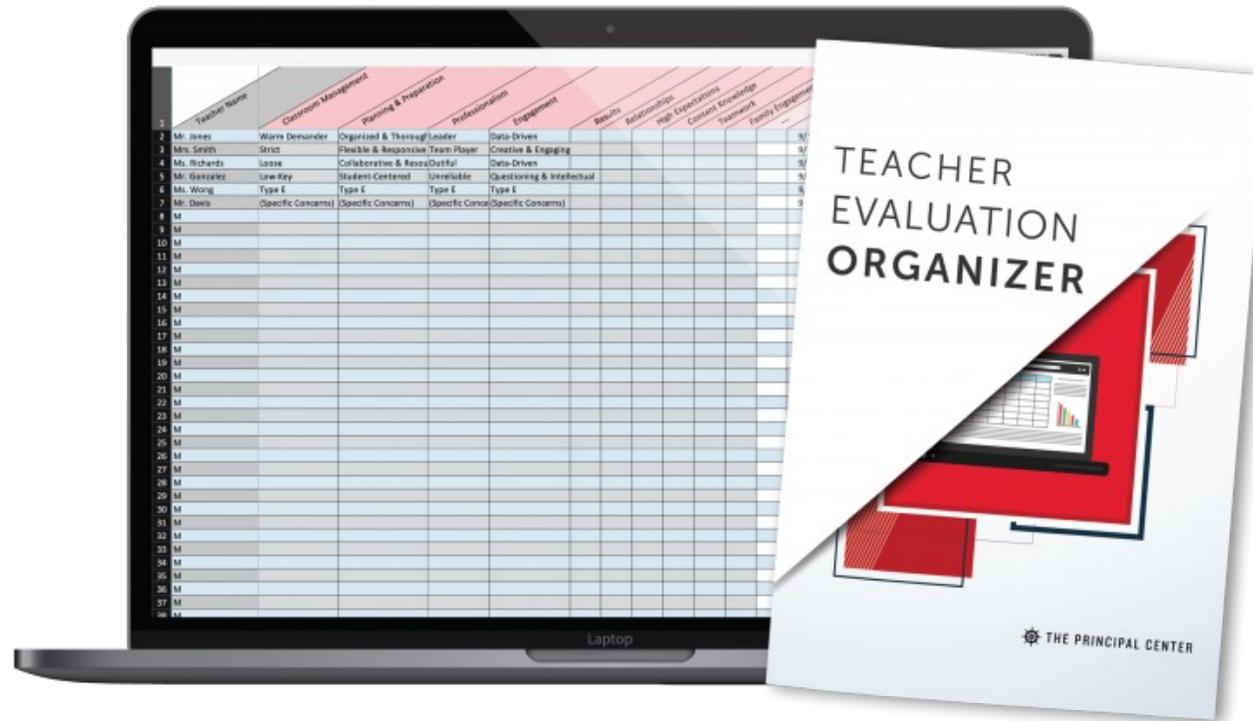
For each step in the evaluation process:

- What needs to get done?
- When does it need to get done by?
- How many of them do I need to do?
- How soon can this step start?

List Your Steps—Sheet 3



Home		Insert	Draw	Page Layout	F
Paste		Cut	Copy	Format	Calibri (Body)
B		I	U		
fx					
B1					
A					
1	Area:				
2	---				
3	Goal-Setting Conference				
4	Goals Written				
5	---				
6	Formal 1 Scheduled				
7	Formal 1 Preconference				
8	Formal 1 Observation				
9	Formal 1 Postconference				
10	Formal 1 Written				
11	Formal 1 Signed				
12	Formal 2 Scheduled				
13	Formal 2 Preconference				
14	Formal 2 Observation				
15	Formal 2 Postconference				
16	Formal 2 Written				
17	Formal 2 Signed				
18	---				
19	Final Eval Conference				
20	Final Eval Written				
21	Final Eval Signed				



PrincipalCenter.com/eval-xls



More Tools



Dashboard.PrincipalCenter.com/toolbox



A High-Leverage Strategy



Let teachers book their own appointments on your calendar

Why Self-Booking?

- No back-and-forth discussions
- Far fewer emails
- Automatic reminders
- No double-booking



What To Communicate



- What meetings need to be set
- The deadline for each meeting to take place
- Dependencies: preconference » observation » post-conf
- Where to go online to schedule
- Who to see in person for help

Self-Service Booking Tools



- Microsoft Bookings Outlook Add-On
- Google Calendar Appointment Schedule
- Calendly
- ScheduleOnce/OnceHub

Google Bookable Appointments



Calendar

Create

- Event
- Task
- Appointment schedule

BOOKABLE APPOINTMENT SCHEDULE

Annual Goal-Setting

Appointment duration
How long should each appointment last?

45 minutes

General availability
Repeat weekly

Sun	Unavailable
Mon	7:00am - 5:00pm
Tue	7:00am - 5:00pm
Wed	7:00am - 5:00pm
Thu	7:00am - 5:00pm
Fri	7:00am - 5:00pm
Sat	Unavailable

(GMT-05:00) Central Time - Chicago

Scheduling window

Limit the time range that appointments can be booked

Available now

Start and end dates
Limit the date range for all appointments

Maximum time in advance that an appointment can be booked

60 days

Minimum time before the appointment start that a booking can be made

2 hours

Adjusted availability
Indicate times you're available for specific dates

[Change a date's availability](#)

Booked appointment settings

Manage the booked appointments that will appear on your calendar

Buffer time
Add time between appointment slots

5 minutes

Maximum bookings per day
Limit how many booked appointments to accept in a single day

4

Guest permissions

Guests can invite others
After booking an appointment guests can modify the calendar event to invite others

Calendars
Justin Baeder · Avoid scheduling conflicts

Self-Booking Pitfalls



- Keeping multiple calendars (e.g. personal & work)
- Not connecting to your calendar to avoid meeting conflicts
- Not blocking out non-school/off-campus days
- Not communicating dependencies/sequence
- Not offering face-to-face help (e.g. secretary)