

Walkthrough Evaluation Form Guide

WHERE TO FIND THIS FORM

- open FCsk12tn.net
- Click "departments" on left menu
- Under departments click "curriculum and instruction"
- Under curriculum and instruction click "document upload"
- Click the Folder that says "walkthrough evaluation Form"
- Click the PDF File that says "walkthrough evaluation Form"
- Complete Form by printing or using the Fillable Form on your iPad or computer

DIRECTIONS FOR IPAD USERS

- *Make sure Adobe Acrobat is downloaded from the app store
- After the Form opens, tap in the upper right hand corner of the Form & click open in Adobe Reader (this will not appear until you touch the upper right hand corner of the page)
- After document opens in Adobe, create your eval
- To add elements tap the top of the screen and use buttons
- When your eval is complete, email Form to yourself by tapping on the top right of the Form then the square with arrow on top
- *DO NOT email directly to teacher, Forms are still editable even after emailing.
- Print hard copy after opening up on desktop computer
- DONT FORGET: save edited Form under teacher's name