

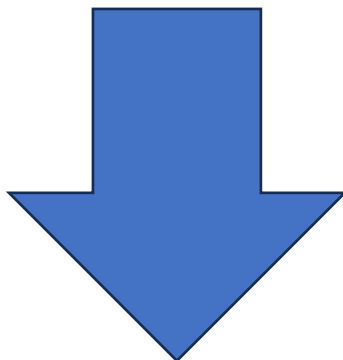
## ***Sibme Quick Reference Guide***

*Hi TeacherBuilder.com Intern,*

We will be using the platform, Sibme, to complete your 2 remaining observations. This quick reference guide will provide you with information as to how to login and submit your observation.

Please be aware of the following:

- There will be no in-person observations conducted for your last 2 observations.
- It is imperative that you submit 2 virtual observations to complete a successful internship.
- Your phone is the only device you will need to record your daily lesson.
- You must record a 45-minute, unedited lesson. If your class period runs shorter than 45 minutes, you can include a transitional period or even the start of a new class period to adhere to the 45-minute minimum.
- You will need to submit 2 lessons with a minimum of a 3-week period between lessons. No back-to-back lessons will be accepted. (Ex. 09/01/23 for 4<sup>th</sup> Observation, 10/01/23 for 5<sup>th</sup> Observation)



# Logging In

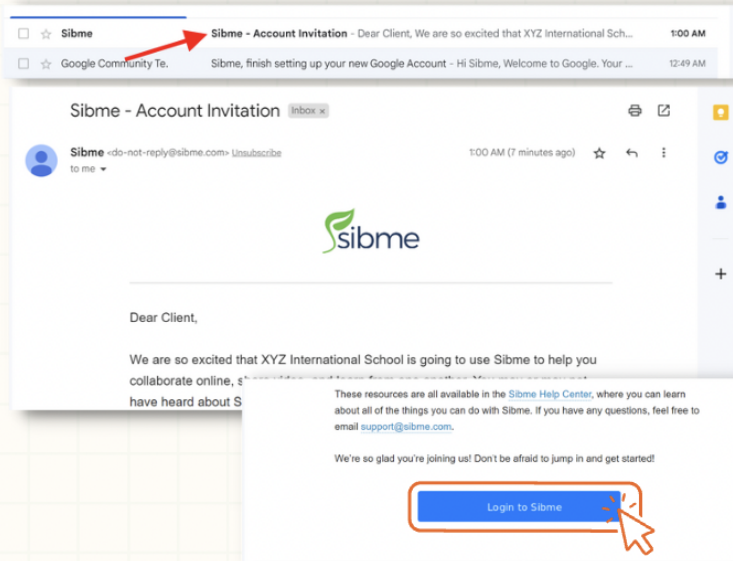
## How can you gain access to your Sibme Account?

If you don't see the email or have trouble logging in

Contact [support@sibme.com](mailto:support@sibme.com)

An **account manager** must add you to the account before you can log in. Once added you will receive an account invitation email from Sibme.

Check your email for an 'Account Invitation' email.



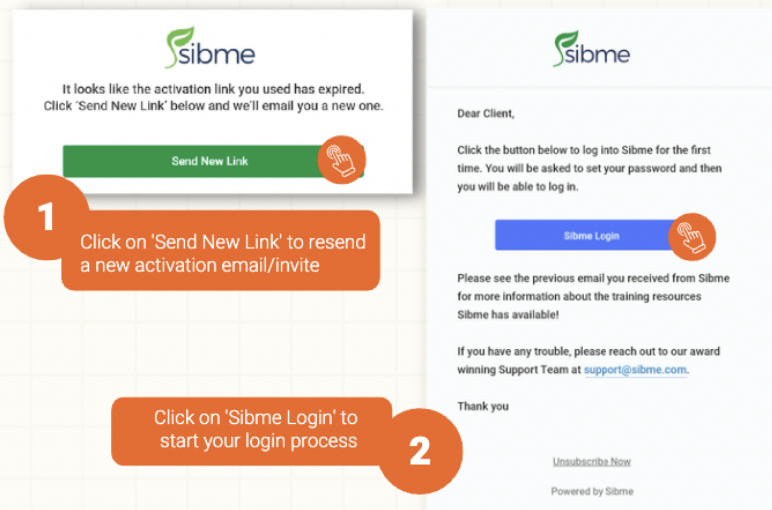
Follow the instructions to activate your account.

## What if your activation email is expired?

Having trouble with your links?

Contact [support@sibme.com](mailto:support@sibme.com)

Activation emails have a **24-48 hour window**, after which, they expire. For you to be able to log in, you will need to resend the invite to yourself. Here is how:



In the future, you'll log in through the web or mobile using your credentials. You can also use your Google or Microsoft accounts for an easier log-in process.

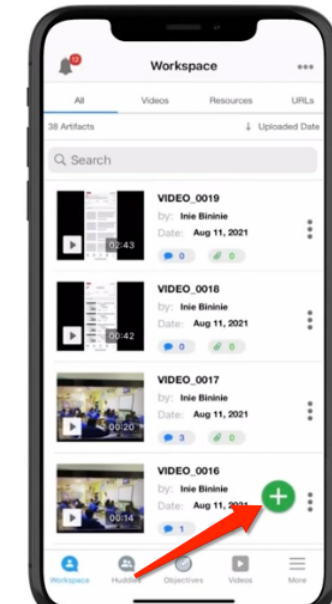
## Downloading the Mobile App

Once you are logged in, please download the Sibme mobile app

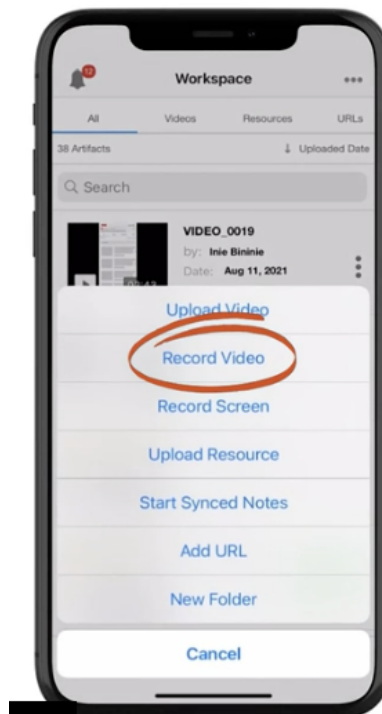


## Recording a Video on Mobile

Once the app is downloaded, you can record from there. [Watch this video](#), or follow the screenshots below to record:



Click the green plus button



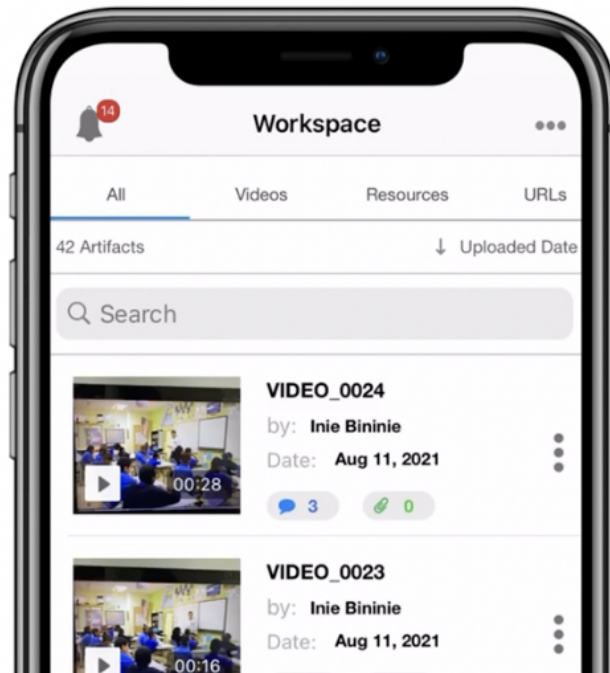
## Select Record Video



Rotate your device



Press the record button to record and again when you are done



The video will be stored in your workspace until you are ready to share it.



# Adding Artifact to Goal from Desktop

The screenshot shows the Sibme interface with the 'Goals' page selected. The top navigation bar includes 'Workspace', 'Huddles', 'Goals', 'Library', 'Analytics', 'People', and a user profile for 'Kim'. The 'Goals' page has a filter bar with 'Active', 'Unpublished', 'Archived', and 'Templates' tabs. Below the filter bar is a search bar and several dropdown menus for 'Workspace', 'All Goals', and 'Goal Category'. The main content is a table of goals with columns for Title, Location, Updated, Due, Owner, and Status. The first row, 'Teacher Goal: Template', is highlighted with a red arrow.

Title	Location	Updated	Due	Owner	Status
<b>Teacher Goal: Template</b> This goal is created for field supervisors to give feedback to the te...	Account	Jun 1, 2023	Jun 7, 2023	Kim Ramadan	0% Not Started
<b>Observation and Feedback Sample</b> This goal is created for field supervisors to give feedback to the te...	Account	Jan 9, 2023	Mar 10, 2023	Kim Ramadan	33% Incomplete
<b>Observation and Feedback Goal</b> This goal is created for field supervisors to give feedback to the te...	Account	Feb 23, 2023	Mar 10, 2023	71+	
<b>Observation and Feedback Goal</b> This goal is created for field supervisors to give feedback to the te...	Account	Feb 1, 2023	Mar 10, 2023	21+	
<b>Observation and Feedback Goal</b> This goal is created for field supervisors to give feedback to the te...	Account	Mar 5, 2023	Mar 10, 2023	20+	

To share your video to your goal from your computer, log into Sibme on your computer. Click on “Goals” at the top of the page, and then the goal you are working on.

The screenshot shows the details of the 'Teacher Goal: Template' goal. It includes a progress bar at 0% (Not Started), the owner's name 'Kim Ramadan', and the start and due dates. Below this is a table of action items with columns for Action Item, Start Date, Due Date, Last Update, Start, End, Current, and Status. The first row, 'Pre-Conference Form: Observation 1', is highlighted with a red arrow.

Action Item	Start Date	Due Date	Last Update	Start	End	Current	Status
<b>Pre-Conference Form: Observation 1</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started
<b>Observation 1</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started
<b>Post Observation Form: Observation 1</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started
<b>Pre-Conference Form: Observation 2</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started
<b>Observation 2</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started
<b>Post Observation Form: Observation 2</b>	Jun 1, 2023	Jun 2, 2023	Jun 1, 2023	-	-	-	0% Not Started

Click on the action item you want to add evidence to

### Pre-Conference Form: Observation 1

Goal: Teacher Goal: Template

0%

Not Started

Due Date

Jun 2 2023

Please complete a Pre-Conference Form prior to submitting observation 1. To submit your form, click the green + and upload your form as a resource.

If a Pre-Conference Form is not submitted this will delay feedback and will not fulfill internship requirements...

[See More](#)

#### Goal Owner Reflection

B I U H1 H2 ☰ ☷ 🔗  
Type...

#### Reviewer Summary

Reviewer Summary will be available after the Action Item is marked Done and the Reviewer has provided their Summary.

#### Evidence

! No evidence added.



- Videos
- Resource
- Frameworks
- Notes

On the left side of this screen you can add Evidence, enter a Measurement or add the Goal Owner Reflection. Click any Evidence you've already added to review it. You can mark the Action Item Done once you have added Evidence, entered Measurement, or entered a Goal Owner Reflection.



Click the green + and then video or resource

#### Goal Owner Reflection

B I U H1 H2 ☰ ☷ 🔗  
Type...

#### Reviewer Summary

Reviewer Summary will be available after the Action Item is marked Done and the Reviewer has provided their Summary.

#### Evidence



Video  
Fireman - 2 - 2 - 2 - 3 - 2 - 2 - 2

On the left side of this screen you can add Evidence, enter a Measurement or add the Goal Owner Reflection. Click any Evidence you've already added to review it. You can mark the Action Item Done once you have added Evidence, entered Measurement, or entered a Goal Owner Reflection.



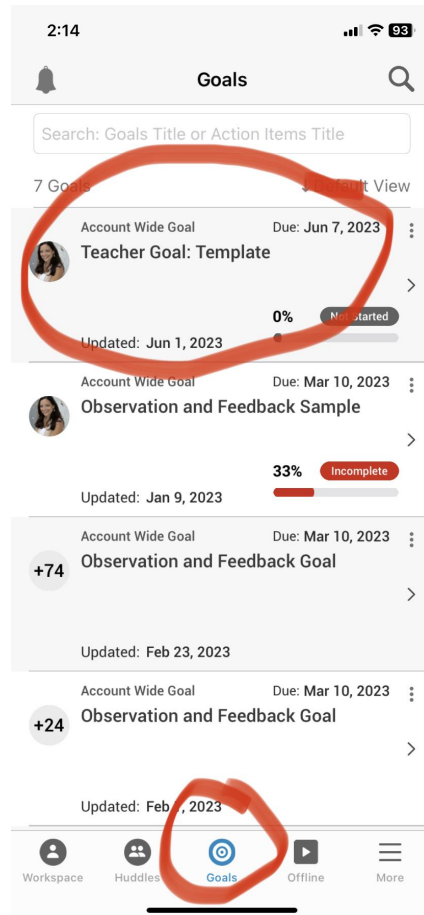
✓ Auto Saved Jun 1, 2023 14:06 CDT

Action Item Done

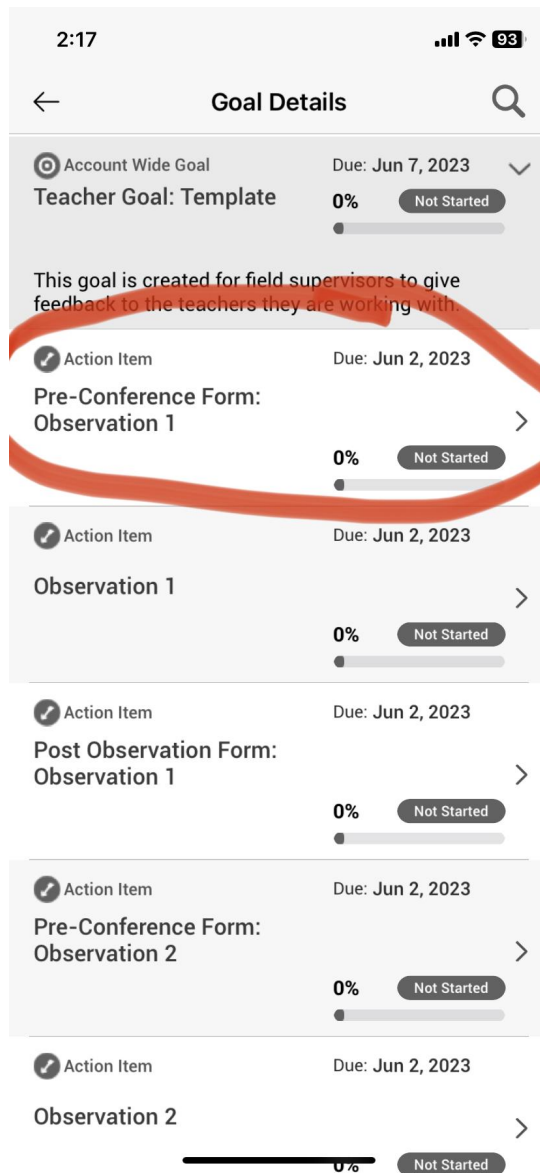
Write a reflection in the box if you would like to, and then click action item done.  
**NOTE: YOU MUST CLICK THIS IN ORDER FOR YOUR FIELD SUPERVISOR TO HAVE ACCESS**



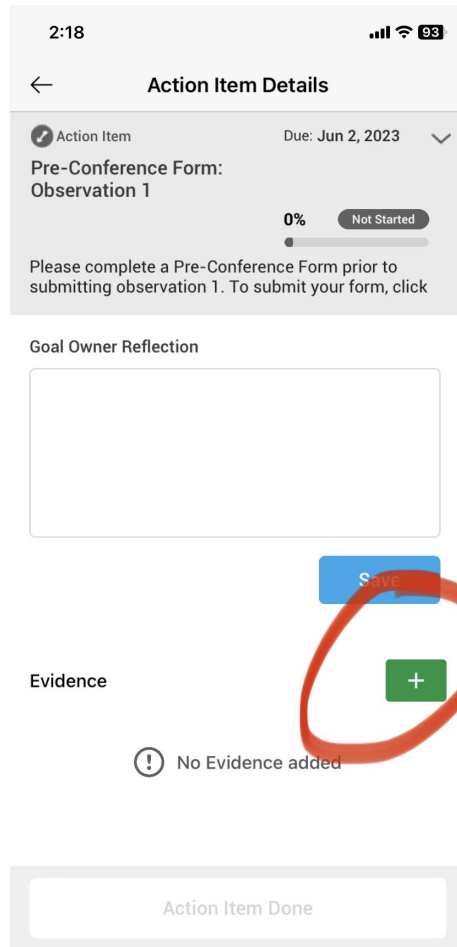
## Adding Artifact to Goal from Mobile



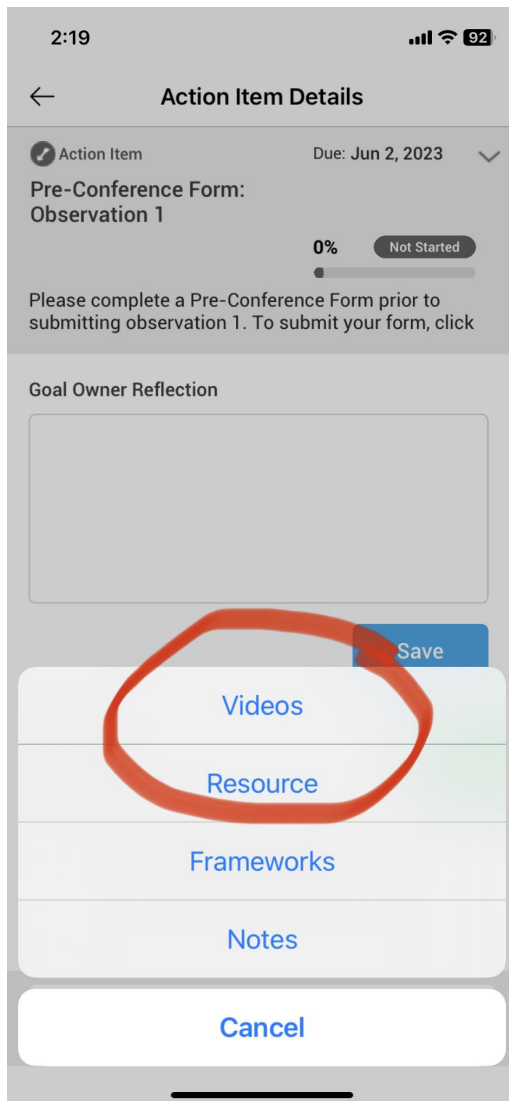
From Mobile, click on the goal icon on the bottom of the screen, and click on your goal.



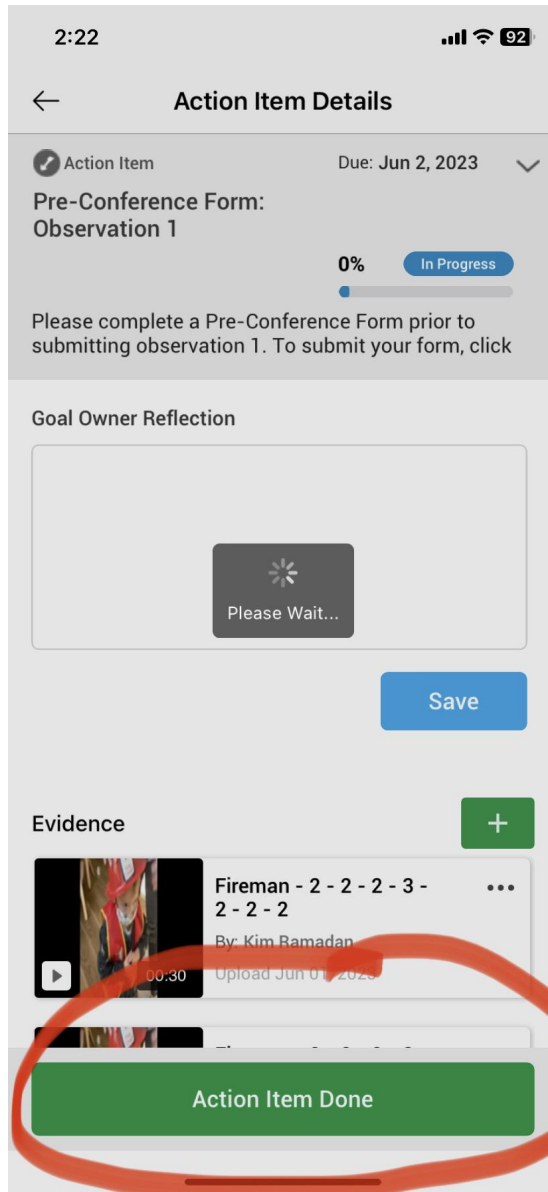
Click on the action item you want to add the video or artifact to



Click the green + and add video or resource



Click video or resource, and add your evidence



**IMPORTANT: YOU MUST CLICK ACTION ITEM DONE WHEN YOU ARE FINISHED**