Sample Timeline for Completion of the Ohio RESA

Suggested Deadline	Action Item
March 15	Complete and **submit Task 2**
March 10	Choose lesson for Task 3 and outline instructional evidence from the lesson that you plan to submit
March 10 to March 21	Collect Evidence for Task 3: • Film lesson, download and save to local computer • Gather instructional evidence used in lesson • Check that all evidence is scorable (redact names, school identifiers etc.); • Scan or otherwise save evidence on computer
March 10-March 25	Draft answers to Task 3 forms in word processing document and save to local computer
March 25	Upload video and evidence for Task 3 to RESA submission system • Segment video • Verify that video/evidence is scorable (video is audible, video/PDFs are right side up)
March 25-April 15	Review and revise draft form answers for Task 3; copy final answers into RESA submission system and apply formatting using the software tools, as necessary
April 15	**Submit Task 3**
March 10	Think about the evidence you are going to submit for Task 4 and outline your responses for the forms in Task 4
March 10 to March 21	Collect evidence for Task 4 • Check that all evidence is scorable (redact names, school identifiers, etc.) • Scan or otherwise save evidence on computer
March 10-March 25	Draft answers to Task 4 forms in word processing program and save
March 25	Upload evidence to RESA submission system • Check that evidence is scorable (i.e. PDFs are right-side up and legible)
March 25-April 15	Review and revise draft form answers; copy into RESA submission system and apply formatting using the software tools, as necessary
April 15	**Submit Task 4**
April 15-21	Review Tripod Report for Task 5 (should receive by April 15) or Observation Response Form completed by colleague
April 21-May 5	Draft answers for Task 5 forms in word processing document and save
May 5-15	Review and revise draft form answers; copy into RESA submission system and apply formatting as necessary.
May 15	**Submit Task 5**