User Guide - Observer

This document provides step-by-step instructions for scheduling, starting, and conducting observations as an observer.
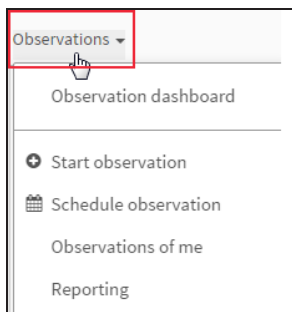
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Access Your Observer Tasks

The Observations Tab

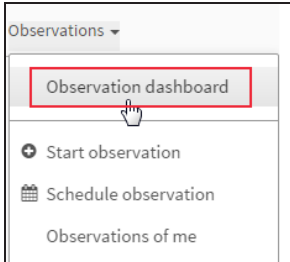Click the **Observations** tab to open the drop-down menu.

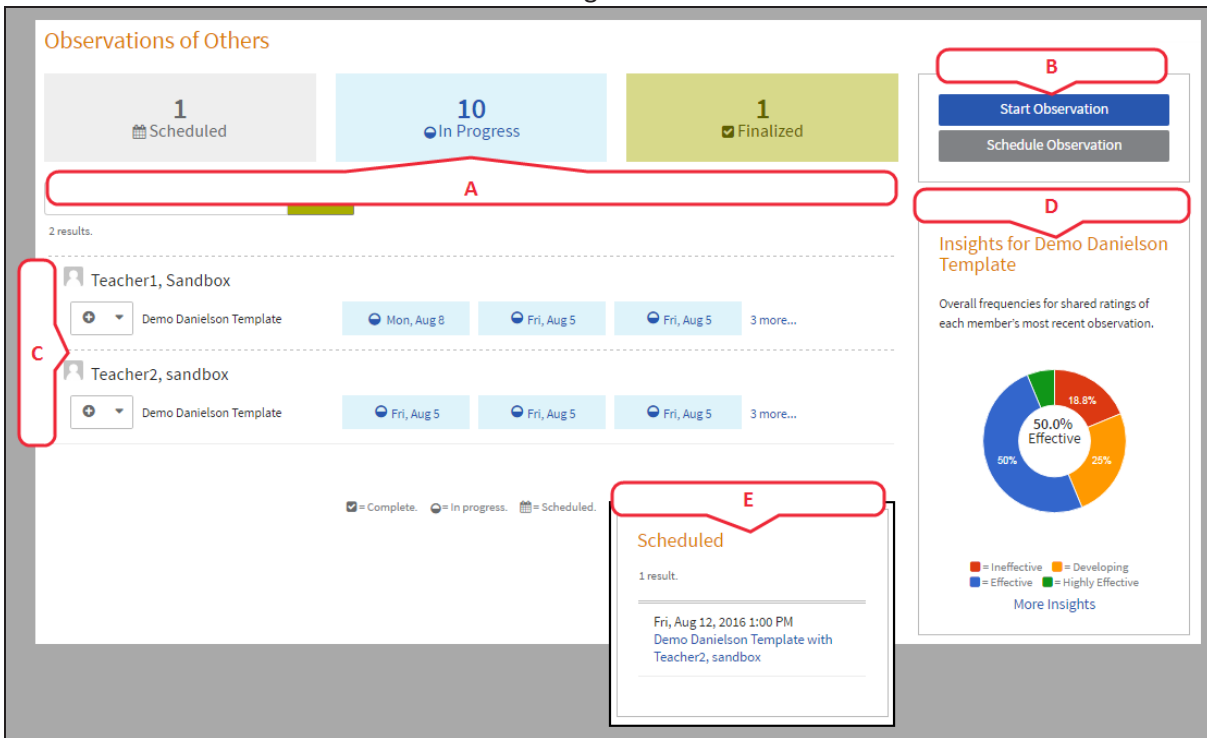From this tab, you have the following menu options.

- **Observation dashboard** - view a summary of your observations and their status, and access observer tasks
- **Start observation** - start an observation
- **Schedule observation** - schedule an observation
- **Observations of me** - if you have been observed, access the details here (refer to 'User Guide - Observee' for more information)
- **Reporting** - configure and view a status report of observations for an observation template

The Observation Dashboard

Select **Observation dashboard** from the menu.

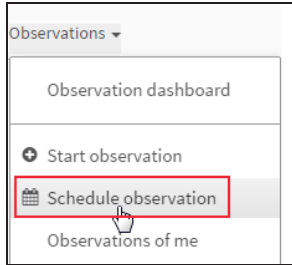The observation dashboard includes the following features.

A. Status summary for all of your observations

B. Observation action buttons

C. Teacher observation status list

D. Insights box showing results summary for each observation template

E. Scheduled box for quick access to upcoming scheduled observations

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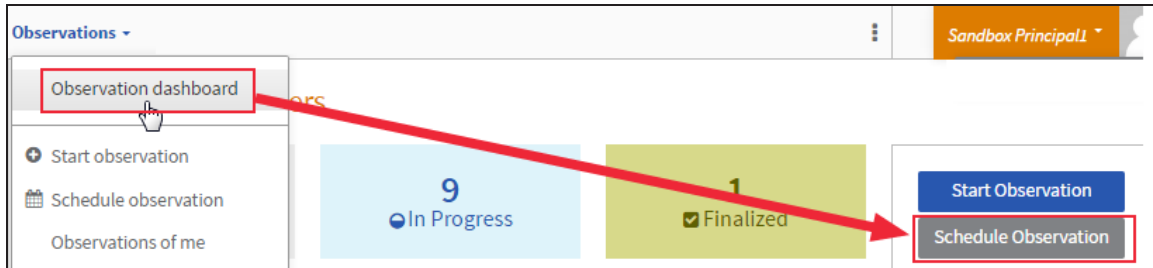*For Internal District Use Only*
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Schedule an Observation

1. Click the **Observations** tab, then select **Schedule observation**.

   -OR-

   Click the **Observations** tab, then select **Observation Dashboard**. To the right of the screen, click **Schedule Observation**.

2. In the pop-up window, select the observee and observation template.

3. Schedule the date and time for the observation.

4. Select a radio button to determine if the observee will be informed of the scheduled observation.
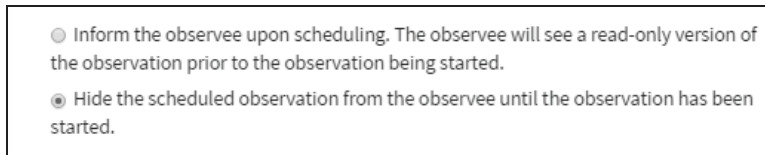
5. When the observation information is complete, you have two options.

   - Click **Schedule** to schedule the observation and close the pop-up window.
   - Click **Schedule and Again** to schedule the observation and clear the window to schedule another.

Reschedule an Observation

1. Click the **Observations** tab, and select **Observation dashboard**.

2. In the teacher observation status list, click the date of scheduled observation.
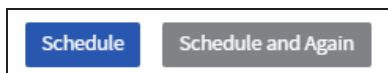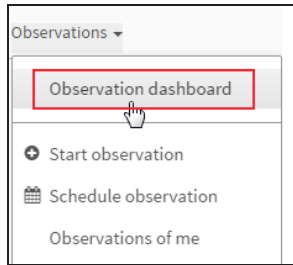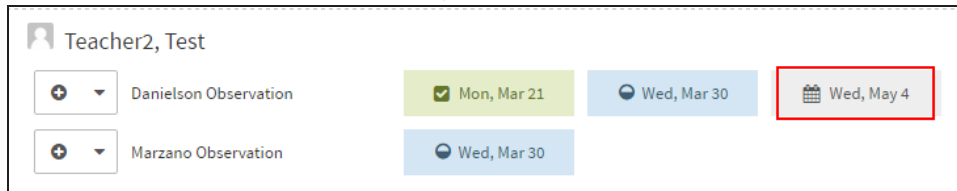

3. Click **Reschedule**.

4. Update the date and time of the observation and click **Schedule**.

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Start an Observation

Start a Scheduled Observation

1. Click the **Observations** tab, then select **Observation dashboard**.

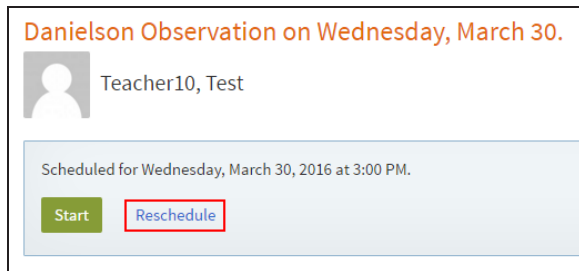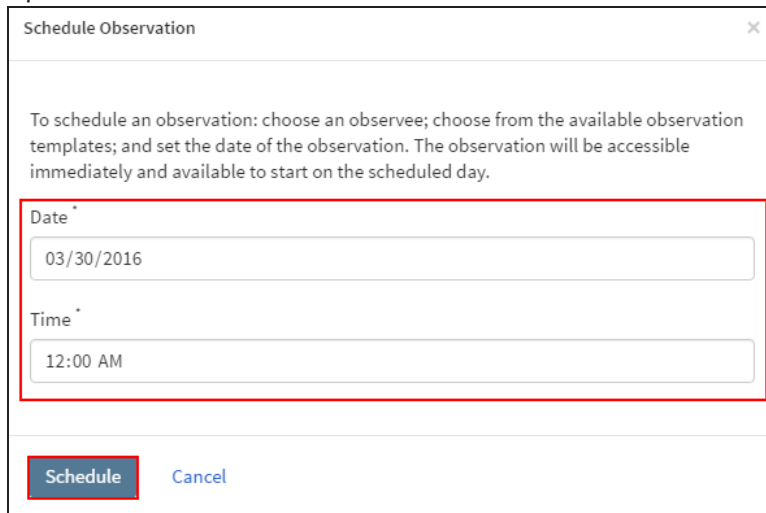2. In the teacher observation status list, click the date of a scheduled observation.
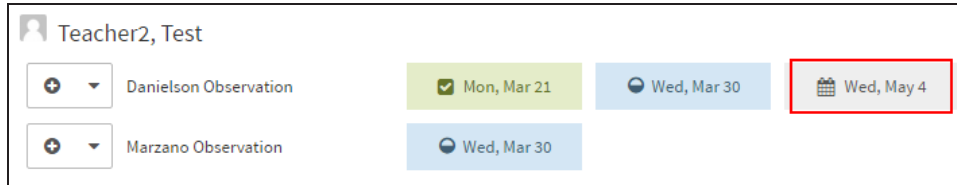
   -OR-

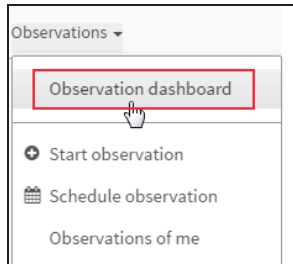   In the 'Scheduled' box, click the name of a scheduled, upcoming observation.
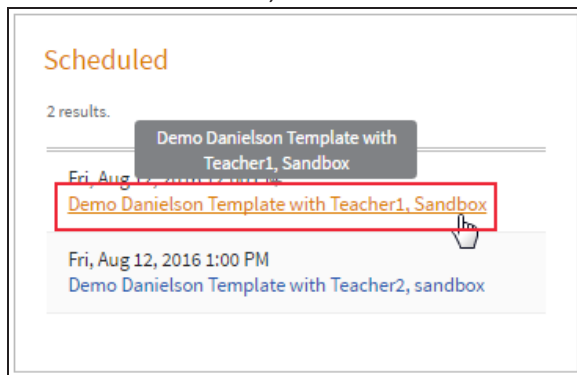
3. Click **Start** to begin the observation.

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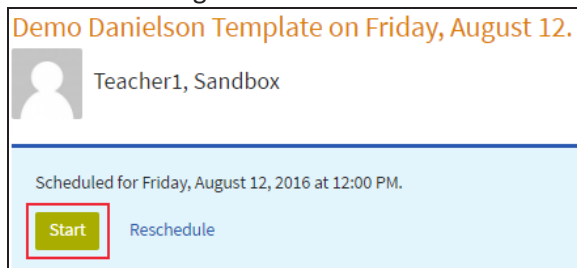
Start an Unscheduled Observation

From the Observations Menu

1. Click the **Observations** tab, then select **Start observation**.
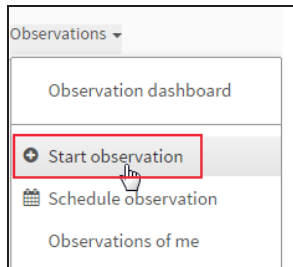
2. Select the observee and the observation template, then click **Start**.

From the Observation Dashboard

Click the **Observations** tab, then select **Observation dashboard**.

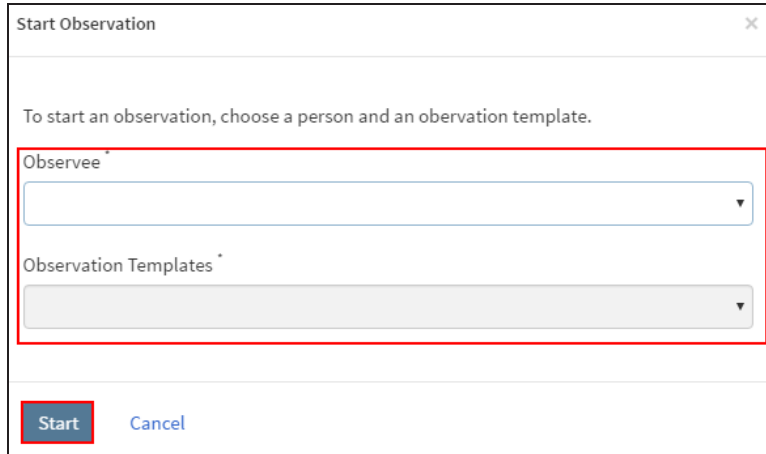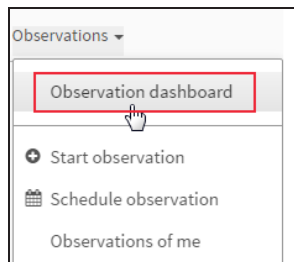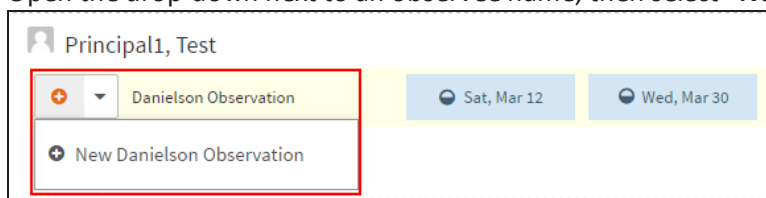1. Open the drop-down next to an observee name, then select **+New ...** for the appropriate template.

-OR-

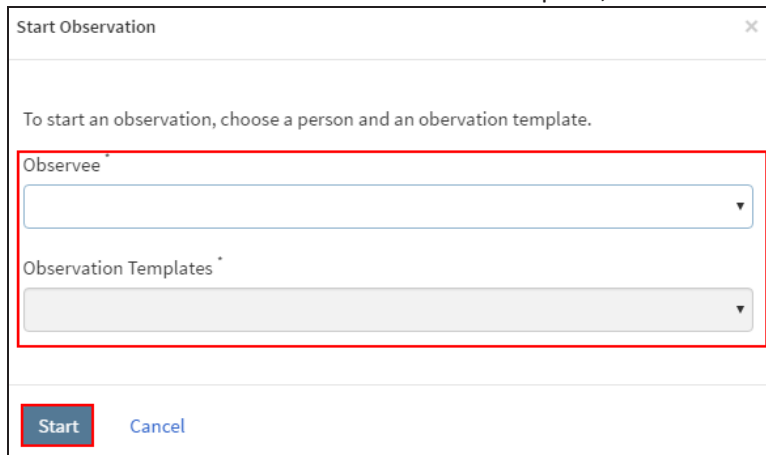1. To the right of the screen, click **Start Observation**.

Observations of Others

| 2 📅 Scheduled | 9 ⬤ In Progress | 1 ☑ Finalized | Start Observation / Schedule Observation |

2. Select the observee and the observation template, then click **Start**.

Start Observation ✕

To start an observation, choose a person and an obervation template.

Observee *

[▾]

Observation Templates *

[▾]

[Start]   Cancel

Conduct an Observation

Entering Observation Details
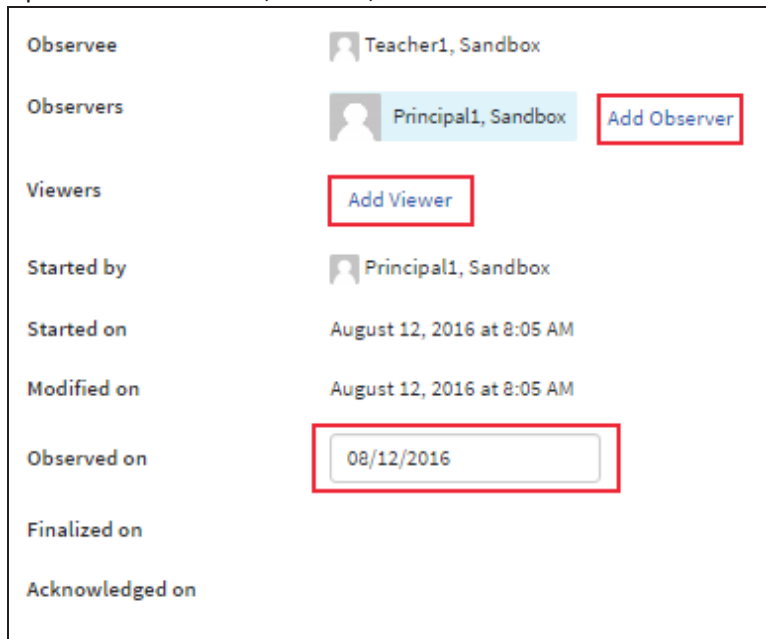
1. Click the **Details** tab to access the observation details.

| ⭐ Ratings | 📄 Notes | ℹ️ Details | 💬 Discussion |

2. Update the observers, viewers, and observation date as needed.

Observee	👤 Teacher1, Sandbox
Observers	👤 Principal1, Sandbox Add Observer
Viewers	Add Viewer
Started by	👤 Principal1, Sandbox
Started on	August 12, 2016 at 8:05 AM
Modified on	August 12, 2016 at 8:05 AM
Observed on	08/12/2016
Finalized on	
Acknowledged on	

3. Complete any form fields added for this observation.

Demo Danielson Detail Form

School

[   ]

Grade/Content *

[   ]

Tenure/Nontenure

[-- None --   ▾]

Announced or Unannounced

[-- None --   ▾]

4. All input is saved automatically.

Taking Notes/Scripting Sessions

Add a Note

1. Click the **Notes** tab to access the note sessions.

★ Ratings	📄 Notes	❶ Details	💬 Discussion

2. Click **Start Note Session** to create an editable note session.

★ Ratings	📄 Notes

Start Note Session

3. Enter a note into the text field and click **Post**. Each observation note is time-tagged and displayed above.

Note Session 8/12/2016
Elapsed time: 00:02:05

Started on Aug 12, 2016, at 8:28 AM.

8:29 AM

Notes taken today - post 1.
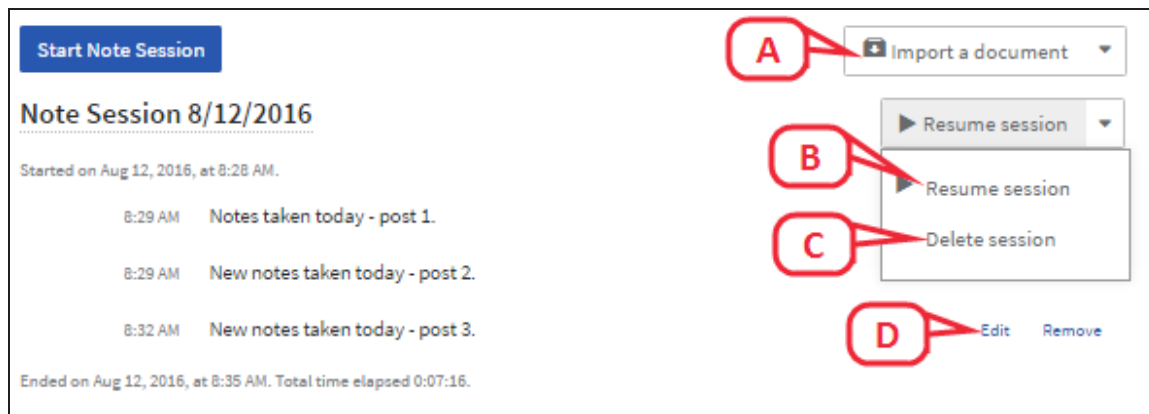
8:29 AM

New notes taken today - post 2.

◄ ◼◼◼◼◼◼◼◼◼◼◼◼◼◼ ►

[New notes taken today - post 3. | **Post**]

Done

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4. When finished adding posts to the note session, click **Done**.
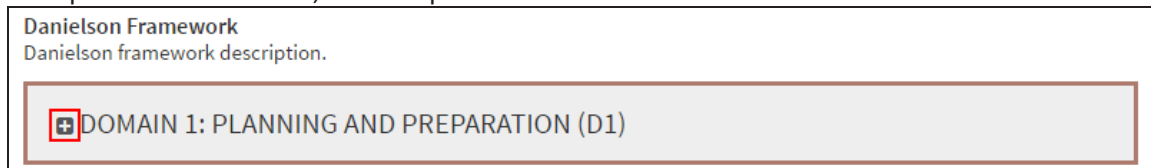

Other Options

A. Click **Import a document** and follow the onscreen instructions to import a .doc or .txt file into the notes.

B. From the action menu, select **Resume Session** to reopen the note session.

C. From the action menu, select **Delete session** to delete the entire note session.

D. To change a specific post within a session, click **Edit** or **Remove**.
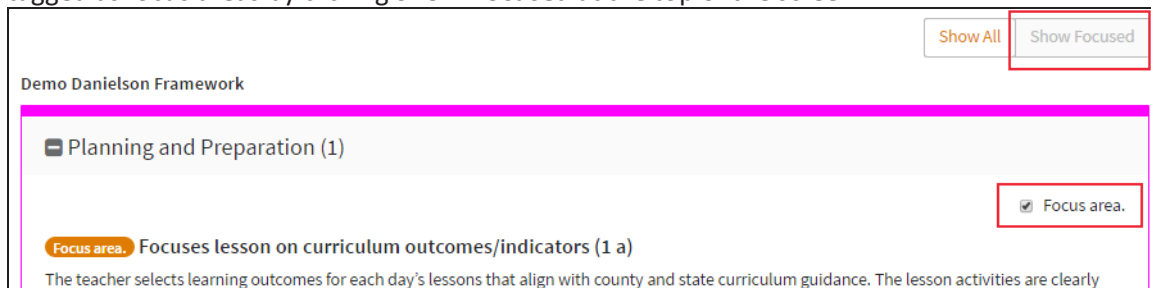
Entering Ratings

1. Click the **Ratings** tab to access the framework.

2. To expand the framework, click the plus **+** icon in the desired box.

3. Select the **Focus area** checkbox to tag an area as a focus. You can filter the view to show only areas tagged as focus areas by clicking **Show Focused** at the top of the screen.

4. To assign ratings, click on the appropriate rating for each area.

Focus area. Focuses lesson on curriculum outcomes/indicators (1 a)

The teacher selects learning outcomes for each day's lessons that align with county and state curriculum guidance. The lesson activities are clearly linked to these desired student outcomes and are appropriate for the current learning needs of the students.

Ineffective	Developing	**✓ Effective**	Highly Effective
The objective is not relevant to the grade level curriculum.	There is an objective, but it is not aligned to the grade level/content curriculum or IEP goals.	Objective is aligned to the grade level curriculum or IEP goals.	Objective is aligned to the grade level curriculum or IEP goals and represents important learning in the given and related disciplines.
Objective is not assessable.	The sequence of learning is not evident across multiple lessons.	The sequence of learning objectives is evident across multiple lessons within the discipline.	The sequence of learning objectives is evident within given and related disciplines.
There is no objective listed for the lesson – or the objective is simply an activity.	The objective may not be able to be assessed.	The sequence of learning objectives is evident across multiple lessons within the discipline.	The objective is clearly assessable as written.
		The objective is assessable as written.	

5. If it has been enabled for this observation, the 'Evidence' text box appears below the ratings.

Evidence

Evidence for this focus area.   Ⓐ   Ⓑ ✏️

Attachments

🔗 Attach File Ⓒ

    A. Enter the evidence as appropriate.

    B. Click the pencil icon to access an advanced text editor.

    C. Click **Attach File** to add a .doc or .txt file to the evidence.

    D. To use notes that have been previously recorded, click on the notes multitasking icon. A list of notes that have been previously recorded will display. Drag the desired note to the appropriate 'Evidence' box.

Notes

Note Session 8/12/2016

    Aug 12, 2016 8:29 AM
    Notes taken today - post 1.

    Aug 12, 2016 8:29 AM
    New notes taken today - post 2.

    Aug 12, 2016 8:32 AM
    New notes taken today - post 3.

Evidence

Drag notes here.
Aug 12, 2016 8:29 AM: Notes taken today - post 1.

Managing Discussions

1. If it was enabled for this observation, click the **Discussions** tab.

⭐ Ratings   📄 Notes   ℹ️ Details   💬 **Discussion**

2. Discussions are grouped into three categories. Select the appropriate category.

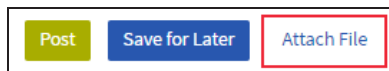| General |
|---|
| Pre-conference |
| Post-conference |

This is a discussion point.

Post   Save for Later   Attach File   Cancel

3. You can either reply to a discussion already in progress (**A**) or start a new discussion (**B**). Use the text box to enter the content for the discussion.
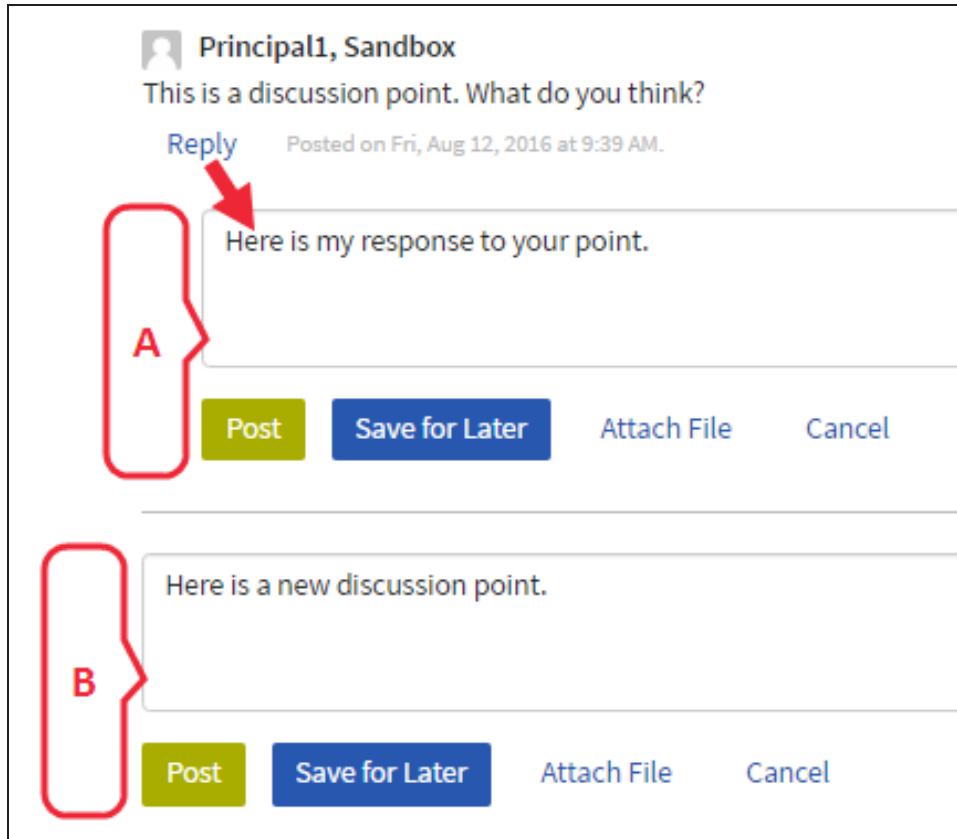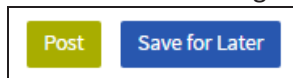

4. Click **Attach File** to add a .doc or .txt file to the discussion.

5. To use notes that have been previously recorded, click on the notes multitasking icon. A list of notes that have been previously recorded will display. Drag the desired note to the discussion text box.
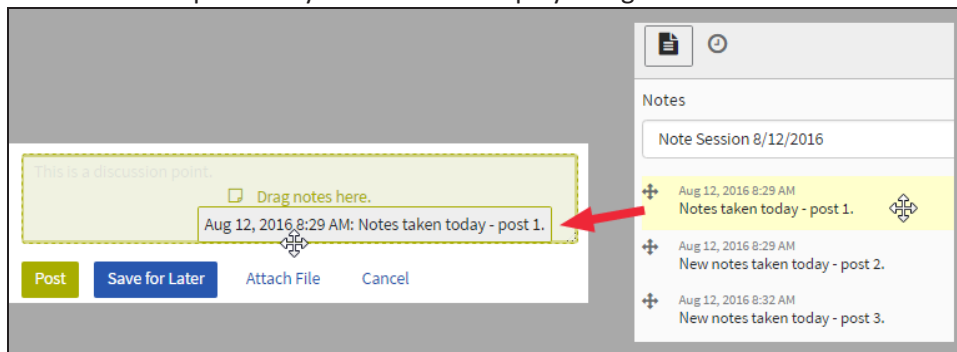
6. When finished adding content, you have two options.

- Click **Post** to finalize the current discussion and make it viewable to the observee.
- Click **Save for Later** to save the current discussion without making it viewable to the observee so that it may be completed later.

Create PDF

Click **Create PDF**. Select the elements of the observation you want to include by clicking the toggle buttons to **Yes**. Then click **Create**. A PDF will appear that can be printed and saved.

Share an Observation

Click **Share** at the top of the observation.

Select which elements (tabs) of the observation to share, then click **Save**.

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Continue an Observation In Progress

1. Click the **Observation** tab, and select **Observation dashboard**.
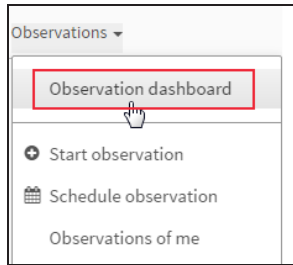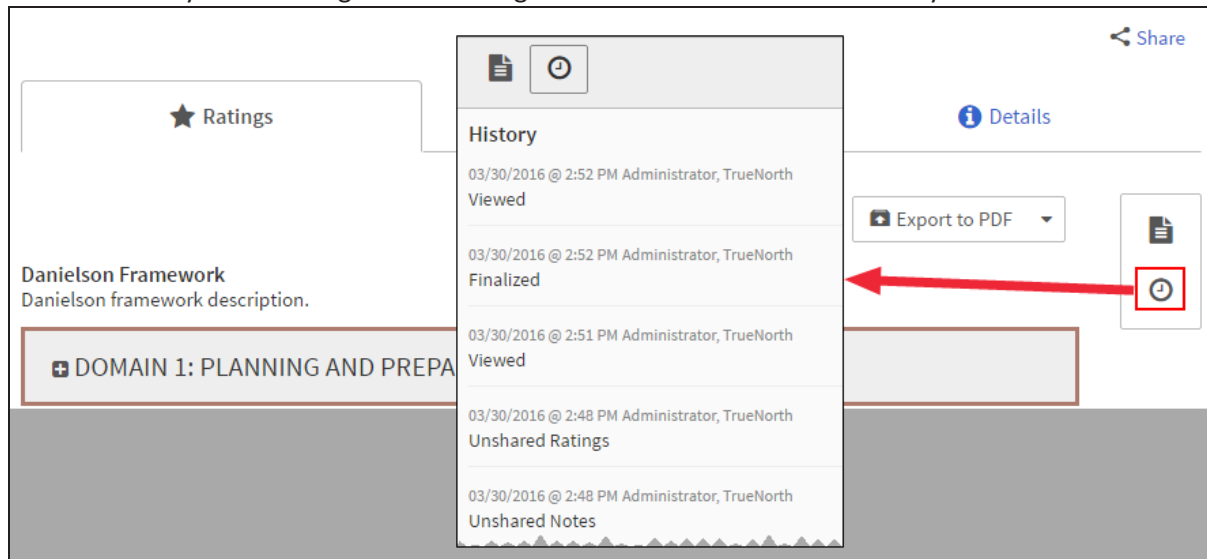

2. In the teacher observation status list, click the date of an observation in progress.
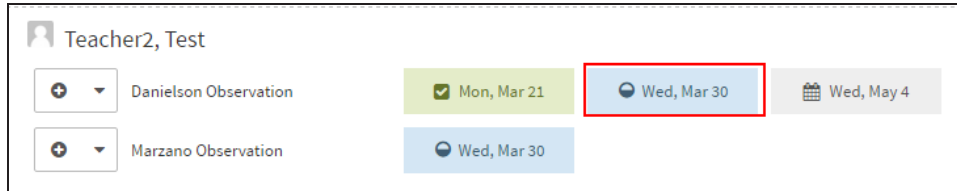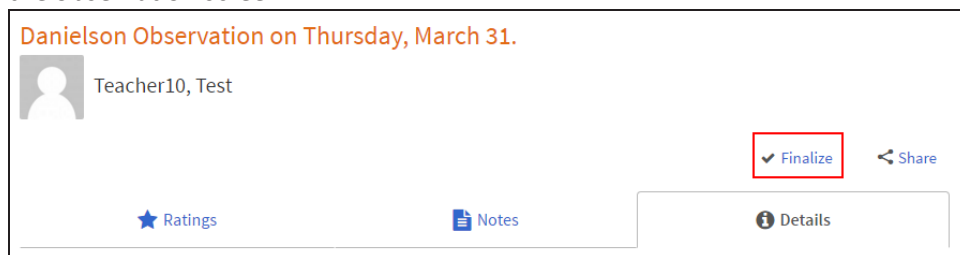

Checking an Observation History

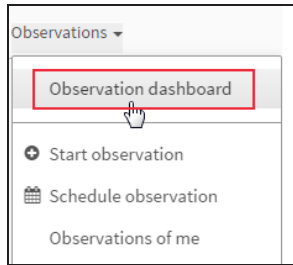Click the history multitasking icon on the right of the screen to view the history of the observation.

Finalize an Observation

Once you are finished adding all notes, ratings, and discussion for an observation, click **Finalize** at the top of the observation screen.
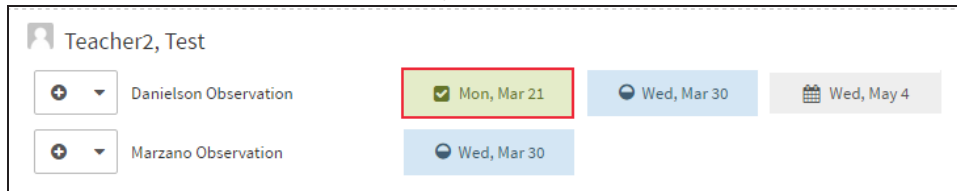
Reopen an Observation

1. Click the **Observations** tab, and select **Observation dashboard**.

2. In the teacher observation status list, click the date of finalized observation.

3. Click **Re-open**.

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