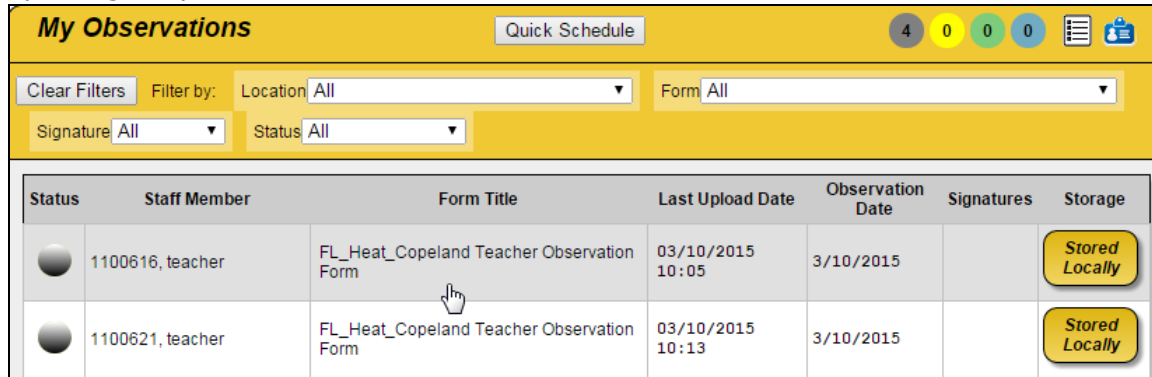


Completing Observations

To complete a scheduled observation, follow these steps.

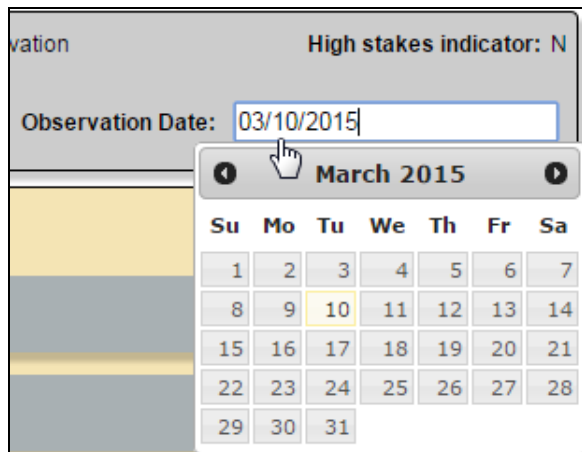
1. From the My Observations list on the home page, click on the row for the observation that needs updating to open it.



The screenshot shows the 'My Observations' interface. At the top, there is a 'Quick Schedule' button and a notification area with four colored circles (4, 0, 0, 0). Below this is a filter section with 'Clear Filters', 'Filter by: Location All', 'Form All', 'Signature All', and 'Status All'. The main table has the following columns: Status, Staff Member, Form Title, Last Upload Date, Observation Date, Signatures, and Storage. Two rows are visible, both for 'FL_Heat_Copeland Teacher Observation Form'.

Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
	1100616, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:05	3/10/2015		Stored Locally
	1100621, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:13	3/10/2015		Stored Locally

2. The observation form will appear. In the header, the Observation Date field reflects either a default date or the date entered using Quick Schedule. If necessary, click in this field to change it to the actual observation date.



The screenshot shows the 'Observation Date' field with the value '03/10/2015'. A calendar widget is open, showing the month of 'March 2015'. The date '10' is highlighted, indicating it is the selected date.

3. A gray bar is displayed for each domain associated with the form. Click on the bars to expand them and see the individual form items.

The screenshot shows the top portion of the 'FL_Heat_Copeland Teacher Observation Form'. It features a yellow background with several gray bars representing domains and components. The first domain is 'Domain 1: Planning/Preparation', followed by 'Component 1a: Performance Responsibilities'. The second domain is 'Domain 2: Classroom Management', followed by 'Component 2a: Performance Responsibilities'. A yellow arrow points to the 'Component 2a' bar, which is expanded to show a blue header with the text '10. Establish and maintain a positive, organized, and safe learning environment.' Below this header is a white box containing four radio button options: 'Unsatisfactory', 'Needs Improvement/Developing', 'Effective', and 'Highly Effective'. A mouse cursor is visible over the 'Domain 2' bar.

4. Select a rating and enter comments as appropriate for each form item under each domain.

The screenshot shows two specific items from the observation form. Item 23 is 'Instruct and supervise the work of volunteers and aides when assigned.' It has four radio button options: 'Unsatisfactory', 'Needs Improvement/Developing', 'Effective', and 'Highly Effective'. The 'Highly Effective' option is selected, indicated by a yellow arrow pointing to the checked box. Item 24 is 'Assist in enforcement of school rules, administrative regulations, and Board policy.' It has the same four radio button options. The 'Needs Improvement/Developing' option is selected, indicated by a yellow arrow pointing to the checked box. Below item 24 is a text input field containing the comment 'Teacher fosters a workable classroom environment, though is lax when enforcing some school rules.' A yellow arrow points to the end of this comment.

5. If applicable to this observation form, upload any artifacts in the field provided. See the topic [Uploading Artifacts](#) for more information.

- To save work on an observation in progress, simply click Observations from the main navigation menu to return to the home page. The updated observation row will be highlighted, and a Sync button will be available in the Storage column. Click the Sync button to upload the latest version of the observation to FASTe.

Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
	1100616, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:05	3/10/2015		
	1100621, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:13	3/10/2015		
	1100629, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:13	3/10/2015		

- Once you are finished entering all information for the observation, click Mark Complete.



Marking an observation complete returns you to the home page and results in the following actions.

- » The observation status changes to complete, denoted by a green icon.
- » The Sync button appears. Click it to upload the completed version.
- » The observation is shared with the observee.
- » The observation is locked from edits.

NOTE
Regardless of whether an observation is in progress or marked complete, it is recommended that you sync the observation often. Every time you sync the observation, the newest version replaces the older one in FASTe.

- If your district uses digital signature, access the observation again and click Ready to Sign. Then click OK in the confirmation message.



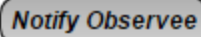
CAUTION
Once an observation is marked for signatures, changes can no longer be made to it.

- When you are finished with your observation, you need to log out to ensure that your form is properly synced to Performance Matters, and that the local copy is moved from your device to the server. See "Logging Out" in the topic [Accessing Observer](#) for more information.
- It is now up to the observee to review and, if necessary, sign the observation. Once the observee signs the observation, the observer can sign it. See the topic [Signing Observations](#) for more information.

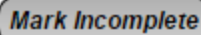
Other Options

Using the Additional Buttons

Other buttons available at the top and bottom of the observation screen will be useful on occasion. These function as follows.



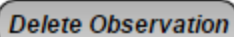
This button will open up the default mail client on your device with a standard message that you can update as needed before sending to the observee.



If you need to edit an observation that has been marked complete, this button will mark it incomplete so you can update it.



You can print the observation after you have synced it by clicking on this button, then choosing the format you prefer.



This button will delete an observation that is completely wrong. Deleting the observation will remove it from your device as well as from the Performance Matters database.

Changing Views

The row of icons at the top right of the observation screen allow you to change your view of the observation content. These function as follows.



Displays the observation in form view



Displays the observation in table view



Displays the observation in grid view



Collapses all rows



Expands all rows