

# Navigating Observer

## The Home Page

Once you log into FASTe Observer, you will be taken to the home page.

The screenshot shows the FASTe Observer home page. At the top, there is a yellow navigation bar with the 'Performance Matters' logo and the tagline 'Make Decisions. Make the Grade.' To the right of the logo are buttons for 'Observations', 'Schedule', 'Configure', 'Help', and 'Logout'. Further right is a user profile icon labeled 'Beaches County Public Schools norwich' and a 'Storage: 6%' indicator. Below the navigation bar is a 'My Observations' section with a 'Quick Schedule' button and several filter dropdowns (Location, Form, Signature, Status). A table lists observations with columns for Status, Staff Member, Form Title, Last Upload Date, Observation Date, Signatures, and Storage. Callouts A, B, C, and D point to the navigation menu, user info, storage indicator, and the observations table, respectively.

Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
	1100636, teacher	FL_Heat_Copeland Teacher Observation Form	03/10/2015 10:13	3/10/2015		Stored Locally
	1100616, teacher	Hamilton Observation and Date Collection Analysis Form - School Based Administrator	03/10/2015 11:18	3/10/2015		Stored on Server
	1100629, teacher	Hamilton Observation and Date Collection Analysis Form - School Based Administrator	03/10/2015 11:45	3/10/2015	Pending	Stored on Server
	SHARED 1100621, teacher	Hamilton Observation and Date Collection Analysis Form - School Based Administrator	03/10/2015 11:50	3/10/2015		Sync Stored Locally

**A** Main Navigation Menu - choices will depend on your role assignment and access settings

**B** User Info - displays the details associated with the current login

**C** Storage - The percentage of designated storage space being used by Observer data on the browser (clearing your browser cache will reset this to 0%)

**D** My Observations - all the observations you have scheduled, worked on, or completed

## The Main Navigation Menu

Depending on your role, you may or may not have access to all of the options listed below. Use these buttons to access the Observer tools; using your browser buttons will not work.



**Observations** Returns to the home page with the My Observations list

**Schedule** Allows the observer to schedule future observations

**Configure** Allows the user to view browser configuration settings

**Help** Accesses the online help system (to come)

**Logout** Logs the user out of Observer, syncing observations in the process (active internet connection is required to properly log out)

# My Observations

The list of observations applicable to you is generally your starting point for any work done in FASTe Observer. This tool includes several sections to note.

Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
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- A** Quick Schedule - provides an observer a quick way to schedule an observation for one staff member
- B** Status Summary - displays the number of observations in each status
- C** View - toggles the display format of the Obs List between list view (shown) and card view
- D** Filters - provides user the ability to narrow the list of observations by location, form, and/or status
- E** Obs List - displays all of your observations based on the filters selected; columns include status, observee name, form, related dates, signature status (if applicable), and storage location status  
In list view, click on any header name to sort by that column

The colors of the status icons represent the following.

	Gray	Observations that have been scheduled, but have not been started
	Yellow	Observations that are in progress and can be edited
	Green	Observations that have been marked complete and are locked from edits
	Blue	Observations that have been marked for digital signature and can no longer be edited