

Scheduling Observations

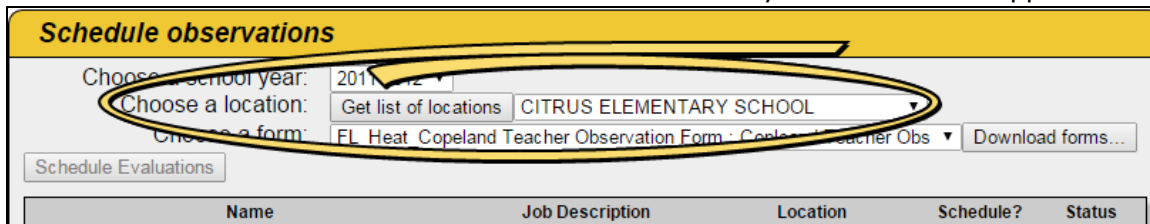
FASTe Observer offers two ways to schedule an observation. Use Schedule to schedule multiple future observations or use Quick Schedule if you are ready to observe a staff member immediately.

Using Schedule

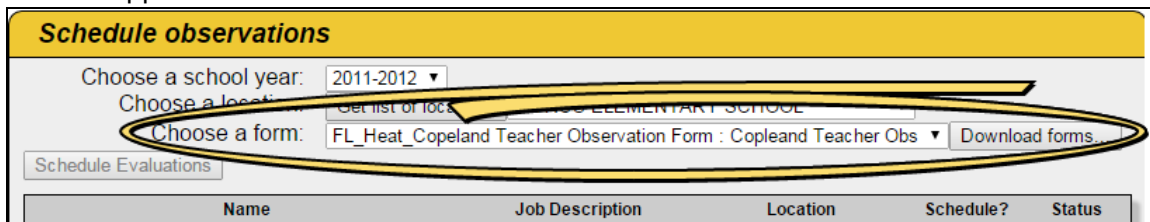
Schedule one or multiple observations by selecting Schedule from the main navigation menu and following these steps.



1. If you are assigned to more than one building, you can change locations using the drop-down menu. Click the Get list of locations button if the location you want doesn't appear.



2. Select a form using the drop-down menu. Click the Download forms button if the form you want doesn't appear.



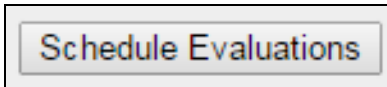
★ TIP

It is best practice to click the Download forms button and review the list on occasion. A form you previously downloaded may have been made inactive, meaning you should download a newer form.

3. Select each staff member for whom you need to schedule the observation by checking their corresponding box in the Schedule column. If someone is already scheduled for that form, the Status column will display Already Scheduled.

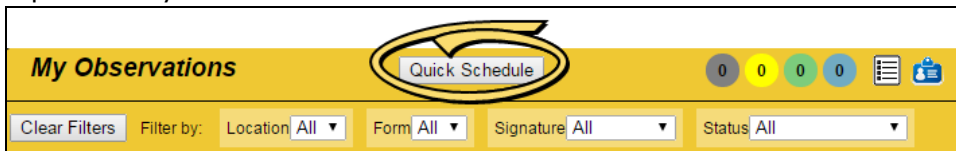
Name	Job Description	Location	Schedule?	Status
schoolAdmin 1100597	School Admin	CITRUS ELEMENTARY SCHOOL	<input type="checkbox"/>	
teacher 1100616	Teacher	CITRUS ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>	ALREADY SCHEDULED
teacher 1100621	Teacher	CITRUS ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>	
teacher 1100629	Teacher	CITRUS ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>	
teacher 1100636	Teacher	CITRUS ELEMENTARY SCHOOL	<input checked="" type="checkbox"/>	
teacher 1100659	Teacher	CITRUS ELEMENTARY SCHOOL	<input type="checkbox"/>	

4. When you have selected all staff members, click on the Schedule Evaluations button at the top or bottom of the screen.



Using Quick Schedule

Schedule an observation quickly for one staff member by clicking on the Quick Schedule button at the top of the My Observations list.










The Quick Schedule pop-up window appears.

- Type in the text box or use the drop-down menu to find and select the observee. The list of observees to which you have access will depend on your role settings in ADMS.
- Type in the text box or use the drop-down menu to find and select the form.
- Click in the text field to open the calendar. Choose a date for your observation. The date choice is limited to the current date or later. (A date prior to the current date can be selected when the observation is being completed.)
- Select the checkbox if you want to send the observee a notification email for the scheduled observation. NOTE: Clicking this box immediately emails a note to the teacher that an observation has been scheduled.
- Click on the Schedule button to finish.

Viewing Scheduled Observations

Once you have scheduled observations, they will be displayed in the My Observations list. All newly-scheduled observations will have a status of not started with the observation file stored locally.

Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
	1100616, teacher	FL_Heat_Copeland Teacher Observation Form	03/09/2015 15:01	3/09/2015		
	1100621, teacher	FL_Heat_Copeland Teacher Observation Form	03/09/2015 15:01	3/09/2015		
	1100629, teacher	FL_Heat_Copeland Teacher Observation Form	03/09/2015 15:01	3/09/2015		
	1100636, teacher	FL_Heat_Copeland Teacher Observation Form	03/09/2015 15:01	3/09/2015		