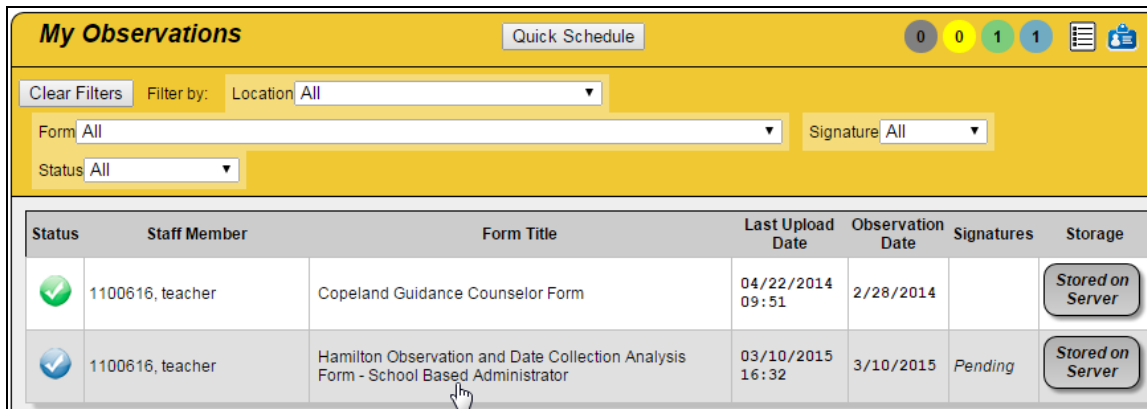


Viewing Observations

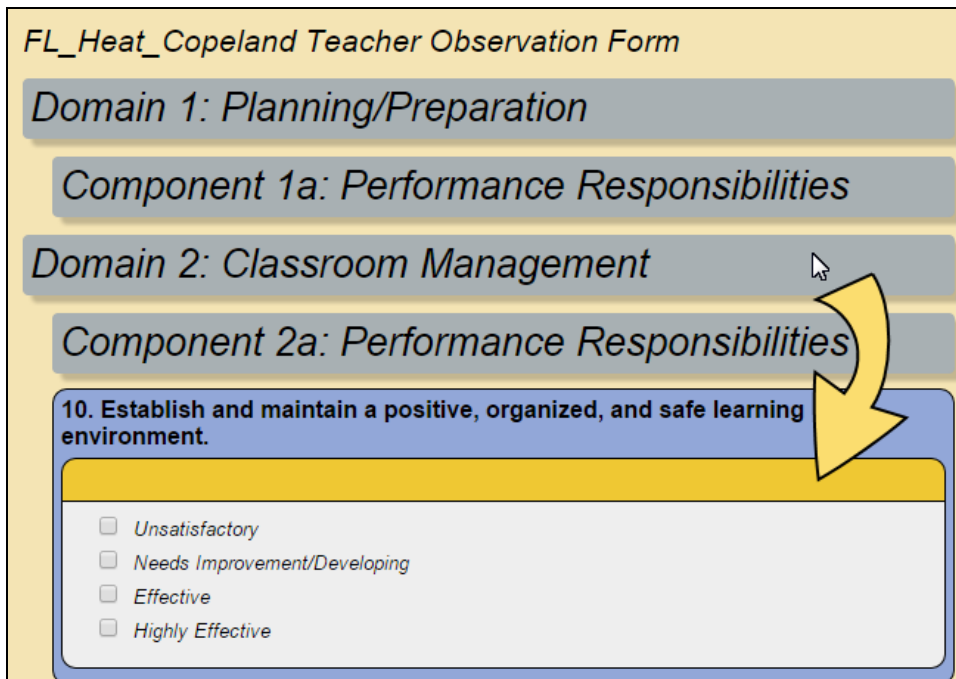
To review an observation, follow these steps.

1. From the My Observations list on the home page, click on the row for the observation that you want to review.



Status	Staff Member	Form Title	Last Upload Date	Observation Date	Signatures	Storage
	1100616, teacher	Copeland Guidance Counselor Form	04/22/2014 09:51	2/28/2014		
	1100616, teacher	Hamilton Observation and Date Collection Analysis Form - School Based Administrator	03/10/2015 16:32	3/10/2015	Pending	

2. 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.



FL_Heat_Copeland Teacher Observation Form

Domain 1: Planning/Preparation

Component 1a: Performance Responsibilities

Domain 2: Classroom Management

Component 2a: Performance Responsibilities

10. Establish and maintain a positive, organized, and safe learning environment.

- Unsatisfactory*
- Needs Improvement/Developing*
- Effective*
- Highly Effective*

3. Review the ratings and any comments for each form item under each domain.

The screenshot shows two domain items from an observation form. Each item has a blue header bar with the domain name, a yellow bar below it, and a list of four rating options: Unsatisfactory, Needs Improvement/Developing, Effective, and Highly Effective. Yellow arrows point to the selected rating for each item. The first item, '23. Instruct and supervise the work of volunteers and aides when assigned.', has 'Highly Effective' selected. The second item, '24. Assist in enforcement of school rules, administrative regulations, and Board policy.', has 'Needs Improvement/Developing' selected. Below the second item is a text box containing the comment: 'Teacher fosters a workable classroom environment, though is lax when enforcing some school rules.' A yellow arrow points to the right side of this text box.

4. If applicable to this observation form, upload any artifacts in the field provided. See the topic [Uploading Artifacts](#) for more information.
5. If your district uses digital signature, sign the observation. See the topic [Signing Observations](#) for more information.
6. When you are finished reviewing 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.
7. It is now up to the observer to review and, if necessary, make the final signature.

Other Options

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



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