

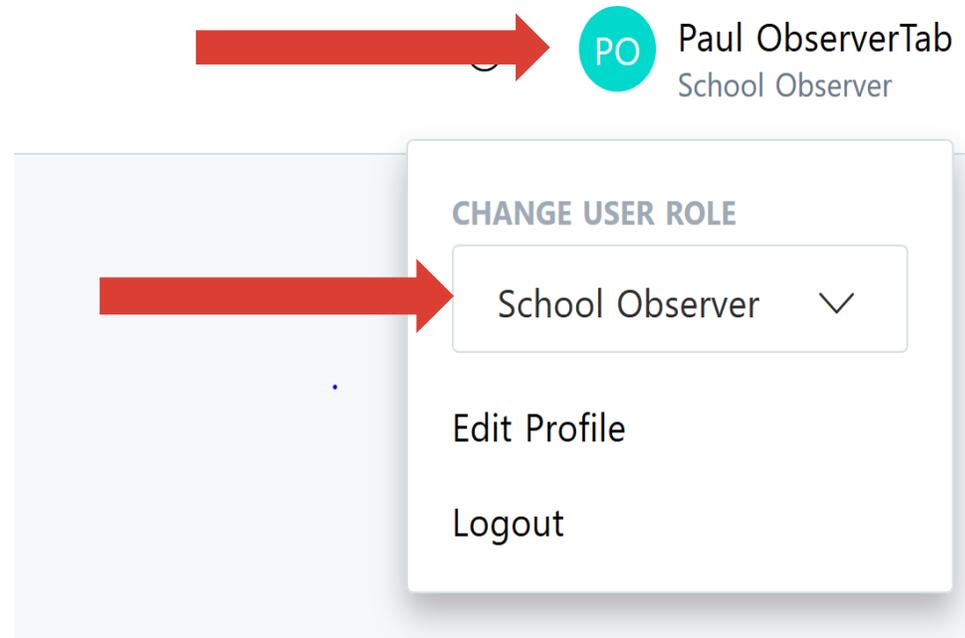


GETTING STARTED GUIDE

How to Complete an Observation

Choosing Your Role

- ❑ The role switcher is in the **top right corner**.
- ❑ Check to see if **“School Observer”** is displayed below your name.
- ❑ If **not**, click on your name, then select **“School Observer”** from the drop down menu.
- ❑ The webpage will **reload for School Observer**.



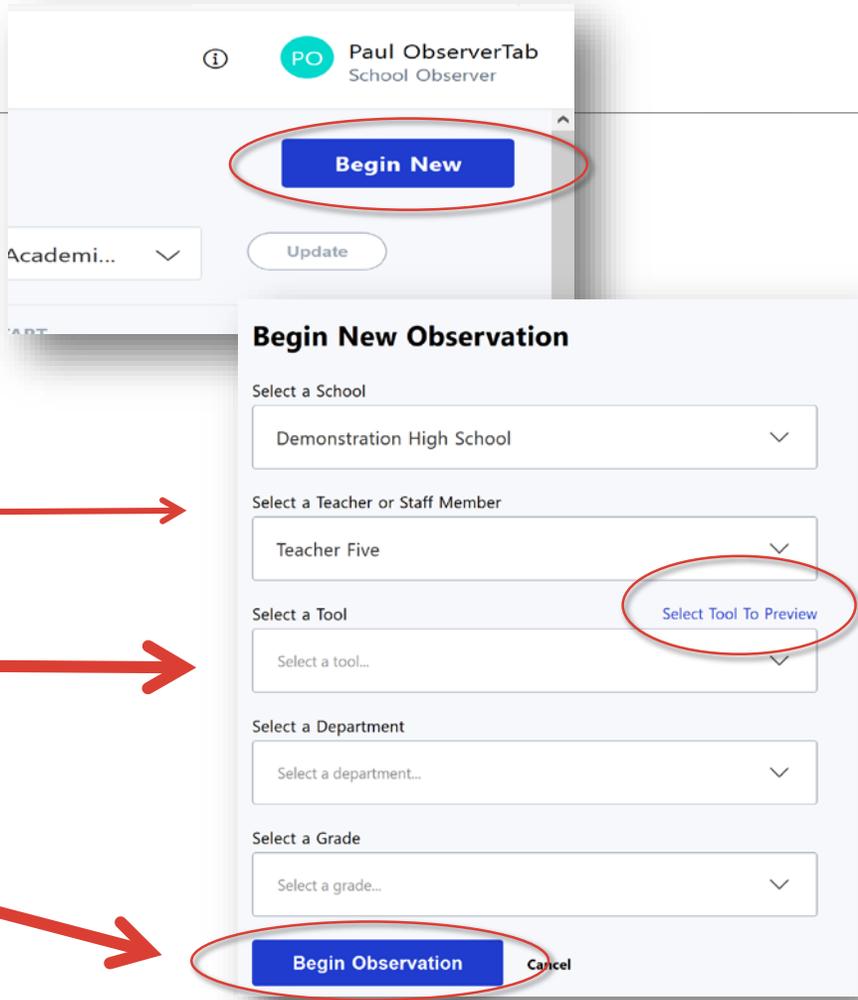
Starting an Observation

1. Click on the **Begin New** button.

2. **Begin New Observation:**

Complete each section using the drop-down menus.

- Note: To preview a tool, first **Select a Tool** from the drop down menu, then click **Tool Preview**
- Select **Begin Observation** to open the tool.



Adding Information

- ❑ Once the tool is open, the forms within the tool will appear.
- ❑ Select the form name you want to use.
- ❑ Enter the data you observe.

When you finish: enter the number of students engaged.

Click To Show/Hide This Form

Part One: Physical Environment

Mark applicable element only; leave blank if not observable.

Click To Show/Hide This Form

Part Two: Classroom Management Strategies

Mark applicable element only; leave blank if not observable.

Part One: Physical Environment

Mark applicable element only; leave blank if not observable.

Work Display: Student work is on display and clearly demonstrates the lesson objective.

4 Well Done: clear and effective	?
3 Satisfactory	
2 Attempted: needs improvement	
1 Missing	
Not Applicable	

Using Rubric Descriptors

Use the **question mark button** to view the rubric for each indicator.

Make a rating selection.

Click the **question mark** to close the rubric description.

Part One: Physical Environment

Mark applicable element only; leave blank if not observable.

Work Display: Student work is on display and clearly demonstrates the lesson objective.

4 Well Done: clear and effective

Walls and bulletin boards

- reflect the content area taught;
- display student work that correlates to core topic(s) recently learned;
- has posted objectives that correlates to display.

3 Satisfactory

Walls and bulletin boards

- reflect the content area taught;
- display purposeful student work.

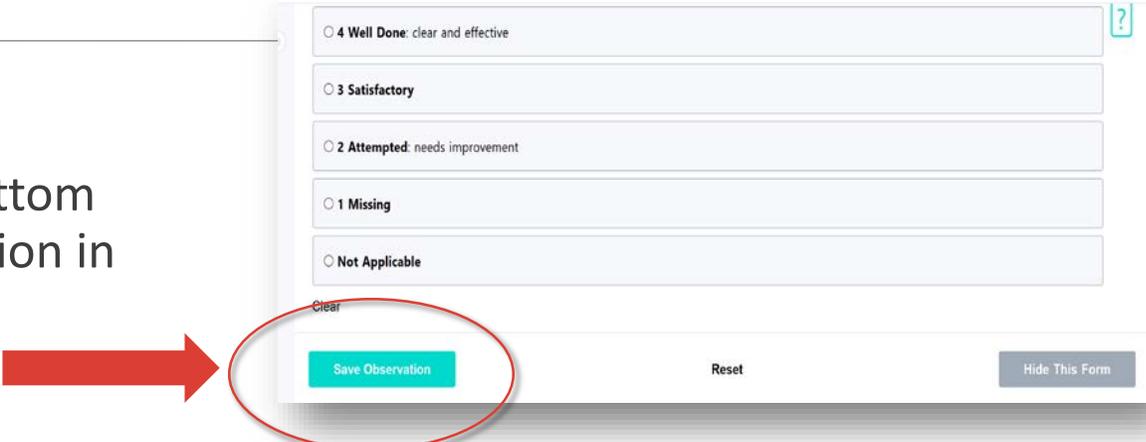
2 Attempted: needs improvement

Saving Your Data

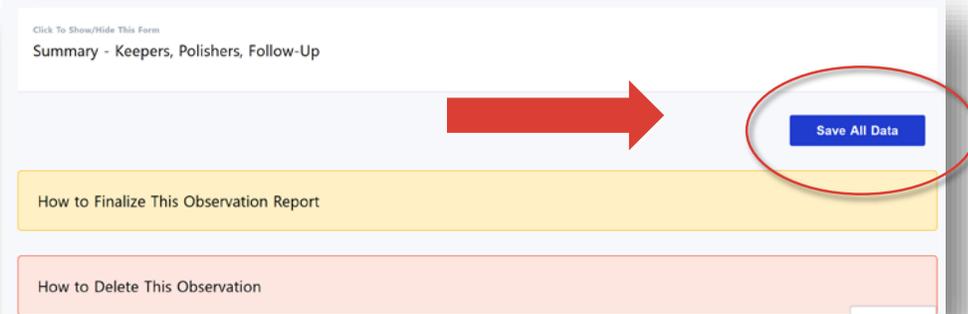
There are two ways to save data.

1. Use the **Save Observation** button at the bottom of each form. Select it to save the information in the open form.
2. Find the **Save All Data** button at the top or bottom of the tool. Select it to save all information entered in all forms.

Please do this as a final save prior to exiting the tool.



A screenshot of a form with five radio button options: "4 Well Done: clear and effective", "3 Satisfactory", "2 Attempted: needs improvement", "1 Missing", and "Not Applicable". At the bottom of the form, there are three buttons: "Save Observation" (highlighted with a red circle and a red arrow pointing to it), "Reset", and "Hide This Form".

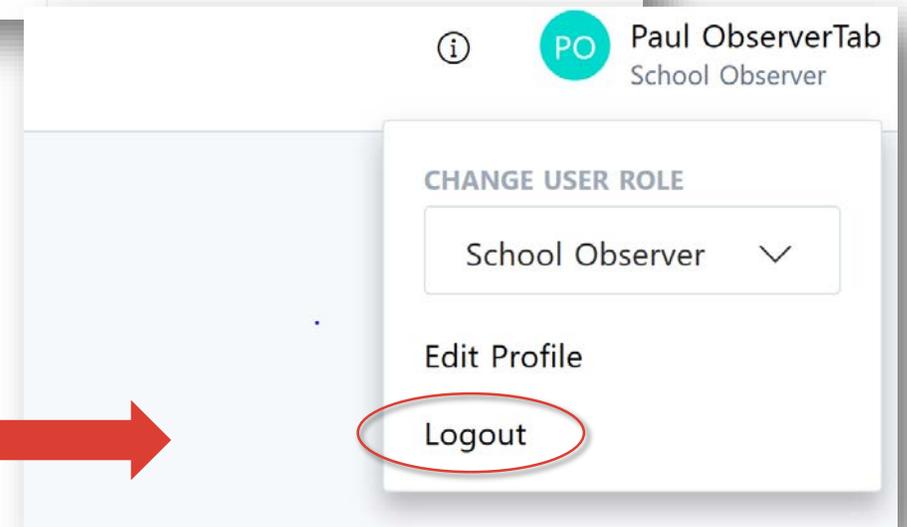
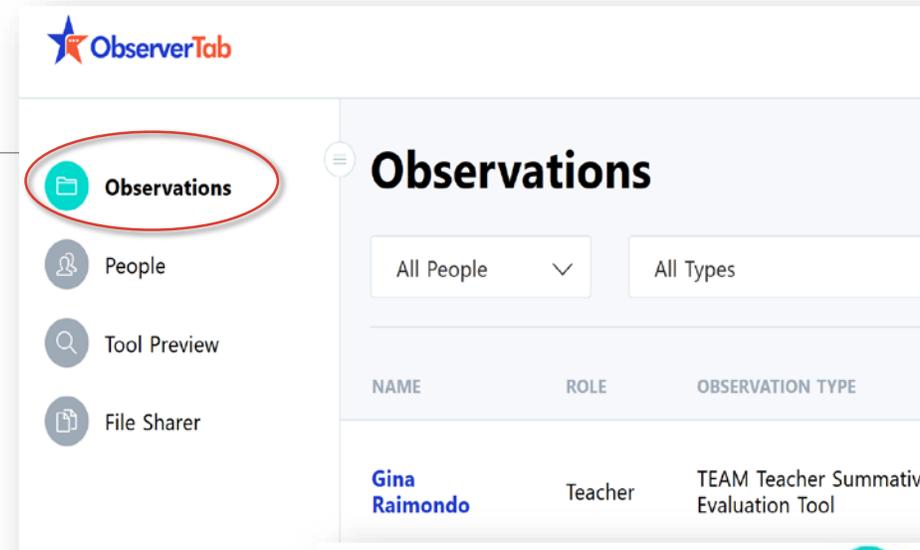


A screenshot of a summary page titled "Summary - Keepers, Polishers, Follow-Up". At the top right, there is a "Save All Data" button (highlighted with a red circle and a red arrow pointing to it). Below the title, there are two sections: "How to Finalize This Observation Report" and "How to Delete This Observation".

Exiting a Tool

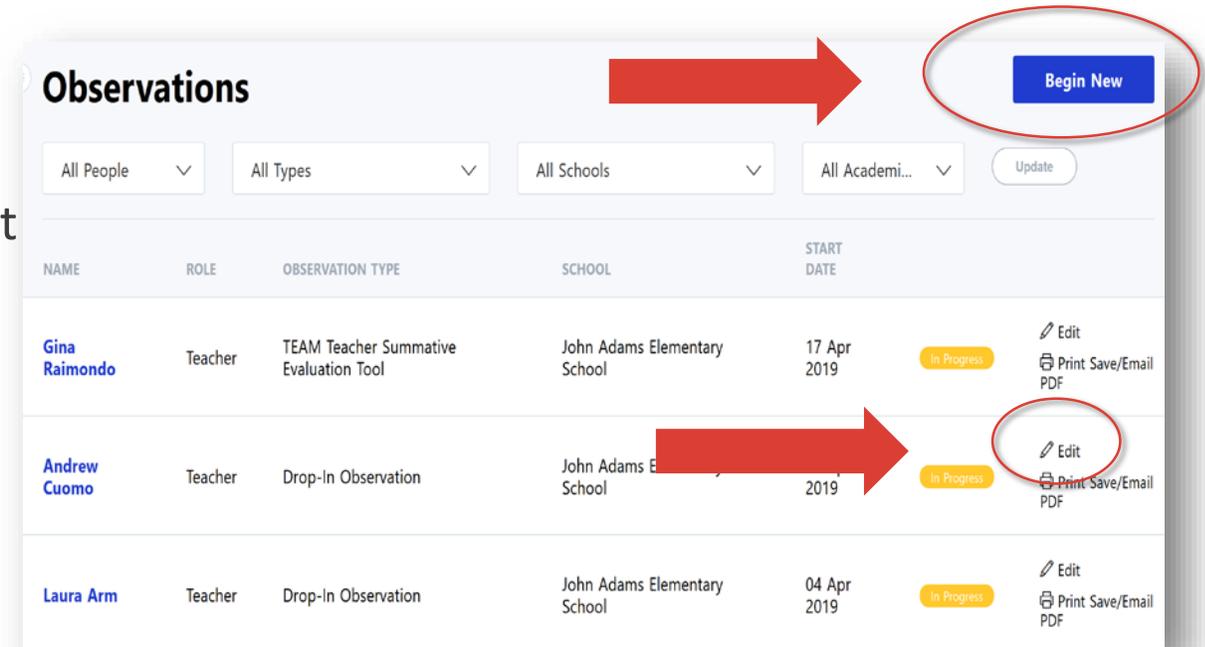
- ❑ Select **Observations** on the left side
- ❑ This opens a page view of your recent observations.
- ❑ Use the filters to find past observations.

- ❑ To exit ObserverTab – Click on your name.
- ❑ Select **Logout** from the drop down menu.



Editing an Observation

- ❑ Select **Begin New** – from the School Observer home page.
- ❑ Find the observation you wish to edit.
- ❑ Note: Use the filters in the top menu to assist you if it is not already displayed in the list.
- ❑ Once the observation is located, select **Edit**
- ❑ When the tool opens, continue to edit information.



Observations

All People ▾ All Types ▾ All Schools ▾ All Academi... ▾ Update

NAME	ROLE	OBSERVATION TYPE	SCHOOL	START DATE		
Gina Raimondo	Teacher	TEAM Teacher Summative Evaluation Tool	John Adams Elementary School	17 Apr 2019	In Progress	Edit Print Save/Email PDF
Andrew Cuomo	Teacher	Drop-In Observation	John Adams E School	2019	In Progress	Edit Print Save/Email PDF
Laura Arm	Teacher	Drop-In Observation	John Adams Elementary School	04 Apr 2019	In Progress	Edit Print Save/Email PDF

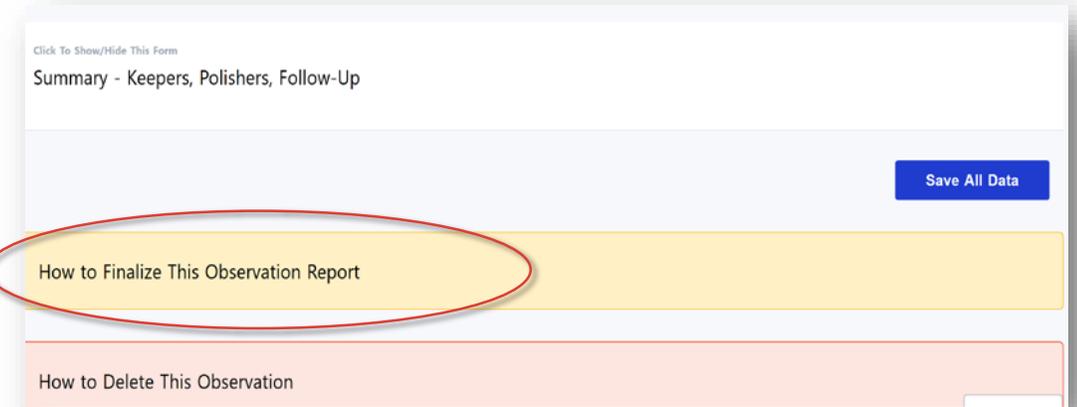
Finalizing an Observation

Finalize removes a tool from editing and creates a final version. Use this when sharing or providing copies to other people. It is not necessary to finalize every observation.

- Select **How to Finalized this Observation Report.**
- Follow the instructions to finalize the observation.

Note: Once finalized, it is a viewable form but may not be edited.

- To return a finalized observation to "edit" please contact technical support.



Click To Show/Hide This Form
Summary - Keepers, Polishers, Follow-Up

Save All Data

How to Finalize This Observation Report

How to Delete This Observation

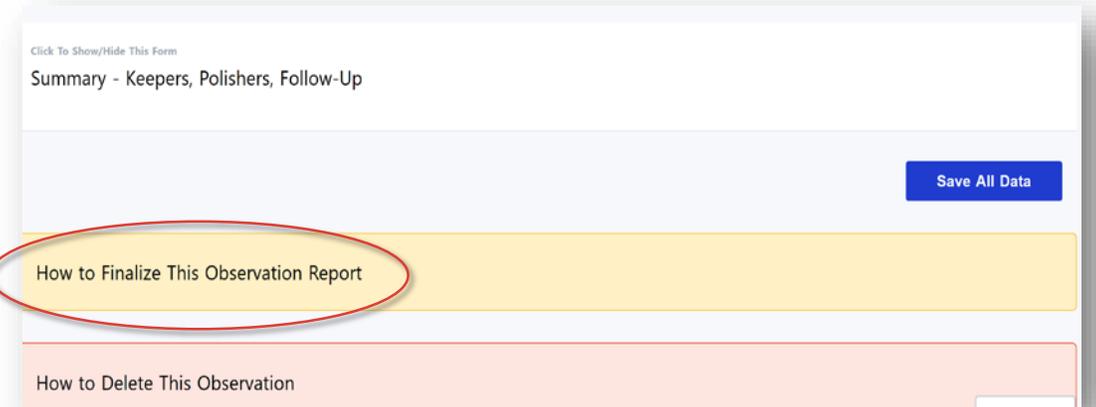
Deleting an Observation

Occasionally a form is created accidentally.

An observer always has the option to delete a tool they created.

- ❑ Select **How to Delete this Observation Report.**
- ❑ Follow the instructions to delete the observation.
- ❑ Once completed it is removed from the database.

Note: Once deleted, it can not be retrieved.



Click To Show/Hide This Form

Summary - Keepers, Polishers, Follow-Up

Save All Data

How to Finalize This Observation Report

How to Delete This Observation

Additional Help

- ❑ **Search our HELP documents** by selecting the information icon next to your name
- ❑ **Call our tech support line at 1-929-265-4131**
- ❑ **Email your inquiry to tech_support@observertab.net**

