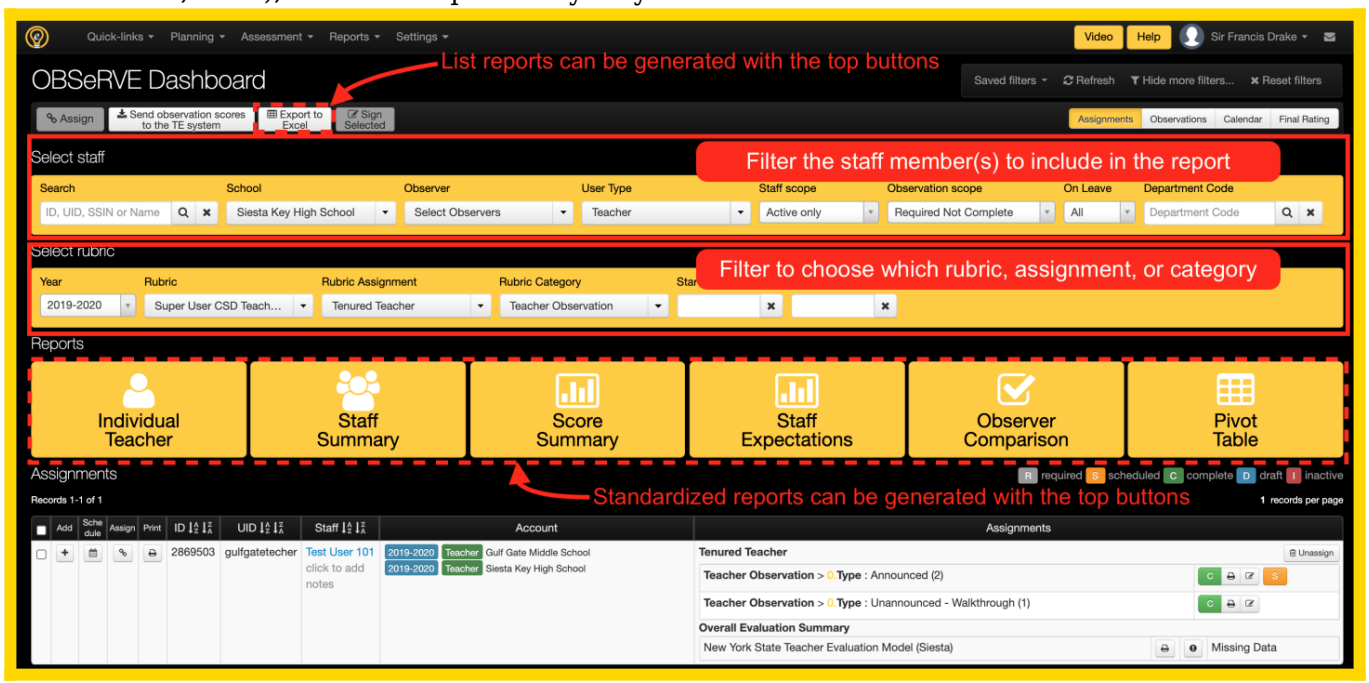
OBSeRVE Reports

eDoctrina offers various reports to summarize information that has been entered regarding staff observations. Running OBSeRVE reports is simple and can provide valuable insight on staff expectations and how teachers are being observed.

Click here to view the Help Video

For any administrative duties regarding staff observations, navigate to the OBSeRVE Dashboard(shown below) by clicking the OBSeRVE Reports under the Reports pull-down in the navigation bar ~or~ find the OBSeRVE Dashboard under Quick Links.

To be able to pull reports, the OBSeRVE Dashboard relies on filter selections for both staff and for observation rubric. This allows the person generating the report to choose which staff members should be included in the resulting report and target a specific rubric, rubric category, and/or observation type. Many reports can be generated from any of the layout views (Assignments, Observations, etc...), but some reports may only exist for one view or another.



1. Use the **Select staff** set of filters to identify what staff members are to be included the the generated report.

   NOTE: The filters displayed vary by profile. If a user is tied to many schools, they will have an extra option to select a school. The default listing is to display ONLY teachers who have accounts at the users assigned school(s).

2. Use the **Select rubric** set of filters to select the exact Rubric, Year and Dates to include in the generated report.

   NOTE: Upon selecting a rubric, ONLY assignments for the specified rubric will display.

3. The **Layout** allows the user to change the view between Assignments (Shown), Observations (List of all observations), Calendar (Shows scheduled observations), and Final Rating. Printable reports can be generated from all layout views besides the calendar view.

4. Once the desired subset of teachers/observees is selected, click the button for the desired report to generate a PDF that can be later saved or printed. If no staff members have been selected with the checkbox, the application will assume that you are generating the report for all lines that are displayed in the list.

5. "Common Action Buttons" will appear in every layout view besides the calendar view. The options available vary per user, but the option to print, schedule, and add new observation exist for most administrators.

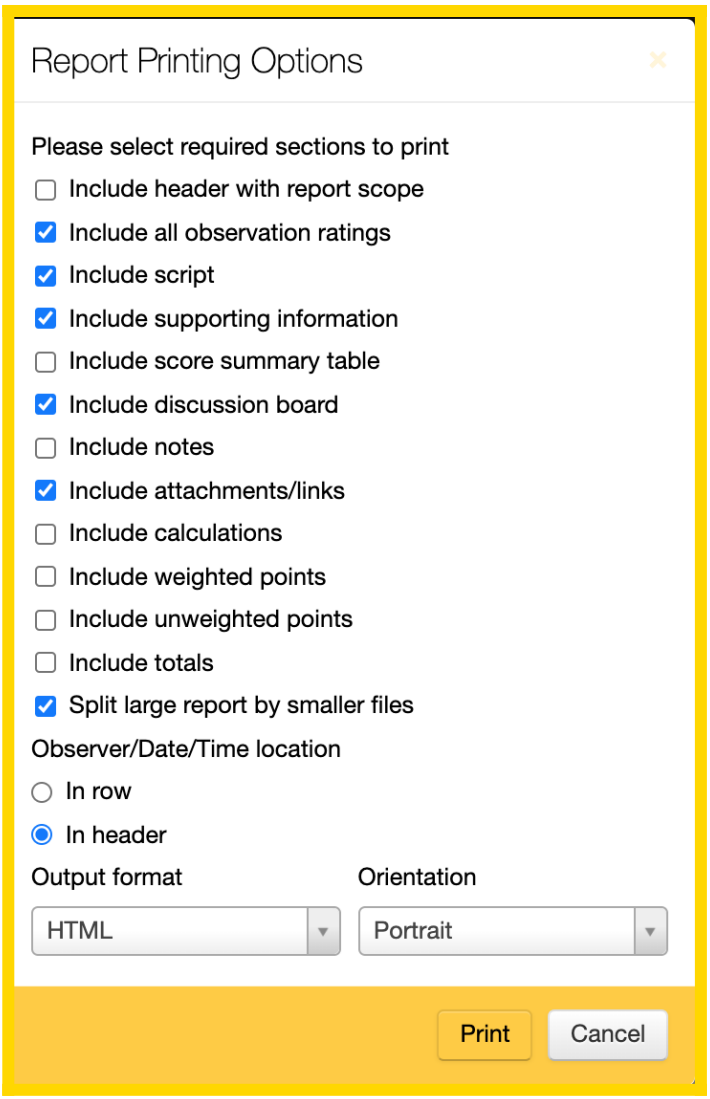
6. If assignments have been made, the assignments layout view presents the opportunity to see the status of all relevant observations.

- *Required*: The observation needs to be performed for this teacher using this rubric.
- *Scheduled*: The observation has been scheduled by an observer.
- *Complete*: The observation has been marked as complete by the observer.
- *Draft*: The observation has been started by an observer, but is not completed.
- *Inactive*: The observation has been marked as inactive or has been deleted. Inactive observations cannot be viewed from the assignments layout view.

Individual Teacher Report

The Individual Teacher report is a report that displays all relevant information regarding observations in correlation with how the staff expectations have been set up according to district preferences. Printing options are also determined by district personnel and a default format is often selected. If a default print setting is not selected, the option to choose what will be included in the

print out will be available.



Different combinations of these Report Printing Options will generate different report contents and/or formats. Below is a short explanation of each option to help determine what settings are appropriate for use.

- **Include header with report scope**: The report scope can be valuable in displaying what conditions/filters have been selected to generate the report. Being that different filters can produce significantly different reports, the report scope can contain important information on how the report was generated. It is important to know that whatever filters are selected will be what is displayed in this header type.

- **Include all observation ratings**: The observation ratings are the values that are selected for each staff expectation. This option provides the opportunity to hide or display these ratings.

- **Include script**: The scripting area is used for many different purposes. The option to include the information that has been entered into the main script is available here. The script should not print if the observation form scripting area has not been made visible to the teacher.

- **Include supporting information**: If there has been supporting information that has been entered for a specific staff expectations, the option to display them on the print out exists here.

- **Include score summary report**: Depending on the configuration of the district's rubric, it may be beneficial to include the Score Summary table in the report, which will display the weighted score for the observee's observation events and the number of observations that contribute to this score. Also, if the Final Rating has been selected, this will also display in this table.

Rubric	Observation Type	# Obs	Weighted Score
Teacher Observation	Announced	1	3.3167
Teacher Observation	Unannounced - Walkthrough	1	0.3313
		Total	**3.6479**
		Final Rating Conversion	**Highly Effective**

- **Include discussion board**: The discussion board can be used for many different purposes. If desired, the discussion board comments can be included on the print-out. The name of the user, the date the comment was posted, and the comment will display.

Discussion Board
Admin, Alan 12/12/16: This is a sample discussion board comment. The discussion board is used in various different ways and this depends on district preferences.

- **Include calculation**: Including calculations will display basic calculations and how an observee performs for each staff expectation for each category(if applicable). This page will vary dramatically depending on how eDoctrina is desgined to calculate final scores.

- **Include weighted points**: If an observation rubric is set up to apply special weighting to observation scores, displaying the weighted points will show the product respective observation score and its weight (ex: 4.0 X 90% = 3.6).

- **Include unweighted points**: The unweighted points option will display the observation score for each category(if applicable). The calculation method varies, but the calculated score for each category is displayed.

- **Include totals**: The totals will display the current calculated score for each observee according to the rubrics calculation method.

Totals

Based on AVERAGE Scores - Excluding Blank ratings in calculation.	3.7250

- **Include notes**: If an observation rubric is designed to allow notes to be posted for each staff expectation, the option to include them is available.

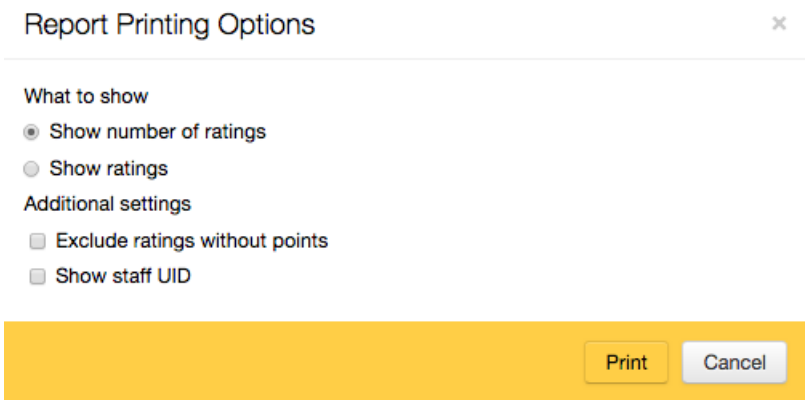
- **Observer/Date location**: This option exists to accomodate scenarios where multiple observers will be working on the same observation. In these scenarios, it is a good idea to display the Name and Date in the same row as the staff expectation that was observed. Otherwise, keep the Name and Date in the header to generate a PDF that is more concise.

- **Output format**: The current options for output formats are HTML and PDF. If an excel spreadsheet needs to be generated, it is possible to do this by initially generating an HTML file.

- **Orientation**: Choose to generate a printout that is oriented in portrait (default) or landscape.

Staff Summary Report:

The Staff Summary Report is designed to be able to view more information in one place without having to jump from screen to screen. The filters are extremely important when generating this report because it determines what information is included in the report. Basically, this report will have a row for each teacher/observee included in the report and a column for every staff expectation that is included in the selected rubric. Upon clicking the Staff Summary Report button, a pop-up window will appear prompting to select the Report Printing options as shown below.



If **Show number of ratings** is selected, then eDoctrina will generate a frequency report of how many time a certain staff expectation has been rated. If **Show ratings** is selected, then eDoctrina will generate a report that contains the actual ratings for each staff expectation. Choosing to **Exclude ratings without points** will only return staff expectations that have ratings (points) tied to the selection. **Show staff UID** will simply add the staff UID to the report.

NOTE: It is highly recommended to export this report to Microsoft Excel after the initial report is generated as this format is more reader friendly.

Score Summary Report:

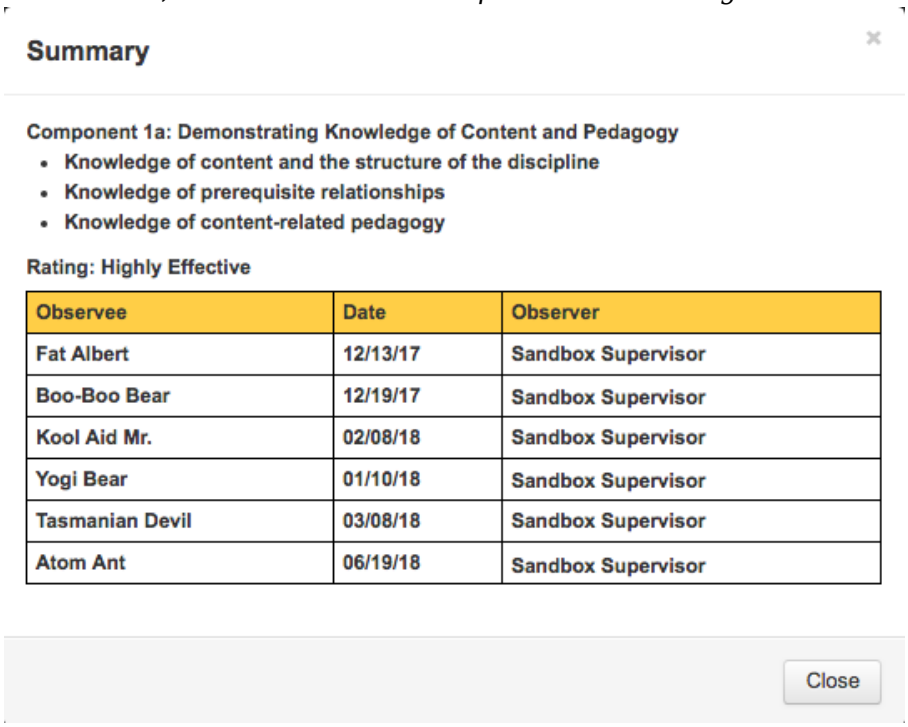
The Score Summary Report is a direct upload to Microsoft Excel that will list all selected (or filtered for) users. The columns in the report will display the user's Last Name, First Name, UID (teachID), the State ID (Staff Statewide Identification Number), the selected year, the selected rubric, the Final Overall Score(if applicable), and information regarding each rubric category (Raw Score, Weight, & Weighted Score)

Staff Expectations Report:

The Staff Expectations Report provides administrators with an overall view of how staff have performed according the ratings that have been entered. This is an extremely valuable report because it shows a percentage breakdown of how the observed population performed accordingly to the rubric they have been rated on. Below is an example of one element that has been rated 42 times.

A. Domain 1: Planning and Preparation		
1a Demonstrating Knowledge of Content and Pedagogy	42	
Not Observed	16	38.00%
Highly Effective	19	45.00%
Effective	7	17.00%
Developing	0	0.00%
Ineffective	0	0.00%
Not Rated	0	0.00%

NOTE: If the displayed numbers on this report display as a hyperlink, this indicates that it is possible to obtain more information about where the ratings in this report are derived from. Click on the hyperlink and a pop-up window will appear showing the observees, the respective date of the observation, and the observer who provided the rating.



Summary

Component 1a: Demonstrating Knowledge of Content and Pedagogy

- **Knowledge of content and the structure of the discipline**
- **Knowledge of prerequisite relationships**
- **Knowledge of content-related pedagogy**

Rating: Highly Effective

Observee	Date	Observer
Fat Albert	12/13/17	Sandbox Supervisor
Boo-Boo Bear	12/19/17	Sandbox Supervisor
Kool Aid Mr.	02/08/18	Sandbox Supervisor
Yogi Bear	01/10/18	Sandbox Supervisor
Tasmanian Devil	03/08/18	Sandbox Supervisor
Atom Ant	06/19/18	Sandbox Supervisor

Close

Observer Comparison Report:

This report is very similar to the Staff Expectations report because it provides an overall view of how observers have rated observees. The only difference in this report is that it breaks down the assigned ratings for each staff expectation by the observer. This allows users to see a side-by-side comparison of how each observer is rating each staff expectation in comparison with their colleagues.