

# Printing an Observation

Although all observations that are entered into eDoctrina can be accessed electronically, there are many occasions where the observation form will need to be printed to distribute to the staff member or for general filing purposes. There are many different formats for printing an observation. Each district will have unique default print settings as some will allow the print options to be selected by the end-user while others will set some rigid settings so all observations are printed consistently. Print options can vary for each rubric assignment and can also be different for each school within the district.

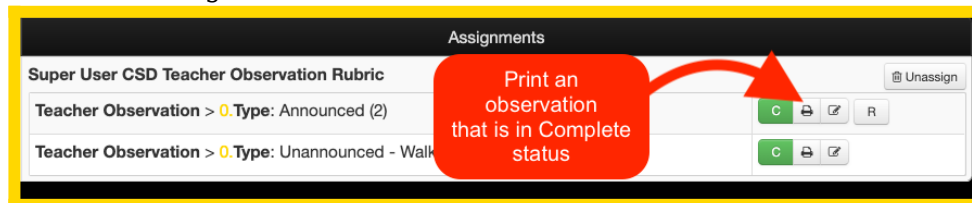
## Printing a Single Observation

Observations in eDoctrina can be printed in three different formats: webpage document(.html), Microsoft Excel (.xls document), and portable document format (.pdf). If there is a need to print any single observation, eDoctrina offers many locations where this can be done.

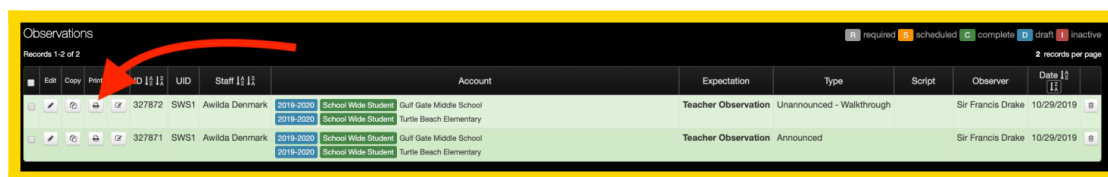
### From the OBSerVE Dashboard

The Assignments and Observations layout views of the OBSerVE Dashboard offer tools that can help to print individual staff observations.

On the Assignments layout view, individual observation reports can be generated if and only if there is a rubric assignment that has been made and the observation is in *Complete* status.



On the Observations layout view, all observations that are accessible for the logged in user will be listed and the ability to print is available.



### From the Staff Members View

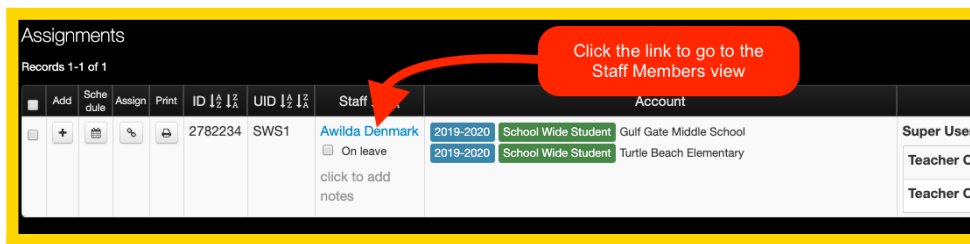
Each staff member in eDoctrina has their own screen where all of their observations will be listed in either a list format or in a side-by-side column format.

There are two ways to access the staff members folder: from the OBSerVE Dashboard or from the User Accounts screen.

#### From the OBSerVE Dashboard


On both the Assignments layout view and the Final Ratings layout view, each staff member will

display their name as a hyperlink. Clicking this link will redirect to the staff members view for observations.



### From the User Accounts screen

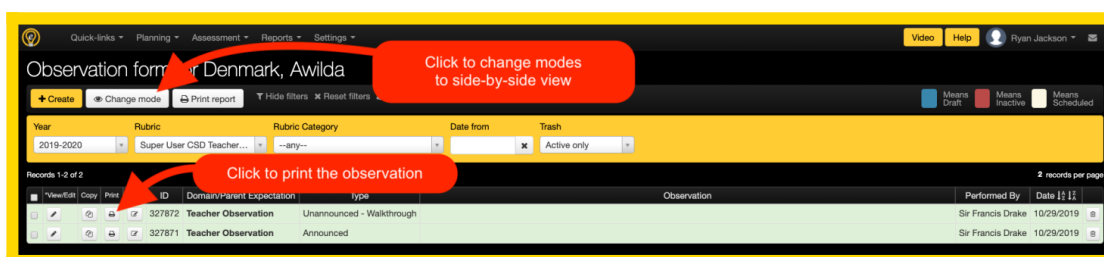
If the logged in user has access to view the teacher and has the permission set to observe them, they

will find a  button next to their name on the User Accounts screen. Selecting this button will navigate to the Staff Members view for their available observations.

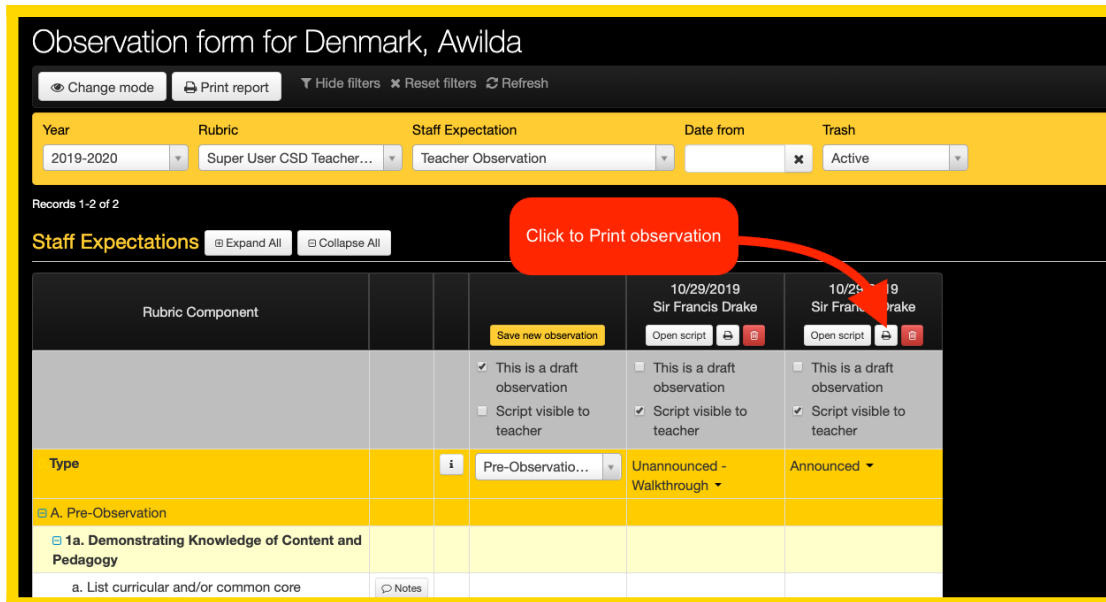


When looking at the Staff Members view, take note that there are two different modes: Scripting and Traditional.

The scripting mode is where all observations will be listed and the ability to print will be exactly the same as when printing from the Observations layout view of the OBSERVE Dashboard.

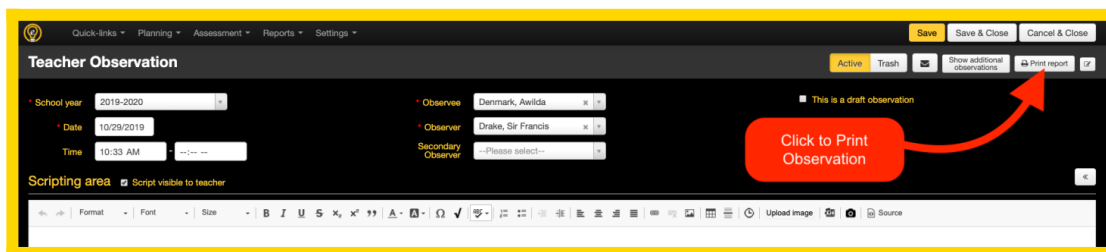


The traditional mode is where all observations will be displayed in a side-by-side manner so more than one observation can be looked at in a single view. Each observation shown on this screen can be printed individually.



## From Within the Observation Form


Within each observation form there exists a print button in the top right corner for easy printing as long as the observation form is accessible by the logged in user.

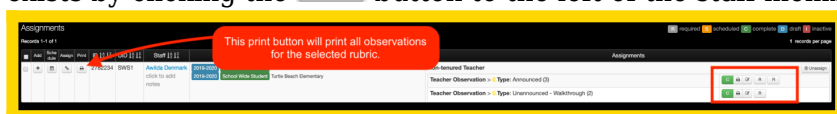


## Printing More than One Observation

There are some instances where more than one observation will be printed in one action. This could be many observations for a single staff member or observations that exist for multiple staff members. Although the Staff Member view does offer the ability to print multiple observations in one action, of course this is limited to only printing observations for a single staff member. With this said, it is usually a good practice to head over to the OBSERVE Dashboard to print more than one observation at a time.

### From the OBSERVE Dashboard

On the **Assignments** layout view, the option to print all observations for a **single staff member** exists by clicking the  button to the left of the staff members name.



On the **Assignments** layout view, the option to print all observations for a **multiple staff members** exists by selecting the checkbox to the left for all desired staff members and then using the

*Individual Teacher Report* button.

*NOTE: If the report is generated without selecting any checkboxes, the system will generate the report for all staff members that are displayed in the filtered list.*

Both options will require that a single rubric is selected so the appropriate default print settings can be applied. You will be provided a prompt if no rubrics are selected or if more than one rubric is selected. This provides a slight limitation that mass printing from the Assignments layout view can only be done for observations that are conducted within the same rubric.

On the **Observations** layout view, the option to multiple observations for a exists by selecting the checkbox for the desired observations and then using the *Individual Teacher Report* button. This option provides a little more flexibility as it is possible to only select specific observations for one or many staff members (instead of the entire set of observations for each selected user. Again, the only limitation is that only one rubric can be selected for mass printing.

*NOTE: If the report is generated without selecting any checkboxes, the system will generate the*

report for all observations that are displayed in the filtered list.

## From the Staff Members View

Using the same techniques as described above about printing multiple observations, the same can be done from the Staff Members view. Of course, the only limitation here is that you can only print multiple observations for a single staff member.

This can be done from the *Scripting* view where all observations for the staff member will be listed.

Observation form for Denmark, Awilda

+ Create Change mode Print report


Year: 2019-2020 Rubric: Super User CSD Teacher... --any--

Records 1-2 of 2 2 record(s) selected

Select observations first

	*View/Edit	Copy	Print	Sign	ID	Type	Type
<input checked="" type="checkbox"/>					327872	Teacher Observation	Unannounced - Walkthrough
<input checked="" type="checkbox"/>					327871	Teacher Observation	Announced

*NOTE: If the report is generated without selecting any checkboxes, the system will generate the report for all observations that are displayed in the filtered list.*

And can also be done from the *Traditional View* where all observations are shown in a side-by-side column format. On this view there are no checkboxes for selection, therefore only single observations can be printed or the entire filtered set by clicking the  button on the top of the screen.

Observation form for Denmark, Awilda

Change mode Print report Hide filters Reset filters Refresh

Year: 2019-2020 Rubric: Super User CSD Teacher... Staff Expectation: Teacher Observation Date from: Trash: Active

Records 1-2 of 2

Staff Expectations Expand All Collapse All

This print option will generate a report for all displayed observations

Rubric Component	10/29/2019 Sir Francis Drake	10/29/2019 Sir Francis Drake
	<input checked="" type="checkbox"/> This is a draft observation <input checked="" type="checkbox"/> Script visible to teacher	<input type="checkbox"/> This is a draft observation <input checked="" type="checkbox"/> Script visible to teacher
Type	Pre-Observatio...	Announced