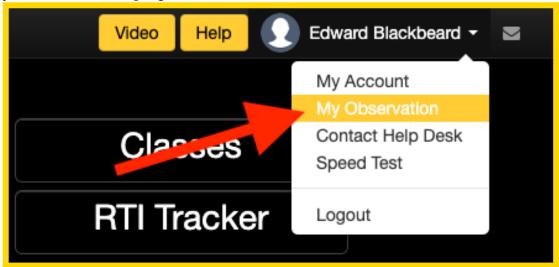
Viewing My Observations

Each staff member and administrator will have their own page where all available observations for them will be available. this is the page that teacher and other staff members will navigate to to view, update, electronically sign (if enabled) or print any observations for themselves.

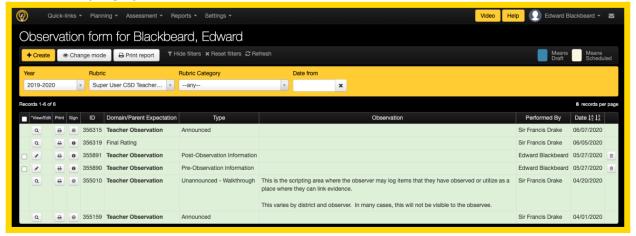
To get to your observation folder, there may be a button on your homepage that will lead you here, but there will always be the option to select "My Observation" in the pull-down menu when you click your name in the top-right corner.



This will take you to a page where you will see your name listed in the title of the page and all observations that are available for viewing, signing, or printing. There are two different modes and some districts will choose one or the other by default: scripting(list mode) or traditional (column mode).

Scripting (list mode)

The list mode provides a quick and easy way to see all of the available observation or evaluation forms that have been conducted on you. This page offers the ability to view, update, print, and electronically sign your observations.



Traditional (column mode)

The column mode does offer similar functionality as the list mode as all of the available observations can be viewed, edited, and printed; but this view offers a way to see all related observations in a side-by-side column arrangement to make it easy to compare selected ratings from one observation to another. To electronically sign an observation from this mode, the observation form will have to be opened.

