

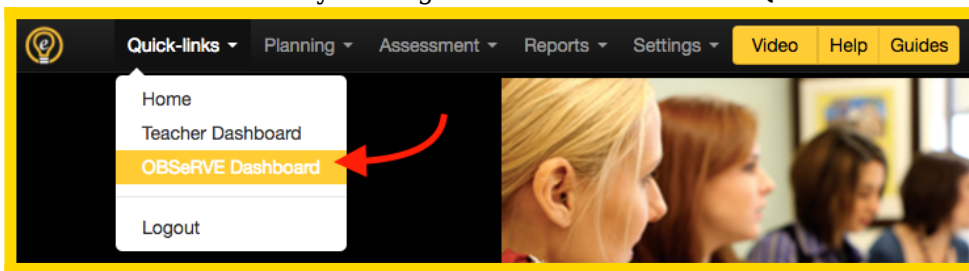
Click here to view the [Help Video](#)

## Introduction:

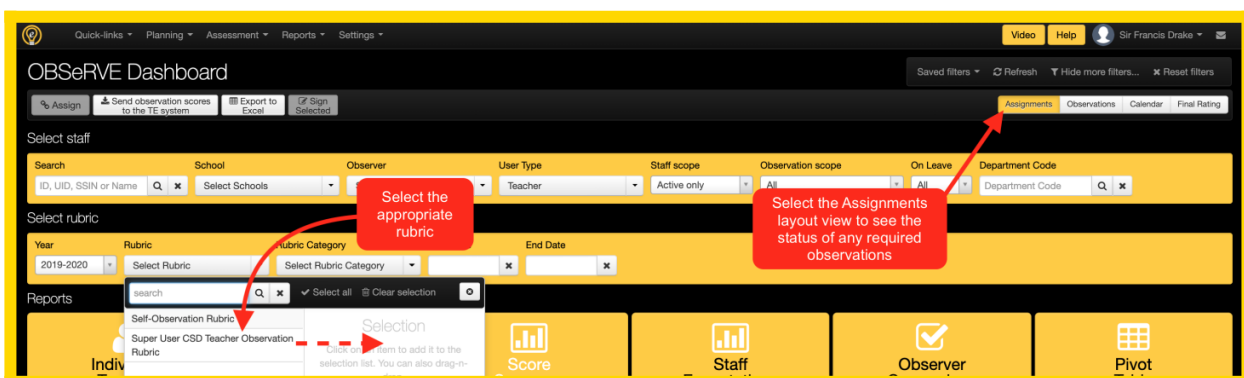
eDoctrina's OBSerVE module allows specific users within the district (usually School and District Admins) to observe, rate, and communicate with staff members at their associated school or district. There are various configurations and processes that districts may use for their yearly staff observations, but the OBSerVE Dashboard is designed to make these processes easier by providing the tools to ensure that minimum observations are completed for each staff member that they are prescribed to.

## Starting an Observation with Assignments

If the appropriate rubric assignments have been made at the beginning of the year, it is a best practice to begin all observations from the Assignments layout of OBSerVE Dashboard. Navigate to OBSerVE Dashboard by finding the the link under the "Quick Links" menu in the navigation bar.

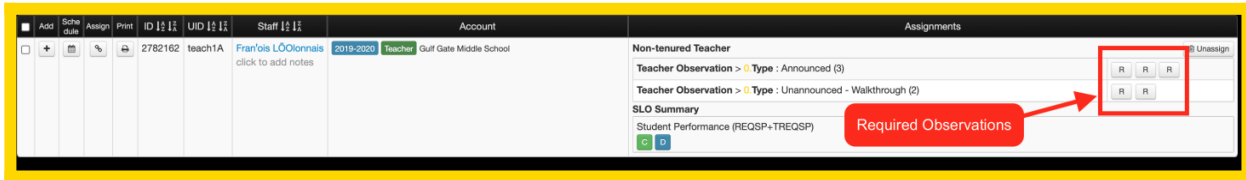



After successfully arriving at the OBSerVE Dashboard, it is important to ensure that the **Assignments** layout view is selected because this is where observations will be managed if assignments have been made. While all filters have a utility that cannot be understated, it is ultimately very important to select the appropriate rubric in the filters because assignments will **ONLY** display for each selected rubric.




If the assignments have been made and the filters have been selected properly, the required observations for each respective observee should display in the list in a manner that looks very similar to the image below. **Each logged in user will only be able to find teachers of staff members that they have access to which is determined by role or specific assignment.** If it is necessary to observe or evaluate a staff member that is not accessible, please reach out to a district

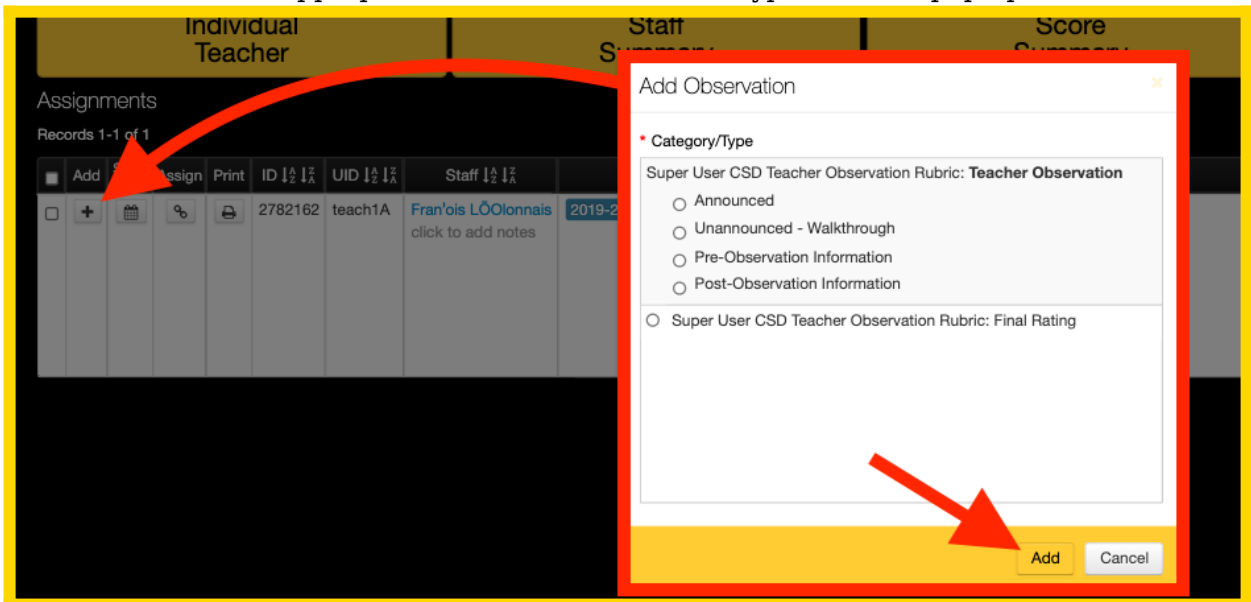
admin or the eDoctrina team for assistance.



To begin a required observation, simply click on the appropriate  to enter into the OBSERVE Editor.

### Starting an Observation without Assignments

If eDoctrina's assignment feature is NOT being used, a new observation can always be started by selecting the  button located to the left of the observee's name. If this approach is taken, it is up to the observer to select the appropriate rubric or observation type from the pop-up menu that



results.

### Maximum Constraints

A rubric and/or observation type can be configured to have a maximum limitation. This is usually done for better management of the database as well as to ensure overall calculations are correct.

If the creation of a new observation will result in a violation of this maximum constraint, then the logged in user will be presented with the following message listing the other observations/evaluations that already exist in the selected rubric or observation type. Sometimes this alert will simply remind the observer that they have already started this observation in which they can simply click the observation ID# to navigate to that observation instead.



Maximum Observations Already Exist

Existing Observations:

#	Script ID	Expectation	Observation Type	Observer	Status
1	355159	Teacher Observation	Announced	Drake, Sir Francis	C
2	356315	Teacher Observation	Announced	Drake, Sir Francis	C

Create New Observation Cancel


## Staff Folders for Observations

If assignments are not being used, observers can begin an observation by selecting the  in other screens as well. The most popular screen to begin an observation outside of the OBSERVE Dashboard is the User Accounts screen. Find the observee in the list here by utilizing the filters, then click the  next to the observee to begin an observation.

Navigate to the User Accounts screen

Filter to locate the observee

Select the "eyeball" to begin the observation

After clicking the , eDoctrina will navigate the observer to the "Observation Form" page for the respective observee. This page allows for observers to add a new, edit existing, and/or view observations for this teacher. In any scenario, it is required to select the appropriate filters before any task is performed here. It is also a best practice to view the existing observations for each observee before adding a new observation to ensure that there is not an existing observation for this observee completed, scheduled, or drafted.

Click to add a new observaiton

Existing observations can be accessed if access is granted

**For information about how to use the observation form, please see our help guide regarding the [Observation Form](#) here.**