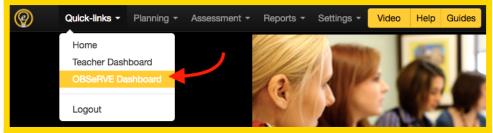
Click here to view the <u>Help Video</u>

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.

Ø	Quick-links	- Planning -	Assessment - Re	eports - Sett	ings -										Video	Help		Sir Francis I	Drake 👻 🔤
	OBSeRVE	Dashbo	bard																
I	% Assign ▲ Ser t	nd observation so to the TE system	ores Export to Excel	Selected											Assignm	ents Obse	ervations	Calendar	Final Rating
ł	Select staff																		
	Search		School	Ot	oserver		User Type		Staff scope		Observation sco	pe	On Leave	7	Department O	ode			
	ID, UID, SSIN or Na	ime Q X	Select Schools	-	Select the	•	Teacher	•	Active only		Al		AIL	•	Department	Code	Q :	¢	
	Select rubric			appropriate rubric							Select the Ass layout view to		o see the						
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	2019-2020 *	Select Rubric		Select Rubric Category 💌			× ×			observations									
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	Indiv	Self-Observation Rubric Super User CSD Teacher Observation Rubric Linctiv					Score Staff					0	Observer				Pivot		

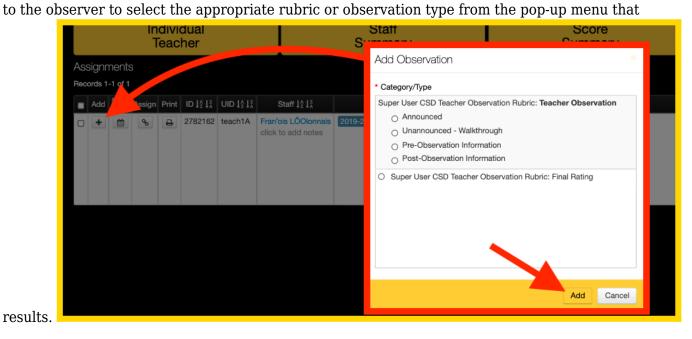
If the assignments have been made and the filters have been selected properly, the required observations for each respective observee should display in the list in a manner that looks very similar to the image below. Each logged in user will only be able to find teachers of staff members that they have 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.

Add Sche Assign	n Print ID 🎝 🖓	UID 1 1 1 X Staff 1 X	Account	Assignments	
- + m •	€ 2782162	teach1A Fran'ois LÕO		Non-tenured Teacher	Unassign
		click to add n	les	Teacher Observation > 0.Type : Announced (3)	RRR
				Teacher Observation > 0.Type : Unannounced - Walkthrough (2)	RR
				SLO Summary	
				Student Performance (REQSP+TREQSP) Required Observations	
				B	
'o begi	n a re	quired of	oservation, simply click	on the appropriate	to enter into t
)BSeRV	VE Ed	litor.			

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



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.

		Observations Alre	eady Exist		×
#	Script ID	Expectation	Observatio Type	n Observer	Status
1	355159	Teacher Observation	Announced	Drake, Sir Franc	cis C
2	356315	Teacher Observation	Announced	Drake, Sir Franc	cis 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 Acconts screen. Find the observee in the list here by utilizing the filters, then

click the 🔎 next to the observee to begin an observation.

2)		Qui	iick-li	inks -	Planni	ng 👻 Ass	essment 👻	Reports -	Settings -	Video	Help Guides							(Alan Admin 👻	
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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, scheduled, or drafted.

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Q. Q. D. O 355159 Teacher Observation Announced	The VA	Sir Francis Drake 04/01/2020

For information about how to use the observation form, please see our help guide regarding the <u>Observation Form</u> here.