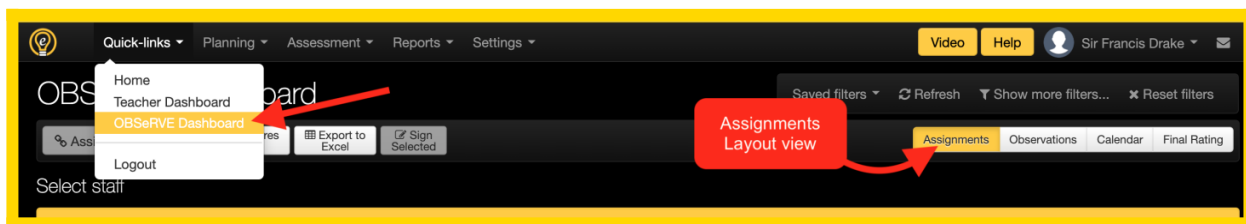


Assigning an Observation Rubric / Framework to a Staff Member

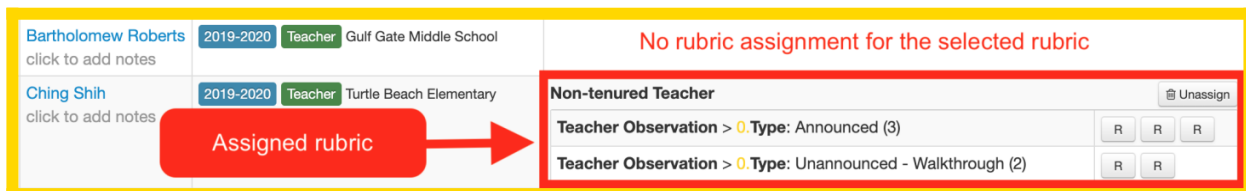
Even though observations can always be created for a staff member if there exists an observation rubric for the district, providing each staff member an observation rubric assignment or framework can be considered one of the more essential tasks to perform at the beginning of the year to ensure that each staff member is provided the minimum set amount of observations throughout the year. Each rubric assignment carries with it a minimum set amount for one or many observation categories (i.e. Announced/Unannounced) as well as an easy way to create and monitor the progress of such yearly events.


Assigning a Rubric to an Individual Staff Member

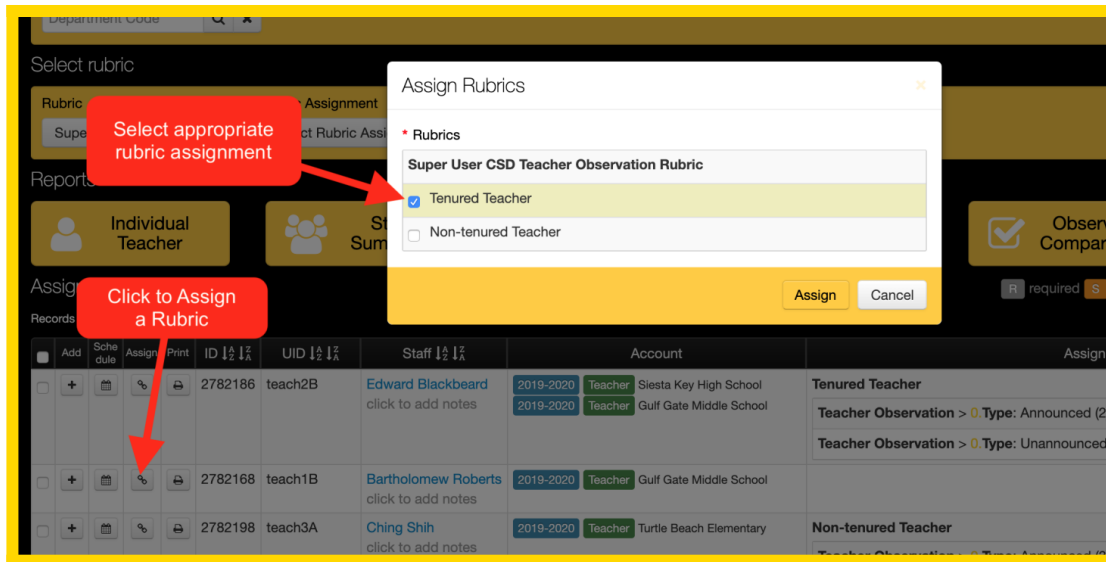
Rubric assignments are done from the Assignments Layout view of the OBSerVE Dashboard. This is the same location where observation can be created, monitored, and electronically signed, so many consider this view to be the most important. The utility of this screen is vastly improved if there exists a rubric assignment for all staff members that have to be evaluated throughout the year.



On this Assignments layout view, there will be a list of all staff members that the logged-in user has access to provide observations for. This may be limited to the observer's school, their department code, or even assignments to specific staff members. If there has already been a rubric assignment made for the user, the minimum requirements for each category should display in along the right side of the screen next to each staff members name, respectively. If there is no rubric assignment shown for the selected rubric, then this user has not been assigned anything for that rubric specifically.

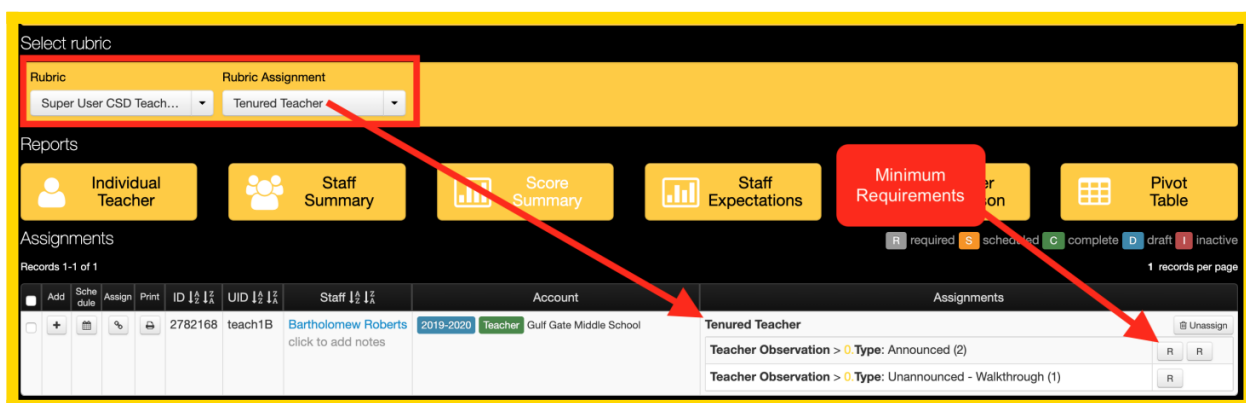


To make a rubric assignment for an individual staff member, there is a  button that will be shown to the left of the staff member that needs to be assigned a rubric. By default, this button is only available to District Admin user types, but the access to this button can also be extended to other users upon district request. Once selected, a pop-up message should appear prompting to select which of the available rubric assignments should be applied to the target staff member.



NOTE: A single user can be assigned multiple rubric assignments for many rubrics, but they can only be linked to one assignment within each rubric.

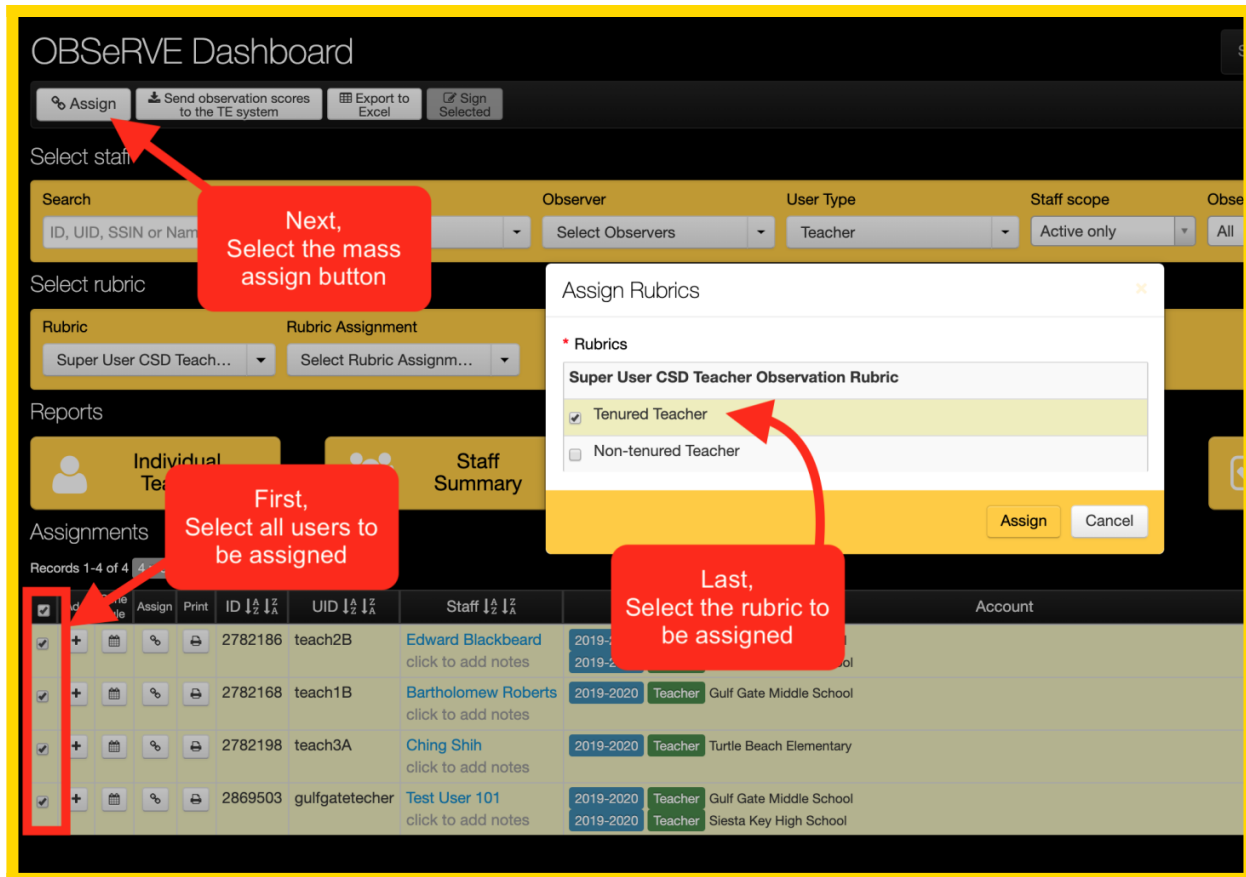
After the rubric is assigned to the staff member, it will then display to the right of their name in the *Assignments* column (if the rubric is selected in the above rubric filters). Make as many rubric assignments as necessary. Once this task is done for this user, then observations are ready to be started.



Assigning a Rubric to a Multiple Staff Members

In most districts, there will be only a few rubric assignments and these will be assigned to multiple staff members. The task of providing each staff member a rubric assignment individually is a cumbersome task, therefore it is a better idea to group the staff members into categories and then assign them all the same rubric assignment to save time.

Providing rubric assignments en masse is also done from the Assignments layout view of the OBSERVE Dashboard. The only difference from assigning individually is that this action requires that the checkboxes to the left are selected to indicate which users should be assigned the desired rubric. It is recommended to leverage the filters to parse the list by school or some other parameter to ensure no rubric assignments are missed.

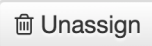


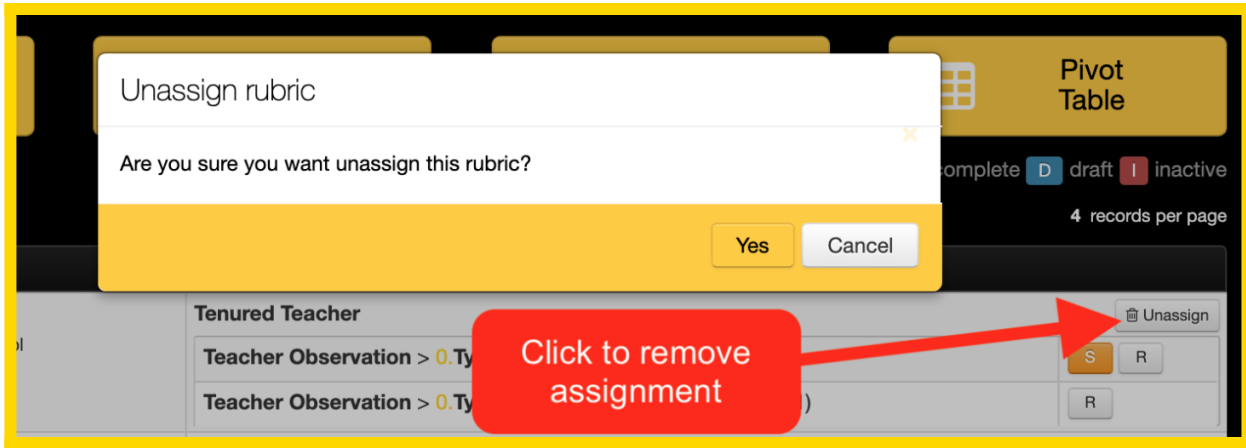
Updating or Removing an Observation Rubric Assignment

There are some instances where a rubric has been assigned wrong or a staff member no longer requires observations in the assigned rubric. In these cases, eDoctrina does allow users (with permissions to do so) the ability to update or remove an observation rubric assignment.

Before proceeding with this task, it is important to note that not all rubric assignments have the same categories and minimum requirements, so there may likely be the follow up task of changing the type of the existing observations or copying them to the appropriate rubric. Usually, this is quite easy if the rubric assignment is updated to one that uses the same rubric. But keep in mind that each rubric is unique and if there is a change in the assigned framework to a completely different rubric, the existing observations may have to be moved manually by recreating them and making the original observation items inactive.

If a rubric needs to be updated to an assignment within the same rubric (i.e. update from non-tenured to tenured), then this can be done by simply assigning the rubric again by following the steps outlined above for *Assigning a Rubric to an Individual Staff Member*

If an observation assignment needs to be removed, find the  Unassign button located right next to the actual assignment on the Assignments layout view. By removing the assignment, the observations that exist will not be removed, they will just not be referenced in the rubric assignment anymore. With this said, to keep data clean, it may be necessary to find the existing observations and make them inactive.



NOTE: There is not a current tool that will allow for mass unassign, so rubric assignments can only be removed for individual staff members.

Providing a user the ability to Assign/Unassign

By default, all District Admin users will have access to assign and unassign observation rubrics. If these access rights are desired to be extended to other users or user types within the district, then they can be provided this permission in the Access Control List(ACL) permissions located in the user editor or the district editor.

