

Classroom Observation Tool Suite Template Manager Guide

This guide is for template managers of the [Classroom Observation Tool](#). This link will take you through WebAuth and into the Tool Suite. When you first log in, you will be on the Observations tab; click on the Dept. Managers tab to access the functions related to that role.

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Show My Template Manager Departments/Employee Home Department

- If you *are* currently a Dept. Manager, leave Show My Template Manager Departments selected. Click on Select Academic Unit and select the appropriate unit. This will pull up the templates that have been created in that unit.
 - All Dept. Managers in the old COTS were given the same status in the new COTS.
 - If you select Show My Template Manager Departments and Select Academic Unit, and no units are displayed, it means that you are not currently a Dept. Manager.
- If you are *not* currently a Dept. Manager, select Show My Employee Home Department and select your unit; i.e., department, school, or college. Once you have selected your unit, you will see a link to request Dept. Manager access.

Select Template

- Existing templates are displayed, along with the option to add a new template. If only Add New Template is available, no templates have been created for your unit.
 - Note that templates created in the old COTS were NOT transferred into the new COTS. This is because virtually all of them were created before we modified the Classroom Observation Tool to remove the numerical rating scale. If you need to know which items were on a template created in the old COTS, please contact [Ingrid Novodvorsky](#).
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Add Template

1. Name the template (required) and provide a description (optional).
 2. Click on Add Items to select items from the tool categories. To see the items for a given category, click on the button to the left of the category name.
 3. Select items by clicking on the buttons to the left of your desired items. Once an item is selected, it is copied into the Currently Selected Items list.
 4. Once you have selected between one and ten items, click on Save to save the template. Note that the Save feature is disabled if you select more than ten items.
 5. Once you save a template, it is available to you and anyone in your unit in the Schedule Observation function in the Observations section.
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Use Sample Template

1. Select one of the sample templates, which are named for UA class modalities.
 2. Name the template (required) and provide a description (optional).
 3. If you are satisfied with the existing items, click Save.
 4. If you would like to add items, click on Add Items to select new items. Note that the sample templates include the maximum number of items permitted (ten), so you will need to remove existing items to add other items.
 5. Select items by clicking on the buttons to the left of your desired items. Once an item is selected, it is copied into the Currently Selected Items list.
 6. Once you have selected between one and ten items, click on Save to save the template. Note that the Save feature is disabled if you select more than ten items.
 7. Once you save a template, it is available to you and anyone in your unit in the Schedule Observation function.
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Working with Existing Templates

1. If you have any previously created departmental templates, they will also show up on the Select Template menu.
2. If you select an existing departmental template, you can view the items on that template, as well as information on template usage. You are able to edit the items on an existing departmental template *only* if no observations have been scheduled or completed using the template.
3. To edit the template, follow the same instructions for adding items to a new template. Note that you are not allowed to edit the name of an existing template.
4. You also have the option of deleting a template; that template will still be stored in the system but will not be available to you or other departmental users. If a deleted template has been assigned to a scheduled observation, it will remain available for that observation.



If you have any questions about the use of the Classroom Observation Tool, please contact [Ingrid Novodvorsky](#).