Classroom Observation Tool Suite User Guide

This guide is for users 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.

Please note that the Tool is designed for observation of face-to-face or live online classes. To review an online course, you should use the Online Course Review Tool.

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Quick Start Guide to Select Observation Function Menu Items
(Further details for each function are provided after this summary.)

Menu Item	Function
Manage Individual Observation Template *(for instructors requesting observation)*	Select this option to create an observation template which you can use again and to which only you have access. You can select a sample template, use or modify it, and save it as an Individual Observation Template. You can also view and edit existing individual templates, as well as delete them.
Schedule Observation *(for instructors requesting observation)*	Select this option to use an existing individual OR departmental template.
Confirm My Observation *(for observers)*	If you have been invited to complete an observation, select this option to confirm a scheduled observation.

Record My Observation *(for observers)*	Select this option to record your comments from a completed observation.
Observation Reports *(for observers and observed instructors)*	Select this option to view completed Observation Reports, both as an observer and an observed instructor.

Manage Individual Observation Template
(for instructors requesting observation)

Add New 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 in the Schedule Observation function.

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 in order 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 in the Schedule Observation function.

Review Existing Individual Template
1. If you have any previously created templates, they will also show up on the Select Template menu.
2. If you select an existing individual template, you can view the items on that template, as well as information on template usage. You are able to edit an existing individual 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 for future observations.

Schedule Observation

(for instructors requesting observation)

Select the class that you want to be observed:
- The menu will list all courses for which you are listed as (one of the) instructor(s) of record for the current term/semester.
- If one of your current courses is not listed, contact the person in your unit who handles course scheduling to correct the omission. The added course should appear in the Tool the next day.
- If you are doing a guest presentation in a course, please contact Ingrid Novodvorsky to be added to the course.

Assign an observer:
- Click on Lookup Observer; this opens up Name and Net ID search fields.
- Enter information in either field and select your observer's name from the resulting list.
- If the observer has a common name, you will need to enter most of the name before you will see it on the list, since only the top 25 results are shown.

Choose an observation date:
- Click in the blank field to open up a calendar.
- Click on the desired observation date.

Select the Template Style:
- Choose either a Departmental Template or an Individual Observation Template.
- If no Individual Observation Templates are listed, you need to go back to Manage Individual Observation Templates (page 1) and create one.
- If no Departmental Templates are listed, it means that no templates have been created for your unit.
- Once you have selected a template, the selected items will be displayed for your review.

Finish scheduling an observation:
- Click Save to save the scheduled observation.
- This will automatically generate an email confirmation to you, and an email to your observer, requesting that they log in and confirm the observation.

Confirm My Observation

(for observers)

1. Click on Select Scheduled Observation to see the list of observations that have been scheduled with you as the observer. Once you select an observation, information about that observation will be displayed.
2. Click on Accept to accept the invitation. This will generate an email to you and the instructor you will observe, confirming the observation. Note that as the observer, you are not able to edit the items selected for this observation.

Record My Observation
(for observers)

1. Once the observer has completed an assigned observation, select this option to record your comments. You will see a list of your scheduled observations; click on Enter Comments to enter your comments. You need to enter a minimum of 12 characters in each of the text fields for each selected item.
2. There are also five items related to the D2L course site (responses optional) and four summary questions (responses required) that are added to all observation reports.
3. You can hit the Save button at any time and return later to finish recording your comments. When you return to the Tool Suite and select this observation again, click on Enter Comments again to finish.
4. Once you have entered all of your comments and responses to the summary questions, click Save, which returns you to the list of your observations.
5. Click Finalize to finish recording this observation.

Observation Reports
(for observers and observed instructors)

1. Start by selecting your role, observations for which you were the observer or the observed. Either option will result in a list of your observations for the chosen role.
2. Click on View Comments to view the report for that observation.
3. After you have selected an Observation Report, you can select Save to PDF to generate a PDF version of that Report. Depending on your browser settings, the PDF may download automatically, or you may be prompted to indicate how to handle the file.
4. When you are done, click on Return to go back to the list of observations, or Cancel to return to the Observation Reports main menu.

If you have any questions about the use of the Classroom Observation Tool, please contact Ingrid Novodvorsky.