



Teacher Observation Tool

User Guide



COGNIA

Table of Contents

Introduction	3
Overview	3
Support	3
Technical Requirements	3
Teacher Observation Tool	4
Logging In	4
First Time Logging In	5
myJourney Dashboard	6
Accessing the Teacher Observation Tool	7
Observations	9
Creating a New Observation	10
Editing an Observation	13
Deleting an Observation	14
Submitting an Observation	15
Downloading an Observation as a PDF	17
Reopening an Observation	19
Archiving an Observation	20
Viewing Archived Observations	20
Restoring an Archived Observation	21
Reporting	22
Creating a New Report	23
Editing a Report	24
Exporting a Report to CSV	25
Saving a Report as a PDF	26
User Management	27
User Roles and Permissions	27
Adding a New User	28
Editing a User	30

Introduction

Overview

The Teacher Observation Tool is a formative tool designed to promote teachers' improvement toward the practice of learner-centric instruction and effective teaching.

Support

For assistance with logging in, accessing the Teacher Observation Tool, observations, reporting, or user management, please contact Cognia Client Care via phone at 888-413-3669 or email at clientcare@cognia.org.

Technical Requirements

The observation tool is accessible to users via the following device and browser specifications:

Device	OS	Browser
Desktop	Windows/Mac	Chrome 55+
Desktop	Mac	Safari 10+
Desktop	Windows/Mac	Firefox 49+
Desktop	Windows	IE 11+ and IE Edge
iPad	iOS 10	Chrome, latest version
iPad	iOS 10	Safari, latest version
iPhone 6/7	iOS 10	Chrome, latest version
iPhone 6/7	iOS 10	Safari, latest version
Samsung Galaxy Tablet	Android 6+	Chrome, latest version
Samsung Galaxy Tablet	Android 6+	Android Browser, latest version
Samsung Galaxy S7	Android 6+	Chrome, latest version
Samsung Galaxy S7	Android 6+	Android Browser, latest version

Teacher Observation Tool

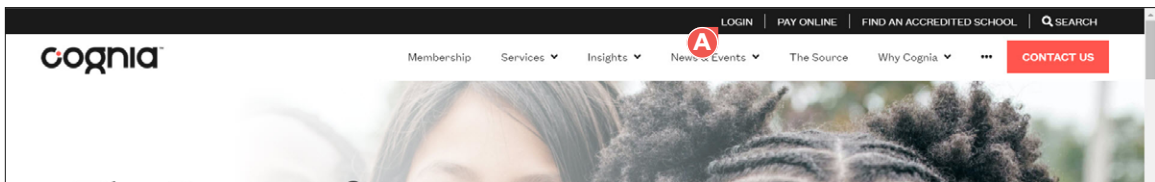
Logging In

To access the Teacher Observation Tool, you must log in through myJourney™.

Note: If this is your first time logging in, follow the steps provided in the section “[First Time Logging In](#)”.

To log in to myJourney:

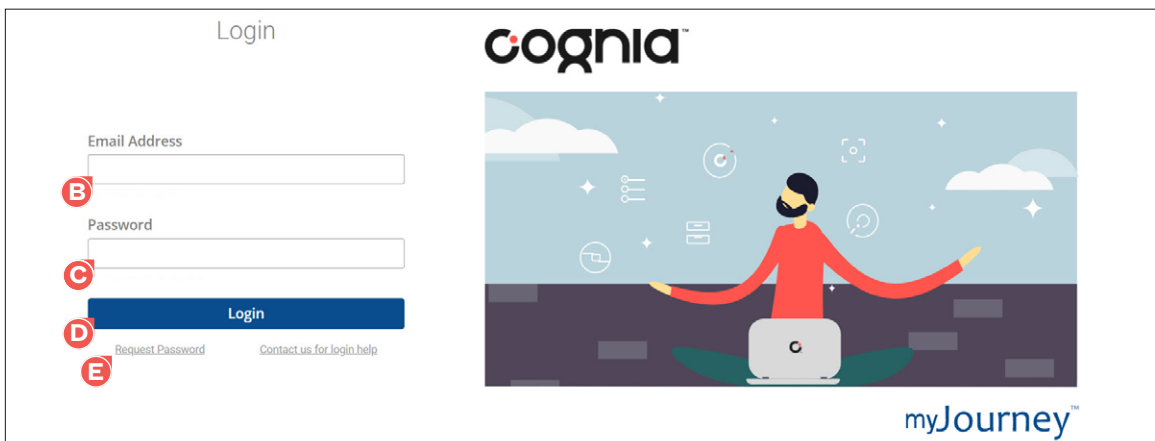
1. Open the Cognia website at www.cognia.org, and then select **LOGIN** **A** along the upper right of the page.



The myJourney login page opens in a new tab in your browser.

2. Enter your myJourney email address **B** and password **C**.
3. Select **Login** **D**.

Note: If you have forgotten your password, select **Request Password** **E** on the myJourney login page. This opens the Request Password page in a new tab in your browser. Enter your email address in the email field, and then select **Submit**. You will receive a confirmation screen and an email with instructions for resetting your password. Open the reset password link in the email you received. This opens the Create Password page in a new tab in your browser. Enter a new password in the **Enter New Password** and **Re-enter Password** fields, and then select **Submit**. Your password has been set.



You are logged in to myJourney. Upon logging in, users with access to a single school are brought to the myJourney dashboard for that school. Users with district-level permissions or access to more than one school are prompted to select the institution they want to view from the myJourney Select Institution page.

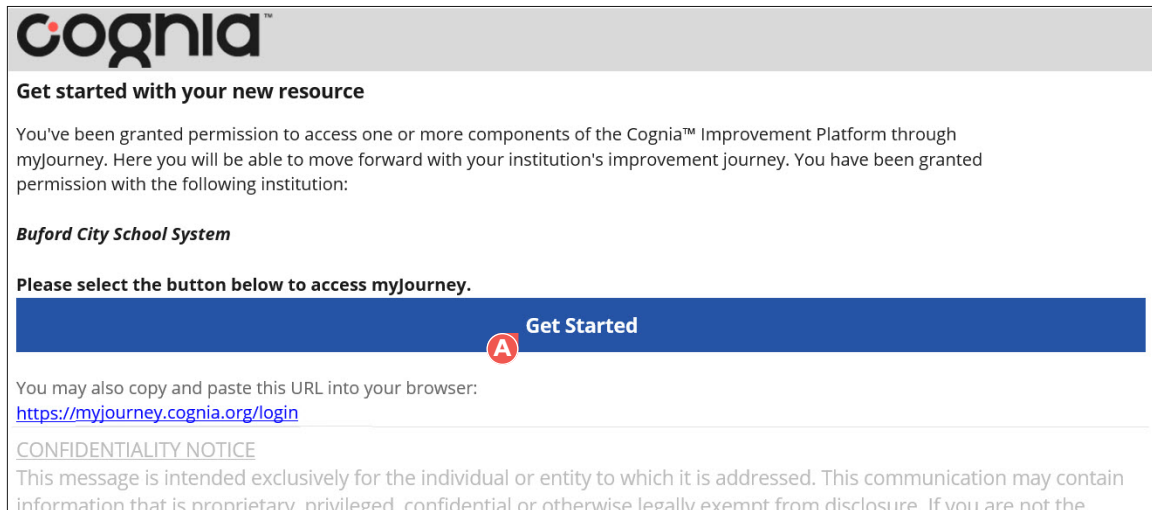
First Time Logging In

To log in to myJourney for the first time:

1. Open the “Get started with your new resource” email you received.

Note: If you did not receive this email, check your email inbox and junk/spam folder for an email with the subject line “Get started with your new resource”. You may also contact Client Care to request the email be resent to you.

2. Select the **Get Started** **A** button in the email.



3. Enter a new password in the **Enter New Password** **B** field, and then reenter the password in the **Re-enter Password** **C** field.
4. Select **Submit** **D**.

Create Password

Create a new password for your eProve MyAdvancEd account:

Enter New Password **B**

Re-enter Password **C**

Password must meet the following requirements:

- Cannot contain spaces
- Be at least 8 characters
- At least one number
- At least one lowercase letter
- At least one uppercase letter
- At least one special character !@#\$%^&()-_+=~*.

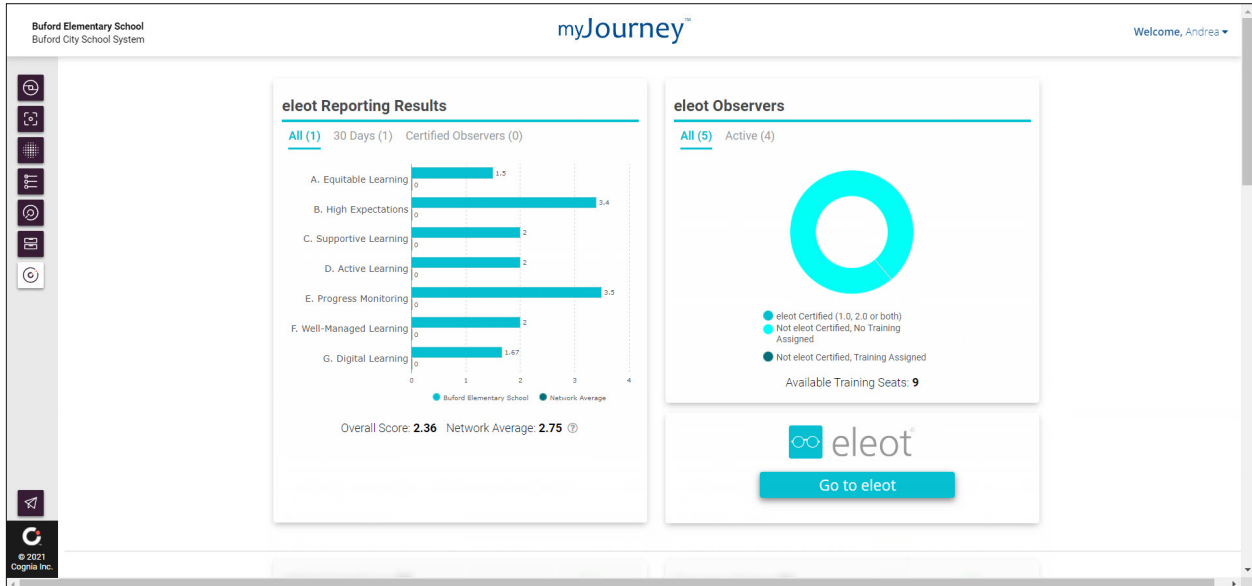
Submit **D**

Your password has been set.

myJourney Dashboard

The myJourney dashboard provides a snapshot of the districts' or schools' activity and data, as well as streamlined navigation to the available modules.

Upon logging in to myJourney, users with access to a single school are brought directly to their schools' myJourney dashboard.



Users with district-level permissions or access to more than one school are prompted to select the institution they want to view from the myJourney Select Institution page, and they are then brought to that districts' or schools' myJourney dashboard.

myJourney™ Select Institution Welcome, Andrea

Which institution would you like to view?
Search by Institution name, location or customer number

Search

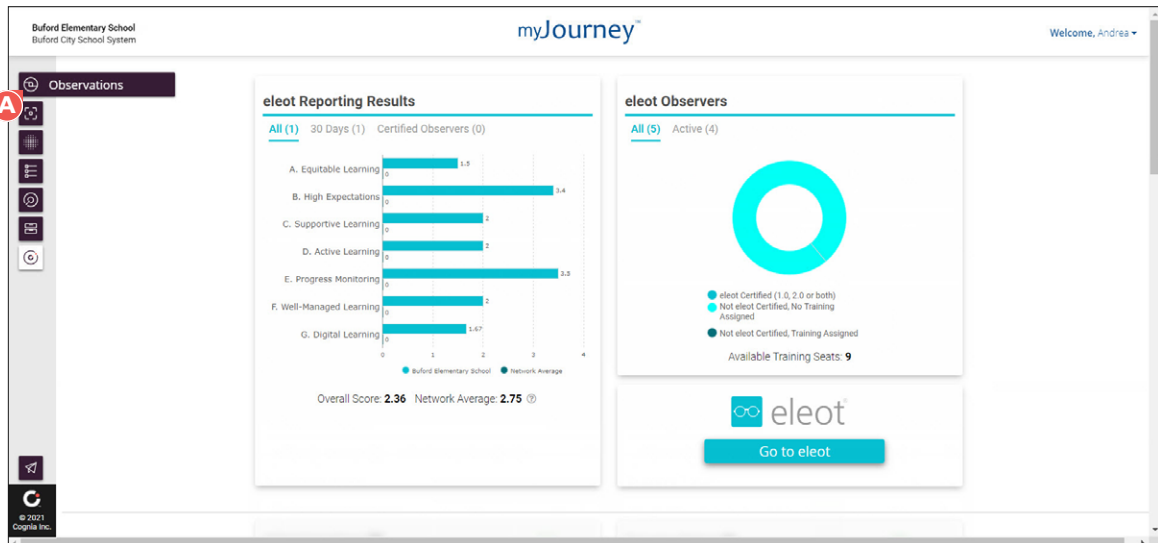
> Buford City School System

Accessing the Teacher Observation Tool

The Teacher Observation Tool is accessed from the myJourney dashboard for your district or school.

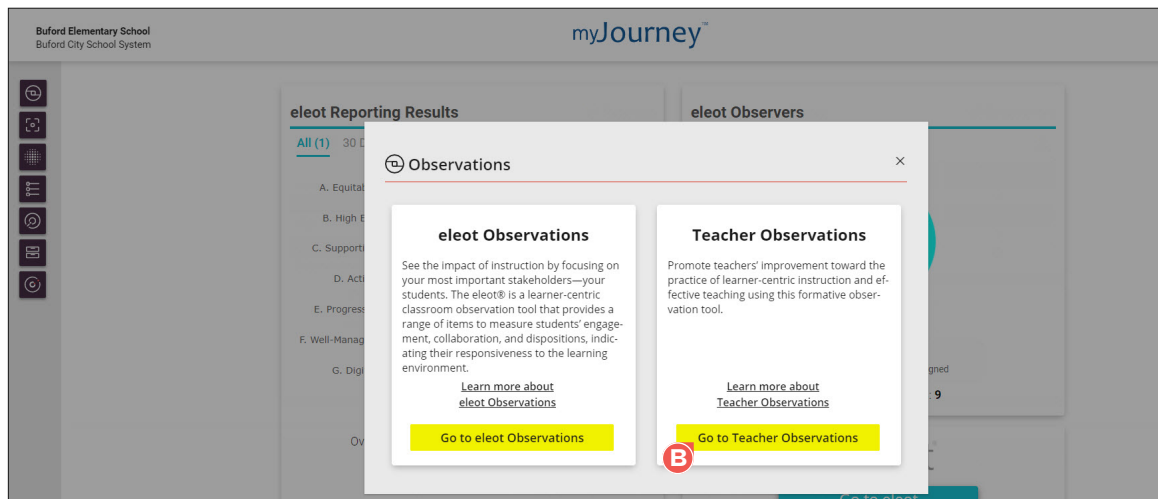
To access the Teacher Observation Tool:

1. On the myJourney dashboard, select the first icon **A** in the left-hand navigation to open the Observations modules popup.



In the Observations popup, you will see the Teacher Observations widget along with the eleot Observations widget.

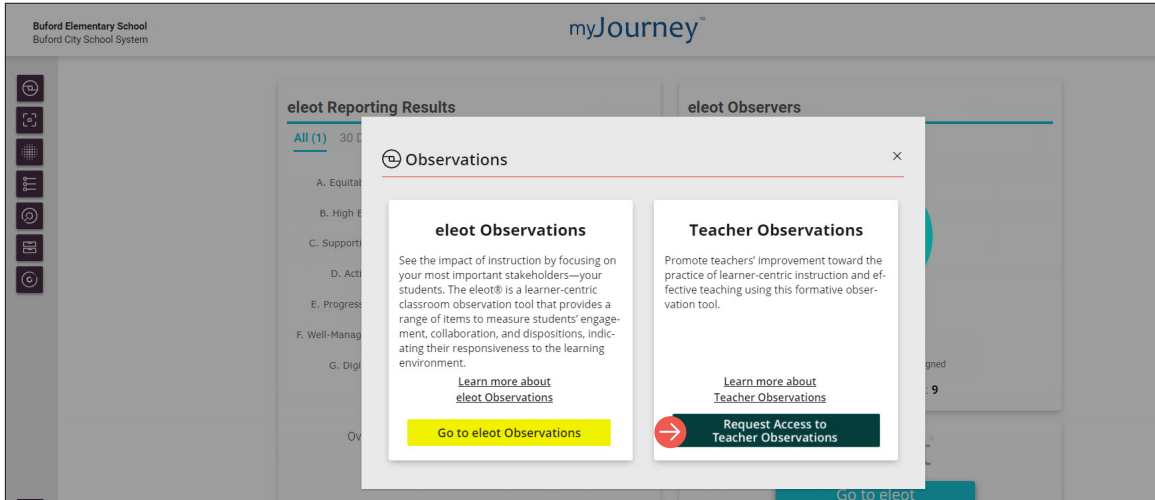
2. Select **Go to Teacher Observations** **B** in the Teacher Observations widget.



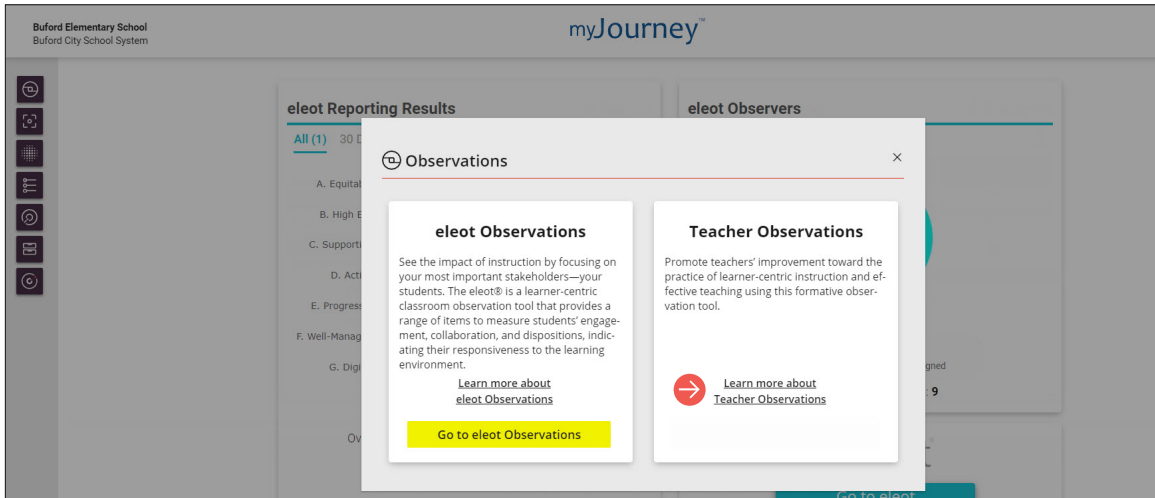
The Teacher Observation Tool opens in a new tab in your browser and the Observations page is displayed by default.

Note: If you see a Request Access to Teacher Observations button instead of the Go to Teacher Observations button, this means your institution has access to the tool, but you have not been added as a user in the tool.

To request access, select **Request Access to Teacher Observations**. This will send an email access request to the Head of Institution and Primary Contact Cognia has on file for the institution to notify them you have requested access to the Teacher Observation Tool.



Note: If your institution does not have access to the Teacher Observation Tool, you will see a “Learn more about Teacher Observations” link with no buttons.



Observations

The Observations page is displayed by default when you access the Teacher Observation Tool. You can also access this page by selecting the menu **A** icon in the upper left of any page, and then selecting **Observations B**.

Logged in as **Andrea Atkinson**
Buford City School System
2625 Sawnee Ave
Buford, Georgia 30518-2514 United States of America

Observations

Welcome to Teacher Observations
You have 9 observations awaiting submission.
Select an observation row to edit or [New Observation](#) to create a new observation.

Filter by All All

Instructor Name	Grade(s)	Subject / Title	Activity	Status
Thibault, Quinn <i>qthibault@yopmail.com</i>	7th Grade	Mathematics Math	10:24 AM Jul 9	Draft 0%
Anderson, Michael <i>manderson@yopmail.com</i>	5th Grade	Language Arts ELA	5:30 PM Jun 22	

©2021 Cognia, Inc.
[cognia.org](#)
[Terms and Conditions](#)

Options you have when viewing the list of observations include:

- Select a column header **C** to sort the observations by that column. Select the column header a second time to reverse sort it.
- Select the **Filter by D** drop-down list to filter the observations by grade, lesson segment, observation status, or subject, followed by selecting your criteria from the subsequent drop-down list **E**.
- Select the search **F** icon to search the observations by course title, date, grade, instructor name, instructor email, lesson segment, observation status, subject, observer name, or institution name.

Observations

Welcome to Teacher Observations
You have 10 observations awaiting submission.
Select an observation row to edit or [New Observation](#) to create a new observation.

Filter by All All

Instructor Name	Grade(s)	Subject / Title	Activity	Status
Thibault, Quinn <i>qthibault@yopmail.com</i>	7th Grade	Mathematics Math	10:24 AM Jul 9	Draft 0%
Anderson, Michael <i>manderson@yopmail.com</i>	5th Grade	Language Arts ELA	5:30 PM Jun 22	

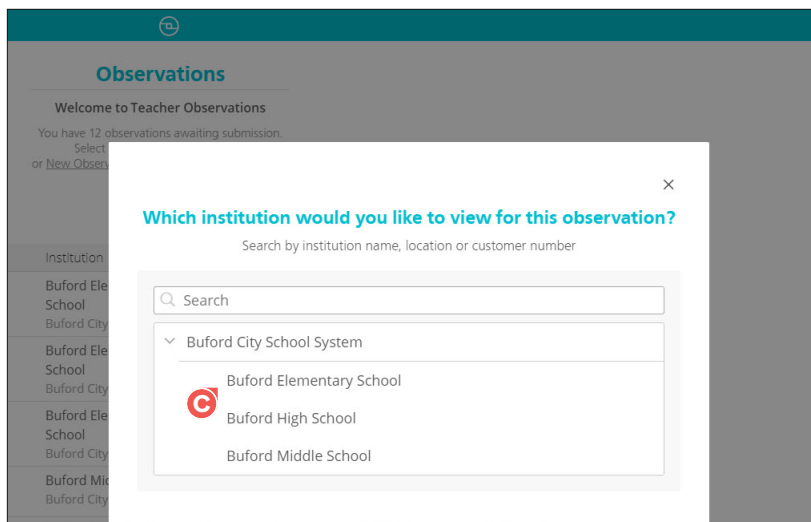
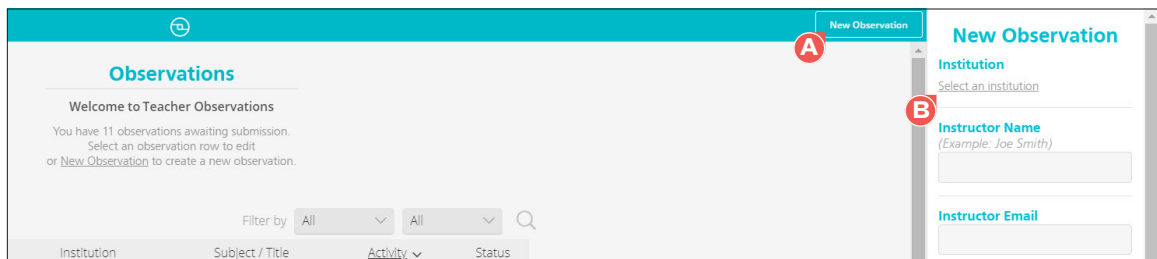
Creating a New Observation

To create a new observation:

1. On the Observations page, select **New Observation** **A** in the upper right of the page.

The New Observation slide out opens on the right side of the page.

Note: If you are logged in to a parent institution, click **Select an institution** **B**, and then select an institution **C** from the popup.



2. Enter the instructor's name in the **Instructor Name** **D** field, and then select them from the auto-populated drop-down. If the instructor does not appear in the drop-down, then enter their full name.

Note: Upon selecting an instructor, the Instructor Email field is automatically populated with their email address. Otherwise, enter their email address in the **Instructor Email** **E** field.
3. Enter the course name in the **Course Title / Topic** **F** field, and then select the course from the auto-populated drop-down. If the course does not appear in the drop-down, then enter the full course name.
4. Select a subject from the **Subject** **G** drop-down list.
5. Select one or more grade levels from the **Grade Level** **H** drop-down list.
6. Select one or more lesson segments **I**.
7. Select **Create Observation** **J**. (Select **Cancel** **K** if you no longer want to create the observation.)

The screenshot shows the 'New Observation' form on the right and the 'Observations' table on the left. The form includes fields for Institution, Instructor Name (D), Instructor Email (E), Course Title / Topic (F), Subject (G), Grade Level (H), Lesson Segment (I), and Observer Name. A 'Create Observation' button (J) and a 'Cancel' button (K) are at the bottom of the form. The 'Observations' table on the left shows two rows: one for Mathematics (Draft) and one for Language Arts (checked).

Grade(s)	Subject / Title	Activity	Status
1st Grade	Mathematics Math	10:24 AM Jul 9	Draft 0%
1st Grade	Language Arts ELA	5:30 PM Jun 22	<input checked="" type="checkbox"/>

The observation is created, opens in your browser tab, and is added to the Observations page.

8. Select **Start Observation** .

Observe


All questions are required for observations.
Please complete the following sections:
A,B,C,D,E

Institution	Edit
Buford Elementary School Buford City School System	
Instructor	
Michael Anderson manderson@yopmail.com	
Course Title / Topic	
ELA	
Subject	Language Arts
Grade Level	5th Grade
Observation Type	Teacher

[Download PDF](#) [Email PDF To Instructor](#)

[Add observation note](#)

[Delete](#)

Start Observation 

[Enter time / date manually](#)

9. Complete each section of the observation.

10. Once you have completed the observation, select **End Observation** .

Observe

All questions are required for observations.
Please complete the following sections:
A,B,C,D,E


Institution	Edit
Buford Elementary School Buford City School System	
Instructor	
Michael Anderson manderson@yopmail.com	
Course Title / Topic	
ELA	
Subject	Language Arts
Grade Level	5th Grade
Observation Type	Teacher

[Download PDF](#) [Email PDF To Instructor](#)

[Add observation note](#)

Date	Start	End	
Jun 22	4:20 PM	Not Set	Refresh

[Delete](#)

End Observation 

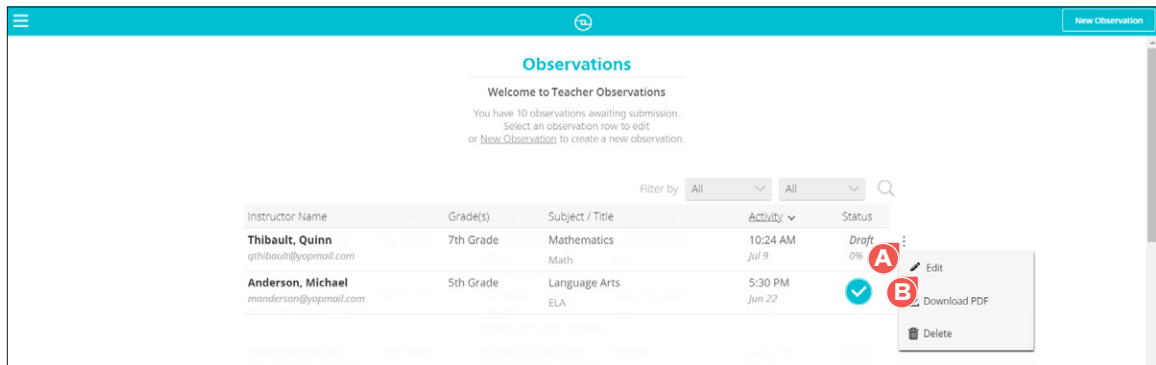
The observation has been ended. Next, the observation needs to be submitted. To submit an observation, follow the steps provided in the section [“Submitting an Observation”](#).

Editing an Observation

An observation can be edited up until it has been submitted. Once an observation has been submitted, it cannot be edited unless you reopen the observation.

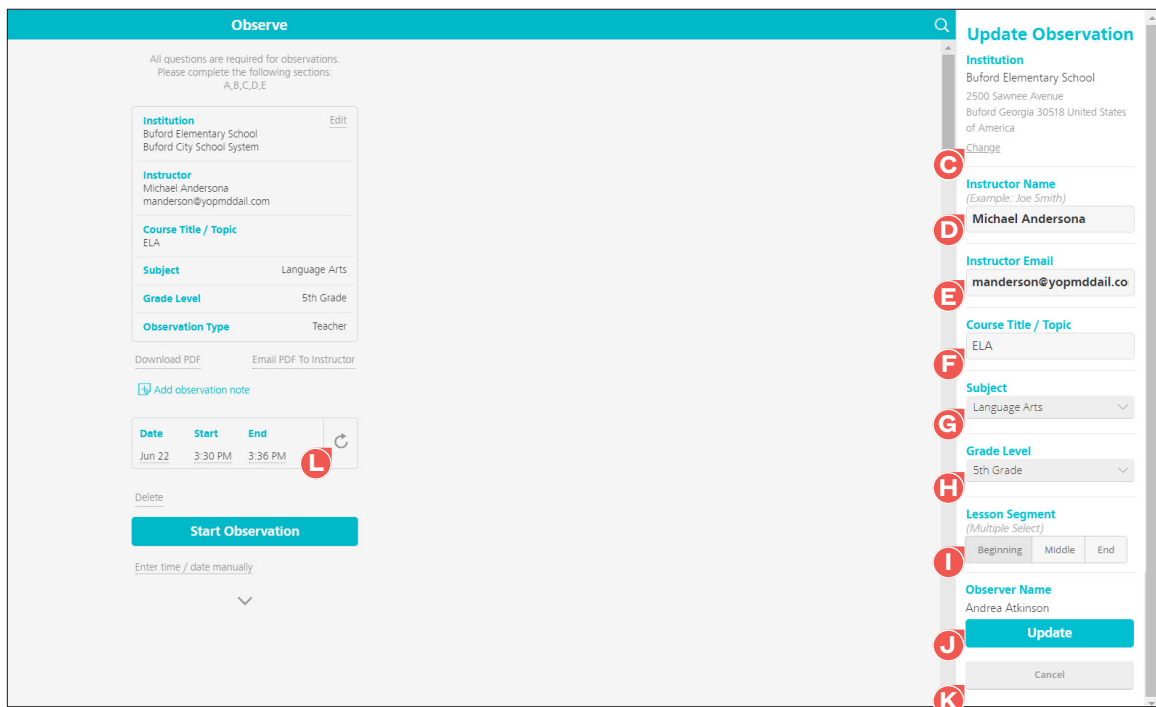
To edit an observation:

1. On the Observations page, select the actions **A** drop-down to the far right of the observation, and then select **Edit B**.



The observation opens and the Update Observation slide out opens on the right side of the page.

2. (Optional) Make the desired edits by changing the associated institution **C** (only applicable to users who are logged in to a parent institution), selecting/entering the instructor's name **D** and email **E**, and selecting the course **F**, subject **G**, grade level **H**, and lesson segment **I**.
3. Select **Update J**. (Select **Cancel K** if you no longer want to make/save changes to the observation.)



The observation has been updated.

4. (Optional) To reset the end time for an observation that has been ended, select the refresh **L** icon to the right of the observation end time. (Shown in the screenshot above.)

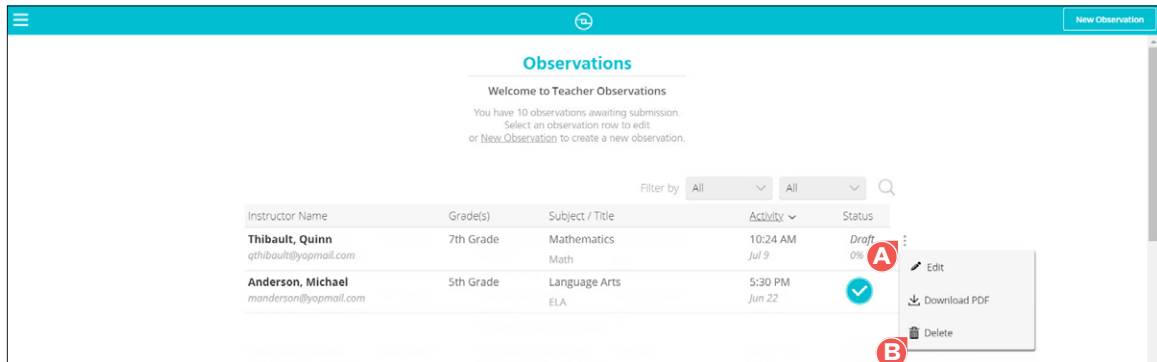
Deleting an Observation

You can delete observations you have created. **Once the observation has been deleted, it cannot be restored.**

To delete an observation:

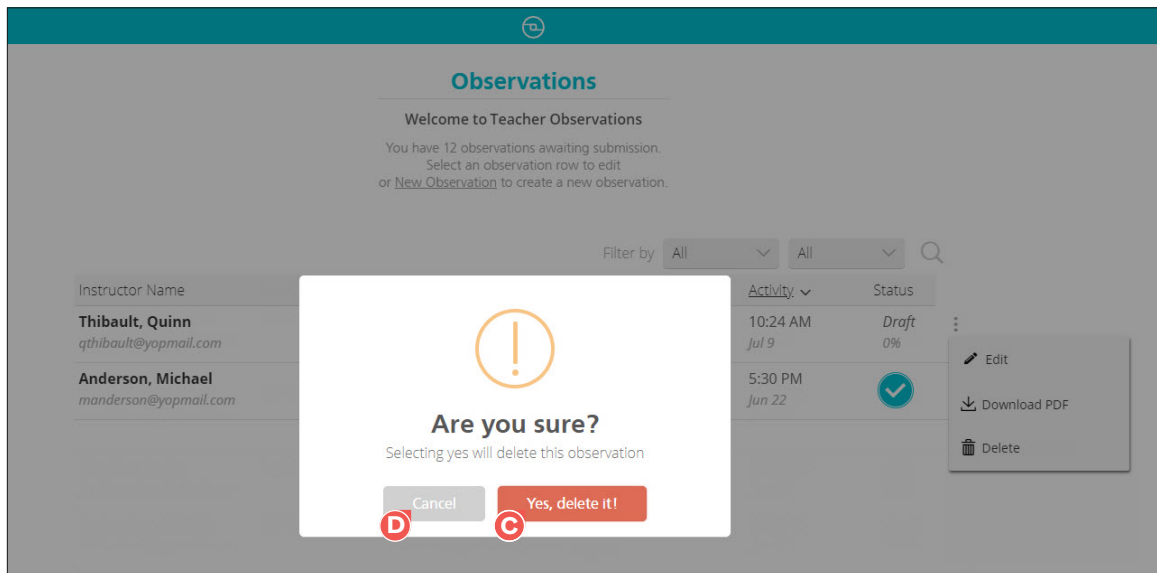
1. On the Observations page, select the actions **A** drop-down to the far right of the observation, and then select **Delete B**.

Note: If you do not see the option to delete, you cannot delete that observation.



A popup opens asking if you are sure you want to delete the observation.

2. Select **Yes, delete it! C**. (Select **Cancel D** if you no longer want to delete the observation.)



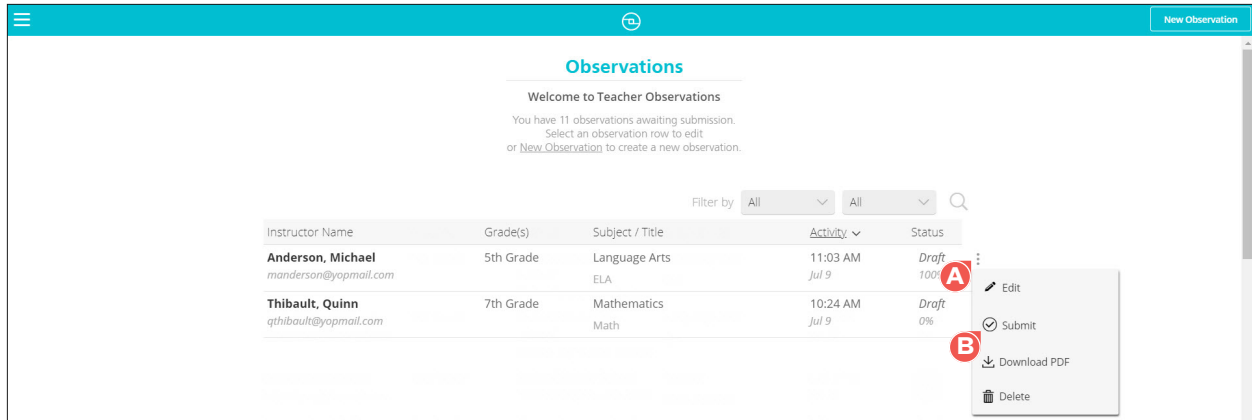
The observation has been deleted.

Submitting an Observation

An observation cannot be submitted until it is 100% complete and has been ended. When an observation is ready to be submitted, you can either submit it from the Observations page or from within the observation. Once an observation has been submitted, it cannot be edited unless you reopen the observation.

To submit an observation from the Observations page, select the actions **A** drop-down to the far right of the observation, and then select **Submit B**.

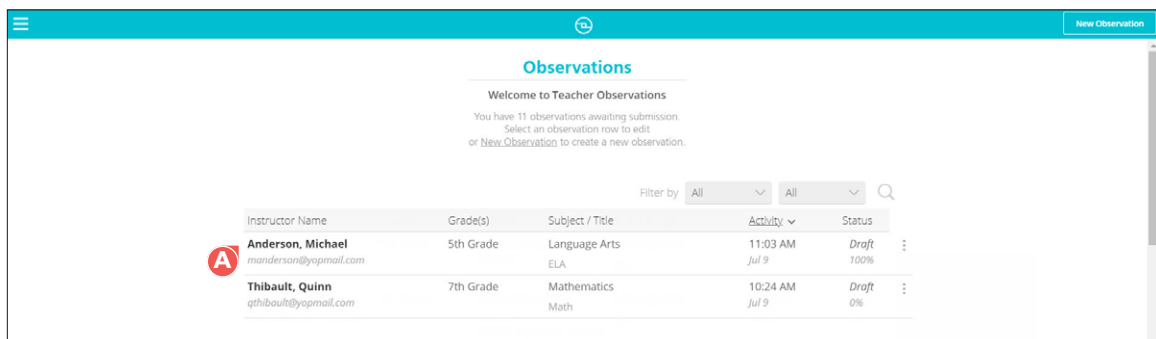
Note: If you do not see the option to submit, the observation has not yet been both completed and ended.



The observation has been submitted and the status is updated on the Observations page.

To submit an observation from within the observation:

1. On the Observations page, select the observation **A** you want to submit.



The observation opens.

2. Select **Submit Observation** .

Note: If the Submit Observation button is not active (grayed out), the observation has not yet been completed.

Observe

Best practice is to observe for: 20 minutes
Please continue observing a little longer.


Institution	Buford Elementary School Buford City School System	Edit
Instructor	Michael Anderson manderson@yopmail.com	
Course Title / Topic	ELA	
Subject	Language Arts	
Grade Level	5th Grade	
Observation Type	Teacher	

[Download PDF](#) [Email PDF To Instructor](#)

[Add observation note](#)

Date	Start	End	
Jun 22	5:25 PM	5:30 PM	Refresh

[Delete](#)

Submit Observation 

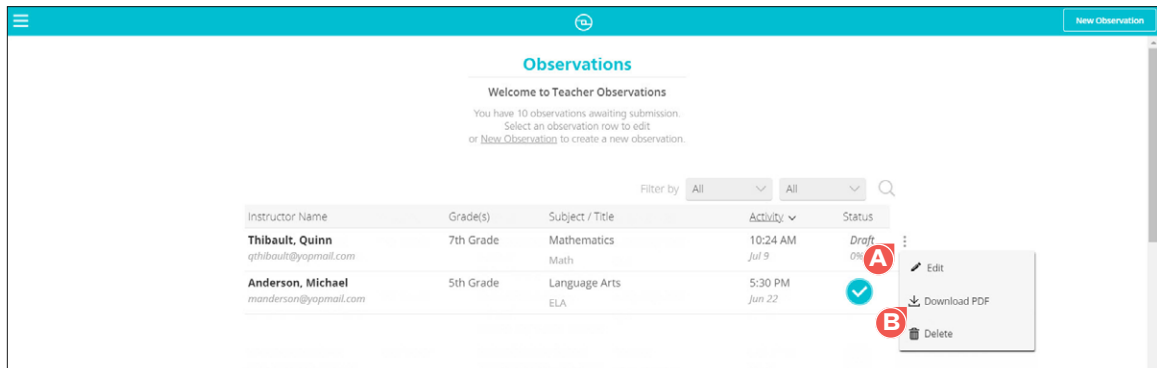
The observation has been submitted and the status is updated on the Observations page.

Downloading an Observation as a PDF

An observation can be downloaded as a PDF.

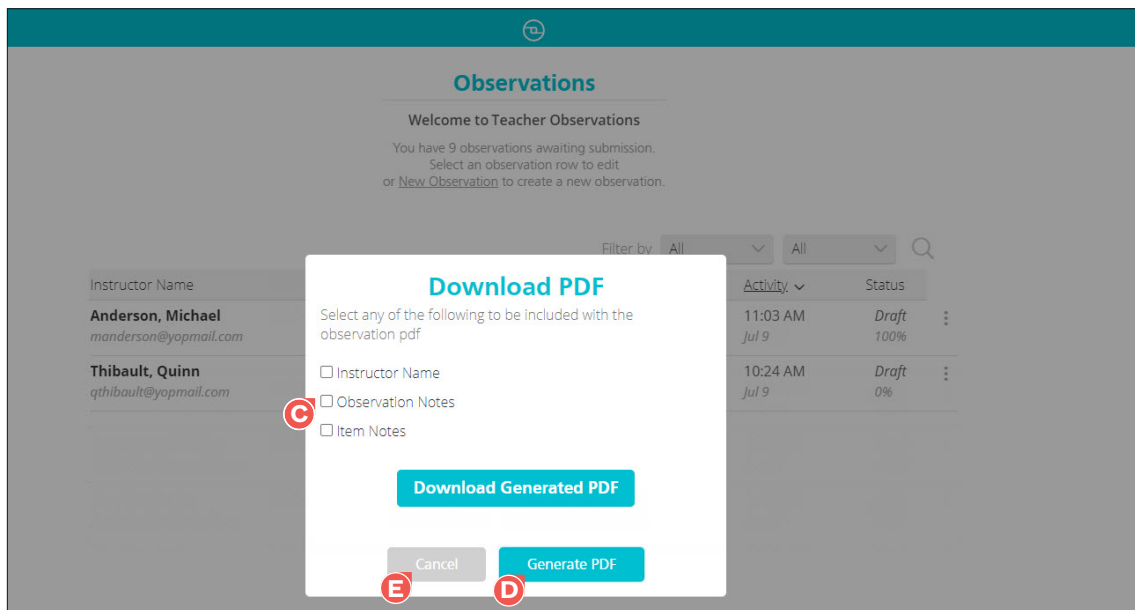
To download an observation as a PDF:

1. On the Observations page, select the actions **A** drop-down to the far right of the observation, and then select **Download PDF B**.



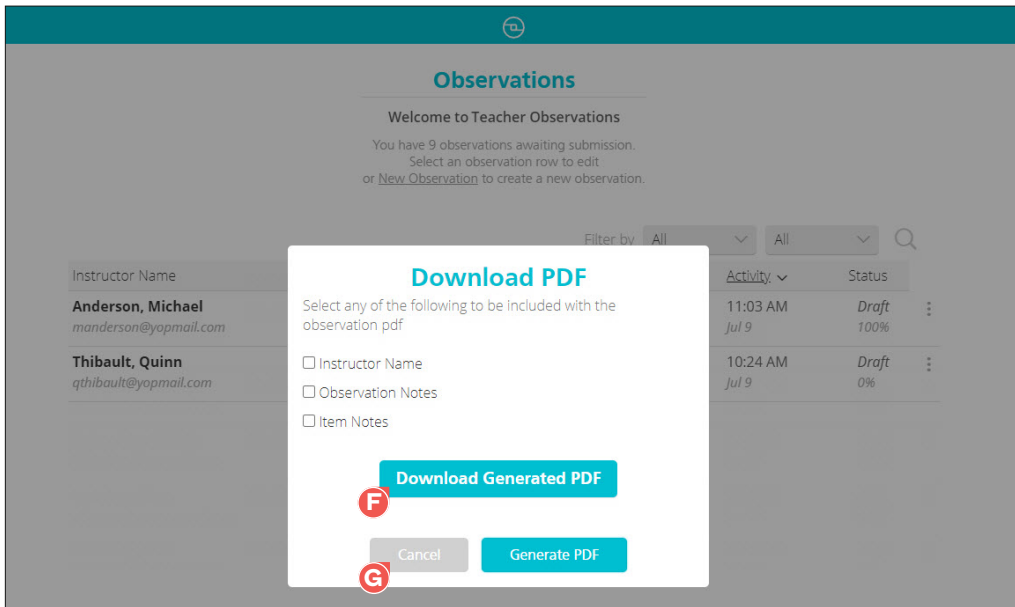
A Download PDF popup opens.

2. (Optional) Select any specific information **C** you want included in the PDF.
3. Select **Generate PDF D**. (Select **Cancel E** if you no longer want to generate the PDF.)



The PDF is generated.

4. Select **Download Generated PDF** **F**. (Select **Cancel** **G** if you no longer want to download the PDF.)



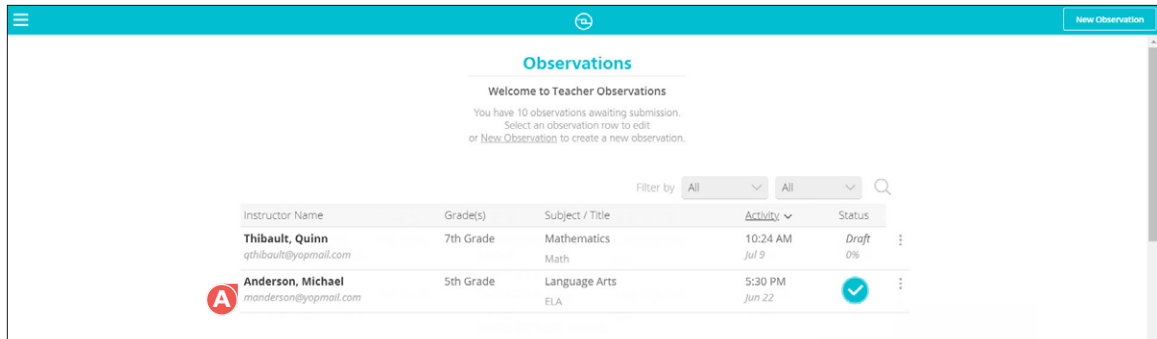
The PDF is downloaded to your device.

Reopening an Observation

Once an observation has been submitted, any edits and updates require the observation be reopened.

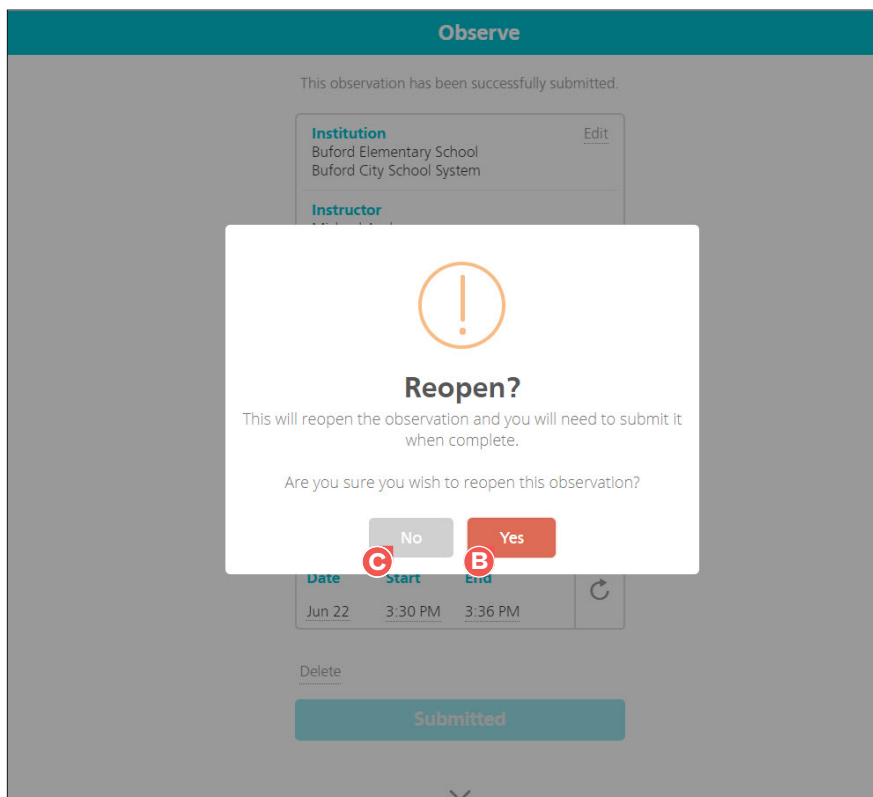
To reopen a submitted observation:

1. On the Observations page, select the observation **A** you want to reopen.



The observation opens and a popup opens asking you if you are sure you want to reopen the observation.

2. Select **Yes B**. (Select **No C** if you no longer want to reopen the observation.)



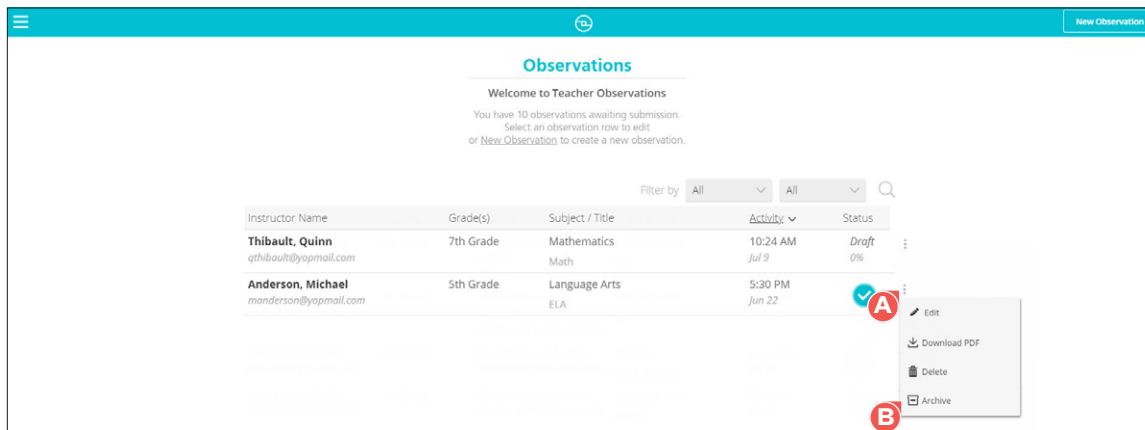
The observation has been reopened and the status is updated on the Observations page.

Archiving an Observation

Admins can archive observations. Archiving an observation removes it from the default view of observations on the Observations page and prevents it from being reopened, edited, or updated.

To archive an observation:

On the Observations page, select the actions **A** drop-down to the far right of the observation, and then select **Archive B**.



The observation has been archived.

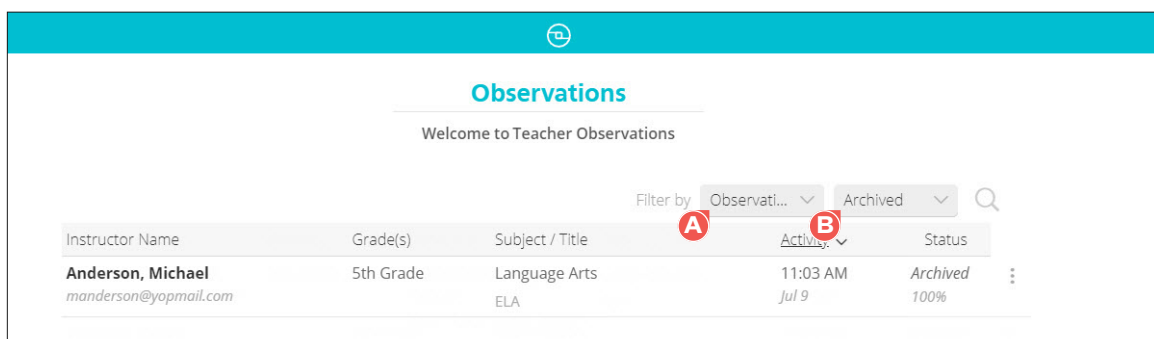
Viewing Archived Observations

Archived observations can be accessed on the Observations page by filtering the list for observations with a status of archived.

To view archived observations:

1. On the Observations page, select Observation Status from the **Filter by A** drop-down list.
2. Select Archived from the status **B** drop-down list.

Note: If there are not any archived observations, then Archived is not an option as a status.



The list is updated to display only observations with a status of Archived.

Restoring an Archived Observation

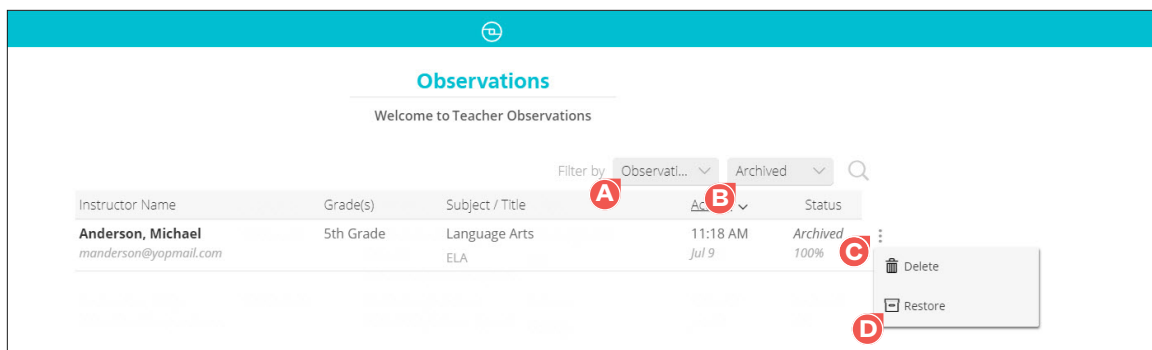
Admins can restore observations that have been archived. Restoring an observation adds it back to the default view of observations on the Observations page and allows it to be reopened, edited, and updated.

To restore an archived observation:

1. On the Observations page, filter the list for observations with a status of Archived. To do this:
 - a. Select Observation Status from the **Filter by** **A** drop-down list.
 - b. Select Archived from the status **B** drop-down list.

Note: If there are not any archived observations, then Archived is not an option as a status.

The list is updated to display only observations with a status of Archived.
2. Select the actions **C** drop-down to the far right of the observation, and then select **Restore** **D**.



The observation has been restored and is displayed in the default view of observations.

Reporting

Admins can create, view, and export/print reports for submitted observations created by other users. Reports cannot be created for observations in a Draft or Archived status.

To access the Reporting page in the Teacher Observation tool, select the menu **A** icon in the upper left of any page, and then select **Reporting** **B**.

Logged in as **Andrea Atkinson**
Buford City School System
2625 Sawnee Ave
Buford, Georgia 30518-2514 United States of America

Observations

Reporting

Manage Users

Resources

Observations

Welcome to Teacher Observations
You have 9 observations awaiting submission.
Select an observation row to edit or [New Observation](#) to create a new observation.

Filter by All All

Instructor Name	Grade(s)	Subject / Title	Activity	Status
Thibault, Quinn <i>qthibault@yopmail.com</i>	7th Grade	Mathematics Math	10:24 AM <i>Jul 9</i>	Draft 0%
Anderson, Michael <i>manderson@yopmail.com</i>	5th Grade	Language Arts ELA	5:30 PM <i>Jun 22</i>	✓

cognia

©2021 Cognia, Inc.
[cognia.org](#)
[Terms and Conditions](#)

The Reporting page opens and displays your list of reports.

Creating a New Report

To create a new report:

1. On the Reporting page, select **New Report** **A** at the top of the page.
The New Report slide out opens on the right side of the page.
2. Enter the report name **B**.
3. (Optional) Select **change** **C** to select a different institution to filter by.
4. (Optional) Select any report criteria **D** to filter by. You can filter by grade level, subject, instructor, observer, and lesson segment.
5. (Optional) Select a specific date range **E** to filter by.
6. (Optional) Select any notes to include **F**.
7. Select **Create Report** **G**. (Select **Cancel** **H** if you no longer want to create the report.)

The screenshot shows the 'Reporting - Teacher Observation' interface. On the right, a 'New Report' slide-out menu is open. The main area displays a bar chart of observation scores and a table of reports. The slide-out menu includes fields for Report Name, Institutions, Report Criteria, Include Observations, and Include Notes.

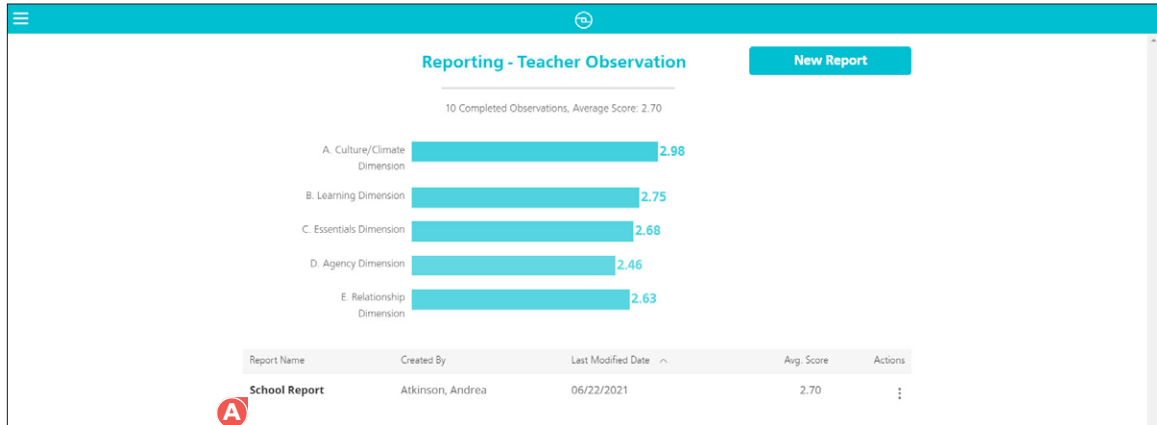
Report Name	Created By	Last Modified Date	Avg. Score	Actions
School Report	Atkinson, Andrea	06/22/2021	2.70	

The report has been created, opens in your browser tab, and is added to the Reporting page.

Editing a Report

To edit an existing report:

1. On the Reporting page, select the report you want to edit **A**.

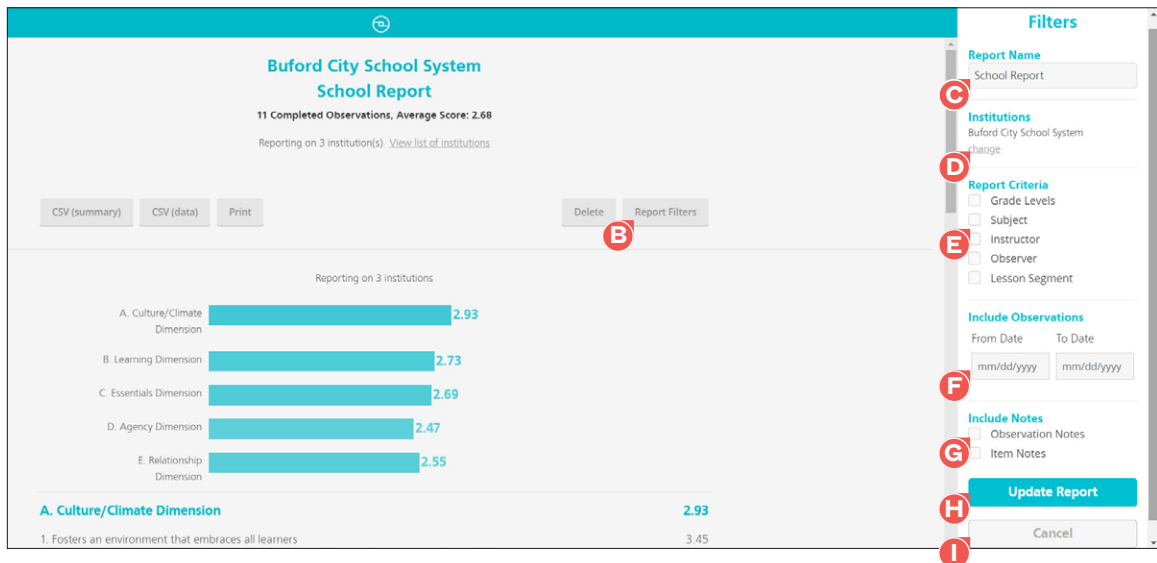


The report opens.

2. Select **Report Filters** **B**.

The Filters slide out opens on the right side of the page.

3. Make the desired edits to the report name **C**, institution **D**, criteria **E**, date range **F**, and notes **G**.
4. Select **Update Report** **H**. (Select **Cancel** **I** if you no longer want to make/save changes to the report.)

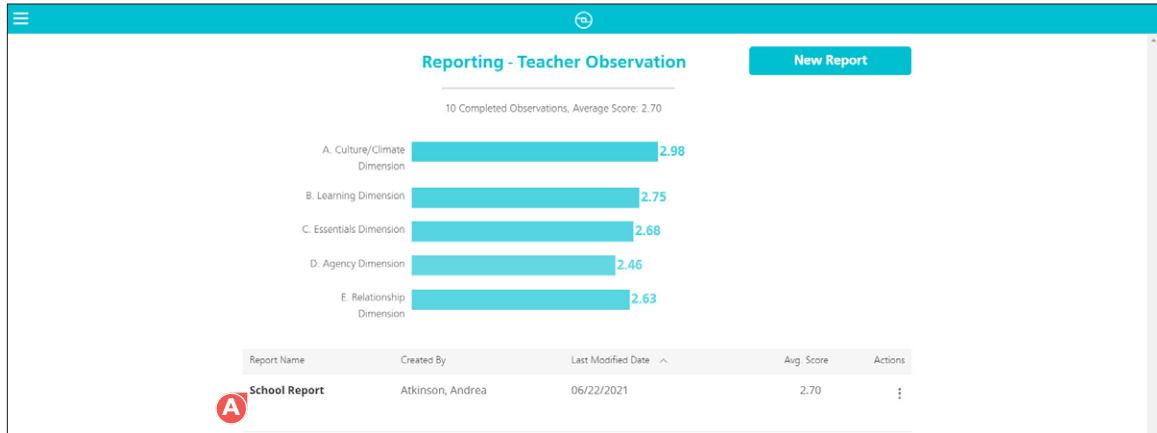


The report has been updated.

Exporting a Report to CSV

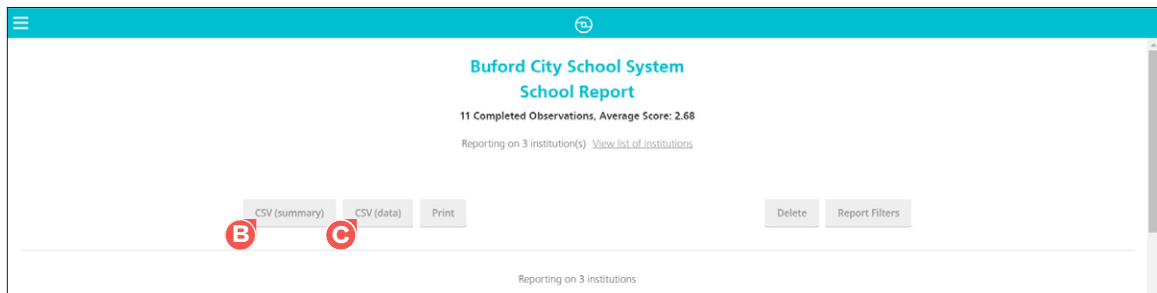
To export a report to CSV:

1. On the Reporting page, select the report you want to export **A**.



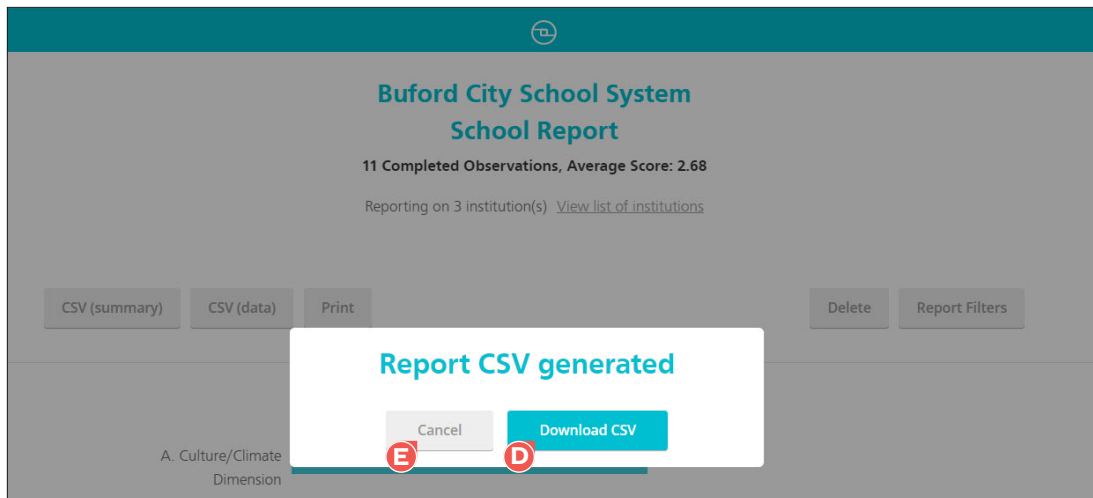
The report opens.

2. Select either **CSV (summary)** **B** or **CSV (data)** **C**.



A Report CSV popup opens.

3. Select **Download CSV** **D**. (Select **Cancel** **E** if you no longer want to download the CSV.)



The CSV is downloaded to your device.

Saving a Report as a PDF

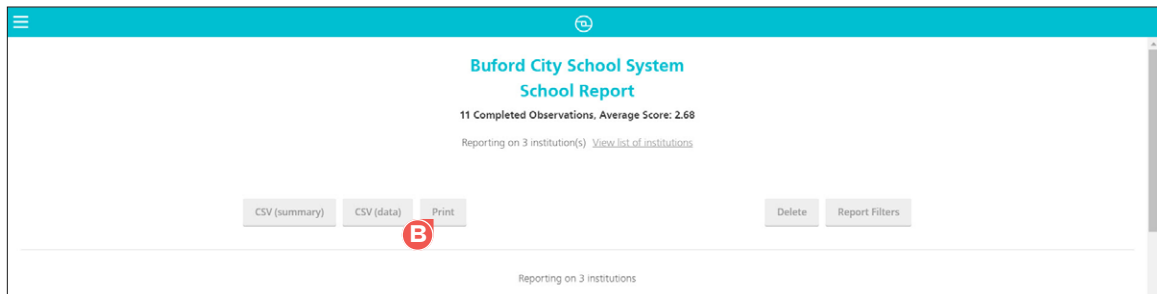
To save a report as a PDF:

1. On the Reporting page, select the report **A** you want to save as a PDF.



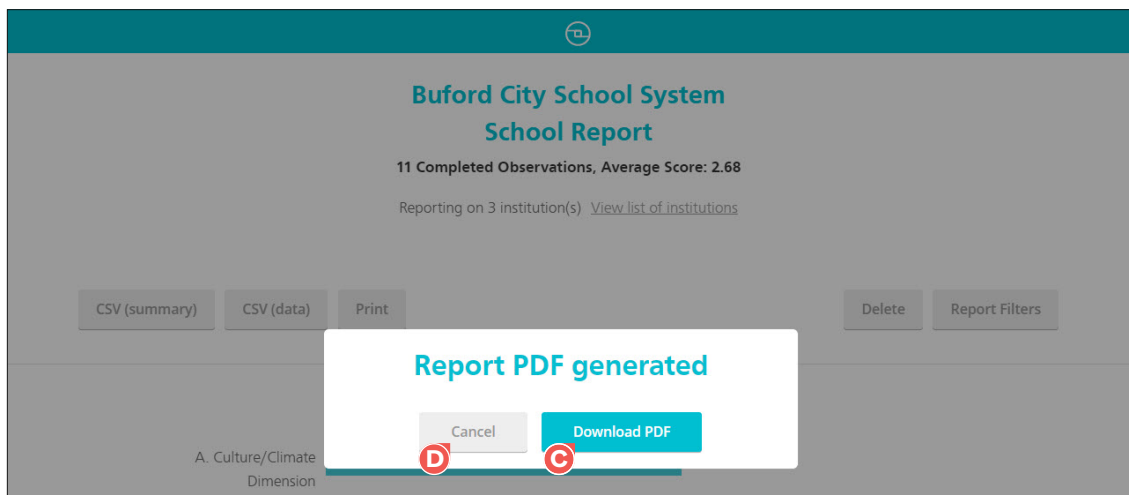
The report opens.

2. Select **Print** **B**.



A Report PDF popup opens.

3. Select **Download PDF** **C**. (Select **Cancel** **D** if you no longer want to download the PDF.)

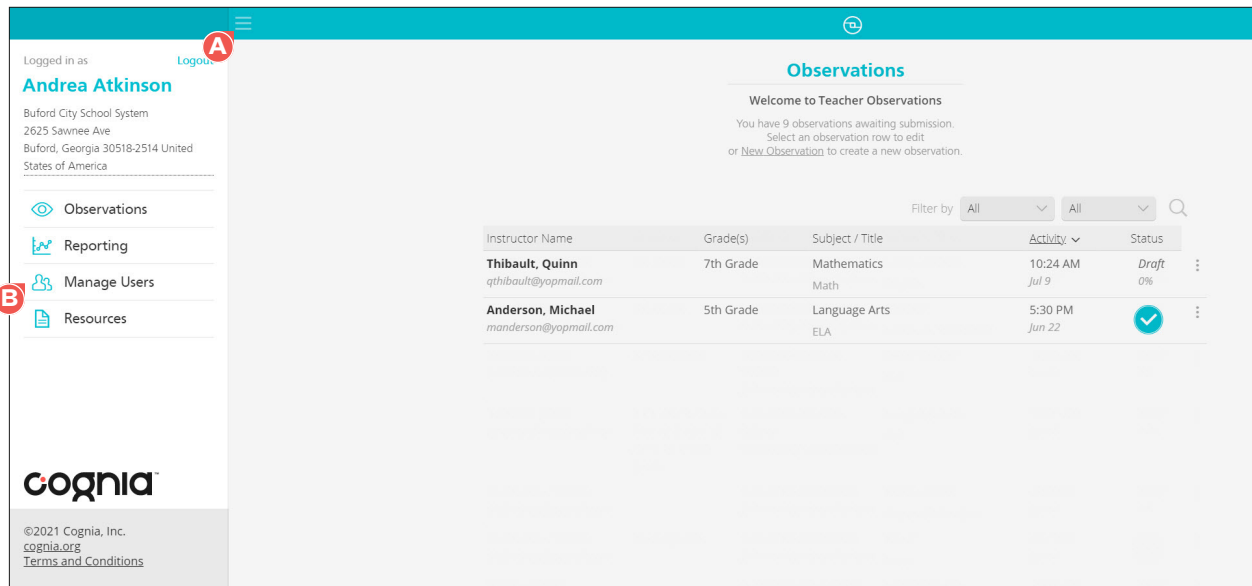


The PDF is downloaded to your device.

User Management

Admins can add and edit users for their institution(s). District Admins can add and edit users in their district account and any school within the district. School Admins can add and edit users in their school account.

To access the Manage Users page in the Teacher Observation Tool, select the menu **A** icon in the upper left of any page, and then select **Manage Users** **B**.



The screenshot shows the 'Observations' page in the Teacher Observation Tool. On the left, a sidebar menu is visible with the 'Manage Users' option highlighted by a red circle 'B'. At the top of the sidebar, a menu icon is highlighted by a red circle 'A'. The main content area shows a table of observations with the following data:

Instructor Name	Grade(s)	Subject / Title	Activity	Status
Thibault, Quinn <i>qthibault@yopmail.com</i>	7th Grade	Mathematics Math	10:24 AM <i>Jul 9</i>	Draft 0%
Anderson, Michael <i>manderson@yopmail.com</i>	5th Grade	Language Arts ELA	5:30 PM <i>Jun 22</i>	✓

The Manage Users page displays a list of all users in the institution, including the user's name, email address, institution, role, and account status.

User Roles and Permissions

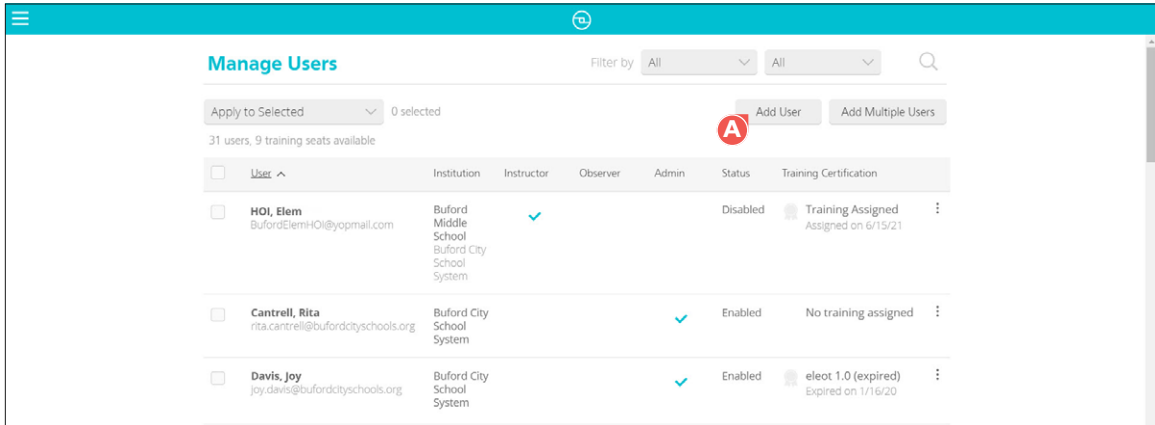
There are three different roles available within the Teacher Observation Tool. Each role has a separate set of permissions, which determine the user's level of access within the tool.

Role	Description
Admin	User can create observations, view all observations, archive observations, restore archived observations, generate reports for all observations, and manage users.
Observer	User can create and edit their own observations.
Instructor	This user does not have access to the tool but is listed as an option in the instructor field when creating an observation and is listed as a filter option in reports.

Adding a New User

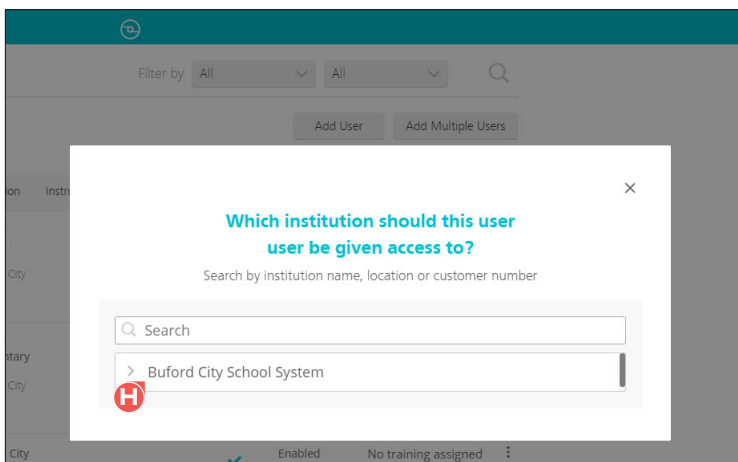
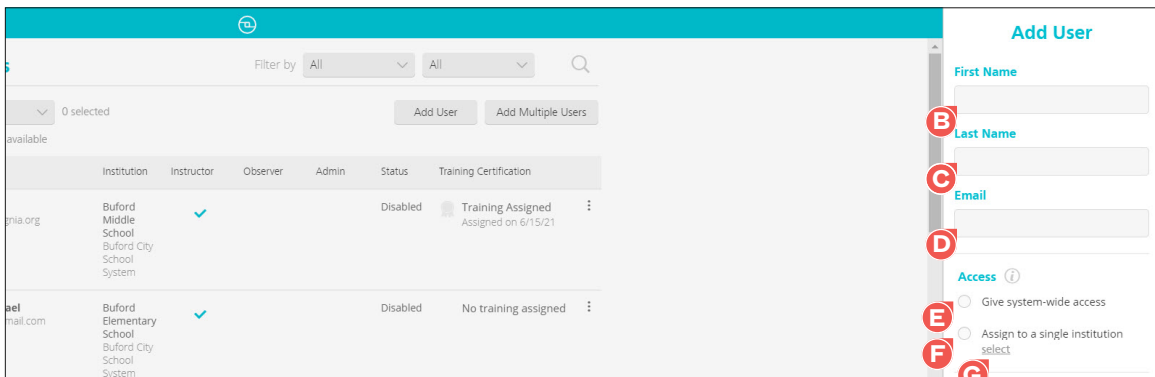
To add a new user:

1. On the Manage Users page, select **Add User** **A**.

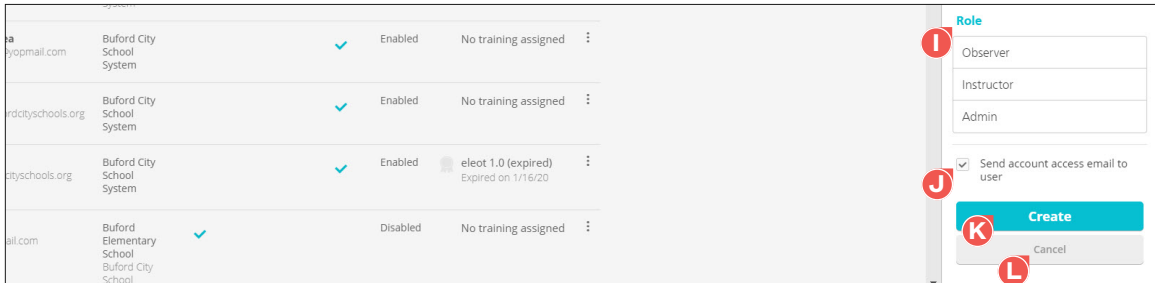


The Add User slide-out opens on the right side of the page.

2. Enter the user's first name **B**, last name **C**, and email address **D**.
3. If the user is being added to a parent institution, such as a district, select whether to add them as a user at the district-level (system-wide access) **E** or as a user in a single institution **F**. If the user is not being added to a parent institution, you will not see these options.
4. If you selected the option to add the user to a single institution, click **select** **G**, and then select the institution from the institution popup **H**.



5. Select the appropriate role **I** (the selected role will be checked).
6. (Optional) For users with the role of Observer or Admin, select the checkbox **Send account access email to user** **J** if you want to send the user the “Get started with your new resource” email to inform them they have been added as a user for this institution.
7. Select **Create** **K**. (Select **Cancel** **L** if you no longer want to create the user account.)



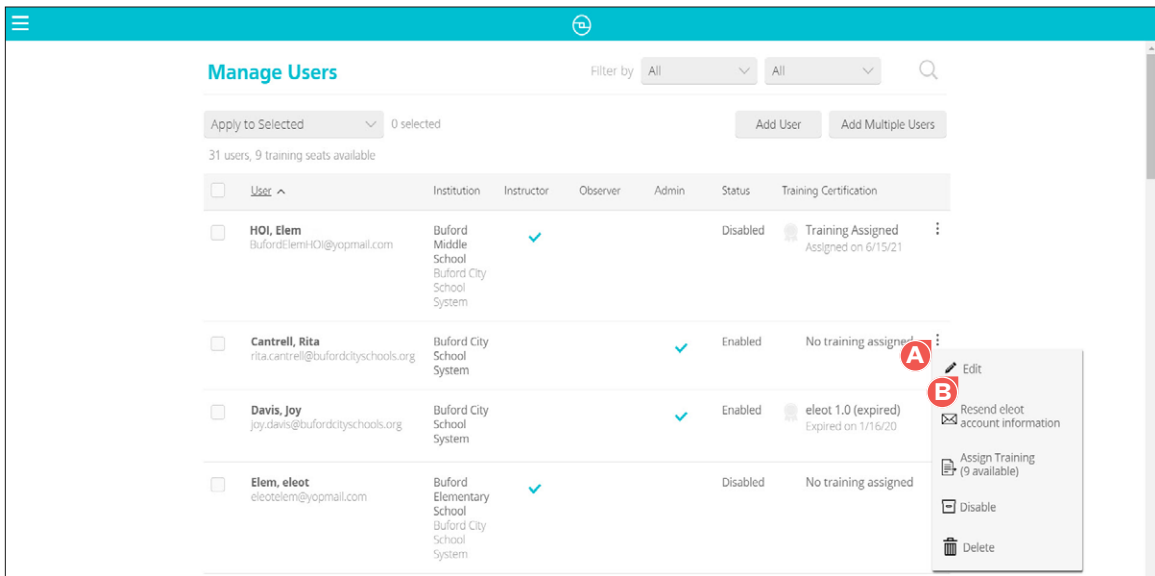
The user account has been created and a popup opens confirming the account has been created. (Select OK to close the popup.) If you selected the option to send an account access email to the user, the user is sent the “Get started with your new resource” email.

Editing a User

Once a user has been added, their name, assigned institution, and role can be edited. If a user's email address needs to be edited, please contact Client Care.

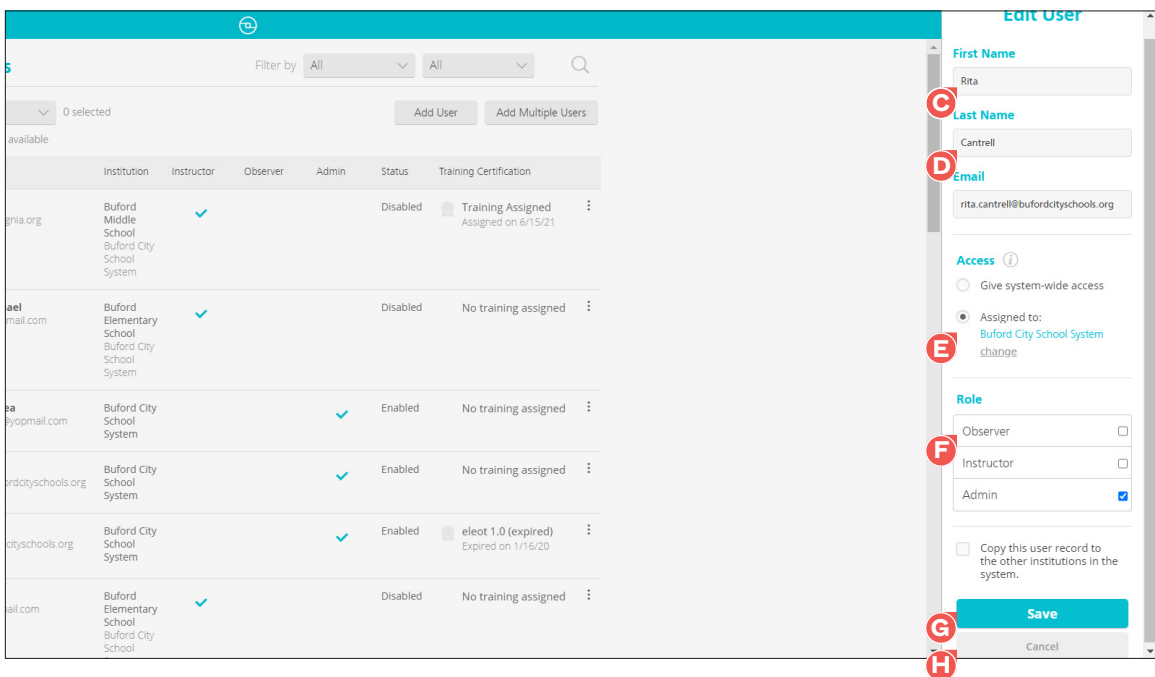
To edit an existing user:

1. On the Manage Users page, select the actions **A** drop-down to the far right of the user, and then select **Edit B**.



The Edit User slide out opens on the right side of the page.

2. Make the desired updates to the user's first name **C**, last name **D**, assigned institution **E**, and role **F**.
3. Select **Save G**. (Select **Cancel H** if you no longer want to make/save changes to the user account.)



The user's account has been updated.



cognia.org