cognia

Teacher Observation Tool

User Guide



COGNIA

Table of Contents

Introduction
Overview
Support3
Technical Requirements3
Teacher Observation Tool4
Logging In4
First Time Logging In5
myJourney Dashboard6
Accessing the Teacher Observation Tool7
Observations
Creating a New Observation
Editing an Observation
Deleting an Observation14
Submitting an Observation15
Downloading an Observation as a PDF
Reopening an Observation
Archiving an Observation
Viewing Archived Observations
Restoring an Archived Observation
Reporting
Creating a New Report
Editing a Report
Exporting a Report to CSV
Saving a Report as a PDF
User Management
User Roles and Permissions
Adding a New User
Editing a User

Revised 07/2021



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 <u>clientcare@cognia.org</u>.

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 <u>www.cognia.org</u>, 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 O.
- 3. Select Login D.

Note: If you have forgotten your password, select **Request Password** (a) 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** (1) button in the email.

cognia
et started with your new resource
ou've been granted permission to access one or more components of the Cognia™ Improvement Platform through yJourney. Here you will be able to move forward with your institution's improvement journey. You have been granted ermission with the following institution:
uford City School System ease select the button below to access myJourney.
Get Started
ou may also copy and paste this URL into your browser: .tps://myjourney.cognia.org/login
<u>ONFIDENTIALITY NOTICE</u> his message is intended exclusively for the individual or entity to which it is addressed. This communication may contain iformation that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the

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

Create Password
Create a new password for your eProve MyAdvancEd account:
Enter New Password
B
Re-enter Password
<u>A</u>
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 appendate letter At least one special character !@#\$%^&()=+~`.*
D Submit
🖸 🚾 🔳 📰 💌

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.

Buford Elementary School Buford City School System	myJOUII	ney [®]	Welcome, Andrea 🕶
•	eleot Reporting Results	eleot Observers	
	All (1) 30 Days (1) Certified Observers (0)	All (5) Active (4)	
	A. Equitable Learning		
@ 8	B. High Expectations		
0	D. Active Learning		
	E. Progress Monitoring	eleot Certified (1.0, 2.0 or both)	
	F. Well-Managed Learning o	Not eleot Certified, No Training Assigned Not eleot Certified, Training Assigned	
	- − 0 0 1 2 3 4 ■ Buferd Elementary School ● Network Average	Available Training Seats: 9	
	Overall Score: 2.36 Network Average: 2.75 ⑦	∞ eleot	
		Go to eleot	
⊴			
2021 nia Inc.			

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.

my Journey [™]	Select Institution	Welcome, Andrea 🕶
	Which institution would you like to view? Search by Institution name, location or customer number Q 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 (2) in the left-hand navigation to open the Observations modules popup.

Buford Elementary School Buford City School System	myJourr	ney	Welcome, Andrea +
Observations	eleot Reporting Results	eleot Observers	
	All (1) 30 Days (1) Certified Observers (0)	All (5) Active (4)	
	A. Equitable Learning 0		
0	B. High Expectations		
	C. Supportive Learning		
	E. Progress Monitoring		
	F. Well-Managed Learning	 elect Certified (1.0, 2.0 or both) Not elect Certified, No Training Assigned 	
	G. Digital Learning	 Not elect Certified, Training Assigned Available Training Seats: 9 	
	Buford Elementary School D Network Average		
	Overall Score: 2.36 Network Average: 2.75 ③	🗠 eleot	
A		Go to eleot	
⊲ C			
p 2021 gnla Inc.			

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

2. Select Go to Teacher Observations ³ in the Teacher Observations widget.

Buford Elementary School Buford City School System		my Jou	rney	
© 	eleot Reportin All (1) 30 C A. Equita	ng Results ④ Observations	eleot Observers	
	B. High E C. Support D. Act. E. Progress F. Well-Manag	eleot Observations See the impact of instruction by focusing on your most important stakeholders—your students. The eleot® is a learner-centric classroom observation to ol that provides a range of items to measure students' engage- ment, collaboration, and dispositions, indic- ating their responsiveness to the learning environment.	Teacher Observations Promote teachers' Improvement toward the practice of learner-centric instruction and ef- fective teaching using this formative obser- vation tool.	
	G. Digi Ov	environment. Learn more about eleot Observations Go to eleot Observations	Learn more about Teacher Observations Go to Teacher Observations	gned :9

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.

Buford Elementary School Buford City School System		my JOU	rney	
© 33	eleot Reportin All (1) 30 C A. Equital	ng Results 고 Observations	eleot Observers	
	B. High E C. Support D, Acti E. Progress F. Well-Manag	eleot Observations See the impact of instruction by focusing on your most important stakeholders—your students. The eleot® is a learner-centric classroom observation tool that provides a range of items to measure students' engage- ment, collaboration, and dispositions, indic- ating their responsiveness to the learning	Teacher Observations Promote teachers' improvement toward the practice of learner-centric instruction and ef- fective teaching using this formative obser- vation tool.	
	G. Digi Ov	environment. Learn more about eleot Observations Go to eleot Observations	Learn more about Teacher Observations Request Access to Teacher Observations	9

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.

Buford Elementary School Buford City School System	my JOU	rney [™]	
	ting Results	eleot Observers	
A. Equital B. High E C. Support D. Acti E. Progress F. Well-Manag G. Dig	elect Observations See the impact of instruction by focusing on your most important stakeholders—your students. The elect® is a learner-centric classroom observation tool that provides a range of items to measure students' engage- ment, collaboration, and dispositions, indic- ating their responsiveness to the learning environment.	Teacher Observations Promote teachers' improvement toward the practice of learner-centric instruction and ef- fective teaching using this formative obser- vation tool.	and
o, dy	Learn more about eleot Observations Go to eleot Observations	Go to ele	.9



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** (E).

			▣			
ogged in as Logo Andrea Atkinson Suford City School System 2625 Sawmee Ave Juford, Georgia 30518-2514 United states of America		Welcon You have 9 Sele	Observations me to Teacher Obser 9 observations awaiting ct an observation row to ervation to create a new	vations submission. o edit		
Observations				Filter by All	∨ All	~ 0
🛃 Reporting	Instructor Name	Grade(s)	Subject / Title		<u>Activity</u> ~	Status
- Manage Users	Thibault, Quinn qthibault@yopmail.com	7th Grade	Mathematics Math		10:24 AM Jul 9	Draft 0%
Resources	Anderson, Michael manderson@yopmail.com	5th Grade	Language Arts ELA		5:30 PM Jun 22	\bigcirc
cognia						
©2021 Cognia, Inc. <u>cognia.org</u> Terms and Conditions						

Options you have when viewing the list of observations include:

- Select a column header O to sort the observations by that column. Select the column header a second time to reverse sort it.
- Select the **Filter by** O 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 3.
- Select the search **(**icon to search the observations by course title, date, grade, instructor name, instructor email, lesson segment, observation status, subject, observer name, or institution name.

		Observation	S			
	Welco	me to Teacher Obse	rvations			
	Sel	10 observations awaiting act an observation row servation to create a new	o edit			
			Filter by All	All	~ 0	2
Instructor Name	Grade(s)	Subject / Title	Filter by All		Statu	2
Instructor Name Thibault, Quinn	Grade(s) 7th Grade	Subject / Title Mathematics	Filter by All	e	Statu Draft	2
			Filter by All	Activity ~		2
		Mathematics	Filter by All	Activity ~ 10:24 AM	Draft	



Creating a New Observation

To create a new observation:

1. On the Observations page, select **New Observation** (2) 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.

⊕	New Observation	New Observation
Observations	<u> </u>	Institution Select an institution
Welcome to Teacher Observations	G	
You have 11 observations awaiting submission. Select an observation row to edit or <u>New Observation</u> to create a new observation.	Ī	Instructor Name (Example: Joe Smith)
Filter by All V All V Q		Instructor Email
Institution Subject / Title <u>Activity</u> v Status		
•		
Observations		
Welcome to Teacher Observations		
You have 12 observations awaiting submission. Select or <u>New Observ</u>		
Which institution would you like to view for this observation?		
Search by institution name, location or customer number		
Buford Ele School Q Search Buford City		
Buford Ele		
School Buford Elementary School		
Buford Ele Buford High School		
Buford City Buford Middle School		
Buford Mic Buford City		



2. Enter the instructor's name in the **Instructor Name** D field, and then select them from the autopopulated 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** ^[3] field.

- **3.** Enter the course name in the **Course Title / Topic** ifield, and then select the course from the autopopulated 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 🕒 drop-down list.
- 6. Select one or more lesson segments **(**).
- 7. Select Create Observation 🕖. (Select Cancel 🕜 if you no longer want to create the observation.)

	\odot				New Observation
Welcor You have 2 Sele	Observations me to Teacher Observations observations awaiting submission. ct an observation row to edit rivation to create a new observation.				
	Filter by All	All	~ C	2	(
ade(s)	Subject / Title	<u>Activity</u> ~	Status		
n Grade	Mathematics Math	10:24 AM Jul 9	Draft 0%	1	6
n Grade	Language Arts	5:30 PM Jun 22		1	
	ELA	jun 22	-		
					(

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

8. Select Start Observation **(**.

All questions are requ Please complete the A,B,G		
Institution Buford Elementary Schu Buford City School Syst		
Instructor Michael Anderson manderson@yopmail.co	om	
Course Title / Topic ELA		
Subject	Language Arts	
Grade Level	5th Grade	
Observation Type	Teacher	
Download PDF	Email PDF To Instructor	
Add observation not	e	
Delete		
Start Obs	servation	
Enter time / date manual	lly	

- 9. Complete each section of the observation.
- **10.** Once you have completed the observation, select **End Observation** O.

	0	bserve		
	e complete th	uired for observ e following sec ,C,D,E		
	on ementary Sch ity School Sys		Edit	
	or Anderson on@yopmail.	com		
Course 1 ELA	Title / Topic			
Subject		Langu	age Arts	
Grade L	evel	51	h Grade	
Observa	tion Type		Teacher	
Download	PDF	Email PDF To	Instructor	
Add ol	oservation no	te		
Date	Start	End	Ċ	
Jun 22	4:20 PM	Not Set		
Delete				
	End Ob	servation		

The observation has been ended. Next, the observation needs to be submitted. To submit an observation, follow the steps provided in the section <u>"Submitting an Observation"</u>.



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 4 drop-down to the far right of the observation, and then select **Edit (B)**.

		•		
	c	Observations		
	Welcom	e to Teacher Observations		
	Select	observations awaiting submission. an observation row to edit <u>vation</u> to create a new observation. Filter by All	∼ All	~ Q
Instructor Name	Grade(s)	Subject / Title	Activity: ~	Status
Thibault, Quinn qthibault@yopmail.com	7th Grade	Mathematics Math	10:24 AM Jul 9	Draft
Anderson, Michael manderson@yopmail.com	5th Grade	Language Arts ELA	5:30 PM Jun 22	Ownload PDF
				💼 Delete

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 \bigcirc (only applicable to users who are logged in to a parent institution), selecting/entering the instructor's name \bigcirc and email \boxdot , and selecting the course \bigcirc , subject \bigcirc , grade level \bigcirc , and lesson segment \bigcirc .
- 3. Select Update 0. (Select Cancel 🕼 if you no longer want to make/save changes to the observation.)

Observe	Q Update Observation
All questions are required for observations. Please complete the following sections: A,B,C,D,E	Institution Buford Elementary School 2500 Sawnee Avenue
Institution Edit Buford Elementary School Buford City School System	Buford Georgia 30518 United States of America Change
Instructor Michael Andersona manderson@spomddail.com	Instructor Name (Example: Joe Smith)
Course Title / Topic ELA	D Michael Andersona
Subject Language Arts	Instructor Email manderson@yopmddail.co
Grade Level 5th Grade	(E) manderson@yopmddail.co
Observation Type Teacher	Course Title / Topic
Download PDF Email PDF To Instructor	F
Add observation note	Subject Language Arts V
Date Start End	G
Jun 22 3:30 PM 3:36 PM	Grade Level 5th Grade V
Delete	H
Start Observation	Lesson Segment (Multiple Select)
Enter time / date manually	Beginning Middle End
~	Observer Name
v	Andrea Atkinson
	Cancel

The observation has been updated.

4. (Optional) To reset the end time for an observation that has been ended, select the refresh 🕒 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 🙆 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.

			Ð					New Observation
		Ob	servations					
		Welcome to	Teacher Observ	ations				
		Select an	ervations awaiting s observation row to on to create a new e	edit				
				Filter by All	∼ All	~ Q		
Instructor Name	Gra	ade(s)	Subject / Title		Activity: 🗸	Status		
Thibault, Quinn qthibault@yopmail.com	7th		Mathematics Math		10:24 AM Jul 9	Draft 0% A	Edit	
Anderson, Michael manderson@yopmail.com	Sth		Language Arts ELA		5:30 PM Jun 22	0	と Download PDF	
						B	Delete	

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

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

	Observations			
	Welcome to Teacher Observations			
	You have 12 observations awaiting submission. Select an observation row to edit or <u>New Observation</u> to create a new observation.			
	Filter by All		Q	
Instructor Name		<u>Activity</u> ~	Status	
Thibault, Quinn qthibault@yopmail.com		10:24 AM Jul 9	Draft 0%	Edit
Anderson, Michael manderson@yopmail.com		5:30 PM Jun 22		✓ Download PDF
	Are you sure? Selecting yes will delete this observation			Delete
	Cancel Yes, delete it!			

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 \triangle drop-down to the far right of the observation, and then select **Submit** \blacksquare .

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

Observations Welcome to Teacher Observations This can be an use observation row to edit or teacy observation tow to edit or teacy observation to create a new observation. Filter by All All C instructor Name Grade(s) Subject / Title Attivity Status Instructor Name Grade(s) Subject / Title Attivity Status Maderson, Michael monderson@yopmail.com Sth Grade Language Ars Jul 9 Tool C Edit Thibault, Quinn qthiboult@yopmail.com Tth Grade Math Jul 9 Offe Download PDF				▣					
You have 11 observation swatting submission. Select an observation row to edit or New Observation. Filter by All Instructor Name Grade(s) Subject / Title Activity Anderson, Michael manderson@yopmail.com Stadus Thibault, Quinn qthibault@yopmail.com 7th Grade Math Jul 9 Ul 9 0% Eik Jul 9 Download PDF			O	oservations					
Select an observation row to edit or New Observation to create a new observation. Filter by All All Q Instructor Name Grade(s) Subject / Title Activity. Status Anderson, Michael manderson@yopmail.com Grade(s) Subject / Title Activity. Status Thibault.quinn qthibault@yopmail.com Tth Grade Mathematics 10:24 AM Droft C Math Jul 9 0% Subject Tot Cate Download PDF			Welcome	to Teacher Observ	ations				
Instructor Name Grade(s) Subject / Title Activity ~ Status Anderson, Michael manderson@yopmail.com 5th Grade ELA Language Arts Jul 9 11:03 AM 100 (A) Draft Too (A) Feit Thibault, Quinn qthibault@yopmail.com 7th Grade Math Mathematics Jul 9 10:24 AM Jul 9 Draft 0% Submit			Select a	n observation row to	edit				
Anderson, Michael manderson@yopmail.com 5th Grade Language Arts ELA 11:03 AM Draft Thibault, Quinn qthibault@yopmail.com 7th Grade Mathematics Math 10:24 AM Draft Wath 0% 0% Submit					Filter by	All	All	~ Q	
manderson@yopmail.com ELA Jul 9 Tote (A) Thibault, Quinn qthibault@yopmail.com Tth Grade Mathematics 10:24 AM Droft Math Jul 9 0% Submit Ull 9 0% Submit Ull 9 0% Submit	Instructor Name	Gra	ade(s)	Subject / Title		A	<u>ctivity</u> ~	Status	
Thibault, Quinn qthibault@yopmail.com 7th Grade Mathematics 10:24 AM Draft Math Jul 9 0% Submit Edit User State Submit		5th	h Grade						:
B 2 Download PDF		7th	h Grade						
· · · · · · · · · · · · · · · · · · ·	qthibault@yopmail.com			Math		Ju	119	_	
a Delato								G	
Delete									聞 Delete

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 🙆 you want to submit.

			۲					
			Observations					
	Welcome to Teacher Observations							
		Selec	observations awaiting submission. :t an observation row to edit r <u>vation</u> to create a new observation. Filter by All	∨ All	~ C	L		
Instructor Name		Grade(s)	Subject / Title	<u>Activity</u> ~	Status			
Anderson, Mich manderson@yopm		5th Grade	Language Arts ELA	11:03 AM Jul 9	Draft 100%	:		
Thibault, Quinn qthibault@yopmai		7th Grade	Mathematics Math	10:24 AM Jul 9	Draft 0%	:		

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.

	C	bserve	
		bserve for: 20 serving a littl	
	i <mark>on</mark> lementary Sc lity School Sy:		Edit
	or Anderson son@yopmail.	com	
Course ELA	Title / Topic		
Subject		Lan	guage Arts
Grade L	evel		5th Grade
Observa	ation Type		Teacher
Download	PDF	Email PDF	To Instructor
🕁 Add o	bservation no	ote	
Date	Start	End	C
Jun 22	5:25 PM	5:30 PM	
Delete			
Su	ıbmit O	bservat	ion
U			

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 🙆 drop-down to the far right of the observation, and then select **Download PDF** .

		•			
	c	Observations			
	Welcom	e to Teacher Observations			
	Select	observations awaiting submission. t an observation row to edit			
	or <u>New Obser</u>	rvation to create a new observation.			
		Filter by Al	II V All	v Q	
Instructor Name	Grade(s)	Subject / Title	Activity. ~	Status	
Thibault, Quinn qthibault@yopmail.com	7th Grade	Mathematics Math	10:24 AM Jul 9	Draft :	▶ Edit
Anderson, Michael manderson@yopmail.com	5th Grade	Language Arts ELA	5:30 PM Jun 22		Download PDF
				B) Delete
				_	

A Download PDF popup opens.

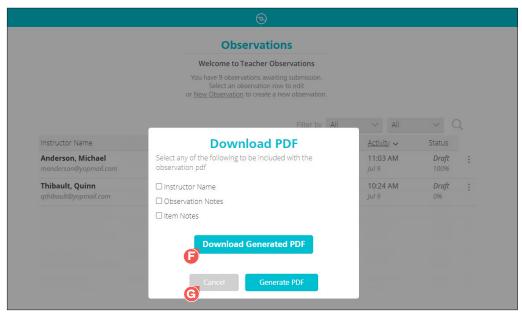
- 2. (Optional) Select any specific information 🞯 you want included in the PDF.
- 3. Select Generate PDF (). (Select Cancel () if you no longer want to generate the PDF.)

	Observations			
	Welcome to Teacher Observations			
	You have 9 observations awaiting submission. Select an observation row to edit or <u>New Observation</u> to create a new observation.			
	Filter by All	All		
Instructor Name	Download PDF	<u>Activity</u> ~	Status	
Anderson, Michael manderson@yopmail.com	Select any of the following to be included with the observation pdf	11:03 AM Jul 9	Draft 100%	:
Thibault, Quinn	□ Instructor Name	10:24 AM	Draft	:
	Observation Notes	Jul 9	0%	
	Item Notes			
	Download Generated PDF			
		1000		

The PDF is generated.



4. Select Download Generated PDF (). (Select Cancel () 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 🙆 you want to reopen.

		•				
		Observations				
	Welco	me to Teacher Obser	vations			
	Seli	10 observations awaiting act an observation row to servation to create a new	edit			
	0. <u>Hell 00</u> .	ATTAINING OF COLORE OF THE W				
			Filter by All	\sim All	V C	2
Instructor Name	Grade(s)	Subject / Title		<u>Activity</u> ~	Status	
Thibault, Quinn qthibault@yopmail.com	7th Grade	Mathematics Math		10:24 AM Jul 9	Draft 0%	:
Anderson, Michael manderson@yopmail.com	5th Grade	Language Arts		5:30 PM Jun 22	\bigcirc	:

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

- It is ubservation has been successfully submitted.

 Institution

 Bufford Binementary School

 Submitted

 Instructor

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It is will reopen the observation and you will need to submit it when complete.

 It i
- 2. Select Yes 3. (Select No 3 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)**.

			•					
		o	oservations					
		You have 10 ob Select a	to Teacher Observ servations awaiting s n observation row to tion to create a new	ubmission. edit				
				Filter by	All	\sim All	v Q	
Instructor Name	Gr	ade(s)	Subject / Title			<u>Activity</u> ~	Status	
Thibault, Quinn qthibault@yopmail.com	7ti	h Grade	Mathematics Math			10:24 AM Jul 9	Draft 0%	:
Anderson, Michael manderson@yopmail.com	Sti	h Grade	Language Arts ELA			5:30 PM Jun 22		Edit
								と Download PDF
								💼 Delete
							B	Archive

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** 🙆 drop-down list.
- 2. Select Archived from the status ³ drop-down list.

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

		Observation	S			
	Welc	ome to Teacher Obser	rvations			
			Filter by Obs	ervati 🗸 Arch	ived v Q	
		C 11	A	Activity	Status	
Instructor Name	Grade(s)	Subject / Title		Activity.		

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 ³ 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 🕝 drop-down to the far right of the observation, and then select **Restore O**.

		Observations	5			
	Welcon	ne to Teacher Obser	vations			
				ati 🗸 🛛 Archiv	ed v Q	
Instructor Name	Grade(s)	Subject / Title	A	ACB~	Status	
Anderson, Michael manderson@yopmail.com	5th Grade	Language Arts ELA		11:18 AM Jul 9	Archived 100%	🖬 Delete
						Restore

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 () icon in the upper left of any page, and then select **Reporting**.

≡	•	
Logged in as Log 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 to dealt or New Observation to create a new observation.	
Observations	Filter by All V All V	
Reporting Anage Users		itus Iraft :
Resources	Anderson, Michael 5th Grade Language Arts 5:30 PM manderson@yopmail.com ELA Jun 22	
cognia		
©2021 Cognia, Inc. <u>cognia.org</u> <u>Terms and Conditions</u>		

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** (2) at the top of the page.

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

- **2.** Enter the report name \blacksquare .
- 3. (Optional) Select **change** O 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 📴 to filter by.
- **6.** (Optional) Select any notes to include \bigcirc .
- 7. Select Create Report (). (Select Cancel () if you no longer want to create the report.)

		•		
		Teacher Observation	New Repo	rt
A. Culture/Climate Dimension B. Learning Dimension C. Essentials Dimension		2.98 2.75 2.68		
D. Agency Dimension E. Relationship Dimension		2.45 2.63	Aug. Score	Actions
	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).

		•		
	Reporting - Teach	er Observation	New Repor	t
	10 Completed Observation	s, Average Score: 2.70		
A. Culture/Climate Dimension		2.98		
B. Learning Dimension		2.75		
C. Essentials Dimension		2.68		
D. Agency Dimension		2.46		
E. Relationship Dimension		2.63		
Report Name G	reated By	Last Modified Date	Avg. Score	Actions
School Report A	tkinson, Andrea	06/22/2021	2.70	:

The report opens.

2. Select Report Filters 3.

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

- 3. Make the desired edits to the report name O, institution D, criteria I, date range I, and notes O.
- 4. Select Update Report (1). (Select Cancel (1) if you no longer want to make/save changes to the report.)

			Filters
11 Comple	rd City School System School Report ted Observations, Average Score: 2.68 on 3 institution(s) <u>View list of institutions</u>		Report Name School Report Institutions Buford City School System Change Report Criteria
CSV (summary) CSV (data) Print		Delete Report Filters	Grade Levels Subject
	Reporting on 3 institutions		Observer Lesson Segment
A. Culture/Climate Dimension	2.93		Include Observations
B. Learning Dimension	2.73		From Date To Date mm/dd/yyyy mm/dd/yyyy
C. Essentials Dimension	2.69		6
D. Agency Dimension	2.47		Include Notes Observation Notes
E. Relationship Dimension	2.55		G Item Notes
A. Culture/Climate Dimension		2.93	Update Report
1. Fosters an environment that embraces all learners		3.45	Cancel

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 🔇

		•		
	Reporting - Teach	er Observation	New Report	
	10 Completed Observations	, Average Score: 2.70		
A. Culture/Climate Dimension		2.98		
B. Learning Dimension		2.75		
C. Essentials Dimension		2.68		
D. Agency Dimension		2.46		
E. Relationship Dimension		2.63		
Report Name Cre	ated By	Last Modified Date 🔨	Avg. Score	Actions
Atk	kinson, Andrea	06/22/2021	2.70	:

The report opens.

2. Select either CSV (summary) 🖸 or CSV (data) 📀.

≡	•	
	Buford City School System School Report 11 Completed Observations, Average Score: 2.68	
	Reporting on 3 institution(s) <u>View list of institutions</u>	
	CSV (summary) CSV (data) Print	Delete Report Filters
	Reporting on 3 institutions	

A Report CSV popup opens.

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

	Θ		
11	Buford City School System School Report Completed Observations, Average Score: 2.68 eporting on 3 institution(s) <u>View list of institutions</u>		
CSV (summary) CSV (data) Print		Delete	Report Filters
	Report CSV generated		
A. Culture/Climate Dimension	Cancel Download 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 🙆 you want to save as a PDF.

		•		
	Reporting - Teach	er Observation	New Repor	t
	10 Completed Observations	5, Average Score: 2.70		
A. Culture/Climate Dimension		2.98		
B. Learning Dimension		2.75		
C. Essentials Dimension		2.68		
D. Agency Dimension		2.46		
E. Relationship Dimension		2.63		
Report Name C	Treated By	Last Modified Date	Avg. Score	Actions
School Report	Atkinson, Andrea	06/22/2021	2.70	:

The report opens.

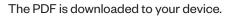
2. Select Print 📴.

≡	Θ	
	Buford City School System School Report 11 Completed Observations, Average Score: 2.68	
	Reporting on 3 institution(s) View list of institutions	
CSV (summary) CSV (data)	Print	Delete Report Filters
	Reporting on 3 institutions	

A Report PDF popup opens.

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

			▣			
			Buford City School System School Report 1 Completed Observations, Average Score: 2.68 Reporting on 3 institution(s) <u>View list of institutions</u>			
CSV (summary)	CSV (data)	Print		Delete	Report Filters	
			Report PDF generated			
A. C	ulture/Climate Dimension		Cancel Download PDF			





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).

=	
Logou Andrea Atkinson Buford City School System 2625 Sawmee Ave Buford, Georgia 30518-2514 United States of America	Observations Welcome to Teacher Observations You have 9 observations availing submission. Select an observation row to edit or <u>New Observation</u> to create a new observation.
Observations	Filter by All V All V Q
Reporting	Instructor Name Grade(s) Subject / Title <u>Activity</u> . V Status
A Manage Users	Thibault, Quinn 7th Grade Mathematics 10:24 AM Draft : qthibault@yopmail.com Math Jul 9 0%
Resources	Anderson, Michael 5th Grade Language Arts 5:30 PM : manderson@yopmail.com ELA Jun 22 :
ognia	
2021 Cognia, Inc. g <u>mia.org</u> erms and Conditions	

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 🙆.

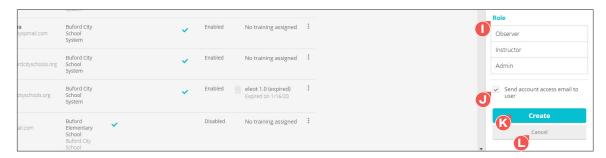
		0)				
Manage Users			Filter by	All	V A	ali v	2
Apply to Selected \checkmark 0 selection 0 select	ited				Add	User Add Multiple Use	rs
User A	Institution Ins	structor C	bserver	Admin	Status	Training Certification	
HOI, Elem BufordElemHOI@yopmail.com	Buford Middle School Buford City School System	*			Disabled	Assigned on 6/15/21	:
Cantrell, Rita rita.cantrell@bufordcityschools.org	Buford City School System			~	Enabled	No training assigned	:
Davis, Joy Joy.davis@bufordcityschools.org	Buford City School System			~	Enabled	eleot 1.0 (expired) Expired on 1/16/20	:

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

- **2.** Enter the user's first name B, last name G, 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) (a) or as a user in a single institution (b). 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 (()**, and then select the institution from the institution popup **()**.

	•		Add Use
	Filter by	All V Q	First Name
V o selectivailable	cted	Add User Add Multiple Users	BLast Name
	Institution Instructor Observer	Admin Status Training Certification	G
ia.org	Buford Middle School Buford City School System	Disabled Training Assigned : Assigned on 6/15/21	Email D Access ()
l il.com	Buford School Elementary School Buford City School Svstem	Disabled No training assigned	Give system-wide act Assign to a single ins select
	Filter by All	All Q Add User Add Multiple Users	
n Instru	user	× stitution should this user be given access to? ion name, location or customer number	
	Q Search		
ary ity	Buford City School System	em 📕	
City	Enab	led No training assigned	

- **5.** Select the appropriate role $\mathbf{0}$ (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 ①** 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 🔇 (Select Cancel 🕒 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).

			(Ð				
Ma	anage Users			Filter by	All	~ A	п ~ С	l
	bly to Selected \checkmark 0 select sers, 9 training seats available	led				Add	User Add Multiple User	ŝ
	User ^	Institution In	nstructor	Observer	Admin	Status	Training Certification	
	HOI, Elem BufordElemHOI@yopmail.com	Buford Middle School Buford City School System	~			Disabled	Training Assigned Assigned on 6/15/21	I
	Cantrell, Rita rita.cantrell@bufordcityschools.org	Buford City School System			*	Enabled	No training assigned	🖊 Edit
	Davis, Joy Joy.davis@bufordcityschools.org	Buford City School System			~	Enabled	eleot 1.0 (expired) Expired on 1/16/20	Resend eleot
	Elem, eleot eleotelem@yopmail.com	Buford Elementary School Buford City School System	~			Disabled	No training assigned	Assign Training (9 available) Disable

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

- 2. Make the desired updates to the user's first name \mathbf{O} , last name \mathbf{O} , assigned institution \mathbf{E} , and role \mathbf{F} .
- 3. Select Save 🜀. (Select Cancel 🕕 if you no longer want to make/save changes to the user account.)

			▣				
5			Filter by	All	~	All V	Q
→ 0 selec available	ted				Ad	d User Add Multiple Us	ers
	Institution	Instructor	Observer	Admin	Status	Training Certification	
gnia.org	Buford Middle School Buford City School System	~			Disabled	Training Assigned Assigned on 6/15/21	:
ael mail.com	Buford Elementary School Buford City School System	~			Disabled	No training assigned	:
ea ₽yopmail.com	Buford City School System			~	Enabled	No training assigned	:
	Buford City				Enabled	No training assigned	:
ordcityschools.org	School System			~		no coming assigned	
cityschools.org	Buford City School System			~	Enabled	eleot 1.0 (expired) Expired on 1/16/20	:
iail.com	Buford Elementary School Buford City School	~			Disabled	No training assigned	:

The user's account has been updated.





cognia.org