

Observation Dashboard and Observation Search User Guide

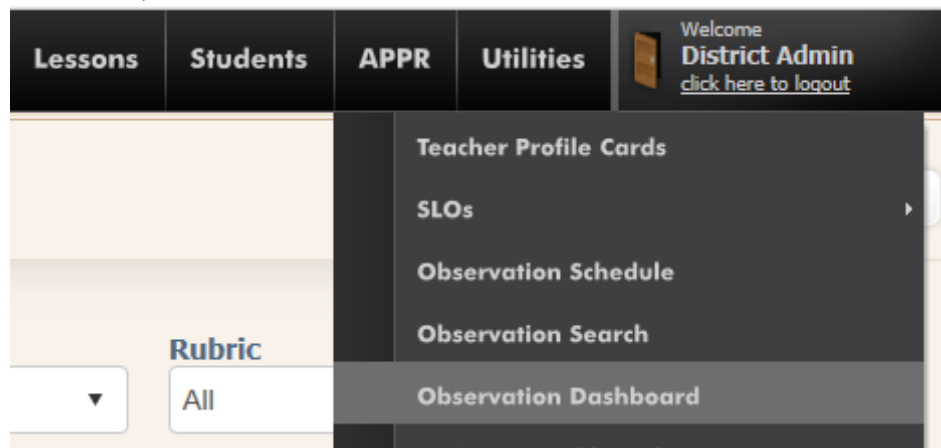
Modified on: Mon, 16 Mar, 2020 at 2:21 PM

This is a User Guide with screen shots to demonstrate how to use the Observation Dashboard.

RightPath's™ Formal Observation platform enables users to collaborate and view observations in the classroom. The platform allows administrators to record observations on the customizable protocol adopted by the school district. The Observation platform can be used on tablets, smartphones, and various other electronic mobile devices.

Accessing the Observation Dashboard

The Observation Dashboard will be very useful to see the statuses of the evaluations. To access the Observation Dashboard, click on APPR>Observation Dashboard.



You will be directed to the Observation dashboard where you can filter by year, building, and type of evaluation. Click on the "View Report" button to have your filters applied to the graph.

Click on the blue bar marked of the category you would like to view. Click on the "In Progress" bar to see the list of teachers that are in that category.

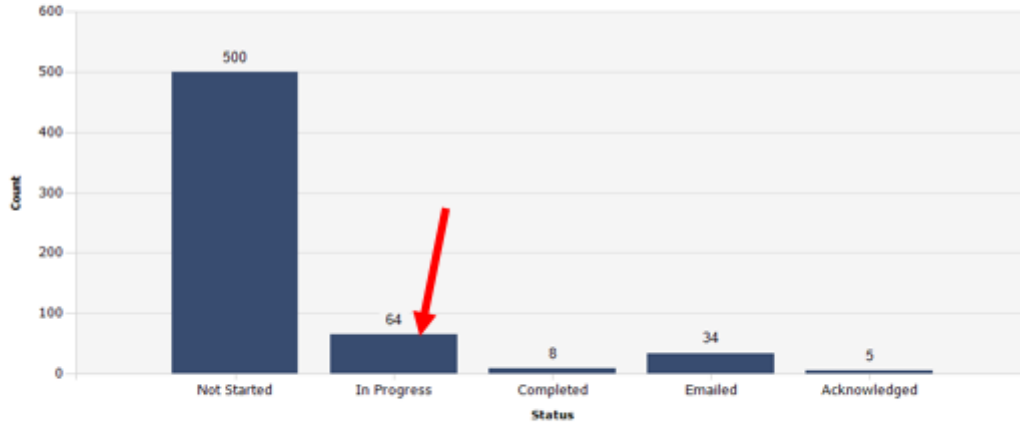
Observation Dashboard

School Year: 2013-2014

Building: All Buildings | Observation Type: All Types | **View Report**

1 of 1 | 100% | Find | Next

Observation Status - Bar Chart



Legend	
Not Started	Observation has not been started but is required by employee classification.
In Progress	Observation has been started but not completed.
Completed	Observation has been completed but not emailed or acknowledged by the teacher.
Emailed	Observation has been emailed to the teacher.
Acknowledged	Observation has been reviewed and acknowledged by the teacher.

Using the Observation Search Page

You will be redirected to the Evaluation Search page where you can access all your "In Progress" evaluations.

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Welcome District Admin
[click here to logout](#)

Observation Search

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Teacher

School Year

Rubric

Building

Not Started
 In Progress
 Complete
 Sent to User
 Acknowledged
 Deleted

All Observations
 Observations I Own

Actions ▼

		Teacher	Date ▼	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>		Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	In Progress	
<input type="checkbox"/>		Unknown Teacher	11/18/16	End of Year	No Class Associated	WSB James E. Allen Alternative School	District Admin	In Progress	

From the Observation Search page, any evaluation can be edited, deleted, marked as complete or sent to the User.

If you want to edit an evaluation, simply click on the red pencil on the left margin to reopen the evaluation to make your changes.

If you want to delete an evaluation, click on the red circle with the white bar in it and confirm that you want to delete it.

If you are completely done with the evaluation, click the disk icon to "Mark as Complete".

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Teacher

School Year

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 Observations I Own

Actions ▼

		Teacher	Date ▼	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>		Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	In Progress	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> </div>

Once the disk icon is selected, the icon will change to a lock icon and the word "Complete" will show in the grid.

Observation Search

[View Reports](#) [Add Observation](#)


Teacher Teacher, Unknown	School Year 2016-2017	Rubric All	Building All
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Not Started In Progress Complete
 Sent to User Acknowledged Deleted

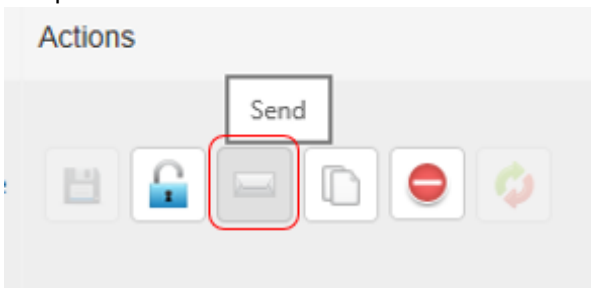
All Observations Observations I Own


✔ The observation has been marked as complete.

Actions




	Teacher	Date	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>	Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	Complete	     

To send a copy of this evaluation to the teacher, click on the envelope icon in the "Actions column". An email will be sent to the teacher in their Right Reason Technologies email account alerting them that the evaluation has been completed. The word 'Sent' will now show in the Status column. This completes the evaluation.



	Teacher	Date	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>	Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	Sent to User	     

The evaluation will reflect "Acknowledged" when the teacher has opened their Right Reason Technologies email and acknowledged the evaluation.

	Teacher	Date	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>	Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	Acknowledged	     

The Observation Search page can be used to filter the evaluation listed by year, type(rubric), building, teacher and status. Click the check boxes to list the specific evaluations that you want to see. You can view all the teachers you have access to by leaving the teacher search box blank.

Teacher
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Not Started In Progress Complete
 Sent to User Acknowledged Deleted


School Year
 ▼

Rubric
 ▼

Building
 ▼



All Observations Observations I Own

A red pencil will be displayed in the left column if the evaluation can be edited. A magnifying glass will be displayed if the evaluation was completed and sent to the User.

<input type="checkbox"/>		Unknown Teacher	11/18/16	End of Ye
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If a completed evaluation needs to be edited, the evaluator can click on the lock icon in the Status column to unlock this evaluation. This will allow the reviewer to make changes to this evaluation before it is sent to the teacher.

If the evaluation has already been sent, click the lock icon and an email will be sent to the teacher who will need to click on the link to unlock the evaluation . This evaluation will now be available for the evaluator to make changes.

	Teacher	Date ▼	Type	Class	Building	Reviewer	Status	Actions
<input type="checkbox"/>	Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	Acknowledged	
<input type="checkbox"/>	Unknown Teacher	11/28/16	Announced Observation	No Class Associated	WSB Brennan Middle School	District Admin	Unlock Request Sent	

A new filter has been added to our Observation Search page. This includes being able to pull up evaluations based on the Reviewer Name.

Staff
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Not Started In Progress Complete
 Sent to User Acknowledged Deleted

School Year
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Rubric
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Building
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All Observations Observations I Own

Reviewer
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