

COMPLETING AN OBSERVATION

1. Click on "**Courses**" in the side menu.
2. Click on "**Coursework**" located in the side menu below.
3. Select "**Observations**" located in the side menu below.
4. Click on "**Assess**" located in the side menu below.
5. Select your "**Assessment Tool**" from the drop down menu next to "Please Select Your Assessment Tool" option.
 - a. If you cannot find the assessment tool that you are looking for, then contact your Tk20 Unit Administrator, tk20@westga.edu.
6. In the "**Select Course**" section, click on the green plus sign to add course(s).
 - a. Enter the appropriate course information (enter course number, and select the appropriate term) and click "**Search**".

The screenshot shows a search form titled "SEARCH" with the following fields and options:

- SUBJECT:** A dropdown menu with "Any" selected.
- MEETING DAY(S):** A list of days with checkboxes: Any (checked), Friday, Monday, Saturday, Sunday, Thursday, and Tuesday.
- EARLIEST START TIME:** A dropdown menu with "All Times" selected.
- LATEST START TIME:** A dropdown menu with "All Times" selected.
- COURSE NUMBER:** A text input field containing "EDLE 6316".
- SECTION NUMBER:** An empty text input field.
- SECTION ID:** An empty text input field.
- INSTRUCTOR:** An empty text input field.
- LOCATION:** A dropdown menu with "Any" selected.
- TERM:** A dropdown menu with "Spring Semester 2018 (01/06/2018 - 05/08/2018)" selected.
- ORGANIZATION:** A dropdown menu with "Any" selected.

At the bottom right of the form, there are two buttons: "Search" (highlighted in yellow) and "Clear".

- b. Check the box next to the course you would like to add and click on "**Add**".
7. Check the radio button next to the name of the course(s) you added to be included in your new Observation. If you added more than one course, you can only select one before proceeding to the next step, as shown below.

ASSESS

Please Select Your Assessment Tool:*

Select Course:*

Course No	Section	Term	Time	Instructor	Location	Credits
<input type="checkbox"/> TEST COURSE	01	Spring Semester 2018		Unit Administrator, WestGA Tk20;		1.0

8. Click "**Next**".
9. On the "**Assessment Information**" page, add observations for each student by clicking on the plus sign next to their name.
 - a. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click "**Complete**", "**Save**" or "**Close**".
 - i. If you select "**Save**", you save the entry and will remain in the Assessment Tool.
 - ii. If you click "**Complete**", you save the entry and it will prompt to the previous page.
 - iii. If you click "**Close**", it will open a text box asking you if you would like to save changes before closing. After selecting yes or no, it will prompt you to the previous page.
10. When you are finished adding observations, you may choose one of the following actions:
 - a. "**Save**": Save the completed observations.
 - b. "**Close**": Exit the assessment information screen without saving any changes.

For any additional questions, please contact your Tk20 Unit Administrator: tk20@westga.edu