FAU iObservation Instructions

The FAU student teaching observation form contains 21 elements with 5 scoring options. Observers are only required to score the required 21 elements for each assessment cycle.

The five scoring options are:
1. Not Applicable- Strategy was not observed or needed for the lesson
2. Not Using- Strategy was called for but was not used
3. Beginning- Strategy was used incorrectly or missing parts
4. Developing- Strategy was used appropriately and **(0-50% or none-some)** of the students were monitored and demonstrated the desired effect
5. Applying- Strategy was used appropriately and **(51-99% or most)** of the students were monitored and demonstrated the desired effect

You will notice that we did not include Innovating on the observation form because pre-service teachers are developing and honing their skills. If it happens that the student teacher successfully uses a strategy and 100% of the students demonstrate the desired effect, you can indicate Innovating in iObservation but must include a notation on how the strategy was monitored and how it was determined that 100% of students demonstrated the desired effect.

To conduct an observation in iObservation:

1. Go to www.effectiveeducators.com

2. Log on using your email address and password.
   *Note: For clinical educators- This should be the email that you provided to the EXCEED team and is a different email than your school iObservation account.   If you cannot remember what email address you provided, send us an email at Exceed@fau.edu and we will let you know.

3. Once you are logged in, you are ready to conduct an observation. This can be accomplished one of two ways. 1.) Click "Conduct an Observation" on the home page. 2.) Click the "Observations" tab on the toolbar at the top of the page and click "Conduct" from the drop down menu.

4. Once you are on the "Conduct an Observation" screen, it will present you with the name(s) of your assigned student teacher(s). Go to the search bar on the right, type in the name of the student, and click enter.

*Note: For University Supervisors, you may have a list of several student teachers, make sure you complete the observation for the correct student.

5. Click the "Forms" drop down menu next to the correct student's name. Click "Domain 1: Classroom Strategies and Behaviors." This begins an observation.

6. First, you must **select the correct date that the observation took place**. Click the date at the top of the page, this will give a drop down calendar. Click the **correct date and then click "Save"**.
*Note: If you are completing the observation on your iPad while observing the student, the date should not need to be changed because the system automatically enters the current date and time. **If you completed the observation using a paper form and are transferring the ratings later, you MUST change the date.** The time does not need to be changed.

7. Click the name of the first element that will be scored.

8. Click the score for the element under "Scale" (not applicable, not using, beginning, developing, applying). The score selected will appear bolded. On this page, comments can be added and specific evidence must be checked off on both the teacher and student evidence columns.

9. When the score for that element is complete, click "Table of Contents" below the comment box to return to the original Domain 1 screen.
*Note: DO NOT click "back" on your browser to go back to the table of contents, this will bring you back to the "Conduct an Observation" page and some of your scores may not have saved.   If you do click "back" on the browser, the system will put the observation you were working on into "Saved Drafts" and from there you can continue, but make sure that the last item does not need to be re-entered.

10. Repeat steps 7-9 for each element to be scored.
After an element is scored, a green check mark will appear next to it on the table of contents.
If comments were added but a score was not assigned, a yellow check mark will appear next to it.
If an element was clicked, but no comments or score was assigned, a gray check mark will appear next to it.
If the wrong element was scored, go back and click the rating again, the score will un-bold and you can move back to the table of contents which will then show a gray check.

If an element was not observed during an observation, you <u>do not</u> need to score it as "Not Applicable", just leave them blank.

11. **Once all the observed elements are scored after an observation, click "Finish" at the top of the screen. This will allow you to add any additional, overall comments.**
   *Note: Leave the two boxes in this window checked.

12. ONLY when you are <u>COMPLETELY</u> done rating, click "Finish and Lock-in Results".
   *Note: If you need to pause and complete the observation later, click "Save and Close" at the top of the page instead of "Finish". This will save the draft and bring you to the "Saved Drafts" page. To return to this later, click on the "Observations" tab and then click "Saved Drafts".   From here, click "Continue" next to the draft you wish to continue.

We suggest that you try working in the system before your first observation with a student teacher. There are Practice Teachers set-up on the account that you may use to practice scoring.

If you have any remaining questions, send an email to Exceed@fau.edu.

Happy Observing!
- The EXCEED Team ☺