OBSERVATIONS

Observations User Guide

Administrators

Cognia Improvement Platform

cognia®

Overview

Observations are part of the Cognia® Improvement Platform. For assistance with how to log in and access the Improvement Platform, please refer to that guide.

This guide provides instructions for administrators to support staff who are observing classrooms and student engagement in classrooms. If you are also an observer and need to conduct an observation, refer to the *Observations User Guide for Observers*.

Accessing the Assignments Page

The Assignments page allows Admins to create or upload courses/topics to be used by observers in association with an instructor while conducting observations.
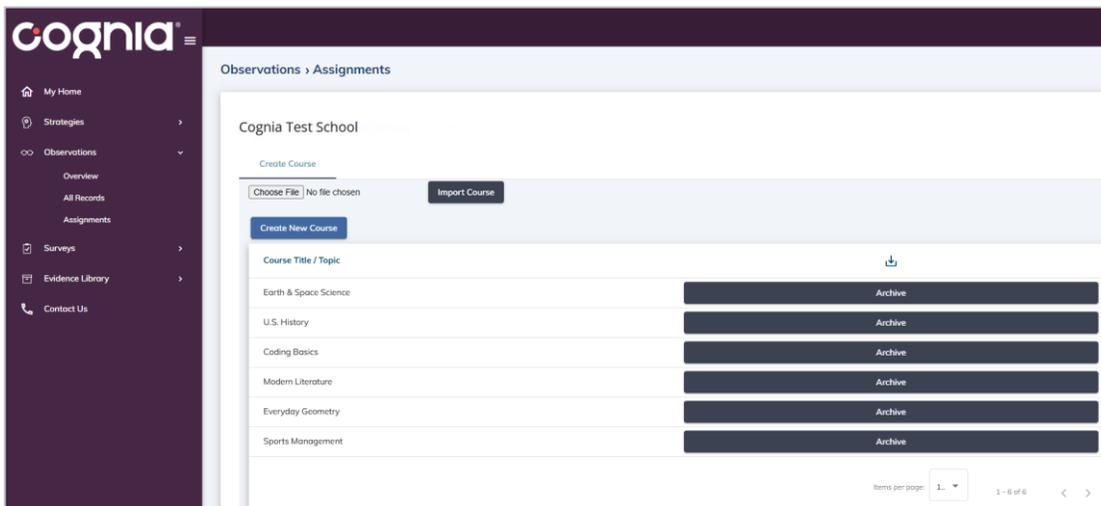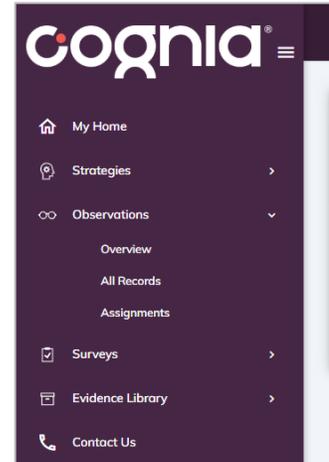
Follow these steps to access the course assignments.

1. Select the **Observations** menu from the left-side navigation, and then click **Assignments**. This opens the course assignments page (or if you have access to multiple institutions, first click the institution to open).

The Assignments page displays a table with the courses that have been created (the table will be blank if no courses have been created).

On the Assignments page, you can:

- Sort the table by clicking on the **column header**.

- Export the table to Excel by clicking the **Export** icon.

- Navigate the pages using the **Items per page** drop-down and page **arrows**.
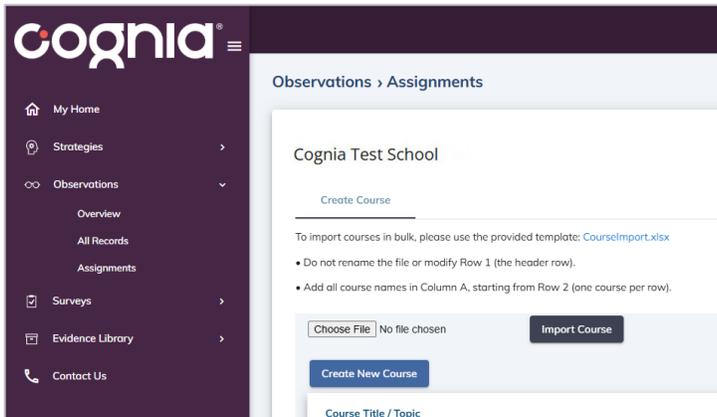
Creating a Course Individually

New courses can be added individually or can be imported in a group.

Follow these steps to individually create a new course.

1. From the **Assignments** page, click the **Create New Course** button. This opens a new course box.

2. Enter a **Course Title / Topic** name.

3. Click the **Save** button. This creates the course and adds it to the list of courses that can be associated with an instructor in an observation.


Importing Courses

New courses can be added individually or can be imported in a group.

Follow these steps to import courses.

1. From the **Assignments** page, click the link to download the provided **CourseImport** template. This downloads the Excel file using the browser download functionality.

2. Populate the template by entering the course names (one course per row).

3. On the **Assignments** page, click the **Choose File** button. This opens a file box.

4. Select the file you populated.

5. Click the **Import Course** button. This creates the courses and adds them to the list of courses that can be associated with an instructor in an observation.
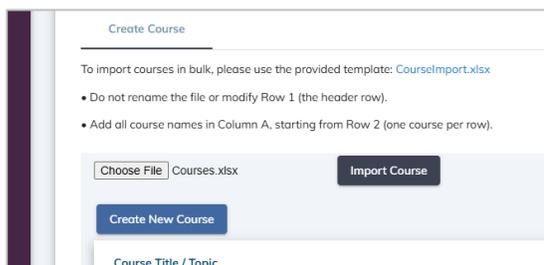
Archiving a Course

A course should only be archived if it should no longer be used for observations. Archiving a course removes it from the list of courses that can be used in an observation.

Follow these steps to archive a course.

1. From the **Assignments** page, find the course you want to archive.

2. Click the **Archive** button to the far right. This opens a confirmation box.

3. Click the **Yes** button to confirm. This archives the course and removes it from the course list.

Accessing Observations

The All Records page displays the observations created by all users within your institution.

Follow these steps to access observation records.

1. Select the **Observations** menu from the left-side navigation, and then click **All Records**. This opens the observations records page (or if you have access to multiple institutions, first click the institution to open).

The All Records page displays a table with the observation records users have created, separated into two different tabs.

*   **eleot**: User observations that have been submitted.

*   **Deleted/Archived**: User observations that have been deleted or archived.

The following columns are displayed: **Course**, **Observer**, **Instructor**, **Observation Date**, and **Status**.

On the All Records page, you can:

*   **Search** the table using any of the criteria displayed.

*   Sort the table by clicking on a **column header**.

*   Export the table to Excel by clicking the **Export** icon.

*   Navigate the pages using the **Items per page** drop-down and page **arrows**.
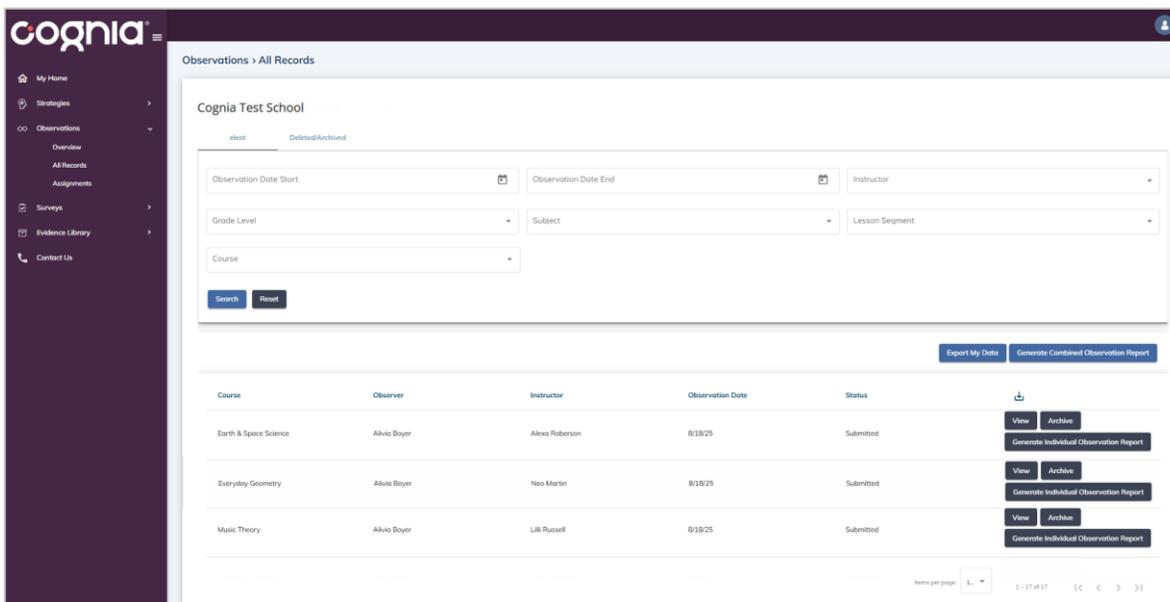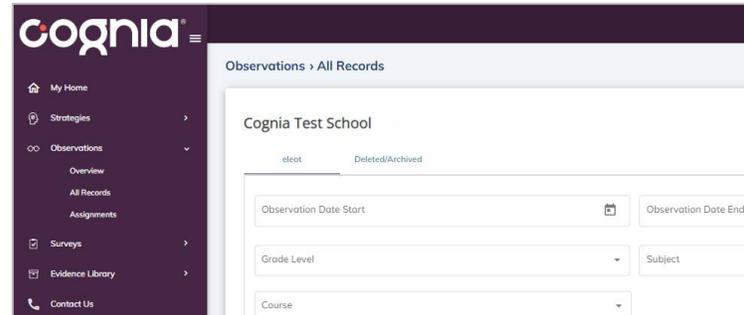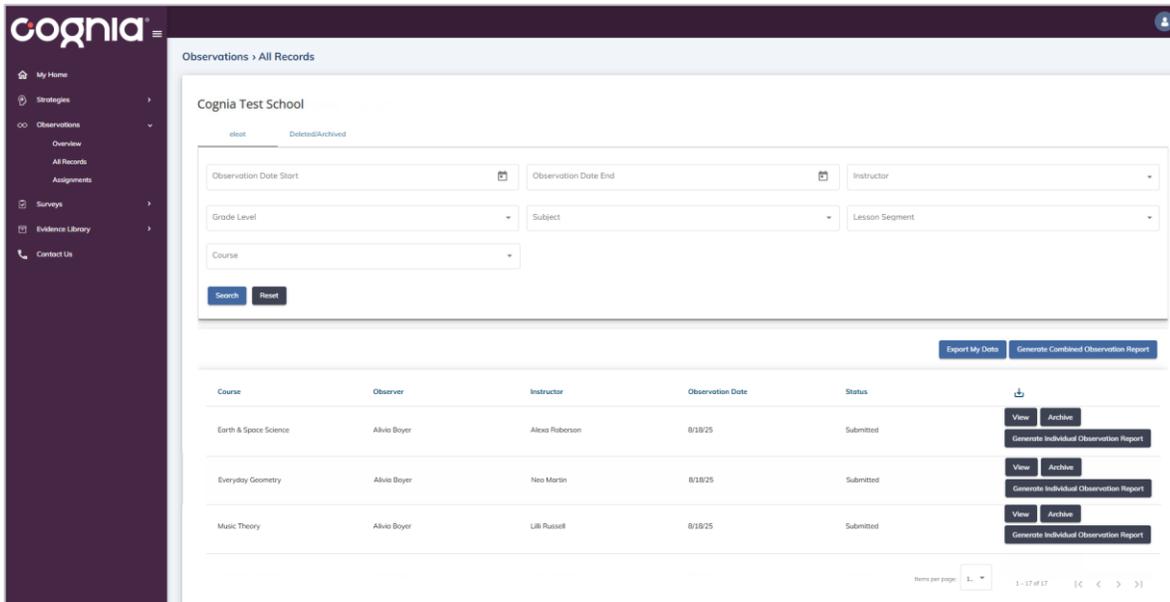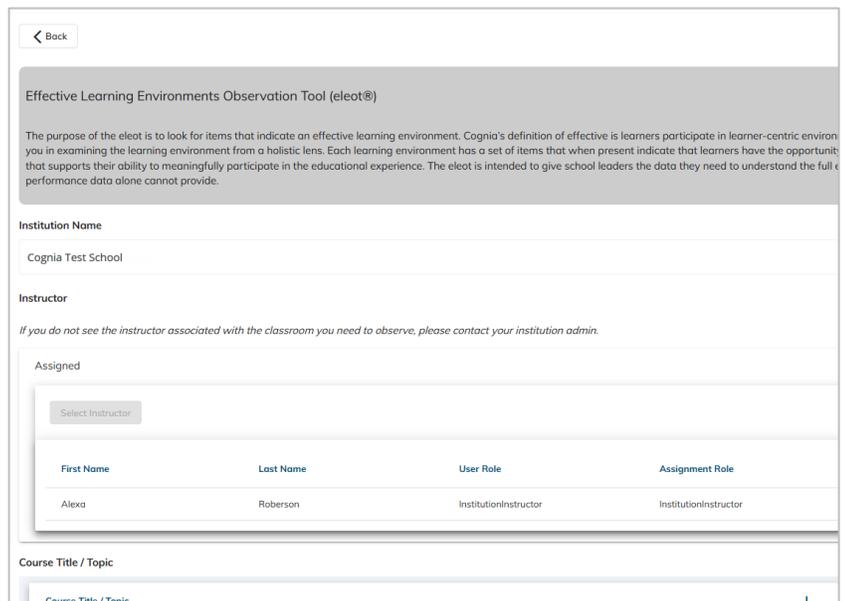
Viewing an Observation

Follow these steps to view an observation.

1. From the **All Records** page, find the observation you want to view.

2. Click the **View** button to the far right. This opens the observation record in a read-only view.

3. When you are done viewing the observation, click the **Back** button. This returns you to the All Records page.
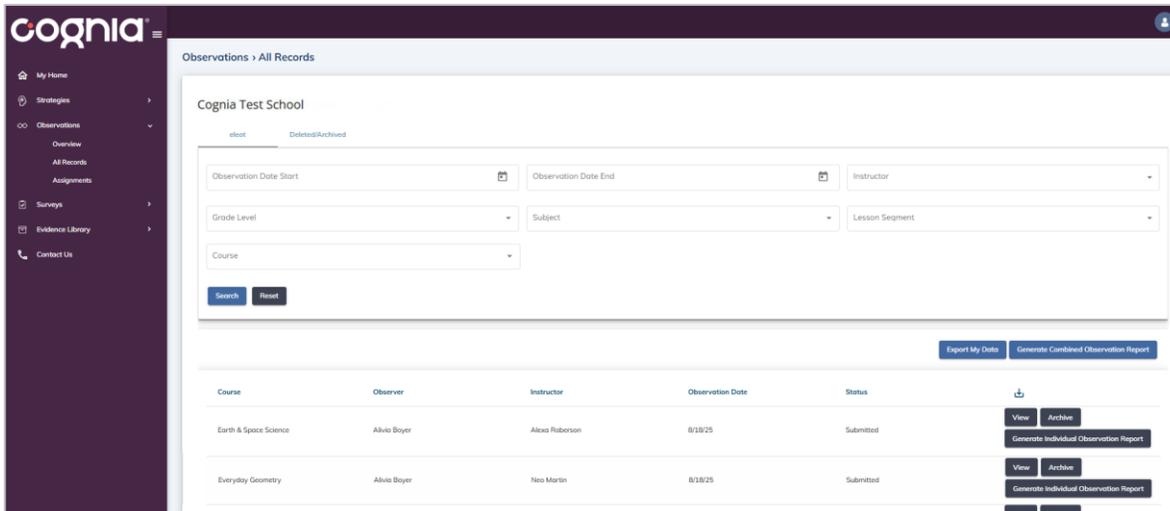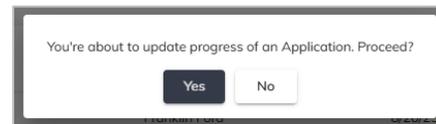
Archiving an Observation

Archiving an observation will remove it from the list of observations available to be included in exports and reports.

Follow these steps to archive an observation.

1. From the **All Records** page, under the **eleot** tab, find the observation you want to archive.

2. Click the **Archive** button to the far right. This opens a confirmation box.

3. Click the **Yes** button to confirm. This updates the status of the observation to Archived and it is moved from the eleot tab to the Deleted/Archived tab. The observation is also removed from any new exports or reports.

Unarchiving/Undeleting an Observation

Follow these steps to restore an observation that was deleted or archived.

1. From the **All Records** page, select the **Deleted/Archived** tab.

2. Find the observation you want to restore.

3. Click the **Undelete** button to the far right. This opens the observation record.

4. Click the **Yes** button to confirm. This restores the observation and it is moved from the Deleted/Archived tab to the eleot tab.
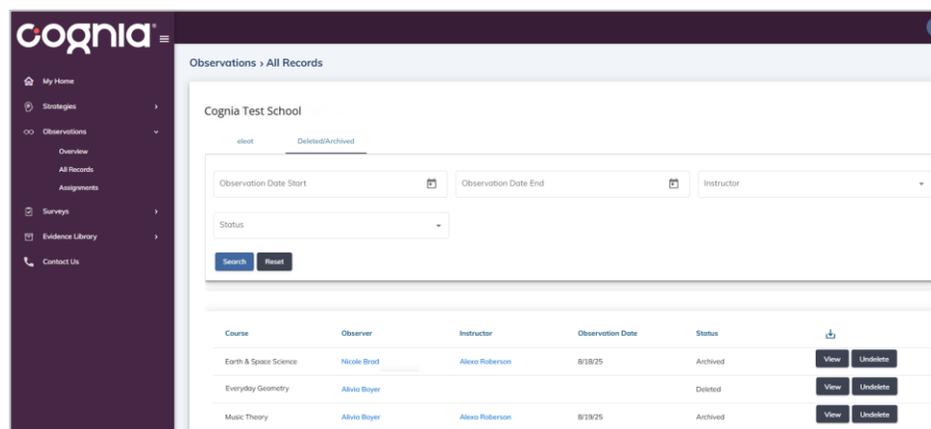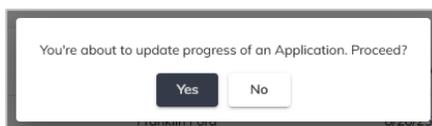
Downloading Reports

Data for submitted observations can be exported to PDF and Excel files.

Exporting Individual Observation Report

Follow these steps to export an individual observation report (PDF).

1. From the **All Records** page, under the **eleot** tab, find the observation you want to export data for.

2. Click the **Generate Individual Observation Report** button to the far right. This downloads the PDF using the browser download functionality.

- **Individual Observation Report**: Provides results for that single observation, with the item scores and observer notes. Downloads as a PDF.
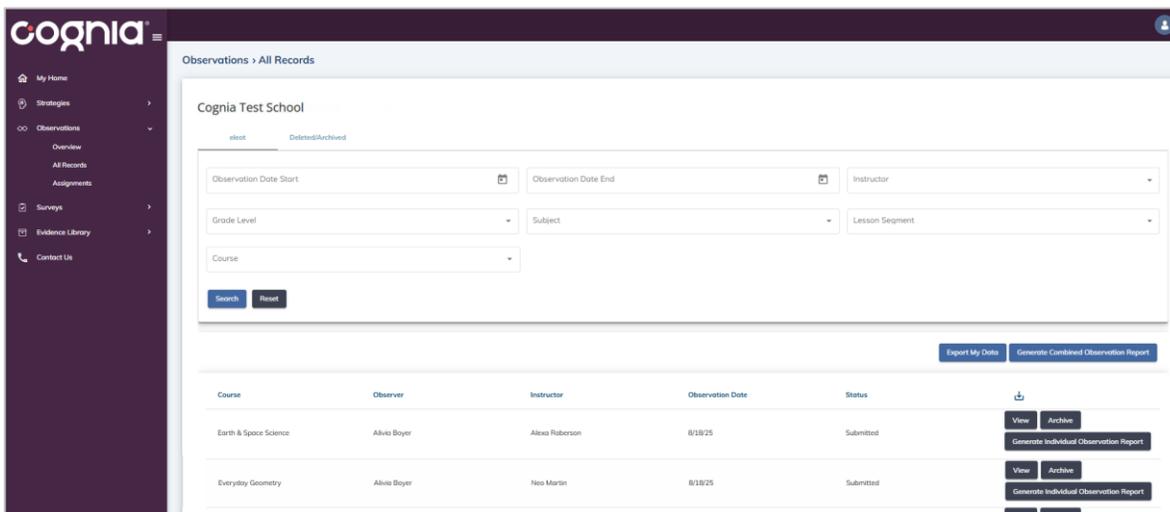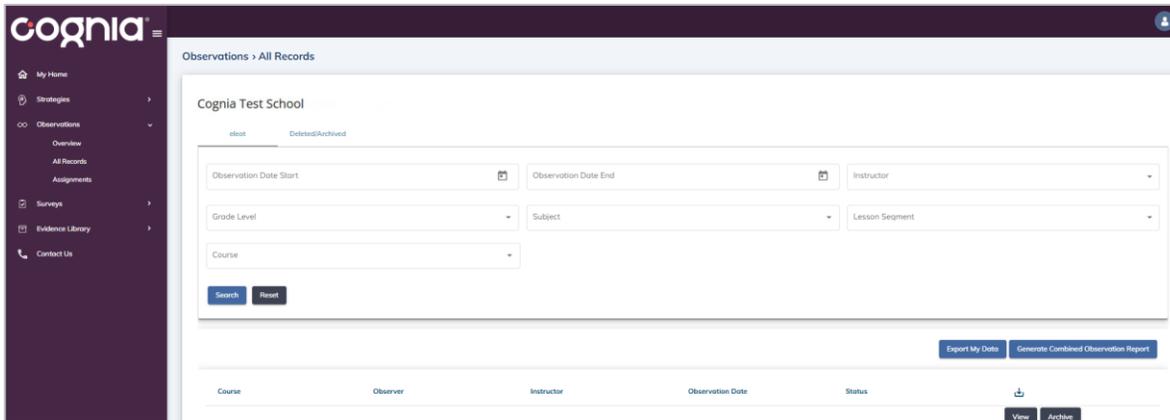
Exporting Raw Data for Observations

Follow these steps to export the raw observation data for all submitted observation records (Excel).

1. From the **All Records** page, click the **Export My Data** button. This downloads the file using the browser download functionality.

- **My Data**: Provides raw data results for all submitted observation records, with item ratings and observer notes. Downloads as an Excel file.

Exporting Combined Observation Report

Follow these steps to export the observation data for all user's submitted observations (PDF).

1. From the **All Records** page, click the **Generate Combined Observation Report** button. This downloads the file using the browser download functionality.

- **Combined Observation Report**: Provides aggregate results for all submitted observation records, with average scores for items and sections. Downloads as a PDF.