



OBSERVATIONS

Observations User Guide

Observers

Cognia Improvement Platform





Overview

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

This guide provides instructions for observers who are observing classrooms and student engagement in classrooms.

Important: The role of Observer is required to conduct an observation.

- Accessing Observations*..... 3
- Starting and Completing an Observation*..... 4
- Editing an Observation* 7
- Submitting an Observation*..... 8
- Deleting an Observation* 9
- Downloading Reports* 10



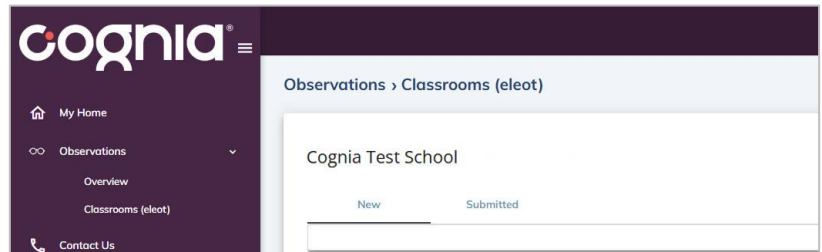
Accessing Observations

The observation tool currently contains the classroom Effective Learning Environment Observation Tool®, known as eleot. The Classrooms (eleot) page allows you to start a new observation and displays the eleot observations you have created.

Follow these steps to access your eleot observations.

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

The eleot page displays a table with the observations you have created, separated into two different tabs.

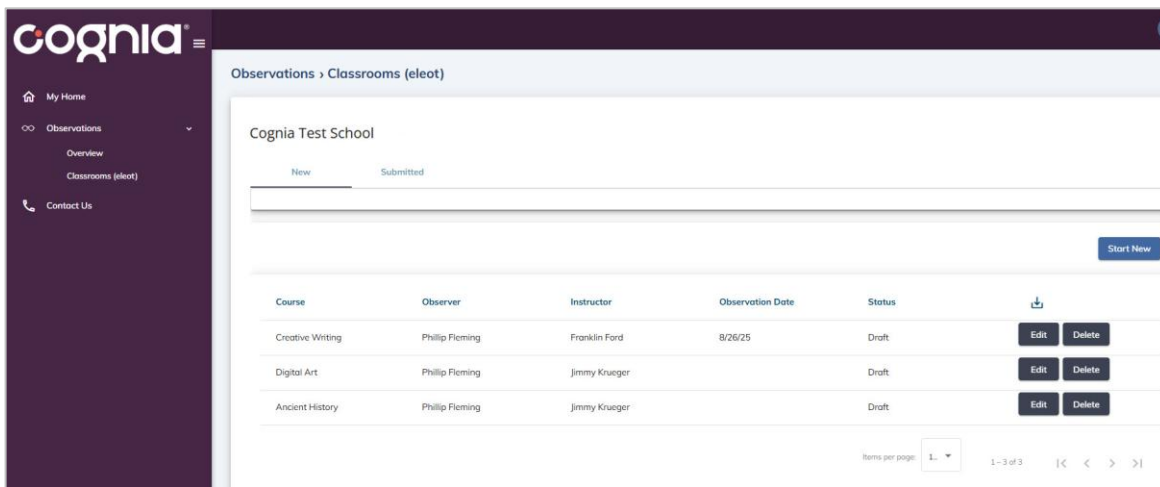


- **New:** Observations you created that are currently in Draft.
- **Submitted:** Observations you Submitted.

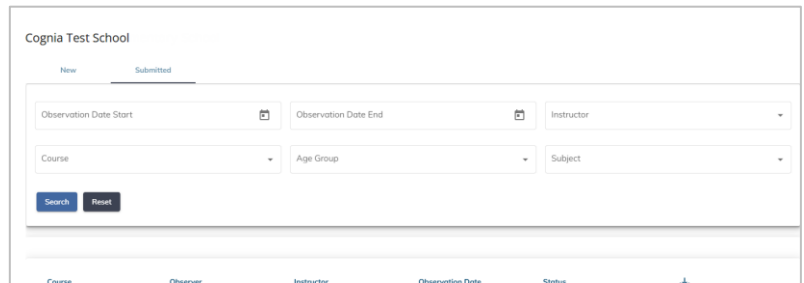
The following columns are displayed: **Course, Observer, Instructor, Observation Date, and Status.**

On the eleot page, you can:

- 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**.



- Under the **Submitted** tab only, you can also **search** the table using any of the criteria displayed.





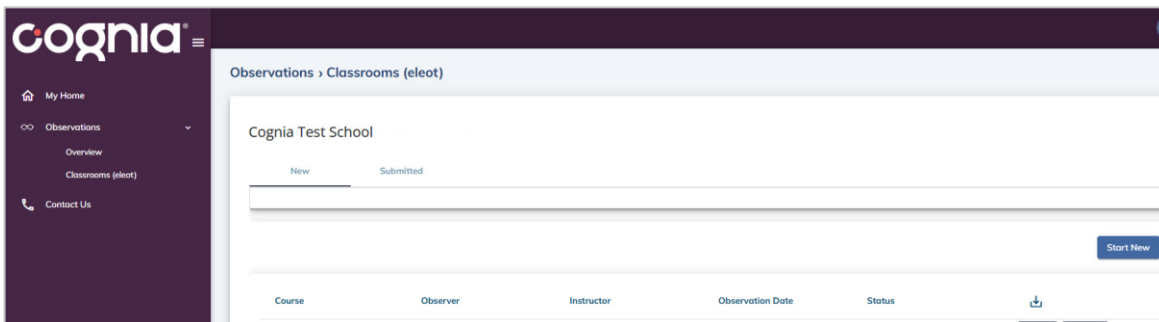
Starting and Completing an Observation

Note before proceeding: Before starting an observation, courses and instructors who are going to be observed must be added. Only Admins can add courses and instructors. For assistance with adding instructors, refer to the *User Management Guide*.

Important: Draft observations that are not submitted within 24 hours of the time it was last saved will be automatically deleted.

Follow these steps to start and complete an eleot observation.

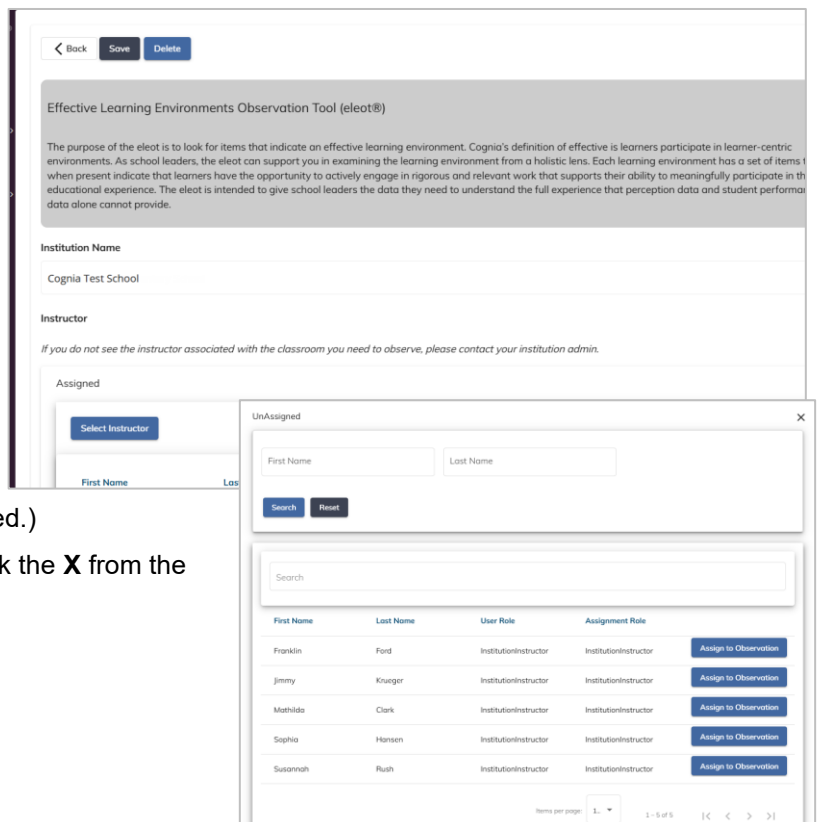
1. From the **Classrooms (eleot)** page under the **New** tab, click the **Start New** button. This opens a new eleot observation.



Note: After starting an observation, you can click the **Save** button at any time to save your work. Saving will exit the observation and return you to the eleot page.

Note: Your institution is displayed and cannot be changed from here.

2. Click the **Select Instructor** button to select the instructor to be observed. This opens the instructor list.
 - a. Find the instructor in the list. **Tip:** You can search for a user by their First Name and/or Last Name and navigate using the Items per page drop-down and page arrows.
 - b. Click the **Assign to Observation** button to the far right. (Multiple instructors can be assigned.)
 - c. When you are done assigning an instructor, click the **X** from the upper right of the list to close it.





3. Click the **Select Course** button to select the course to be observed. This opens the course list.

FIRST NAME	LAST NAME	USER ROLE	ASSIGNMENT ROLE	
Jimmy	Krueger	InstitutionInstructor	InstitutionInstructor	UnAssign

Course Title / Topic
Select Course

Subject
(Select all that apply)

Grade Level
(Select all that apply)

- Find the course in the list. **Tip:** You can search the list and navigate using the Items per page drop-down and page arrows.
 - Click the **Assign** button to the right. (Multiple courses can be assigned.)
 - When you are done assigning a course, click the **X** from the upper right of the list to close it.
- Select one or more subjects from the **Subject** drop-down.
 - Select one or more grades from the **Grade Level** drop-down.
 - Select one or more segments from the **Lesson Segment** drop-down.
 - Select an **Observation Date** by clicking on the calendar or manually entering it in the field.
 - To begin the observation, click the **Start** button to populate the current time or click in the field to manually enter the time.

Search

Course Title / Topic

Environmental Science	Assign
Creative Writing	Assign
Algebra Basics	Assign
Digital Art	Assign
Ancient History	Assign
Fitness for Life	Assign
Mathematics	Assign
Mathematics	Assign
Loren's UAT Progress	Assign
Demo Course	Assign

Items per page: L 1 - 10 of 10

Subject
(Select all that apply)

Grade Level
(Select all that apply)

Lesson Segment
(Select all that apply)

Observation Time
Start time must be before End time.

Observation Date

Observation Time
Start time: 09:30 AM
End time: --:--:--

Start **End**



- 9. For every observation area (**A-D**), rate each item (numbered **1-27**) by clicking on the rating (**1-4**).
- 10. (Optional) To add any supporting notes to an observation area, click the **Add Note** button at the end of that area. This opens a new note box.
 - a. Enter the note in the field, and then click the **Save** button. This adds your note to the observation area.

The screenshot shows a rating scale with four points: 'Very Evident', 'Evident', 'Somewhat Evident', and 'Not Evident'. Below the scale, there are two observation areas: 'A. Active & Engaged Learning Environment' and 'B. Rigorous & Relevant Learning Environment'. Under 'A', there is a text input field and an 'Add Note' button. Below that, there is a section for 'Notes for Active & Engaged Learning Environment' with another 'Add Note' button. The purpose of the observation is stated as: 'To examine the extent to which students are engaged in deep, challenging work that provides opportunities for students to experience in productive struggles'.

This screenshot shows a modal dialog box for adding a note. At the top, there are 'Save' and '< Back' buttons. Below that is a header 'elect Notes'. The 'Observation Area' is set to 'A. Active & Engaged Learning Environment'. There is a 'Note' field with a placeholder '(Use Shift + Enter key command to move to the next line)'. At the bottom, there are 'Save' and '< Back' buttons.

- 11. (Optional) In the **Observation Summary Notes** section at the bottom of the observation, click the **Add Note** button to add an observation summary.
- 12. (Optional) In the **Observation Feedback** field, enter any final comments.
- 13. To end the observation, click the **End** button to populate the current time or click in the field to manually enter the time. The end time must be at least 20 minutes after the start time.
- 14. Once the observation is complete, click the **Submit** button. This updates the status of the observation to Submitted.

(If you have missed any required field, you will not be able to submit the observation. The missing data field will be highlighted with a red border.)

Note: After an observation is submitted, it cannot be unsubmitted, but it can still be edited.

This screenshot shows the bottom section of the observation form. It includes a 'Notes' section for 'Notes for Progress Monitoring & Feedback Learning Environment' with an 'Add Note' button. Below that is the 'Observation Summary Notes' section with another 'Add Note' button. The 'Observation Feedback' section has a large text input field. At the bottom, there is an 'Observation Time' section with 'Start' and 'End' time pickers. The start time is set to 09:30 AM and the end time is set to 10:40 AM. At the very bottom, there are buttons for '< Back', 'Save', 'Submit', and 'Delete'.



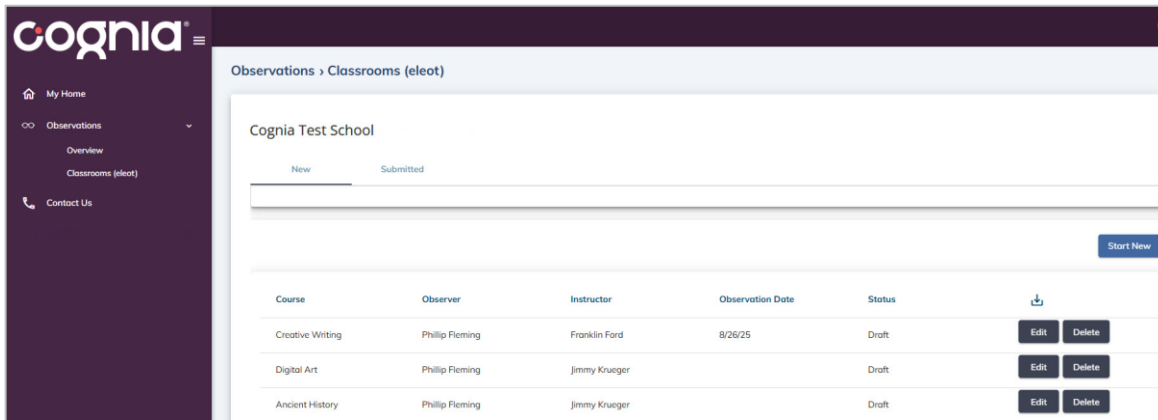
Editing an Observation

Both your draft and submitted observations can be edited.

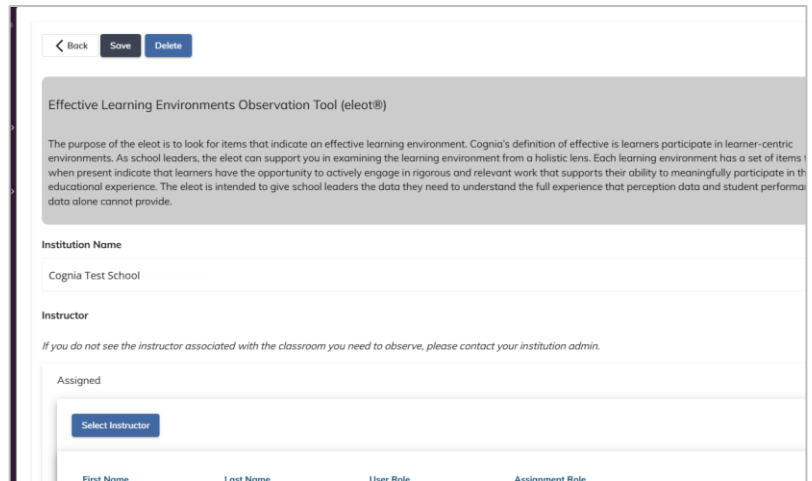
Note: Draft observations that are not submitted within 24 hours of the time it was last saved will be automatically deleted.

Follow these steps to edit an observation.

1. From the **Classrooms (eleot)** page, find the observation you want to edit.
2. Click the **Edit** button to the far right. This opens the observation.



3. Make edits to any of the information.
4. When you are done making edits, click the **Save** button, or if you are editing an observation that was already submitted, click the **Submit** button. This updates the observation.



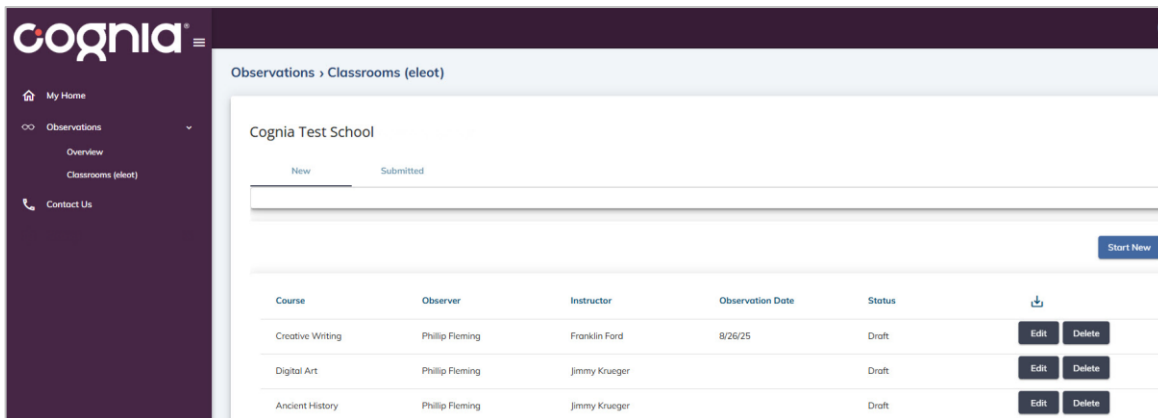


Submitting an Observation

Submitting an observation cannot be undone (but the observation can still be edited). Observations can only be submitted once all required fields have been completed.

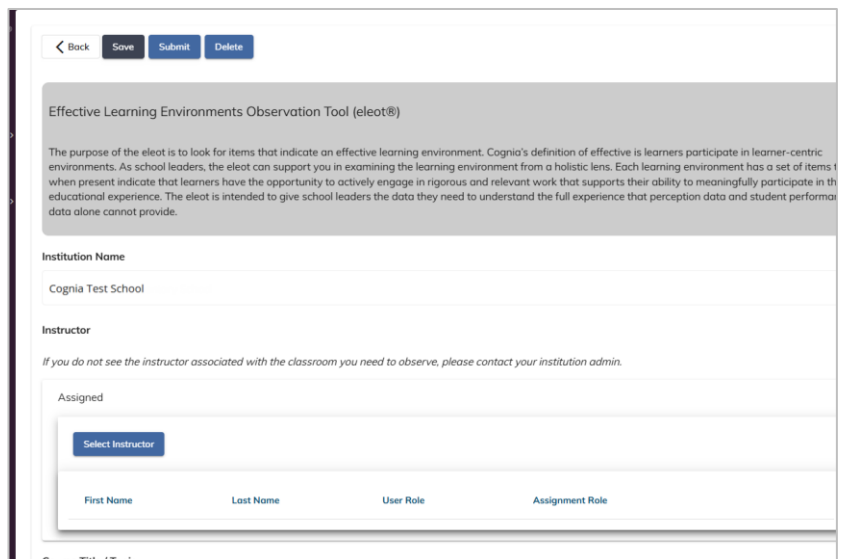
Follow these steps to submit an observation.

1. From the **Classrooms (eleot)** page, find the observation you want to submit.
2. Click the **Edit** button to the far right. This opens the observation.



Note before proceeding: You will not be asked to confirm this action.

3. Click the **Submit** button. This updates the status of the observation to Submitted and it is moved from the New tab on the Classrooms (eleot) page to the Submitted tab.



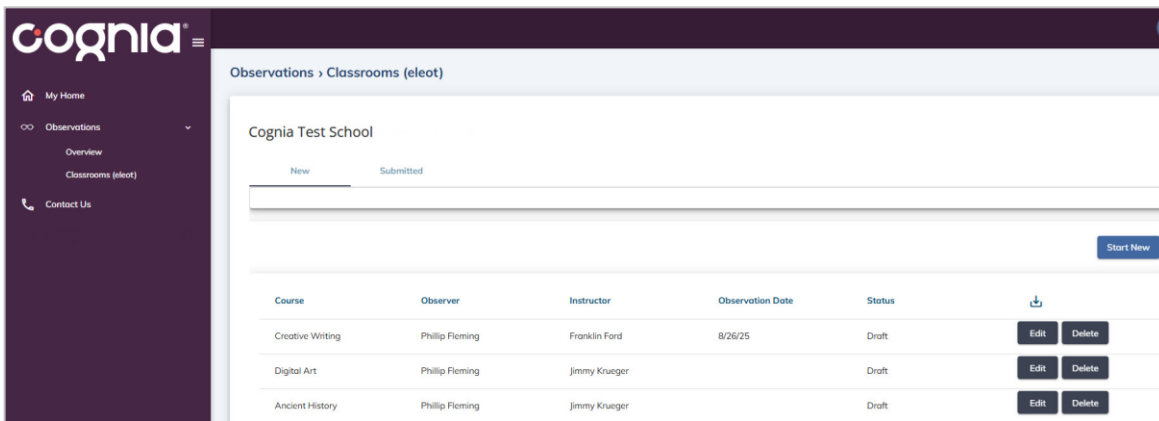


Deleting an Observation

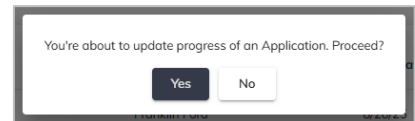
Draft observations that are not submitted within 24 hours of the time it was last saved will be automatically deleted. When an observation is deleted, the data for that observation is no longer available in any new data exports or reports that are downloaded. Observations can also be deleted manually from the eleot page or from the observation record.

Method 1: Follow these steps to delete an observation from the eleot page.

1. From the **Classrooms (eleot)** page, find the observation you want to delete.
2. Click the **Delete** button to the far right. This opens a confirmation box.

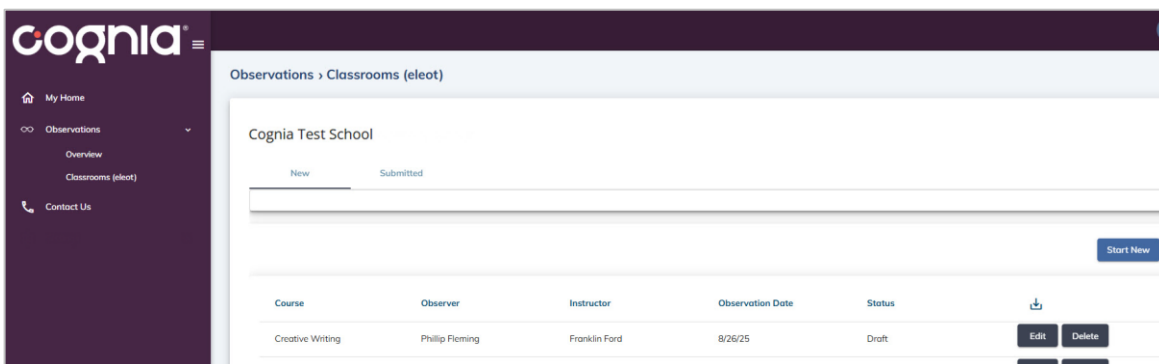


3. Click the **Yes** button to confirm. This deletes the observation, and it is removed from the eleot page and any new exports or reports.



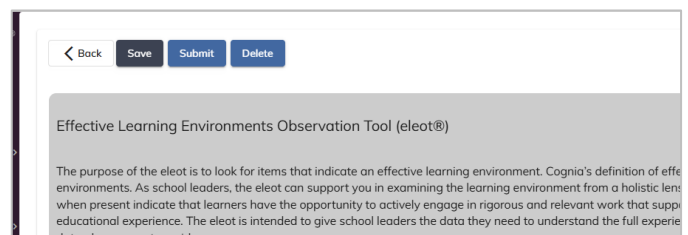
Method 2: Follow these steps to delete an observation from the observation.

1. From the **Classrooms (eleot)** page, find the observation you want to delete.
2. Click the **Edit** button to the far right. This opens the observation.



Note before proceeding: You will not be asked to confirm this action.

3. Click the **Delete** button. This deletes the observation, and it is removed from the eleot page and any new data exports or reports.





Downloading Reports

Individual observations you submitted can be downloaded as a PDF file in an Individual Observation Report. This report provides results for a single observation, with the item scores and observer notes.

Follow these steps to download an Individual Observation Report (observation PDF).

1. From the **Classrooms (elect)** page, select the **Submitted** tab.
2. Find the observation you want to download.
3. Click the **Generate Individual Observation Report** button to the far right. This downloads the PDF of that observation using the browser download functionality. This PDF may be emailed to / shared with the instructor who was observed.

The screenshot shows the Cognia Observations interface. The left sidebar contains navigation links: My Home, Observations, Overview, Classrooms (elect), and Contact Us. The main content area is titled 'Observations > Classrooms (elect)' and 'Cognia Test School'. It features a search filter section with fields for Observation Date Start, Observation Date End, Instructor, Course, Age Group, and Subject, along with Search and Reset buttons. Below the search filters is a table of submitted observations. The table has columns for Course, Observer, Instructor, Observation Date, and Status. Each row includes an 'Edit' button, a 'Delete' button, and a 'Generate Individual Observation Report' button. The table contains three rows of data:

Course	Observer	Instructor	Observation Date	Status	Actions
Creative Writing	Phillip Fleming	Jimmy Krueger	8/25/25	Submitted	Edit, Delete, Generate Individual Observation Report
Fitness for Life	Phillip Fleming	Sophia Hansen	8/26/25	Submitted	Edit, Delete, Generate Individual Observation Report
Mathematics	Phillip Fleming	Mothilda Clark,Susannah Rush	8/26/25	Submitted	Edit, Delete, Generate Individual Observation Report

At the bottom right of the table, there is a 'Items per page' dropdown set to 'L' and a pagination indicator showing '1 - 3 of 3' with navigation arrows.