

Rapid click through process to evaluate the Observe program

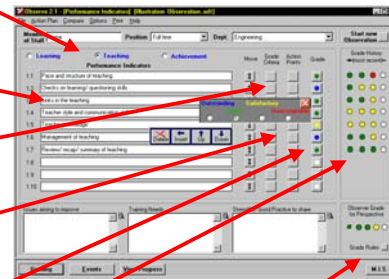
1. Open the program and an 'Observee' illustration file

1. **Click** through the initial screens
2. At the QuickStart screen **click Open**
3. Choose and **highlight** the illustration file for your type of organisation and **click Open**



2. Review the features of the Grading screen

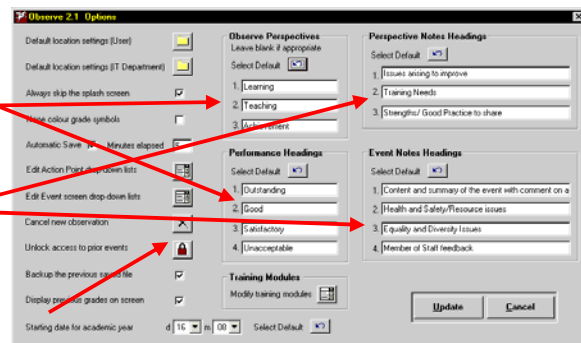
1. The illustration file will open at the grading screen
2. Note the 3 perspectives (**click** to select)
3. Note the observation indicators for each perspective (max 10)
4. **Click 'Grade Criteria'** button to access indicator grade criteria
5. **Click Action Points** button for Action Points feature
6. **Click Grade** button for panel to select Grade
7. Note grade history can be shown
8. **Click Grade Rules** button to view Grade Rules



3. Note the range of features that can be customised

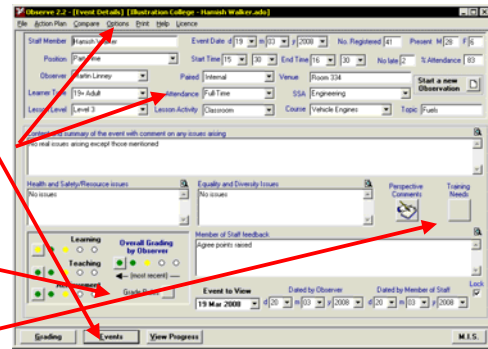
1. **Click Options** on the top menu bar
2. Note that the following can be customised:

- 3 Perspectives and 4 Grade Performance Headings;
- 3 Headings for text boxes on grading screen and 4 Headings for text boxes on Event screen;
- display of past grade history;
- training modules offered by the organisation



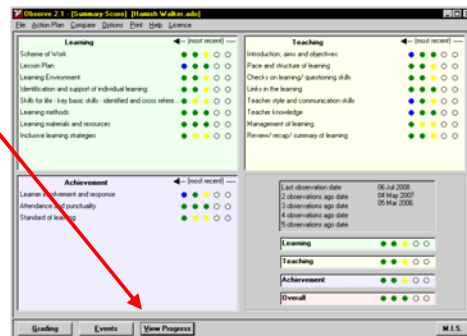
4. Review the features of the Event screen

1. **Click Event** to view the aspects of an observation event that are saved for event.
2. Note you can add additional options to the drop down boxes under **Options**
3. The **overall grading** is selected by referring to the Grading rules.
4. Note the text boxes to record issues arising and button to access Taining Needs



5. Review Overall summary screen

1. **Click View Progress** to access the screen that summarises overall grade progress
2. Note the grade history for the last 5 events by observation indicator, perspective and overall.
3. There is a feature to enable this screen to be printed out.



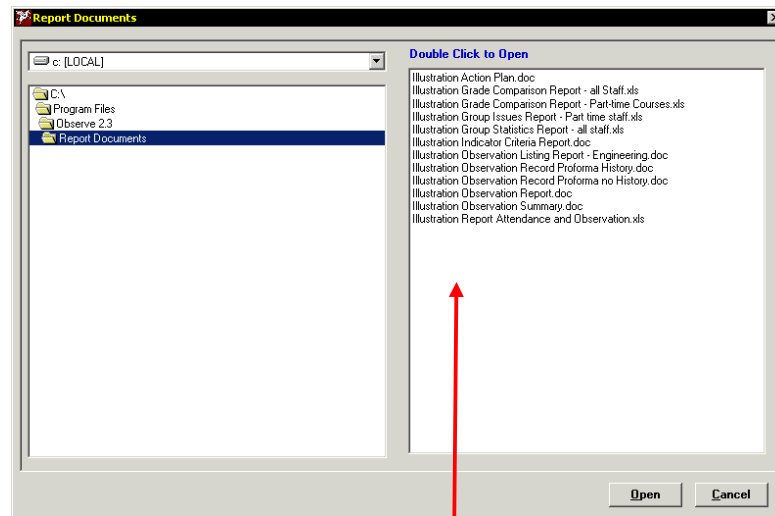
This observation framework can be used to compile a customised observation framework for a college, a school or an IAG organisation. There is a feature to create, automatically, observation files from template for every relevant member of staff.

6. Observation

1. Observers can enter observation data directly to a member of staff's observation file on lap top computer.
2. Alternatively the observer can have a hard copy proforma on which to make notes
3. To view a typical proforma **click Help> Report Documents> Illustration Observation Record Proforma.doc** on the menu bar.
4. Note the headings/ spaces to make notes and the section to record training needs.
5. The prior grading is optional, as already noted, by **clicking** the selection on the Print feature.

Observe		Observation Record	
Event Details			
Member of Staff	John Smith	Position	Full Time
Department	Computer Studies	Venue	215/216 - Rooms 2008
Observer	Andrew McMillan	Date	10 Jun 2007 Start 09:15 End 10:45
Paired	Not paired	Attendance Format	Full Time
Learner Type	16 - 18 year old	Lesson Activity	Classroom
Learner Level	Level 2	Subject Sector Area	Computer Studies
Course	Classroom	Topic	Excel/Spreadsheet
On Register	21 No. Present	Male	10 Fem 9 Late Arrivals 0
Context and summary of the lesson	New observation used practical experience. Some students found difficulty in understanding the more advanced aspects of spreadsheets.		
Health and Safety/Resource issues			
Equality and Diversity Issues			
Performance Indicators		Historical Grading	Action Points
		Jun 06	Jul 06
All Indicators	2 2 2 3		
Learning	2 2 3 4		
Scheme of Work	2 3 3 4		
Lesson Plan	3 3 3 4		Improve deficiencies of lesson Review and enhance lesson plan
Learning Environment	2 2 2 3		
Comments on issues arising for the Perspective: Learning			
Areas for Improvement			
Training Needs	Learn/Planning		
Strengths/ Good Practice			
Training Needs Arising			
Learning	Need	Teaching	Need
Learning and Teaching Strategies	X	Sharing Objectives and Lesson Outcomes	
Scheme of Learning	X	Questioning and Involvement Techniques	
Lesson Planning and Preparation	X	Challenging Behaviour and Response	
Making Theory Lessons More Active	X	Classroom Management	
Planning Activities and Group Work	X	Equality and Diversity Management	

7. Report Outputs



1. **Click Help>Report Documents** on the menu bar to access specimen reports. **Highlight** the following self-explanatory reports and **click Open** to view

- **Illustration Observation Report.doc**
- **Illustration Observation Programme Progress Report.doc**

Department	Summary of Observations completed in Period stated										
	Report dated		15-Sep-2007		Observations from		1-Sep-2006		to		31-Jul-2007
	Grade 1	Grade 2	Grade 3	Grade 4	Observations		Possible	Actual	%		
	%	Number	%	Number	%	Number	%	Number			
All departments	19	58	55	169	24	74	2	5	325	306	94
Art and Design	40	6	33	5	20	3	7	1	15	15	100
Business	9	2	50	11	41	9	0		22	22	100
Construction, Fabrication, Welding	9	2	65	15	22	5	4	1	24	23	96
EITEI	13	2	63	10	25	4	0		16	16	100
English, Humanities, MFL	24	6	60	15	16	4	0		25	26	100
Hair, Beauty & Hospitality	16	5	71	22	13	4	0		31	31	100
Health and Care	19	4	43	9	38	8	0		22	21	95
Inclusive Learning	10	1	60	6	20	2	10	1	16	10	63
Management & Ed Training	30	3	70	7	0		0		10	10	100
Marine	16	8	56	28	28	14	0		55	50	91
Mathematics, Science & IT	11	2	67	12	22	4	0		18	18	100
Music, Media & PA	33	4	42	5	17	2	8	1	12	12	100
Nautical	29	8	43	12	29	8	0		34	28	82
Open & Distance Learning	33	1	67	2	0		0		3	3	100
SFLESOL	27	3	45	5	18	2	9	1	12	11	92
Sport, Leisure, Tour & US	9	1	45	5	45	5	0		11	11	100

- **Illustration Observation Listing.doc**
- **Illustration Indicator Criteria and Grading Rules.doc**
- **Illustration Action Plan.doc**

8. Collation/ Comparison Report Outputs

1. **Click Compare** on the menu bar to access the selection feature for the file collation and comparison feature.
2. **Click** the drop down boxes to select the staff grouping required for collated grade comparison reports.
3. **You cannot use this feature without a licence** but you can view typical reports from Report Documents as point 7 above.
4. **Highlight Illustration Grade Comparison Report Staff.xls** and **click Open** to show the grades for members of staff against observation criteria, each perspective and overall. It also shows the number and % grade distribution across the selected group of staff and history.
5. **Highlight Illustration Grade Statistics Report.xls** and **click Open** to show the grade statistics by academic year. Note the history of grades is also available

Member of Staff	Outstanding	Good	Satisfactory	Unacceptable
Burt Davies	1	11	6	2
Harriet Walker	2	22	4	3
Jay Phillips	2	22	6	1
John Smith	2	22	6	1
Christopher Jones	3	33	5	1
Sarah Marshall	3	33	5	1

Observe		Observation Grade Statistics by Academic Year									
		Selection (All)		Total number of Observations						9	
		Date	17-Sep-2007		Outstanding		Good		Satisfactory		Unacceptable
Ref	Observation Grade	Average	No	%	No	%	No	%	No	%	
	Overall Grade		1	11	6	67	2	22			
	Grade for Perspective - Learning		1	11	6	67	2	22			
	Grade for Perspective - Teaching		2	22	4	44	3	33			
	Grade for Perspective - Achievement		2	22	6	67	1	11			
1.1	Scheme of Work		2	22	6	67	1	11			
1.2	Lesson Plan		3	33	4	44	2	22			
1.3	Learning Environment		2	22	7	78					
1.4	Identification and support of individual learning		1	11	3	33	5	56			
1.5	Skills for life - key basic skills - Identified and cross referenced				4	44	4	44	1	11	
1.6	Learning methods		1	11	7	78			1	11	
1.7	Learning materials and resources		1	11	7	78	1	11			
1.8	Inclusive learning strategies		1	11	6	67	2	22			
2.1	Introduction, aims and objectives		3	33	5	56	1	11			
2.2	Pace and structure of learning		3	33	5	56	1	11			
2.3	Checks on learning/ questioning skills		1	11	5	56	3	33			
2.4	Links in the learning		3	33	6	67					
2.5	Teacher style and communication skills		4	44	5	56					
2.6	Teacher knowledge		3	33	4	44	2	22			
2.7	Management of individual learning and group activities		2	22	3	33	4	44			
2.8	Review/ recap/ summary of learning		1	11	4	44	3	33	1	11	
3.1	Learner involvement and response		3	33	5	56	1	11			
3.2	Attendance and punctuality		2	22	6	67	1	11			
3.3	Standard of learning				7	78	2	22			

6. There is also a report to show the issues arising for selected groups of staff

Observe Issues from observations of a group of staff					
Staff Selection: Electrical Engineering - All Staff					Date:
Issue	Issues arising to Improve	Training Needs	Strengths/ Good Practice to share	Health and Safety/ Resource Issues	Equality and Diversity Issues
Observer	Comment	Comment	Comment	Comment	Comment
Brian Cammock 12.06.2006	The overall flow and pace of teaching. Management of the teaching process in general including end of lesson summary	Management of the teaching process			
Kirsten Fletcher 21.10.2006					
Angus Hellivell 28.09.2006	More probing of learner's	Getting the best out of learners			
Sandra Dorton 05.05.2006					

Highlight Illustration Group Issues Report Staff.xls and **click Open** to show the comments on issues arising on observation files.

Note the history of comments on issues arising is also available

7. There is also a report to show attendance for the observations of selected groups of staff against a range of selected event characteristics. The report can be organised in best or worst order.

Observe Event Characteristics re Attendance for Observations											
Selection				Classroom				Observations			
Report Date				25-Oct-07		from		01-Sep-07	to		31-Jul-08
Observer	Date	% Present	Grade	Observer	Department	Subject Sector Area	Learner Attendance	Learner Type	Lesson Level	Position	
Joe Walton	6/5/07	100	Blue	Martin Linney	Electrical Engineering	Engineering	Part-time	19+	Diploma	Part-time Qualified	
Josephine Green	6/4/08	95	Green	Martin Linney	Engineering	Engineering	Full-time	19+	Diploma	Full-time Qualified	
Sandra Withington	3/2/07	94	Green	Greg Norris	Electrical Engineering	Engineering	Part-time	19+	Diploma	Full-time Qualified	
Terry Yates	6/1/07	93	Green	Greg Norris	Electrical Engineering	Engineering	Part-time	19+	Diploma	Full-time Qualified	
Harnish Walker	7/6/08	92	Green	Martin Linney	Engineering	Engineering	Full-time	19+	Diploma	Part-time Qualified	
Veronica Needham	2/4/08	89	Yellow	Martin Linney	Computer Studies	Business Studies	Part-time	16-18 yr old	level 2	Part-time Qualified	
Barry Bowles	6/17/08	87	Yellow	Martin Linney	Computer Studies	Business Studies	Part-time	16-18 yr old	level 2	Full-time Qualified	
John Smith	4/19/07	85	Green	Marie Taylor	Engineering	Engineering	Part-time	19+	Diploma	Full-time Qualified	
Linda Merryweather	6/1/07	84	Green	Greg Norris	Computer Studies	Business Studies	Part-time	16-18 yr old	level 2	Part-time Qualified	

9. Other features

This is a quick evaluation to demonstrate the main features of the **Observe** program.

There are numerous, but relatively minor, additional features to support these main features.

These can be viewed in the User Guide (pdf. format) or the Quick Tutorials (.ppt format) in the program or on the mini web site (<http://www.improver.co.uk/WelcometoObserve.html>).