

The Administrative Observer Professional

Training Concepts Organizer

Your full name _____

Your position _____

The skills listed below will develop during your training. Put a check mark by each statement as it becomes true. Please ask questions about any item that is not clear to you.

Functionality Overview with Sample Data

	I can create a data set
	I can create a frequency distribution and show mean values
	I can create a bar graph report
	I can create a line graph report
	I can create a report showing teachers observed recently
	I can create a merge report from several observations

The Report Query Dialogue

	I can use the report query dialogue to ask questions of data.
	I can explain each component of the report query dialogue
	I can override program default settings
	I can express a report title and sub-title
	I can create a report based on a date range
	I can create a report based on modifier box choices
	I can match report types to ratings sets

Report types

	I can create a report showing completed observations.
	I can create a report showing frequency distributions and mean valuations.
	I can create a report showing recommendations given following observation.
	I can create a report showing a bar graph or a pie chart
	I can create a report showing a line graph.
	I can create a merge document from several observations.

Ratings Sets

	I can create a complete “umbrella” ratings set.
	I can create a useful subset ratings set.
	I can assign appropriate values to ratings.
	I can assign my preferred printing order to a ratings set.

Data Sets

	I can define a data set.
	I can create a data set containing all available observations.
	I can create a data set containing a subset of all available observations
	I can use QUERY BY SELECTION to create a subset data set
	I can manually select observations to be considered and analyzed.
	I can move a data category to the left-most position and refresh the display
	I can save a data set for future use.
	I can retrieve a saved data set for analysis.
	I can export a data set for analysis with another program.

Planning for data analysis

	I can use the INTRO tab to plan for analysis
	I can use the RATINGS scale to plan for disaggregation
	I can manage pop-up lists to improve data collection integrity.
	I can list less obvious components that might be used for analysis
	I can explain and solve the problems of “dirty data”

Preparing your staff

	I can explain how data analysis is important to school improvement.
	I can explain how data analysis guides staff development planning.
	I can explain how data analysis can inform continuing employment decisions.
	I can explain the significance of the implications drawn from analysis data.

Miscellaneous topics

	I can use the observation file manager to move files for analysis
	I know how to access the Quickstart Screencast Tutorials.
	I have how to access the manual for The Administrative Observer Professional.

The last three questions are fill in the blank.

Who is the most skillful user of The Administrative Observer in your district?

Not counting the person you mentioned above, who is the next most skillful user?

Is there any other area pertaining to ***The Administrative Observer Professional*** where you need some help or review?
