

# The Administrative Observer

## 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.

### Regarding Preferences

	I can personalize my preferences to display my name, my title, my school, etc.
	I can edit or revise the content of each tab of my preferences.
	I can adjust the rating scale used by my preferences.

### Regarding Templates

	I can personalize a template to display my name, my title, my school, etc.
	I can edit or revise the content of each tab of a template.
	I can adjust the rating scale used by a template.

### On your desktop PC

	I can complete an observation using the desktop software.
	I am skillful using pop-up lists when completing an observation.
	I can print an observation summary following observation.
	I can create feedback as a PDF, then email it to the teacher and my secretary.
	I can turn the signature blocks on or off as needed.
	I can use the IDEAS buttons to store and use frequently needed statements.

### On your handheld

	I understand why preferences on the handheld should match preferences on the desktop.
	I can download preferences to my handheld device.
	I can download my faculty list to my handheld device.
	I can complete an observation using the handheld software.
	I can upload an observation completed on my handheld to the desktop.
	I can rename an uploaded observation, polish if desired, and send feedback to a teacher.

Remember to complete page 2.

Miscellaneous topics

	I can use the observation file manager to backup my files
	I can use export / import to backup and share preferences or lists.
	I can print and use the observer's checklist.
	I print and use the pre-observation guide.
	I know how to access the Quickstart Screencast Tutorials.
	I have how to access the manual for The Administrative Observer.

The last three questions are fill in the blank.

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

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

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

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