

The Administrative Observer

Pre-training Setup

Learning to use The Administrative Observer isn't hard, but learning it on your own takes time. Your training session will minimize the time, and perhaps the frustration, required to become a strong skillful user who can document classroom visits and get feedback to teachers quickly.

Descriptive Overview

Your training session will consist of skill presentation followed by hands-on practice. Each participant will need a workstation with The Administrative Observer installed, including the handheld components if you acquired that license.

In addition to each participant's workstation, the training setting will need one computer connected to the internet, a projection device, and a speaker phone or other audio sufficient for the presenter to be heard.

Using the projection device, the training specialist will present and explain each concept at least twice. For each skill, the first illustration will be done rather quickly to give the general overview from start to finish. The second illustration will be done slowly, with time for questions and for taking notes. Following the second illustration, each participant will practice the skill hands-on before moving to the next concept.

Participants will be given a short break following every 45-50 minutes. When the training session is complete, each will be asked to complete a short post-training assessment.

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Pre-training Setup Tasks. Check off each task when completed.

Before installing The Administrative Observer

	The appropriate administrator, someone comfortable answering questions about local policy, should complete the online pre-training interview .
	Order software in time to install, unlock, and test on each workstation before the training date.
	If using a Palm or Windows Mobile device, install your handheld device before installing The Administrative Observer. There is often a desktop software and sync software for the handheld device. Make sure the desktop and handheld sync properly as expected.
	Create the recommended network folders . (See companion document.)

Recommended sequence for installing The Administrative Observer

	Review the instructions provided with your software. Install The Administrative Observer (Standard Edition) from CD.
	Check the website for updates and install if available. Do this <u>before</u> installing the handheld software.
	Install The Administrative Observer (Professional Edition) from CD if you acquired that license. Check the website for updates following installation.
	Visit the training website . Download and install the training files.
	Install the handheld software if you acquired that license. A separate segment of this guide provides directions specific to your handheld type.
	Repeat this process for each participant. If doing multiple installs, it can be helpful to put the update wizards and the training file wizards on a USB drive or in a network location for easy access.

Following Installation

	If your training will done via internet, consider scheduling a dry run with the training specialist to ensure no connection issues.
	Distribute the training agenda to each participant in advance of the training.

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Common errors and omissions

Sync issues - - If using a Palm or Windows Mobile handheld device, ensure the device syncs properly before installing The Administrative Observer.

Restricted Access - - for the standard edition desktop software, all users need read/write access to C:\OBS and all sub-directories. If using the professional edition, all users need read/write access to C:\OBSP and all sub-directories.

Unlock handheld - - all Blackberry, Palm, and Windows Mobile handheld devices must be unlocked successfully prior to training.

Obtain LOGIN credentials - - all IPAD, iPhone, Android and other mobile web users must register their license and obtain LOGIN credentials.

Training files - - each participant will need to have the training files installed. See link above.

Training Agenda - - each participant should have a copy when the training begins.

Recommendations to increase the likelihood of success

Require a consistent district file naming protocol.

Require backup to a network location following each observation session.

Emphasize to participants that PRACTICE is essential soon after training.

Make the UNION aware. Be clear about purposes.

Use the pre-observation guide and the observer's checklist to reduce anxiety.

Observe your best teachers first.

Develop content for The Administrative Observer specific to your school improvement plans and instructional priorities. Consider a library of templates for a variety of purposes.

Do local training for inter-rater reliability.

Share this document with all training participants.

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Installing & Unlocking the Handheld Software

Mobile Web devices - - iPhone, Android, iPAD, IPOD, and other mobile web devices

	Install The Administrative Observer desktop software if you have not already done so. See instructions above.
	Using the desktop web browser, access www.mobileobs.com Click the REGISTER link and complete the info requested. You will receive LOGIN credentials by email within 24 hours.
	Configure your desktop software to communicate with your mobile web device by starting The Administrative Observer on your PC desktop. From the menu bar choose SETUP Mobile Web Setup. Enter your credentials.
	To access The Administrative Observer on your mobile web device, open its browser, visit www.mobileobs.com , and enter your login name & password.

Blackberry devices

	Install The Administrative Observer desktop software if you have not already done so. See instructions above.
	Using the web browser on your Blackberry, access www.mobileobs.com/bb Follow and accept the logical prompts as given.
	When the REGISTRATION page appears, write down your device ID and the contact info provided.
	Contact Preferred Educational Software to obtain an unlock code for the Blackberry software. When received, run The Administrative Observer on your device and enter the unlock code.
	Configure your desktop software to communicate with your Blackberry by starting The Administrative Observer on your PC desktop. From the menu bar choose SETUP Blackberry Setup. Enter your Blackberry device ID.
	Your Blackberry software is now installed and configured to communicate wirelessly with the desktop software.

Palm devices

	Install the Palm Desktop and Hotsync Manager before installing any part of The Administrative Observer. Make sure your Palm device syncs with the desktop before proceeding.
	Install The Administrative Observer desktop software if you have not already done so. See instructions above.
	From the Windows START menu, choose the program group for The Administrative Observer. Install the Palm conduit.
	From the Windows START menu, install the Observer on your Palm device. Take care NOT to install on any memory (SD) card that might be present.
	On your Palm device, complete the install by tapping the appropriate icon.
	Run The Administrative Observer on your Palm device. Tap the REGISTER icon. Write down the device ID and contact info that is revealed.
	Contact Preferred Educational Software to obtain an unlock code for the handheld software. When received, run The Administrative Observer on your Palm device and enter the unlock code.
	Verify that the desktop & handheld software sync following unlock process.

Windows Mobile and Pocket PC devices (HP IPAQ, Dell Axim, etc.)

	Install MS ActiveSync (WinXP) or Windows Mobile Device Center (VISTA or Win7) before installing any part of The Administrative Observer. Make sure your device syncs with the desktop before proceeding.
	Install The Administrative Observer desktop software if you have not already done so. See instructions above.
	From the Windows START menu, choose the program group for The Administrative Observer. Install the Pocket PC conduit.
	From the Windows START menu, install the Observer on your handheld. Take care NOT to install on any memory (SD) card that might be present.
	Run The Administrative Observer on your handheld. Tap the REGISTER icon. Write down the device ID and contact info that is revealed.
	Contact Preferred Educational Software to obtain an unlock code for the handheld software. When received, run The Administrative Observer on your handheld device and enter the unlock code.
	Verify that the desktop & handheld software sync following unlock process.