

The Administrative Observer

Training Prep

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.

The training specialist will use a projection device to 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.

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

Before installing The Administrative Observer

	The appropriate administrator, often the superintendent, should complete the online pre-training interview .
	Order software in time to install, unlock, and test on each workstation before the training date.
	Install your handheld device <u>before</u> 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.
	From the Windows START menu, install the appropriate handheld conduit (Palm or PocketPC - - does not apply to Blackberry)
	From the Windows START menu, install the Observer on your handheld. Blackberry install process is different - - see instructions with CD.
	Contact Preferred Educational Software to obtain an unlock code for the handheld software. Verify that the desktop and handheld software will sync following unlock process.
	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.
	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, schedule a dry run with the training specialist to ensure no connection issues.
	Distribute the training agenda to each participant in advance of the training.

Common errors and omissions

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

Restricted Access - - all users need read/write access to C:\OBS, the install directory and all sub-directories.

Unlock handheld - - all handheld devices must be unlocked successfully prior to training.

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

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.