

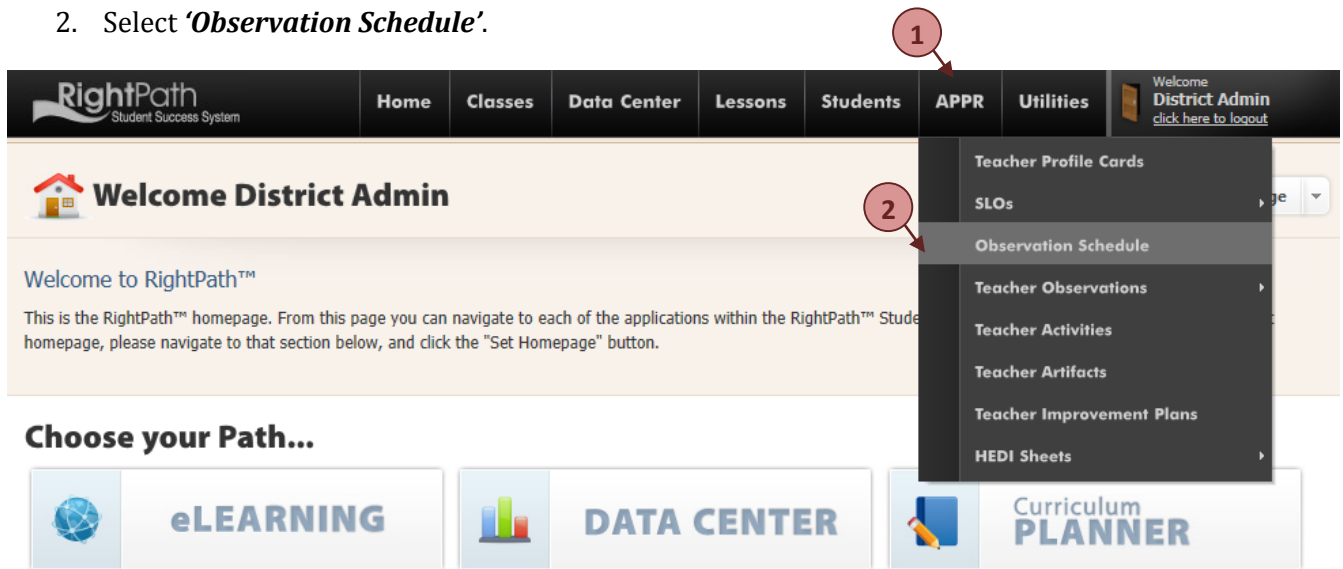
Observation Schedule

The Observation Schedule feature of the RightPath™ Student Success System allows you to schedule and start observations easily and effectively.

Accessing the Observation Schedule

To access the Observation Schedule:

1. Hover over the **APPR** tab on the on the RightPath™ homepage.
2. Select '**Observation Schedule**'.



Features of the Observation Schedule

The Observation Schedule allows you to do the following:

- Schedule a new observation
- Start a scheduled observation
- Edit an existing observation
- Delete a scheduled observation
- Edit a scheduled observation
- Export scheduled observations to the calendar on your email client

Let's spend some time discussing each of these capabilities.

Parts of the Observation Schedule

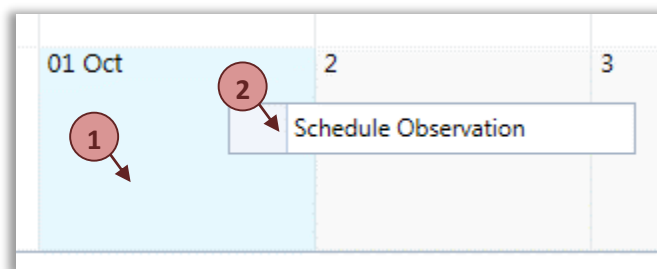
Once you arrive at the Observation Schedule, you will see a calendar that is defaulted to the current month. Any scheduled observations for the current month will appear within the calendar (1). You can also choose to change the view of your calendar to a day or week view (2). These appointments are color-coded to reflect the various types of observations (3). In addition, any scheduled appointments that occur today or tomorrow will appear under the **Upcoming** heading (4).

The screenshot displays the 'Observation Schedule' interface. At the top, there is a navigation bar with links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. Below this is the 'Observation Schedule' title. A legend identifies observation types: Walkthrough (blue), Formal Observation (green), Teacher End of Year (orange), Principal Building Observation (red), Principal Summative Evaluation (yellow), and Other (purple). The main calendar shows a grid for September 2013 with several appointments: 'Formal Observation - [Name]' on 09, 16, and 19; 'Walkthrough - Betty R.' on 13; and 'Walkthrough - Harold' on 27. A right-hand sidebar titled 'Upcoming' lists 'Today: None' and 'Tomorrow: Walkthrough - Harold Appel (1:00 PM - 1:30 PM)'. Red callout boxes with numbers 1-4 point to the legend, view controls, legend items, and the upcoming list respectively.

Scheduling a New Observation

To schedule a new observation using the Observation Schedule, you will:

1. Right-click on the data on which you would like to schedule the observation.
2. Select **Schedule Observation**.



At this point, you will be able to schedule your observation. You will need to complete the following:

1. Select the reviewer from the **Reviewer** dropdown menu.
2. Select the individual who will be observed from the **User** dropdown menu.
3. Once you have selected the individual who will be observed, information regarding any scheduled or started observations will appear in the chart. If your district has taken advantage of the Employee Classification feature, the number of actual observations versus required observations will appear as well.
4. Select the type of observation that will take place.
5. Select the date and time on which the observation will begin by using the calendar and clock icons next to the **Start Time** category.
6. Select the time at which the observation will end by using the clock icon next to the **End Time** category.
7. Choose whether the observation will be announced or unannounced.
8. Click the **Schedule Observation** button.

The screenshot shows a dialog box titled "Schedule a New Observation" with the following fields and controls:

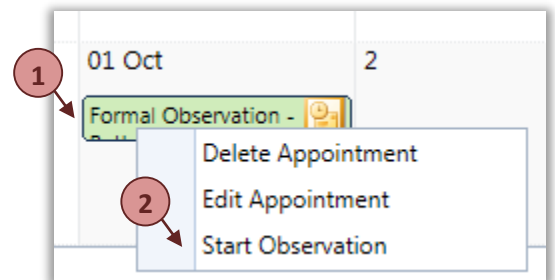
- Reviewer:** A dropdown menu with "District Admin" selected. (Callout 1)
- User:** A dropdown menu with "Betty Rose" selected. (Callout 2)
- Chart:** A horizontal bar chart showing categories: Walkthroughs Started, Walkthroughs Scheduled, Formals Started, Formals Scheduled, EOY Started, and EOY Scheduled. Below the chart, it says "No records to display." (Callout 3)
- Type:** A dropdown menu with "Walkthrough" selected. (Callout 4)
- Start Time:** A text field containing "10/2/2013 12:00 PM" with a calendar icon and a clock icon. (Callout 5)
- End Time:** A text field containing "1:00 PM" with a clock icon. (Callout 6)
- Announced/Unannounced:** Radio buttons for "Announced" and "Unannounced", with "Unannounced" selected. (Callout 7)
- Buttons:** A green "+ Schedule Observation" button and a "Cancel" button. (Callout 8)

At this point, your observation is scheduled and will now appear on the calendar on the Observation Schedule.

Start a Scheduled Observation

To start a scheduled observation:

1. Right-click on the scheduled observation on the Observation Schedule.
2. Select **Start Observation**.



Once you do so, a pop-up window will appear. You will need to:

1. Select the school where the observation will take place.
2. Select the grade that the individual teaches.
3. Select the class being observed.
4. Click the **Start Observation** button to begin the observation.

Start Scheduled Observation

Reviewer: District Admin

User: Betty Rose

Type: Formal Observation

Start Time: 10/1/2013 12:00 PM

End Time: 1:00 PM

Announced Unannounced

School: Select a School

Grade: Select a Grade

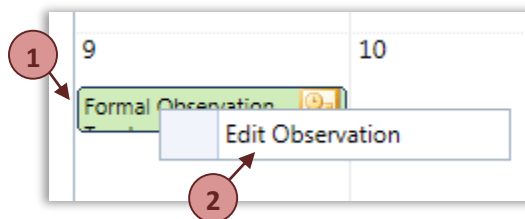
Class: Select a Class

+ Start Observation Cancel

Edit an Existing Observation

To edit an observation that has already been started but has not yet been sent to the observed individual:

1. Right-click on the scheduled observation on the Observation Schedule.
2. Select **Edit Appointment**.

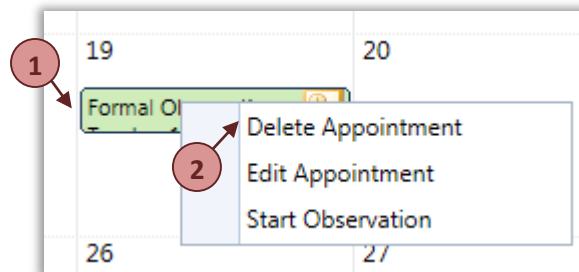


Once the page refreshes, you will be brought to the observation. At this point, you can make any changes to the observation before sending it to the individual.

Delete a Scheduled Observation

If an observation has not yet been started, you have the ability to delete the appointment. To delete a scheduled observation:

1. Right-click on the scheduled observation on the Observation Schedule.
2. Select **Delete Appointment**.

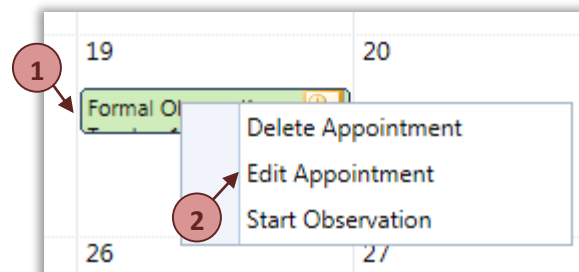


Before the appointment is deleted, you will need to confirm that you want to delete it. By clicking the **'OK'** button, it will be deleted.

Edit a Scheduled Observation

To make a change to a scheduled observation that has not yet been started:

1. Right-click on the scheduled observation on the Observation Schedule.
2. Select **Delete Appointment**.



Export Scheduled Observations to the Calendar on your Email Client

The Observation Schedule has a helpful feature that allows you to export scheduled observations to the calendar on your email client. To do so, you will click the **'Export All to iCal'** button.



After clicking this button, a prompt will appear that provides you with directions on how to import the dates (see below). After clicking the **'OK'** button, the .ics file will download. You should follow the directions provided in the prompt.

