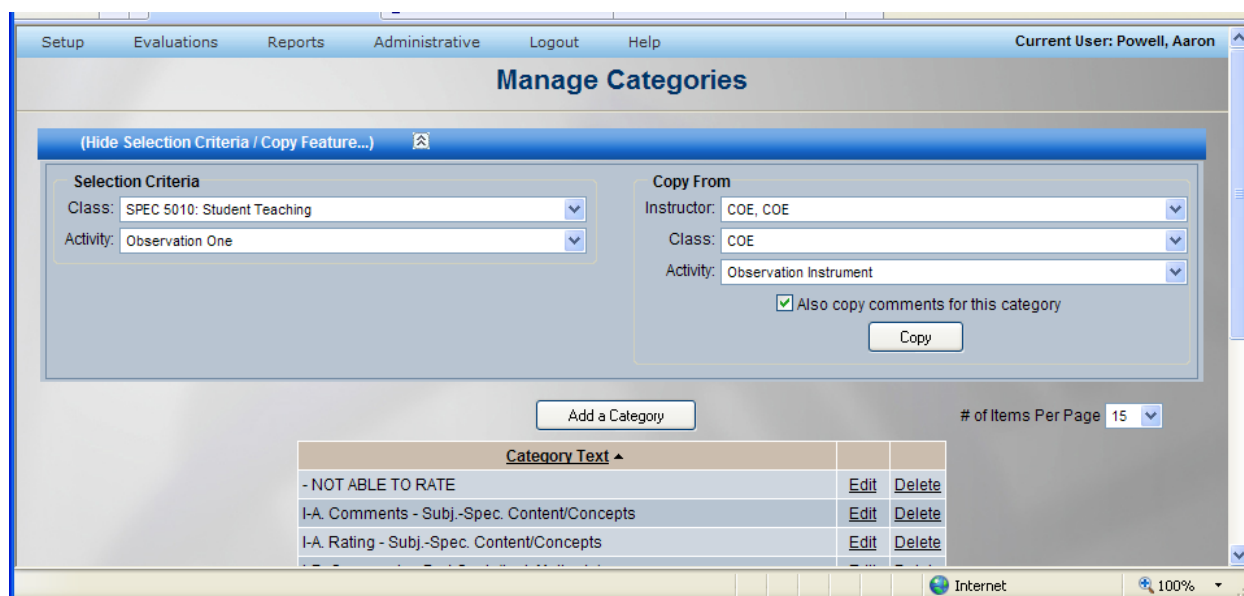
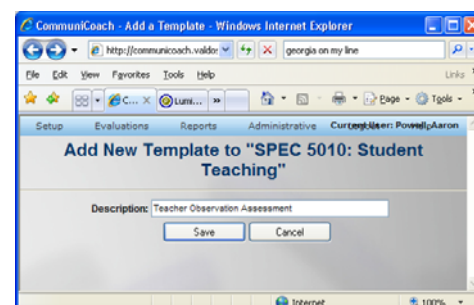


COE Observation Instrument with CommuniCoach

1. This document skips ahead past a number of items of important information contained in other support documents. This is meant to be a quick reference for using the COE observation instrument as it is configured in CommuniCoach.
2. The first step is to **Setup > Activities**. On the screen select Add an Activity. You might create a series , such as "1 Observation," "2 Observation," and etc.
3. Next **configure each Activity** with the COE Category/Comments for the Observation Instrument, from the COE Instructor/Class. Choose **Setup > Comment Categories** in the menu. Choose the appropriate Class and Activity on the left and where to copy from on the right: **'COE, COE' for Instructor, 'COE' for Class, and 'Observation Instrument' for Activity**. Click the Copy button. You see the result in the Category Text list; note all the rating components added. **You'll need to do this for each observation Activity**.



4. Now you create an Evaluation Template to associate with the Class/Activity: **Setup > Evaluation Templates**. On the Manage Templates section, **select the appropriate Class** from the drop-down list, then click the **Add a Template** button.
5. For the Description, give the Template a name, preferably the same as the Activity for which you are creating the Template, such as "1 observation." Click **Save**.

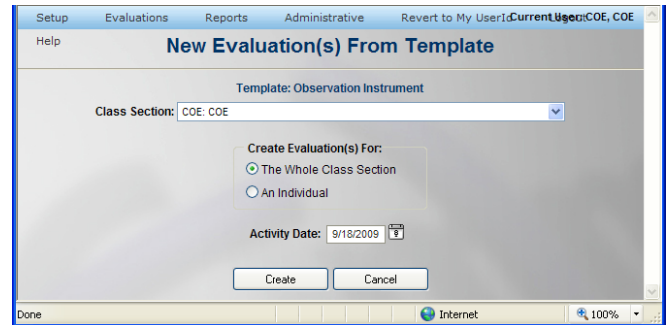


6. The creation of an Evaluation Template works the same way as the creation of an individual Evaluation. On the Template Details screen:
 - a. **Select the Activity** on the left.
 - b. The default date will be the day of creation.
 - c. To the right for the Evaluation Type, **select Checklist**. Give the program a moment to open the Checklist selection menu, from which you select the **COE Observation Instrument**.
 - d. **Choose Instructor for owner** if only the Instructor will be using checklist items, evidence from Observation Instrument (not collaborative with student).
 - e. You can ignore the Grade options.
 - f. If this is a one-way evaluation, **only instructor makes any comments**, then you to select the current date and time in the **Locked Date section**.

Note: if you were setting up an assignment for all students to evaluate the same video that you distribute to them, you would click the Choose Shared Video button and upload it (Details on Evaluations Assignments document).
 - g. Click the Save and Exit button to finalize your Template setup.

7. Now you need to **create Evaluations** based on the Evaluation Template. From the menu **Evaluations > New > From Template**. Select the Course from the drop-down list and then click the **Select** link for the appropriate template/activity.

8. Next choose the appropriate Class Section from the drop-down list. You are likely selecting The Whole Class Section, but you can choose an individual student. **Important Note:** If you add a student to the Roster after creating the evaluation, you will have to create the evaluation again specifically for that student. Next click the **Create** button.



NOTE: This entire process is required for each class assignment, or each student observation Activity.

9. The Manage Evaluations screen will appear with a list of all evaluations. These can be sorted with the search criteria. The evaluation is ready for students to upload their videos (see separate document for directions). **HINT:** Select the Show or Hide Column link in the bottom right corner of the Search Criteria panel. Check the column for File Uploaded. This will indicate when an Evaluation is ready for your assessment.

Manage Evaluations

(Hide Search Criteria...)

Class Section: COE: COE

Activity Type: Observation Instrument

Student: All

Grade: Both

Complete: Both

Activity Date: 9/18/2009

Results Per Page: 15

Refresh List

Reset Criteria

Create New Evaluation

Show or Hide Column

Evaluations For: COE, COE							
Class	Section	Activity	Student Name	Activity Date	Evaluation Type	Evaluation Complete	Grade
COE	COE	Observation Instrument	doe, john	9/18/09	Checklist	<input type="checkbox"/>	Open Delete