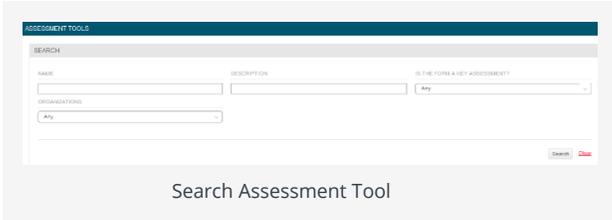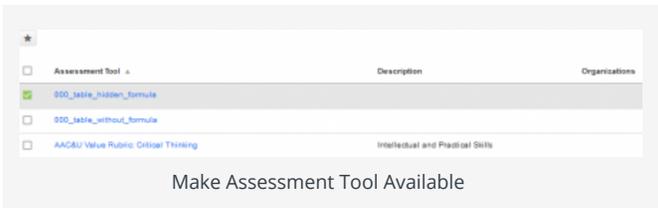# Completing an Observation

1. Click on **Courses** in the side menu.

2. Click on **Libraries** located in the side menu below.

3. Click on **Assessment Tools** located in the side menu below.

4. You have the option to search for a specific assessment tool.

Search Assessment Tool

5. Below the search option, you may browse for the assessment tool.

6. When you have found the assessment tool that you would like to use in your template, check the box next to the **Assessment Tool** and click the **Favorite** (Star) **Icon**:

Make Assessment Tool Available

Create and Complete an Observation

1. Click on **Courses** in the side menu.

2. Click on **Coursework** located in the side menu below.

3. Select **Observations** located in the side menu below.

4. Click on **Assess** located in the side menu below.

5. Select your **Assessment Tool.**

6. In the **Select Course** section, click on **Add New** to add course(s).

    a. Enter the appropriate course information and click **Search**.

    b. Check the box next to the course you would like to add and click on **Add**.

7. Check the radio button next to the name of the course(s) you added to be included in your new Observation. If you added more than one course, you can only select one before proceeding to the next step, as shown to the right.

8. Click on **Next**.

9. On the **Assessment Information** page, add observations for each student by clicking on **Add New** next to their name.

    a. Complete the assessment by selecting the radio button for each criterion within the traditional rubric, as well as any additional questions and click **Complete**, **Save** or **Close.**

        i. If you select **Save**, you save the entry and will remain in the Assessment Tool.

        ii. If you click **Complete**, you save the entry and it will prompt to the previous page.

        iii. If you click **Close**, it will open a text box asking you if you would like to save changes before closing. After selecting yes or no, it will prompt you to the previous page.If you select **Save**, you save the entry and will remain in the Assessment Tool.If you click **Complete**, you save the entry and it will prompt to the previous page.

10. When you are finished adding observations, you may choose one of the following actions:

    Save: Save the completed observations.

    Close: Exit the assessment information screen without saving any changes.