

OBSERVATIE TOOL ARCHIMEDES



Student Manual

Instituut Archimedes

Version 1.0

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OBSERVATIE TOOL ARCHIMEDES

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1 Introduction

The Observation Tool Archimedes (OTA) is a web application, which helps the student at the HU teacher training (*"teacher in training"* in this manual) to register and analyze lesson observations and to receive and collect feedback on their teaching. The main objective is to provide the teacher in training with the possibility to monitor and direct development throughout their years of study.

We aim to provide the teacher in training with a user-friendly tool that gives contents to the lesson visits and offers a viewing and discussion frame to make the lesson visits effective and efficient. For teacher trainers and placement schools (internship supervisors, internship mentors, PD-teachers, etc.) a separate manual is available and there are two Canvas sites for teachers in training as well as teacher trainers (*see below*).

For more information about the OTA:

- For teachers in training more information about the OTA and the observation list can be found here: <u>https://canvas.hu.nl/courses/22821</u>. Log in is through one's HU e-mail address and password.
- For internship supervisors and PD-teachers more information about the OTA (in Dutch) and the observation list scan be found here: <u>https://canvas.hu.nl/courses/15523</u>. Log in is with one's HU e-mail address and password.
- For internship mentors and internship coordinators (who work at the placement schools) more information about the OTA and the observation lists can be found here: <u>https://canvas.hu.nl/login/canvas</u>. They log in through log-in name: <u>hu.lerarenopleider@gmail.com</u> and password: *vanfoutenleerje*

Should you experience any problems with the OTA, or in case you have any questions, please contact us by sending an e-mail to <u>OTA@hu.nl</u>. (General) feedback is also welcome!

Wishing you an efficient application of the tool and ease of use,

Oscar Terpstra, Coördinator OTA, Instituut Archimedes, HU Sabine van den Brink, Curriculumverantwoordelijke Werkplekleren, Instituut Archimedes, HU

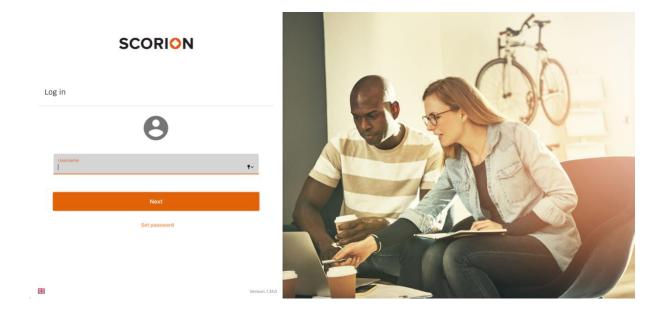


2 How to log in

Only the teacher in training can log into the OTA, teacher trainers and other users <u>cannot</u>. The teacher in training sends an invitation through the OTA to teacher trainers or other users who wish to fill in an observation or evaluation list.

To log in follow this link: <u>https://apps.parantion.nl/scorionx/#/login/portal?name=archimedes</u>

Students of the HU teacher training will be logged in automatically, or else you can use your HU e-mail address and password. In case you forgot your password: <u>Hogeschool Utrecht - Wachtwoord wijzigen</u> (hu.nl) (click on English flag in the right corner)



Students of the International Teacher Education are automatically logged into the English version of the OTA. Dutch students can change the language of the OTA by clicking on the English flag in the lower left corner; their observation lists however will be in English.

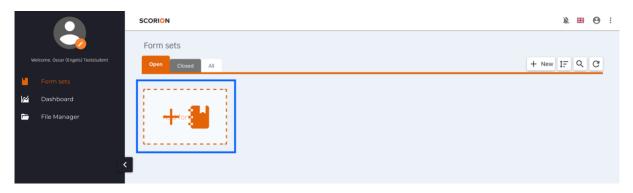
After log-in you will arrive at the Home Screen of the OTA:

	SCORION		Ŵ		Θ	:
	Form sets					
Welcome, Oscar (Engels) Teststudent	Open Closed All	+ New	1Ŧ	Q	C	
Form sets						
🞽 Dashboard						
🚔 File Manager	Add form set					
Version: 1.33.0 Powered by Parantion						

3 Home screen and functionalities

3.1 Select level of education

If you log in for the first time the phrase "add forms set" will appear (see screenshot below) Click on this phrase.



Now you select the level of education you are currently active in at the HU (see screenshot below). Choose from the following six categories: Bachelor – year 1 / Bachelor – year 2 / Bachelor – year 3 / Bachelor – year 4 / Master – year 1 / Master – year 2. The name of the forms set is fixed.

	SCORION	× 🖩 🛛 :
	Form sets	
Welcome, Oscar (Engels) Teststudent	Open Closed All	+ New IE C C
Form sets		
🔀 Dashboard	Add new form set	
💼 🛛 File Manager	Add form set	
	Template	
	Bachelor - Year 1	
	Bachelor - Year 2	
	Bachelor - Year 3	
	Bachelor - Year 4	
	Master - Year 1	
	Master - Year 2	
	SCORION	¥ 🖽 😝 :
	Form sets	
Welcome, Oscar (Engels) Teststudent	Open Closed All	+ New IE & C
📔 Form sets		
🔀 Dashboard		
📄 🛛 File Manager	Add new form set	
	Template Bachelor - Year 3	
	Name form set Bachelor - Year 3 (1)	
	Title cannot be changed.	
	CANCEL + ADD	

After selecting your level of education, click on the 'add' button. A folder will appear with the level of education that you have selected (*see screenshot below*). Next click on this folder so you can start using the OTA.



		SCORION		Ŵ		Θ	:
w	elcome, Oscar (Engels) Teststudent	Form sets			0	~	
	Form sets	Open Closed All	+ New	1-	Q	G	
2	Dashboard File Manager	Bachelor - Year 3 (1)					
		Begin date: 26-03-2022					
	E	3					

3.2 Where can I find what?

Once logged in successfully, you will find your name with a drop-down menu (see screenshot below) on the left side of the OTA. The menu consists of "Forms sets", "Dashboard" and "File manager"

- Forms sets. Here you will find the observation and evaluation lists which you can choose between and from here you send the lists by e-mail to your internship mentor, internship supervisor, learners and others → see chapter 4.
- Dashboard. Here you can track your development of pedagogical and methodological skills in class. Scores and feedback of each completed observation list are displayed here → see chapter 5.
- File manager. This is where you upload and save your own documents \rightarrow see chapter 6.



3.2.1 Open and closed lists

Active observation and evaluation lists are in the orange tab '*Open*'. This means that the lists have not been completed or sent yet. Completed or closed observation and evaluation lists are in the grey tab '*Closed*'. In the white tab '*All*' you will find open as well as closed lists (see screenshot below).

	SCORION	¥ == Ø :
Welcome, Oscar (Engels) Teststudent	Form sets	+ New IF Q C
Form sets	Open Closed All	T NEW 17 C
🖌 Dashboard	Bachelor - Year 3 (1)	
	Begin date: 26-03-2022	
3	3	

3.2.2 Sharing data with others and making a pdf

It is possible to temporarily share your OTA with others. For instance with your internship supervisor, to share information about the development of your teaching skills. In order to do this, you click on the *options icon (three dots)*. Now you can choose from '*share portfolio*' and '*share forms*' (*see screenshot below*). By clicking on either one, you can temporarily share the information.



OBSERVATIE TOOL ARCHIMEDES

		SCORION	× ==	0 :
		Form sets	Log out	€
we	lcome, Oscar (Engels) Teststudent	Open Closed All + N	Share portfolio	マ マ マ
6	Form sets		Share forms	~
	Dashboard	Bachelor - Year 3 (1)		
-	File Manager			
		Begin date: 28-03-0022		
	<			

Here, completed observation and evaluation lists can also be downloaded in pdf-format. In the grey tab '*Closed*' click on an observation or evaluation list you want to download and go to the settings icon for this list (*three dots*). Here you will find the option '*Generate pdf*'; click on it to make a pdf-file. The option '*Show overview*' can also be used to display an overview of the data from the list.

	SCORION			¥ # 0
	Open Closed All		Search for forms	
Welcome, Oscar (Engels) Teststudent				
🧧 Form sets	Bachelor - Year 3 (1)	17	Observation	
Dashboard	Learner evaluation Closed on 26-03-2022		 Observer has finished 	View pre-filling Show overview
🗁 File Manager	Observation Closed on 26-03-2022	Done	VIEW FORM	Generate pdf
<	Kate.cousins@hu.nl		SEND OVERVIEW	i Information

3.2.3 Account and language

On the top right of the screen you will find account information, the language that OTA displays and, within the settings (*three dots*), the option to log out and to share the observation and evaluation lists or the dashboard with a teacher trainer (*see the screenshot below*).

	SCORION	¥⊞9 :
	Form sets	
Welcome, Oscar (Engels) Teststudent	Open Closed All	+ New IF Q C
🧧 Form sets		
🔀 Dashboard	Bachelor - Year 3 (1)	
🚞 File Manager		
	Begin date: 28-03-2022	
	Deprivant: xx-va-citxx	

3.3 Selecting the different observation and evaluation lists

Click on the created folder indicating the appropriate level of education. When opening the folder for the first time, you will find four different observation and evaluation lists. These are the *'learner evaluation', 'leerlingevaluatie'* (which is the same as the 'learner evaluation, but with the questions in Dutch if the language level of your learners is low), the *'observation'* and the *'self-evaluation'* (see screenshot below). It is possible to add more and also other types of observation lists by clicking on the *'New form'* button (see screenshot below). For more information about the different observation tools in the OTA click on this link: <u>Choice of different observation lists</u>: <u>Observation Tool Archimedes</u> (OTA) teacher in training (hu.nl)

OBSERVATIE TOOL Archimedes

	SCORION				x 🖩 \varTheta :
Welcome, Oscar (Engels) Teststudent	Open Closed All			Search for forms	
🧧 Form sets	Bachelor - Year 3 (1)	IF	Leerlingevaluatie		:
🔀 Dashboard	E Leerlingevaluatie		Progress		
🖻 File Manager	Self-evaluation	Opened	•	•	•
1			0 Not started	0 Opened	0 Done

4 Use of observation and evaluation lists

The four standard lists that are visible in the OTA are *learner evaluation, leerlingevaluatie, observation* and *self-evaluation*. These observation and evaluation lists are linked to the "*Instrument for Teacher Observation and Reflection*", the standard observation tool used at the HU Teacher Training. The procedure of these four lists is described in this chapter.

4.1 Observation

The observation list, titled '*Observation*' is sent to the observer. This can be your internship mentor, the internship supervisor, a co-student or another person. For more information about the contents of the observation list follow this link: Instrument for Teacher Observation and Reflection (ITOR): Observation Tool Archimedes (OTA) teacher in training (hu.nl)

4.1.1 Filling in the background information in advance

You can fill in the background information in the observation list in advance by using the button '*Fill in*' (see screenshot below). Click on this and the form is opened in a new tab. Here you can fill in background data, like the name of the school, name of the class, timeslot of the lesson, etc. Filling in in advance can be useful, but is not mandatory.

	SCORION	x e O
Welcome, Oscar (Engels) Teststudent	Open Closed All	Search for forms Q NEW FORM
Form sets	Bachelor - Year 3 (1)	IF Observation :
🗹 Dashboard	E Learner evaluation	Add observer(s) in the send overview
🗁 File Manager	E Leerlingevaluatie	P FILL IN
<	Dbservation	SEND OVERVIEW
	Self-evaluation	

4.1.2 Sending the observation list

By clicking on the button 'Send overview' you can invite the observer to fill in the observation list (see screenshot below). If necessary, you can send a reminder to the observer.

OBSERVATIE TOOL ARCHIMEDES

		SCORION		x 🖩 🛛 :
	_	Open Closed All	Search for forms	
v	/elcome, Oscar (Engels) Teststudent			
-	Form sets	Bachelor - Year 3 (1)	1F Observation	÷
×	Dashboard	E Learner evaluation	() Add observer(s) in the send overview	
-	File Manager	E Leerlingevaluatie	> FILL IN	
	<	Dbservation	SEND OVERVIEW	
		Self-evaluation		

By clicking on 'Send overview' a pop-up appears, in which you add the e-mail address of the observer you wish to invite (see screenshot below).

	SCORION	Send overview observers	×
	Open Closed All	Add 1 observer to the form.	
Welcome, Oscar (Engels) Teststudent		Add e-mail address teacher.name@school.nl	\leftarrow
📕 Form sets	Bachelor - Year 3 (1)	Show previously used e-mail addresses	
🗹 Dashboard	E Learner evaluation		
🛅 File Manager 🖌	Leerlingevaluatie	There are no reviewers yet; add them above.	
	Dbservation		
Version: 1.33.0 Powered by Parantion	Self-evaluation		> SEND OVERVIEW
	SCORION	Send overview observers	×
	Open Closed All	Add 1 observer to the form.	
Welcome, Oscar (Engels) Teststudent		Add e-mail address	<i>←</i>
🔚 Form sets	Bachelor - Year 3 (1)	Show previously used e-mail addresses	
🞽 Dashboard	E Learner evaluation		
🗁 File Manager 🖌	E Leerlingevaluatie	Observers (1) C teacher.name@school.nl Not.invited	
	Observation teacher.name@school.nl		
Version: 1.33.0 Powered by Parantion	Self-evaluation		SEND OVERVIEW

When you add an e-mail address by clicking on enter, the e-mail address appears in a bar below. You can only send the observation list to one user at a time. If there are two observers, create a new observation list with the button '*new form*' and send it to the other observer.

When you have finished adding the e-mail addresses you can click on 'Send overview' and an automatically generated e-mail message appears that you can adjust if necessary. By clicking on 'Send invitations' the observation list is sent to the observer. They will receive an e-mail message with a link to the observation form. The observer maintains access to the observation list by using the same link, even when the observation list is filled-in and completed.

OBSERVATIE TOOL ARCHIMEDES

	SCORION	Send overview	
	Open Closed All	Invite Remind	
	Bachelor - Year 3 (1)	Receivers Teacher.name@school.nl @	3 -
	E Learner evaluation	Invitation Observation Tool Archimedes	
	Eerlingevaluatie	Available informances - B Z U S A	
	Observation teacher.name@school.nl	Dear observer,	
	Self-evaluation	You have been invited to complete a Form title x for Firstname sender x Infix sender x Last name send	
		Clickable link form x For questions and/or remarks about the Archimedes Observation Tool, please send an e-mail to OTA@hu	ı.nl.
		Kind regards,	
Version: Powered		← Go back > Send invite	ations

4.1.3 Assessment lesson visit

The OTA is meant as a development-oriented tool and is basically used as such. However, once a year the internship supervisor visits a lesson for assessment, in order to evaluate and round up the Professional Development B module. Below, you will find the minimum requirements per study year, linked to the different domains in the observation list. Should the internship supervisor determine that the teaching activities are not at the required level yet, a resit of the lesson visit will follow.

Minimum requirements bachelor training:

Year 1: no minimum requirements. There is no lesson visit yet.

Year 2: a score of at least 3 or 4 is required on the skills in domains 1 and 2.

Year 3: a score of at least 3 or 4 is required on the skills in domains 1, 2, 3 and 4.

Year 4: a score of at least 3 or 4 is required on the skills in domains 1, 2, 3, 4 and 5.

How are the pedagogical and methodological skills assessed by the observer during the lesson visit?

- Teaching skills are not yet at the required level
- Teaching skills are at the required level
- Teaching skills are above the required level

4.1.4 Generating a PDF report

Once an observation has been completed it will move to the '*Closed*' tab. Here you can view the completed form or click the *options icon (three dots)* and select '*Generate pdf*'.

	SCORION		× # 0
	Open Closed All	Search for forms Q	NEW FORM
Welcome, Oscar (Engels) Tes	tstudent		
Form sets	Bachelor - Year 3 (1)	17 Observation	:
🖌 Dashboard	Learner evaluation Closed on 26-03-2022	✓ Observer has finished	View pre-filling
📄 🛛 File Manager	Observation Closed on 26-03-2022 Kate.cousins@hu.nl		Generate pdf
	<	SEND OVERVIEW	Information

4.2 Self-evaluation

The *self-evaluation* is meant for you to evaluate your own teaching activities. This list is in substance identical to the observation list (*observation*). It is recommended to fill in the *self-evaluation* after the lesson visit in order to compare the *observation* and the *self-evaluation* in the Dashboard as a guideline for the feedback talk after the observation with the internship supervisor or internship mentor. Of course, the self-evaluation can also be used to evaluate other lessons/teaching activities.

4.2.1 Completing the self-evaluation

You can complete the self-evaluation by clicking on the button 'Fill in'.

OBSERVATIE TOOL ARCHIMEDES

		SCORION			x 🖩 \varTheta :
w	elcome, Oscar (Engels) Teststudent	Open Closed All		Search for forms	
	Form sets	Bachelor - Year 3 (1)	IF	Self-evaluation	:
	Dashboard	E Learner evaluation		() You have not yet started to fill in	
	File Manager	E Leerlingevaluatie		FILL IN	
	<	Cobservation Kate.cousins@hu.nl	₹¦€ Is being Invited		
		Self-evaluation			

You can fill in the self-evaluation by first selecting your level of education and form of education. Subsequently there are 8 blue drop down menus. The first menu contains the background information questions. Then the seven domains follow; each divided into three to seven pedogogicalmethodological skills. It is mandatory to score *all* skills. (For more information on the domains: see Canvas (*the link can be found in the introduction*).

The skills are scored with the help of the following answer categories:

1 = not observed, although the situation did ask for it: when you think this skill has not been applied in this lesson observation, although it would have been appropriate in the specific lesson situation. 2 = observed to a small extent: if you think that this skill has merely been applied to a small extent in the lesson observation.

3 = *observed sufficiently*: if you think the skill has been applied sufficiently in this lesson observation. 4 = *extensively observed*: if you think that this skill has been applied to a great extent in this lesson observation.

n/a = not applicable: if you think that this specific skill could not be applied or was not relevant in this lesson observation

Underneath each skill you will find examples of good practices. These become visible if you tick the box 'view examples'. The examples illustrate the specific skill and help you to understand what the specific skill consists of. Naturally more examples can be identified. The examples of good practice should not be considered as a list to be checked off; you solely score the skill itself! By un-ticking the box 'view examples', the examples will disappear.

1.1 The teacher demonstrates involvement with the	View	Comments			
students 1 2 3 4 n/a	Examples				
The teacher					
takes the initiative to interact with the students, either ve demonstrates an interest in students' private life and wa					
is patient and friendly towards the students shows warmth and affection in their interactions with the students					
shows warmth and affection in their interactions with the students is positive and appreciative towards the students (stimulates a positive self-image) is open and approachable for the students					

Behind each skill there is a drop-down menu '*Comments*'. By clicking on it, you will find space to take notes or write down remarks, related to this specific skill. Your remarks are automatically saved.

OBSERVATIE TOOL ARCHIMEDES

	- 10	
I.1 The teacher demonstrates involvement with the students	View Examples	✓ Comments
○ 1 ○ 2 ○ 3 ○ 4 ○ n/a		
		You take the initiative to talk to the
		learners about their holiday plans
		learners about their holiday plans

In case you have forgotten to score a skill, the OTA will inform you of this. If you don't want to score certain skills, use the n/a answer category. This option provides a flexible use of the observation tool. For instance, you could ask the observer just to score the first three domains, because they are related to your learning questions.

After all indicators are scored, there is space at the bottom of the page to take some personal notes related to your development. This is optional.

Don't forget to temporarily save the observation list every now and then. You can do this by clicking on the 'Save' button. Once you have scored all skills you click on 'Check and close'. The observation list is then saved.

Save	Check and close

4.3 Learner evaluation

It is possible to ask learners to complete an evaluation questionnaire in order to evaluate the teacher in training. The questionnaire contains the same skills as the regular observation tool but the statements are formulated at the learner level. This evaluation is best planned at the end of the lesson. By adding the perspective of the learners, next to the observer's perspective and your own perspective you can obtain 360-degree feedback on your teaching skills. This learner evaluation can also be applied to evaluate other lessons.

The first step in sending the learner evaluation is to indicate which domains you want the learners to evaluate. For this, click on the bar 'Additional information' (see screenshot below)

	SCORION			x 🖬 🛛 :
Welcome, Oscar (Engels) Teststudent	Open Closed All		Search for for	
📙 Form sets	Bachelor - Year 3 (1)	IF	Learner evaluation	:
🖄 Dashboard	E Learner evaluation		Progress	
🗁 File Manager	E Leerlingevaluatie		• •	<u>.</u>
<	B Observation Kate.cousins@hu.nl	is being invited		
	Self-evaluation	Opened	0 0 Not started Opened	0 Done
			SEND OVERVIEW	_
			Additional information	<u> </u>
Version: 1.33.0 Powered by Parantion			Domains to be filled in: This field is required.	*

A drop-down menu appears with the different domains. Select one or more domains and then click on 'Save changes' (see screenshot below).

OBSERVATIE TOOL ARCHIMEDES

	SCORION		x 🖽 \varTheta :
Welcome, Oscar (Engels) Teststudent	Open Closed All		Search for forms Q NEW FORM
🤘 Form sets	Bachelor - Year 3 (1)	I≓	Learner evaluation
🖌 Dashboard	Learner evaluation		Progress
🟲 File Manager	E Leerlingevaluatie		• • •
	B Observation Kate.cousins@hu.nl	5. Is being invited	1. Safe and supportive learning environment
	Self-evaluation	Opened	2. Effective organisation of education activities 3. Effective instruction
			4. Activating and stimulating education
			5. Promoting a learning oriented culture: focus on learning and achievements
			6. Differentiation
			7. Support the development of learning skills
			Domains to be filled in: 1. Safe and supportive learning environment, 2. Effective organisation of education activities, 3. Effective instruction
Version: 1.33.0			This field is required.
version: 1.33.0			CANCEL 🧪 SAVE CHANGES

4.3.1 Sending the learner evaluation

The second step is sending the learner evaluation questionnaire to the learners. By clicking on the 'Send overview' button, you can invite the learners to fill in the evaluation questionnaire (see screenshot below). If necessary, you can send a reminder later on.

SCORION		x 🖩 \varTheta :		
Welcome, Oscar (Engels) Teststudent	Open Closed All		Search for forms	
Form sets	Bachelor - Year 3 (1)	IF	Learner evaluation	÷
🞽 Dashboard	E Learner evaluation		Progress	
🖻 File Manager	E Leerlingevaluatie		± ±	.
	Observation Kate.cousins@hu.nl	ک [‡] رد Is being invited		_
<	Self-evaluation	Opened	0 0 Not started Opened	0 Done
			SEND OVERVIEW	
			Additional information	<u> </u>
			Domains to be filled in: 1. Safe and supportive learning environment, 2. Eff education activities, 3. Effective instruction This field is required.	ective organisation of

When you click on the button '*Send overview*' a pop-up appears to which you can add the learners you wish to invite (*see screenshot below*). Add the e-mail addresses one by one. At a later stage it will be possible to add more than one e-mail address at a time.

OBSERVATIE TOOL ARCHIMEDES

SCORION		Send overview Reviewers		
Closed All	A maximum amount of 50 reviewers can be added to the form.			
				\leftarrow
elor - Year 3 (1)	🗌 si	now previously used e-mail addresses		
Learner evaluation				
Leerlingevaluatie	Revie	ewers (3) C learner1@school.nl Not invited	Feedback type	
Observation Kate.cousins@hu.nl	٠	learner2@school.nl Not invited	Learner 🧪	ii.
Self-evaluation	۰	learner3@school.nl Not invited	Learner 🖍	Î
				SEND OVERVIEW
	earner evaluation eerlingevaluatie bservation ate.cousins@hu.nl	Closed All All Add = - elor - Year 3 (1) S earner evaluation Re via eertingevaluatie - Hoservation - eta cousting@hu.nl -	Closed All All Add =-mail address learner4@school.nl learner4@school.nl learner evaluation Show previously used e-mail addresses eertingevaluatie Isevers (3) C learner1@school.nl Not invited learner1@school.nl Not invited learner3@school.nl Not invited learner3@school.nl Not invited	Closed All All Add = mail address learner 4@school.nl learner4@school.nl learner evaluation Image: State of the

Once you've added the e-mail addresses of the learners, they will appear in a menu below. You can invite up to a maximum of 50 learners per evaluation list.

When you have finished entering the e-mail addresses you can click on the button 'Send overview'. An automatically generated e-mail message that can be adjusted will appear. By clicking on 'Send *invitations*' the evaluation list will be sent to the learners. In the e-mail they receive, they will find a link to the evaluation list.

	s	CORION	Send overview			
		Open Closed All	Invite Remind			
W			Receivers			
		Bachelor - Year 3 (1)	learner1@school.nl 🕲 learner2@school.nl 🕲 learner3@school.nl 🕲 learner4@school.nl	0 0 -		
		Learner evaluation				
-			Invitation Observation Tool Archimedes			
<u>i</u>		C Leerlingevaluatie	Available inferences × B I U P ~			
		Coservation Kate.cousins@hu.nl	Dear Learner, You have been invited to complete a Form title x for Fristmanne sender x feftx sender x Last name sender x			
		Self-evaluation	Cilcoatide Init form of			
			Kind regards,			
			Firstname sender x Infix sender x Last name sender x	I		
			Don't see a link? Copy the following address to your browser:	- 1		
			Complete to a sector we			
Version: Powered			← Go back	Send invitations		

As soon as all learners have completed the learner evaluation, or when you have finished class, you can close the learner evaluation. From that moment students can no longer fill in the questionnaire. Click on the drop-down menu in the top right corner. Now click on '*Close form*' (see screenshot below).

	SCORION				x 🖿 \varTheta :
	Open Closed All			Search for forms	
Welcome, Oscar (Engels) Teststudent					
📙 Form sets	Bachelor - Year 3 (1)	1F	Learner evaluation		1
🗹 Dashboard	Learner evaluation		Progress		Q Preview
					Close form
🗁 File Manager	E Leerlingevaluatie		•	•	f Information
<	Dbservation Kate.cousins@hu.nl	^{a1} z∉ Is being invited	_	_	
	Self-evaluation	Opened	4 Not started	O Opened	O Done

By clicking on the button '*Generate report*' a separate report of the learner evaluation is produced. It will be saved in PDF-format in your file manager.

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OBSERVATIE TOOL ARCHIMEDES

	S	SCORION	x 🖽 \varTheta :			
Welco	ome. Oscar (Engels) Teststudent	Cipen Closed All			Search for forms	
	Form sets	Bachelor - Year 3 (1)	IF	Learner evaluation		:
k i	Dashboard	Learner evaluation Closed on 26-03-2022		Progress		
	File Manager			± -	-	± -
				4 Not started	0 Opened	0 Done
				GENERATE REPORT		

5 Dashboard

5.1 Use of the Dashboard

When you click on the button '*Dashboard*' in the menu on the left, you will find an overview of different folders. This is where the data of the different observation and evaluation lists are collected. Here you will find your scores on the different domains and skills and here you can monitor and analyze your development.

By selecting your current level of education you can select the appropriate dashboard (see screenshot below).

		SCORION	4	Θ	:
Welcome, Oscar (Engels) Teststudent		Dashboard			
	Form sets	Dashboard Bachelor Year 1			
<u>124</u>	Dashboard				
-	File Manager	Dashboard Bachelor Year 2			
		Dashboard Bachelor Year 3			
		Dashboard Bachelor Year 4			
		Dashboard Master Year 1			
		Dashboard Master Year 2			

5.2 Insight into your own development

On the dashboard you can find the number of completed forms and average scores on the domains of the observation and evaluation forms. You can click on the domains to see the average scores on the skills per domain (see screenshot below).

A tab 'Assessments' leads you to the assessment given by the internship supervisor (this assessment can only be found in 'Observations'. It is also possible to view the individual observation and evaluation lists by clicking on 'View'.



HOGESCHOOL UTRECHT		OBSERVATIE TOOL Archimedes						
Bachelor Year 3								
Student Name: Oscar (Engels) Teststudent								
Overview								
Number of forms completed								
Form Learner evaluation	Number completed	4						
Leerlingevaluatie	0	1						
Observation	1]						
Self-evaluation	0]						
Overview of domains								
4								
3								
					1. Safe a	1. Safe and supportive learning	1. Safe and supportive learning environment	1. Safe and supportive learning environment
2					3 Effecti	3. Effective instruction	3 Effective instruction	1. Safe and supportive learning environment 2. Effective organisation of education 3. Effective instruction
2					4. Activa 5. Bromo	4. Activating and stimulating	4. Activating and stimulating education	4. Activating and stimulating education 5. Promoting a learning-oriented culture: focus on learning are 6. Adapting to different educational needs 7. Supports the development of learning skills
					6. Adapti	6. Adapting to different educa	6. Adapting to different educational needs	6. Adapting to different educational needs
1					7. Suppo	7. supports the development	7. Supports the development of learning ski	. Supports the development of learning skins
Learner evaluation	Leerlingevaluatie	Observation		Self-evaluation	Self-evaluation	Self-evaluation	Self-evaluation	Self-evaluation

6 File manager

6.1 Entering data

The button 'File manager' helps you to save and share documents. These could be lesson plans, MS PowerPoints for the lesson, methodological accountability, etc. Creating a new folder and/or uploading documents must be within one of the existing folders. For this you click on '*My folders*'. Now you can add a folder and upload a document. Give your folder a meaningful name (to you), for instance "*Lesson preparation 2 February 2022*". Click on the downwards arrow to download a document (*see screenshot below*).

	SCORION			
Welcome, Oscar (Engels) Teststudent	♠ > My folders	Search in files Q 👻 17 🗰 Blockview		
Form sets	Files			
📈 Dashboard		21.2KB 26-03-2022 🚦 👱		
File Manager	🗌 🕅 DA Model Format EN			
	омв / 500мв			

7 Questions and support

For questions and support, please contact the administrators of the Observation Tool Archimedes of the University of Applied Sciences Utrecht by mailing to: <u>OTA@hu.nl</u>