OBSERVATIE TOOL ARCHIMEDES

Student Manual

Instituut Archimedes

Version 1.0

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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: https://canvas.hu.nl/courses/22821. 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: https://canvas.hu.nl/courses/15523. 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: https://canvas.hu.nl/login/canvas. They log in through log-in name: *hu.lerarenopleider@gmail.com* 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 OTA@hu.nl. (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 cannot. 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: *https://apps.parantion.nl/scorionx/#/login/portal?name=archimedes*

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: *Hogeschool Utrecht - Wachtwoord wijzigen (hu.nl) (click on English flag in the right corner)*
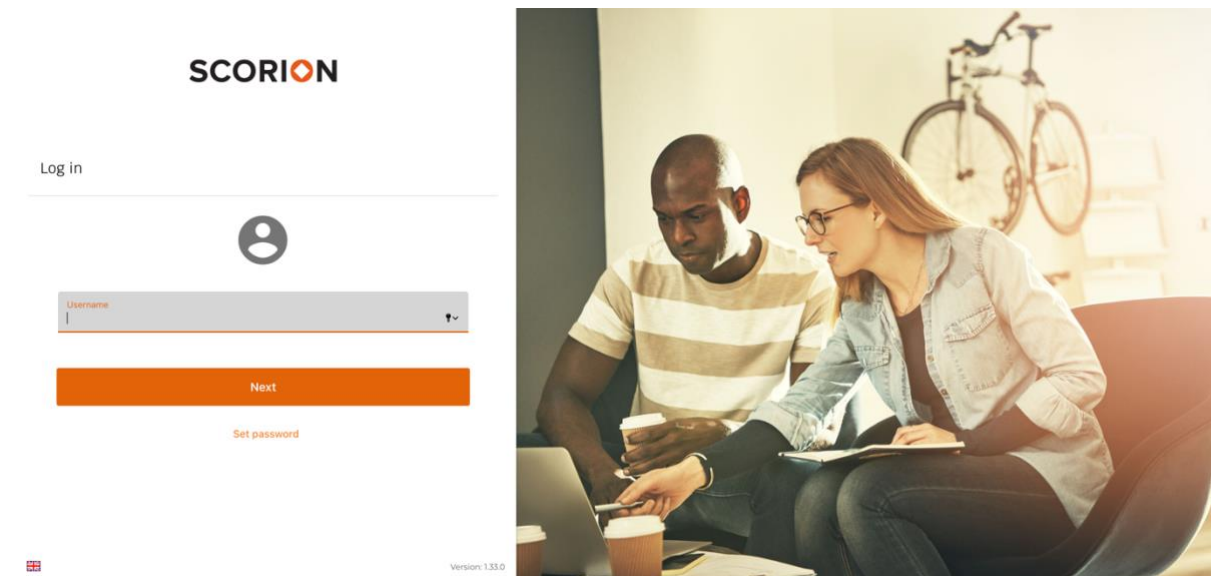
Students of the International Teacher Education are automatically logged into the English version of the OTA. Dutch students can change the language of the OTA by clicking on the English flag in the lower left corner; their observation lists however will be in English.
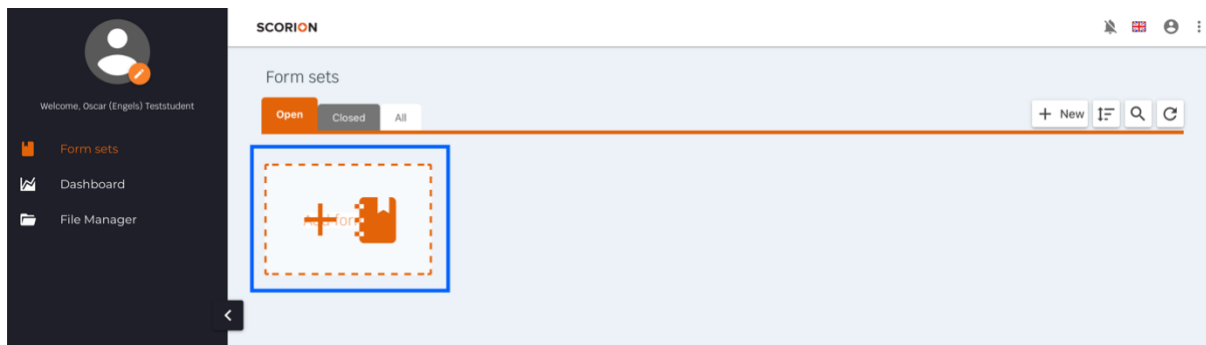
After log-in you will arrive at the Home Screen of the OTA:
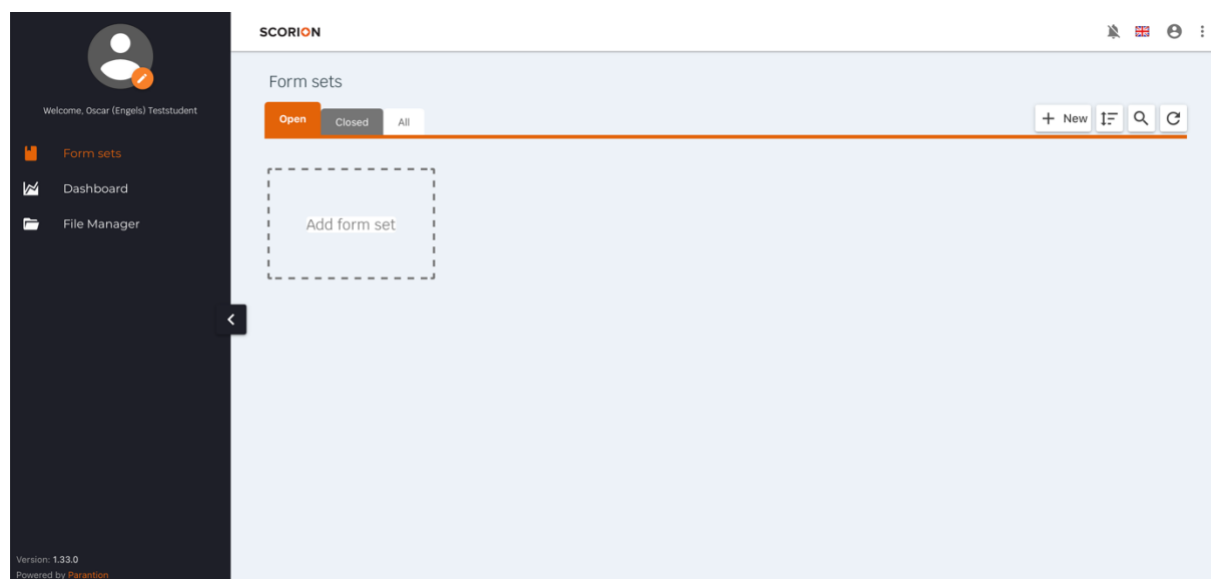
3   Home screen and functionalities

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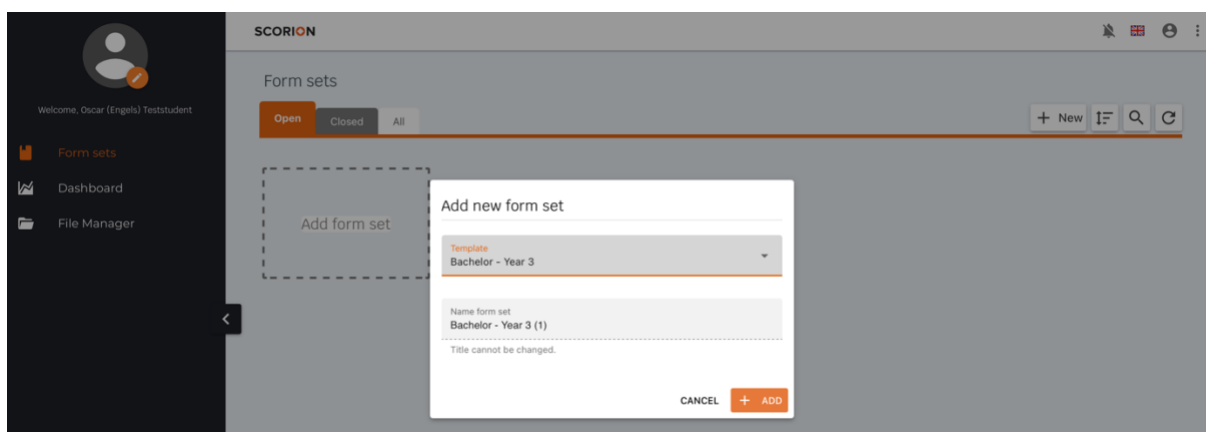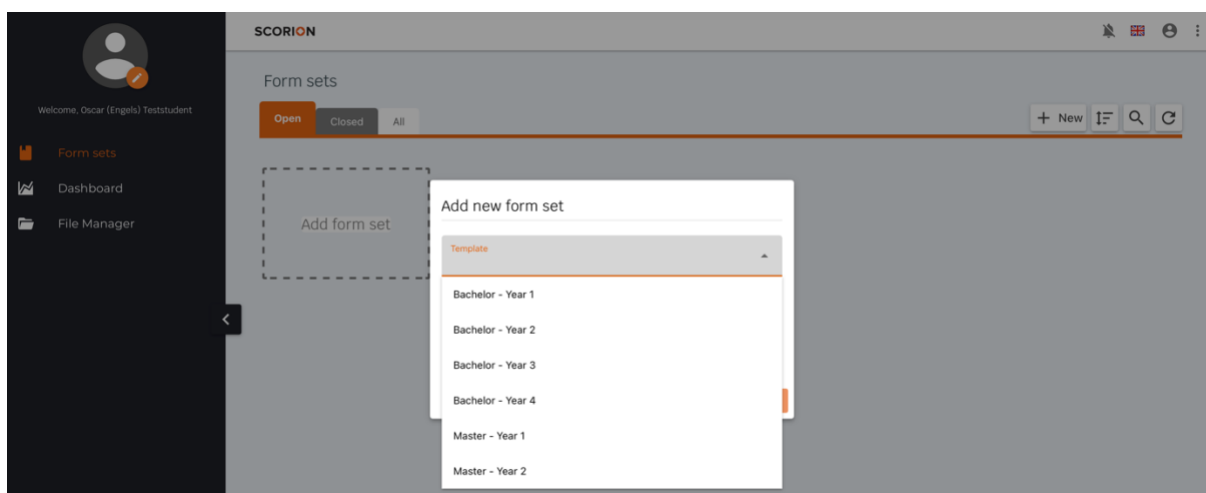
After selecting your level of education, click on the *'add'* button. A folder will appear with the level of
education that you have selected (*see screenshot below*). Next click on this folder so you can start
using the OTA.
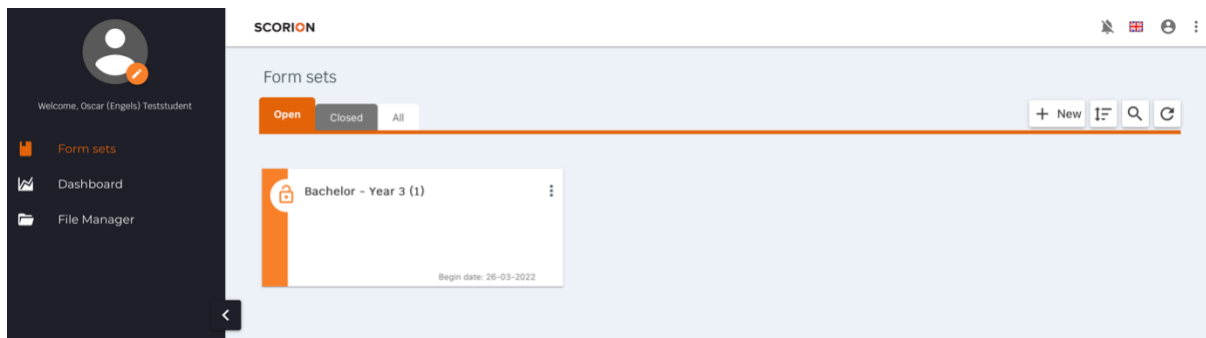
3.2 Where can I find what?

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 → *see chapter 6.*
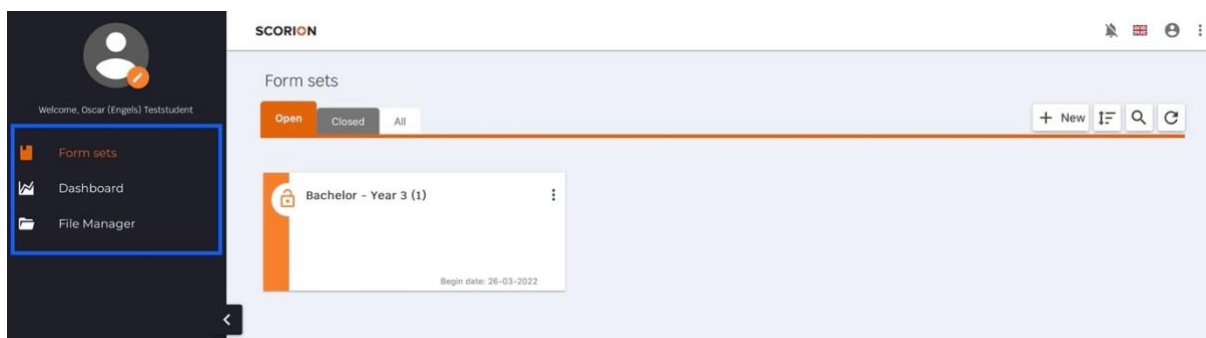
3.2.1 Open and closed lists

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*).

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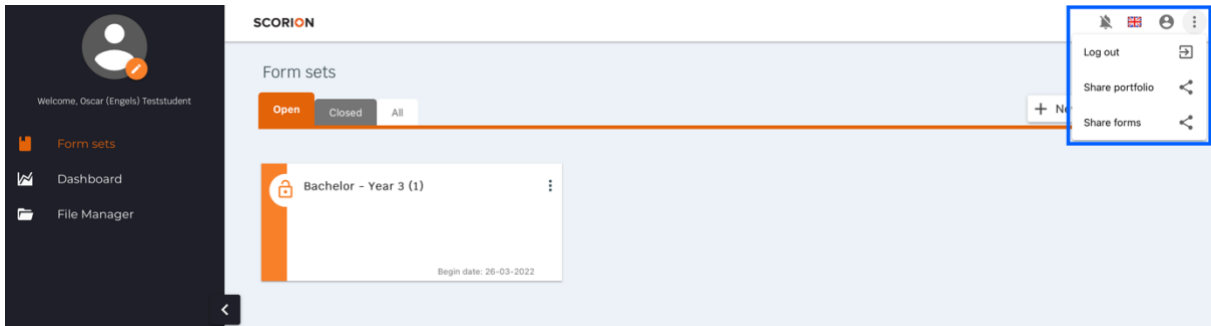
Here, completed observation and evaluation lists can also be downloaded in pdf-format. In the grey tab '*Closed*' click on an observation or evaluation list you want to download and go to the settings icon for this list (*three dots*). Here you will find the option '*Generate pdf*'; click on it to make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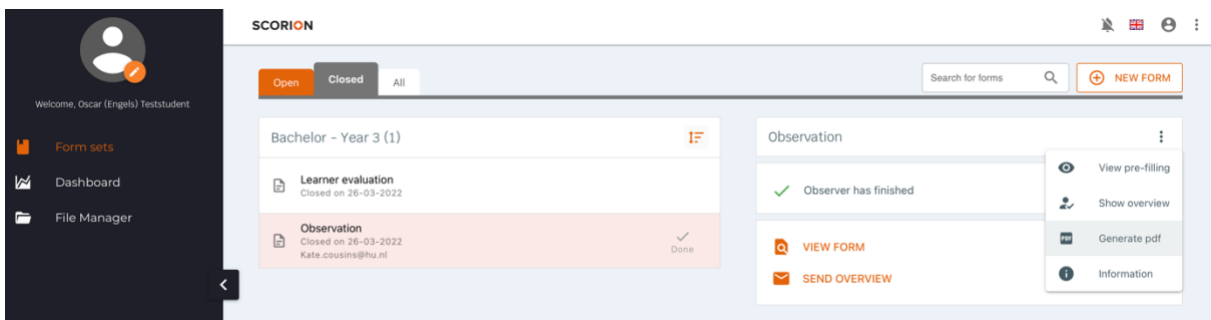

3.2.3   Account and language

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*).

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: Choice of different observation lists: Observation Tool Archimedes (OTA) teacher in training (hu.nl)
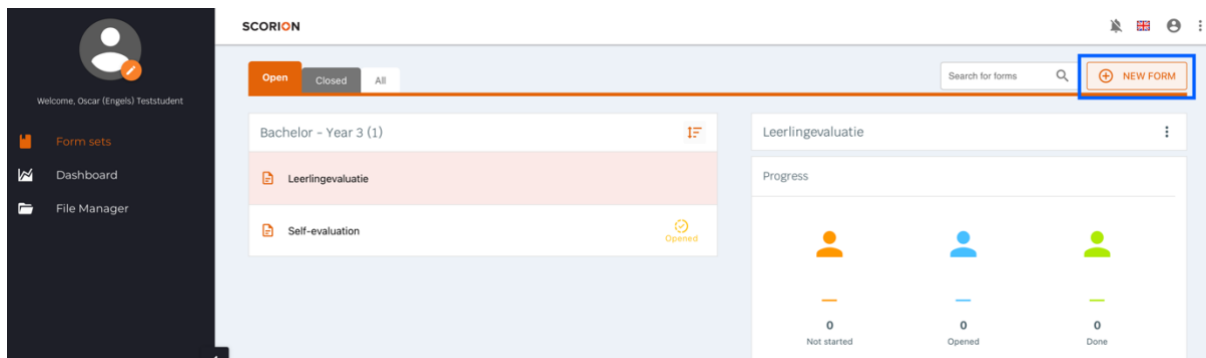
4 Use of observation and evaluation lists

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.
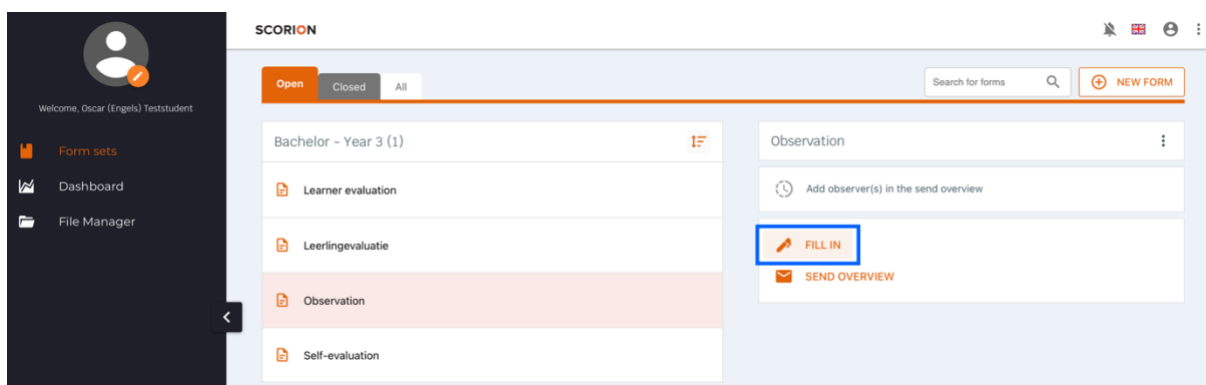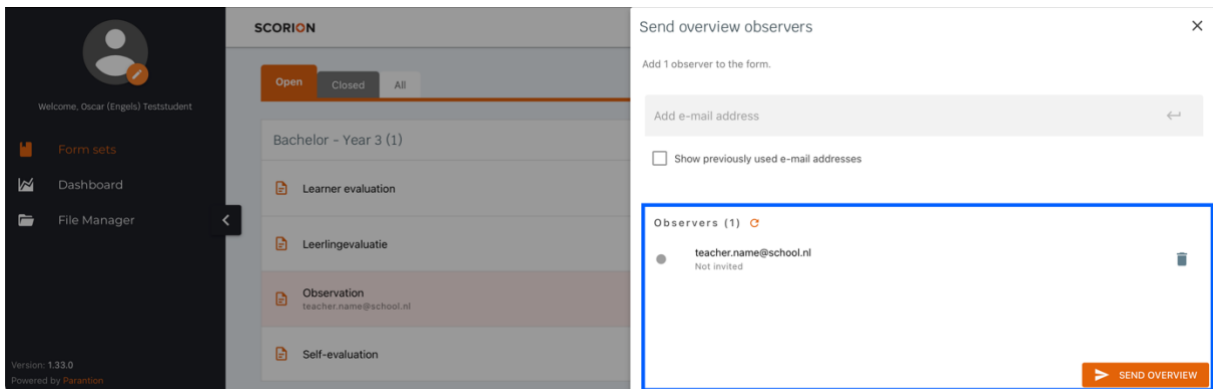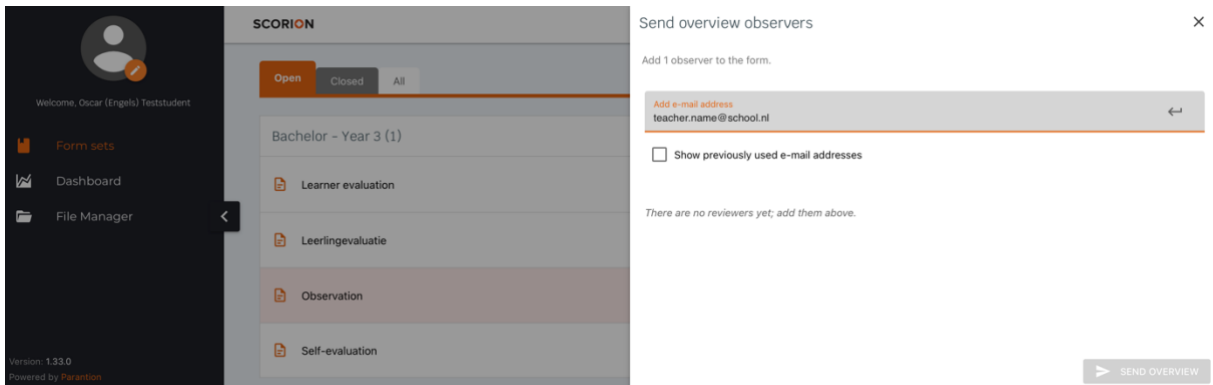

4.1.2 Sending the observation list

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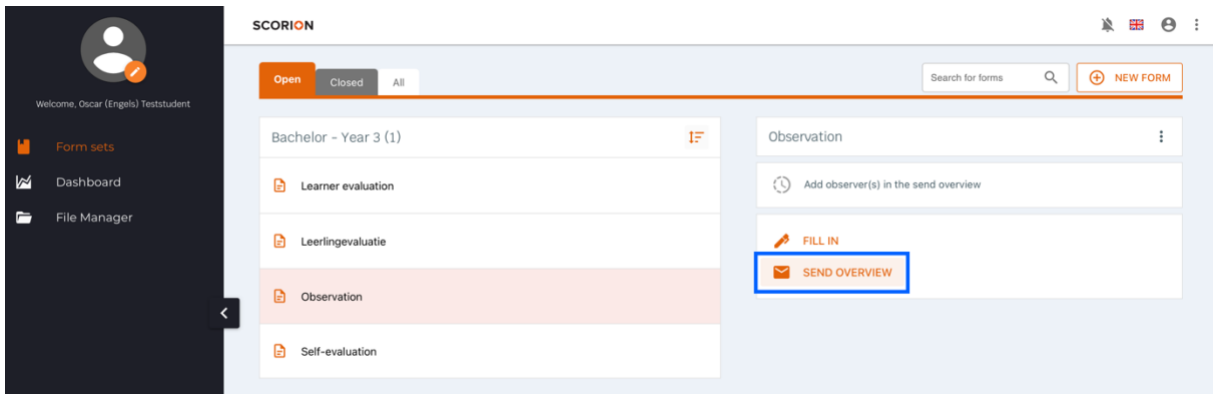
By clicking on 'Send overview' a pop-up appears, in which you add the e-mail address of the observer you wish to invite (*see screenshot below*).

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.
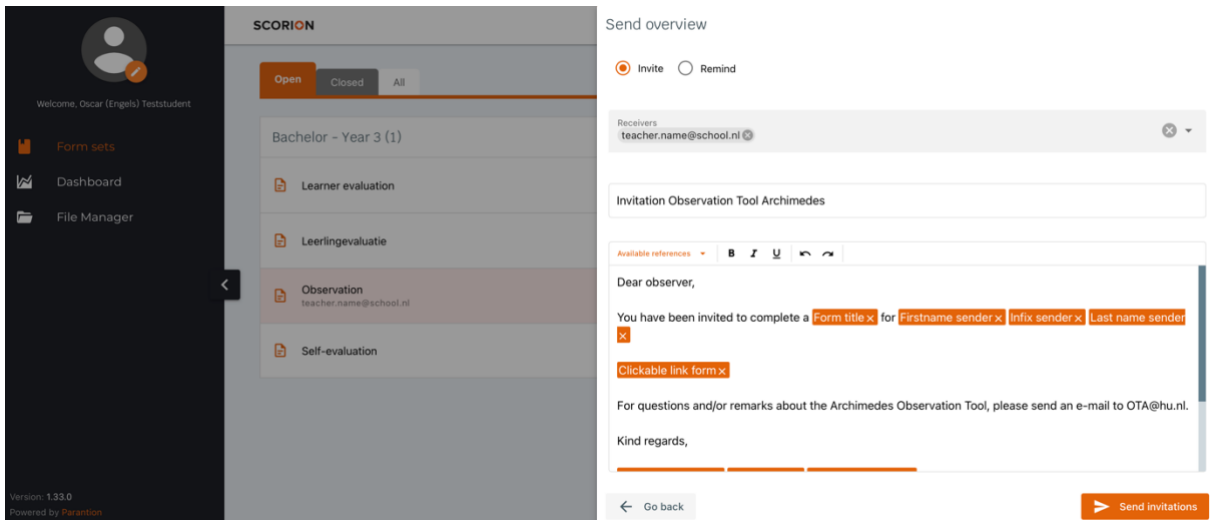
4.1.3 Assessment lesson visit

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'.*
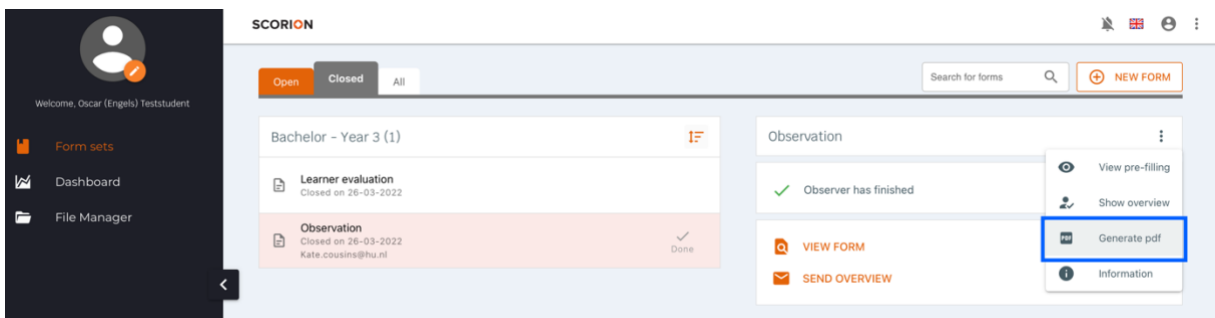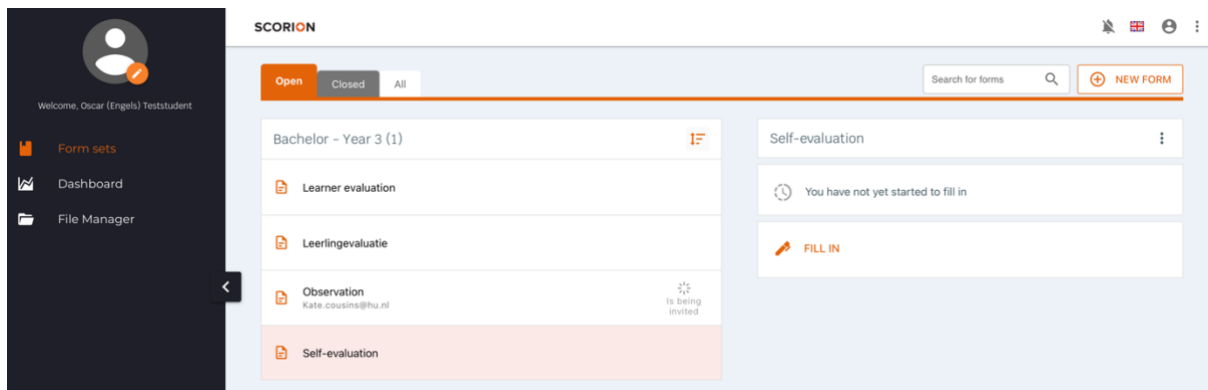

4.2 Self-evaluation

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*'.

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 pedogogical-methodological 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.
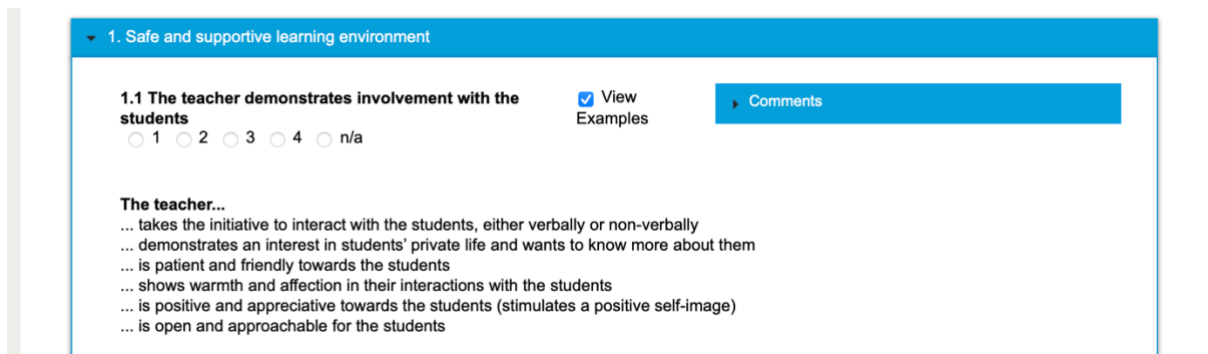
Behind each skill there is a drop-down menu '*Comments'*. By clicking on it, you will find space to take notes or write down remarks, related to this specific skill. Your remarks are automatically saved.
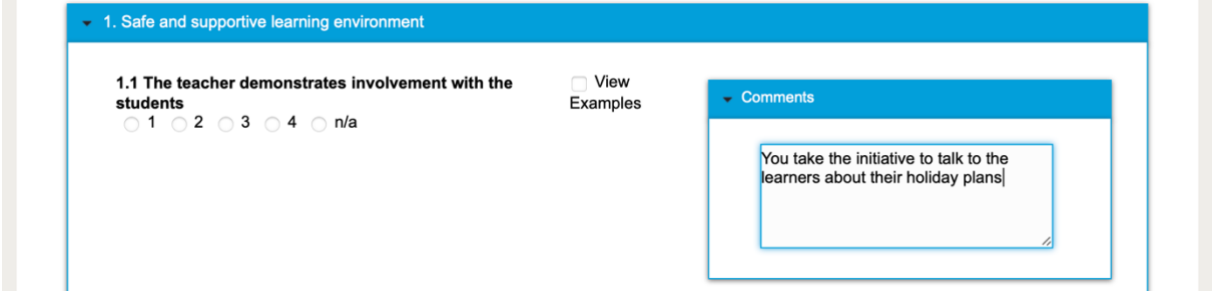
In case you have forgotten to score a skill, the OTA will inform you of this. If you don't want to score certain skills, use the *n/a* answer category. This option provides a flexible use of the observation tool. For instance, you could ask the observer just to score the first three domains, because 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.
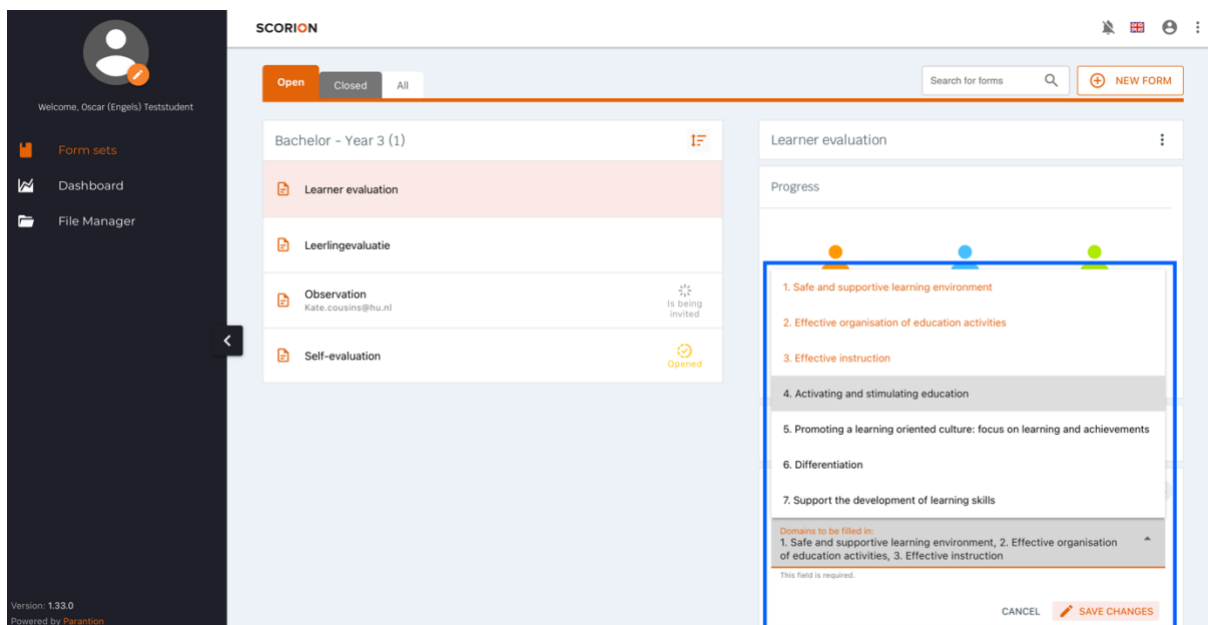

4.3   Learner evaluation

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*)
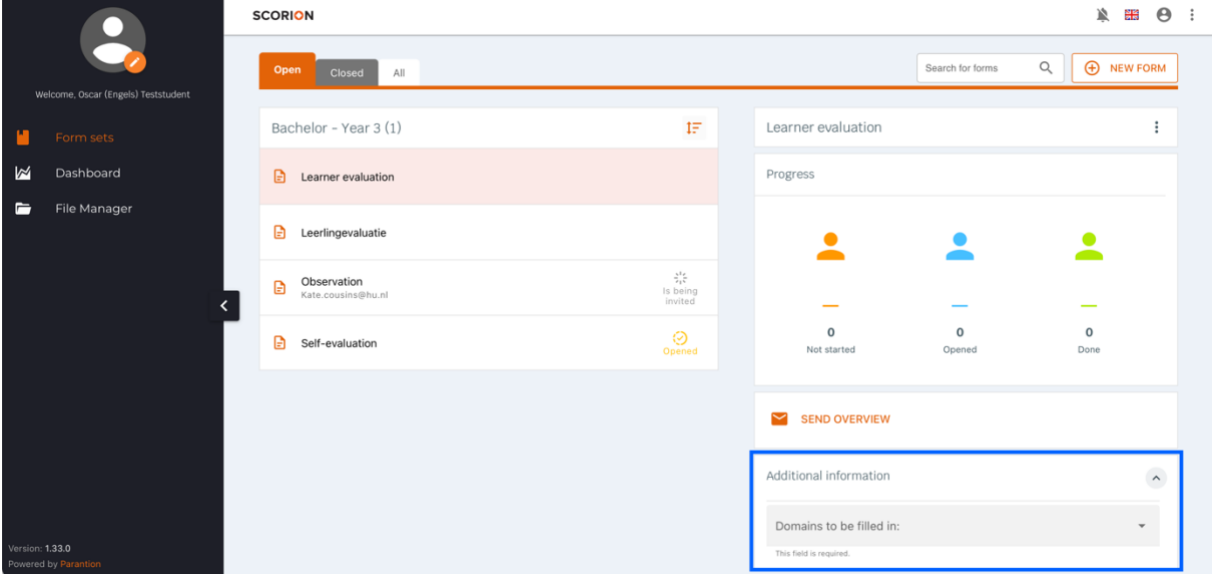

A drop-down menu appears with the different domains. Select one or more domains and then click on '*Save changes' (see screenshot below).*
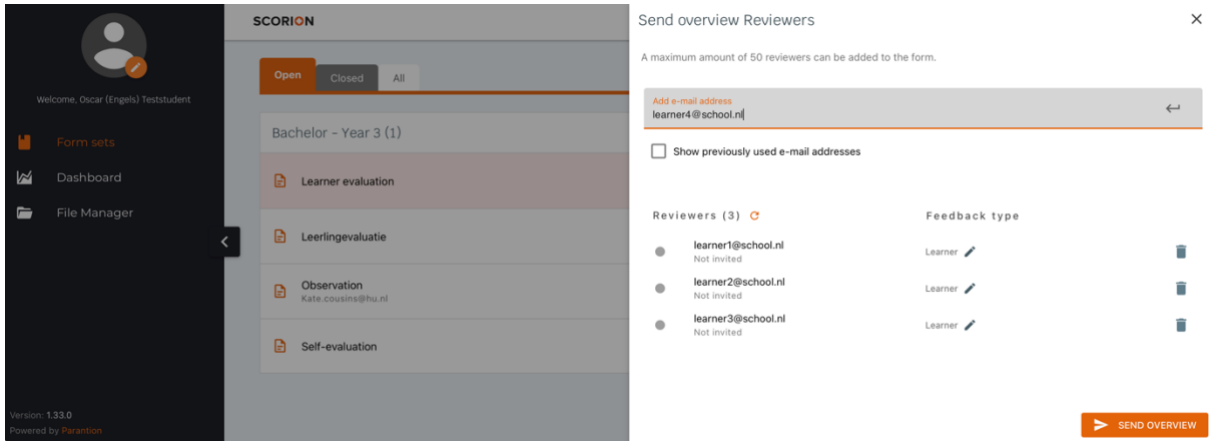
4.3.1 Sending the learner evaluation

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.
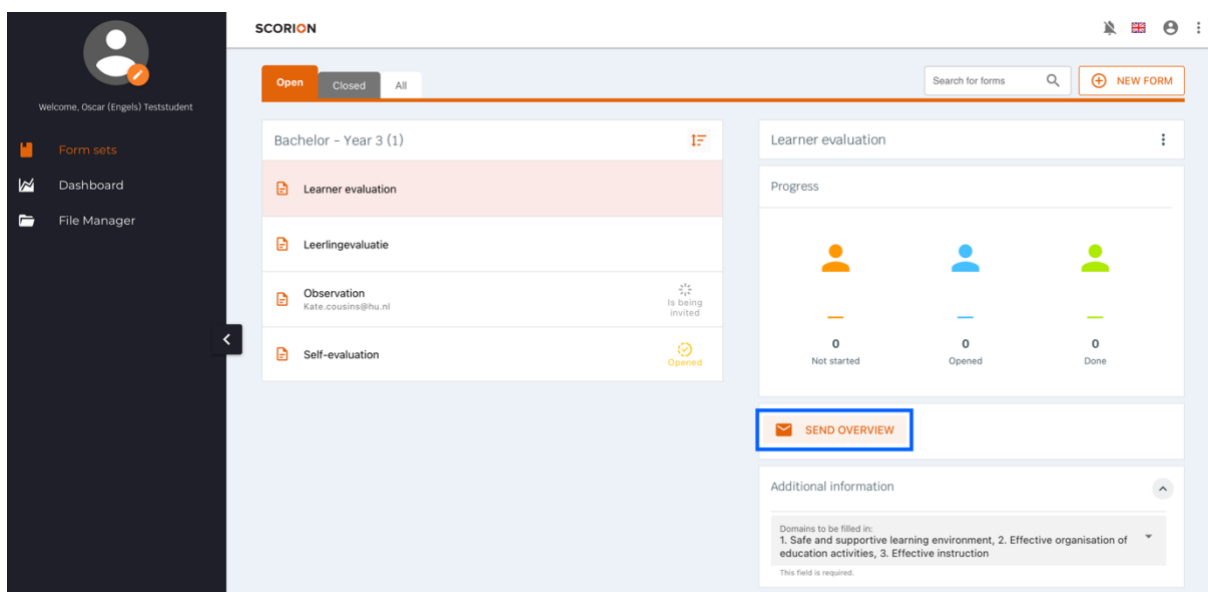

When you click on the button '*Send overview'* a pop-up appears to which you can add the learners you wish to invite *(see screenshot below).* Add the e-mail addresses one by one. At a later stage it will be possible to add more than one e-mail address at a time.

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.
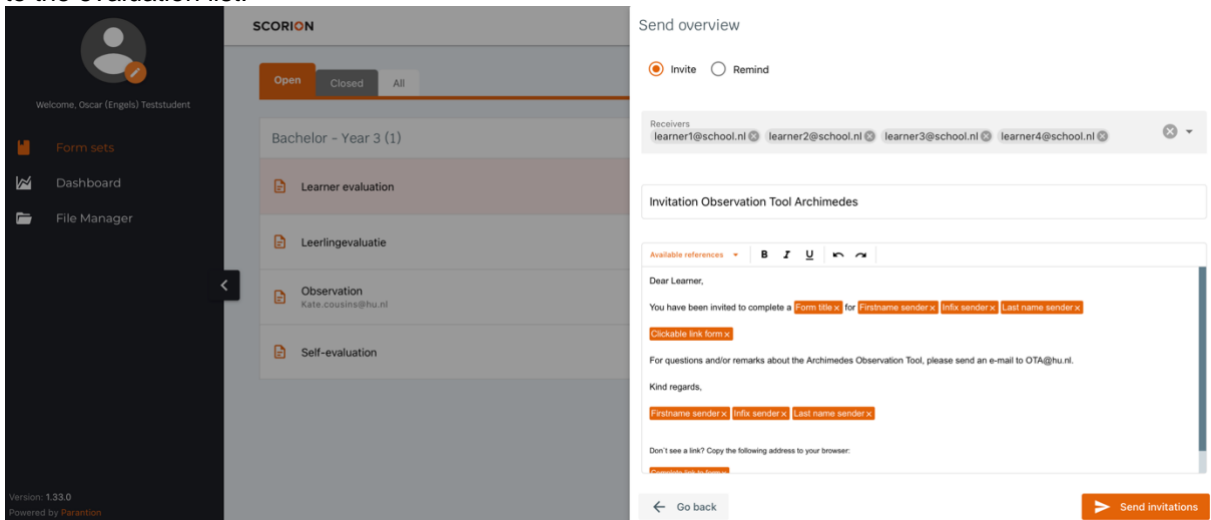

As soon as all learners have completed the learner evaluation, or when you have finished class, you can close the learner evaluation. From that moment students can no longer fill in the questionnaire. Click on the drop-down menu in the top right corner. Now click on '*Close form*' (*see screenshot below*).
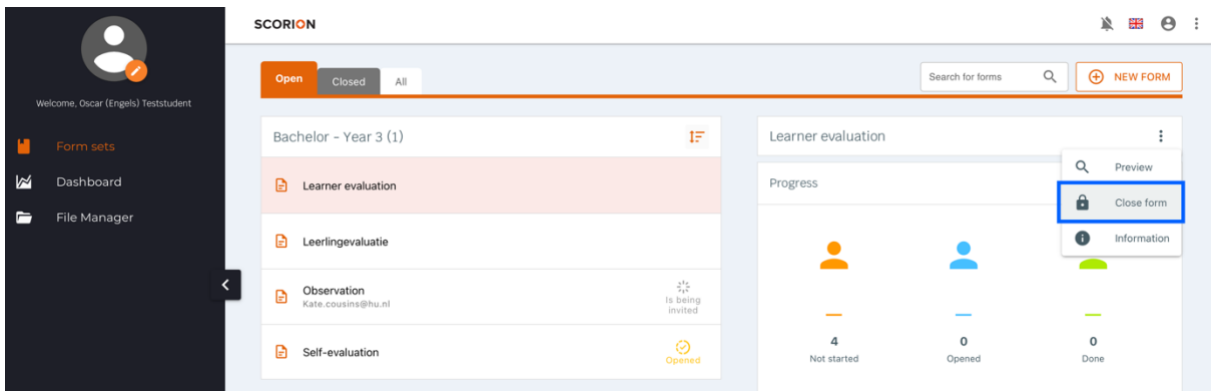
By clicking on the button '*Generate report*' a separate report of the learner evaluation is produced. It will be saved in PDF-format in your file manager.
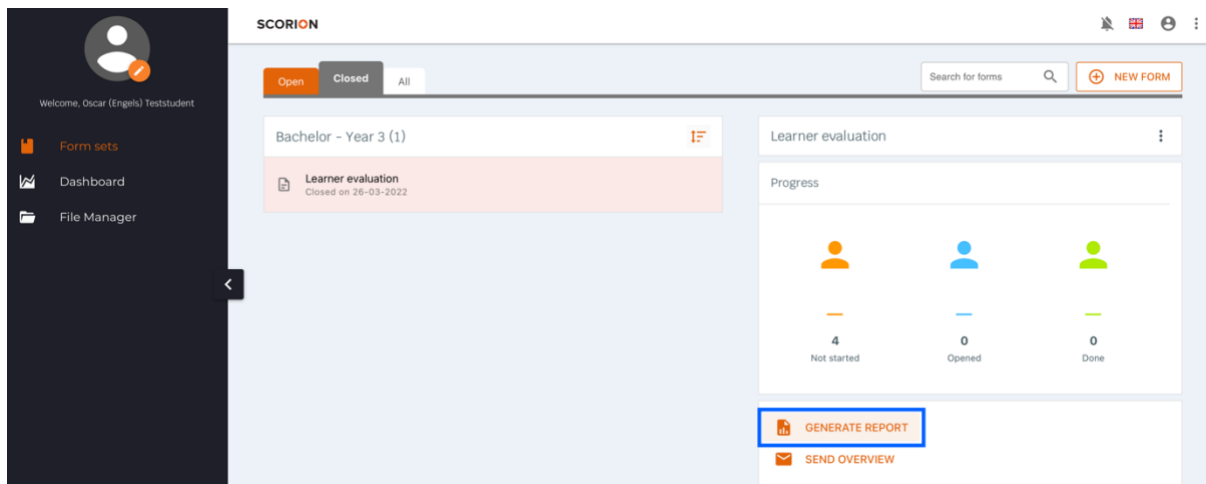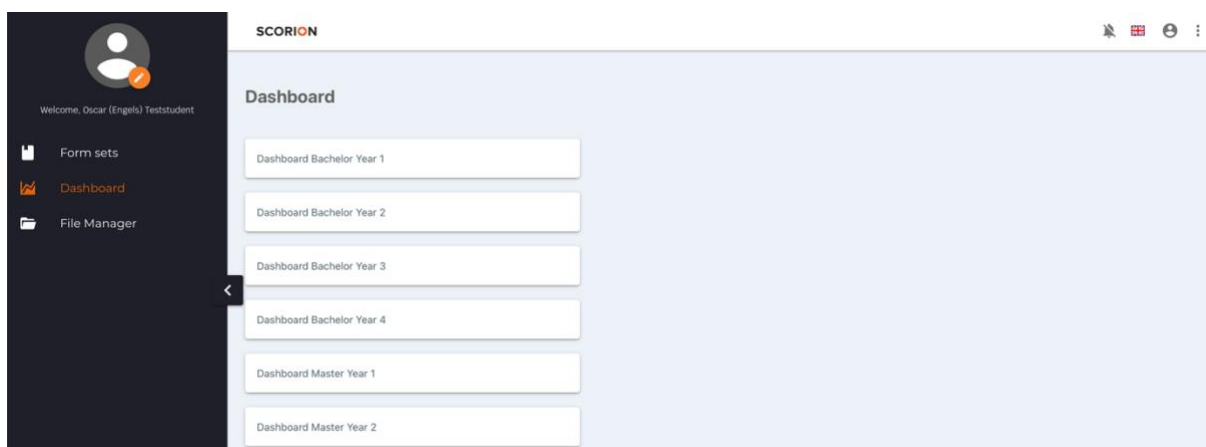
5   Dashboard

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)*.

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'*.

6 File manager

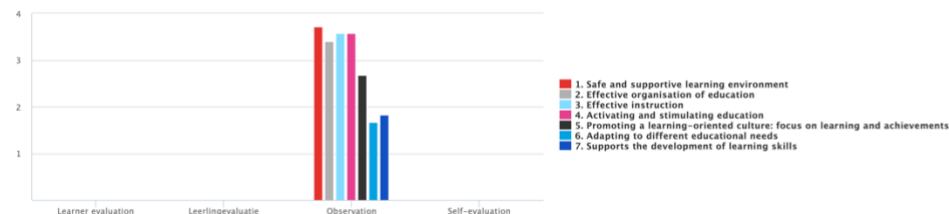### 6.1 Entering data

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).*
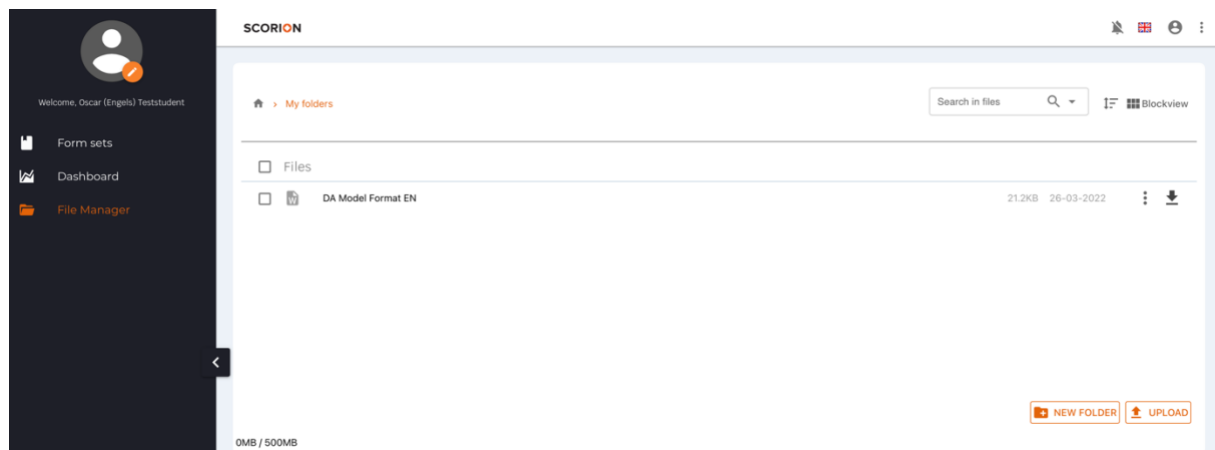
7 Questions and support

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