College of Education

Teacher Observation Record

Forms Collection via iPad

Version 5 – Revision Date August 2017
About This Guide

This guide was created using the following configurations:
• iOS 10.3.3
• Adobe Acrobat Reader for iPad 17.07.25

If your iPad or Reader does not match these software versions, your screens and buttons may look a little different from the illustrations in this guide.

This guide assumes that you know the basics of using an iPad: accessing the Home Screen, using apps like Safari and Mail, using the keyboard, and switching between applications. Apple has helpful guides for new iOS users, such as the iPad User Guide, and of course: practice makes perfect!
Before You Begin

You must have set up the following on your iPad:

• Access to the UT Arlington Wireless Network
• Your UT Arlington E-Mail account
• Access to the App Store using a working AppleID and password
• The official Adobe Acrobat Reader App

Need help with any of these? Contact COEd Technology (coedtech@uta.edu)
The Big Steps

The iPad Forms Process consists of these big steps:

• Getting your forms
• Copying your forms
• Filling out your forms
• Collecting signatures on your forms
• Emailing your forms
Big Step Number One

GETTING YOUR FORMS
First, we need to download the form that you will use for student teacher observations. These are made available on the Handbooks page on the Field Experience website.

Using Safari, navigate to the following URL:

http://www.uta.edu/coed/academics/fieldexperience/handbooks.php

or

http://goo.gl/kQ3yot
Getting the Forms: Step 2 of 10

The forms are at the bottom of the page under the subheading “UTA Supervisor Resources”. Touch the link for the form that you’ll be using for field observations.
Getting the Forms: Step 3 of 10

After you’ve touched the link for the form that you need, it will open in Safari. Touch anywhere on a blank area of the form to open the menu frame. It will stay open for only a few seconds, so if the menu frame disappears, touch again on the screen to reopen it.
Getting the Forms: Step 4 of 10

With the menu frame open, touch the “More…” button in the upper left hand corner. The menu frame disappears after a few seconds of inactivity, so if it goes away touch a blank part of the form again to bring the menu frame back to bring up the button.
Getting the Forms: Step 5 of 10

A small sub-menu will open. Touch “Copy to Adobe Acrobat”. You may need to scroll through the list to the right to find the correct icon.
University of Texas at Arlington
College of Education Teacher Observation Record

Observation Information

Today's Date: ____________________________
Observation Start Time: ___________ End Time: ___________

*Please note: TEA observations must be at least 45 minutes in length.*

School: ____________________________
Grade Level/Subject: ____________________________

Student Information

Student First Name: ____________________________

Getting the Forms: Step 6 of 10

The Form will open in the Acrobat Reader app – you’ll see the iPad switch Apps.
It will automatically open the form you downloaded.
University of Texas at Arlington
College of Education Teacher Observation Record

Observation Information
Today's Date: 
Observation Start Time:   End Time: 

Please note: TEA observations must be at least 45 minutes in length.

School: 
Grade Level/Subject: 

Student Information
Student First Name: 

Getting the Forms: Step 7 of 10
Adobe Reader uses the same menu frame behavior as Safari. So if the menu frame disappears...
University of Texas at Arlington
College of Education Teacher Observation Record

**Observation Information**

<table>
<thead>
<tr>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Start Time:</td>
</tr>
</tbody>
</table>

*Please note: TEA observations must be at least 45 minutes in length.*

<table>
<thead>
<tr>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level/Subject:</td>
</tr>
</tbody>
</table>

**Student Information**

| Student First Name: |

---

**Getting the Forms: Step 8 of 10**

... touch somewhere on an empty part of your form to bring up the menu frame.
For now, bring up the menu frame and touch “Back” (in the upper left hand corner) to go back to Adobe Reader’s file manager, the Documents screen.
Getting the Forms: Step 10 of 10

You should now be on the main screen of the Adobe Reader App, the Document screen. If you see your form here then it is stored on the iPad and will be available even when you don't have an Internet connection.
Big Step Number Two

COPYING YOUR FORMS
Copying the Form: Step 1 of 13

Instead of downloading the form every time you do an observation, we will instead make copies of the form ahead of time. We'll also name the copies according to a naming convention that will satisfy our record keeping requirements.
Copying the Form: Step 2 of 13

We’re starting from the Documents screen of the Adobe Reader app, and the correct form has already been downloaded, and we haven’t filled it out yet. Let’s get started: **touch the Edit button** in the upper right hand corner.
Copying the Form: Step 3 of 13

The saved PDFs will now be selectable.

Touch the form you want to duplicate...
Copying the Form: Step 4 of 13

... the PDF you selected will checkmark and highlight.
Now, touch the Duplicate button, in the bottom row of buttons.
Copying the Form: Step 5 of 13

A small sub-menu will pop up. Touch “Duplicate”...
Copying the Form: Step 6 of 13

... And a duplicate of the form will be created.
Now we need to rename the form. To get started, once again touch the Edit button in the upper right hand corner.
Copying the Form: Step 8 of 13

This time, **touch the copy that you made earlier**. You can tell it’s the copy because it has a (1) appended to its filename. It will checkmark and highlight.
And, with the copy selected, touch the rename button on the bottom row of buttons, second from the right. The rename window will appear.

We have a naming convention, which is described on the next slide.
The naming convention:

**Document Name - LastName FirstName StudentID Observation#**

- **Document Name:** Original Document Name minus Long/Short Form
- **LastName:** Student's last name
- **FirstName:** Student's first name
- **StudentID:** Student's 10-digit UT Arlington ID#
- **Observation#:** The observation number: 1, 2, 3, or 4
- **Observation Letter:** The observation letter (A, B, or C) is added to the number indicates the observations needed for TEA (4).

Only use letters, numbers, and spaces in the filename. The dash (-) between T-TESS TOR and the Student Name is optional, just be consistent.

Example of a renamed file:

T-TESS TOR - Brown Brian 1234567890 1
T-TESS TOR - Brown Brian 1234567890 2A

Email to the student, the Cooperating Teacher, the principal, and coedfield@uta.edu. These must be emailed all at the same time through the use of the TO and/or CC fields. Do not use the BCC field.

**Copying the Form: Step 8 of 13**

Because this form is an official record of student performance we must associate it with the Student's ID number. Since most people make their forms ahead of time, you should go ahead and label the form copies as 1, 2, or 3, for the student's first, second, and third observations.
Now that we know how to name our files, let’s get back to the rename window that should be open on your screen.
Copying the Form: Step 10 of 13

First, delete out the (#) that was appended to the filename when you created the copy.
Copying the Form: Step 11 of 13

Now, fill in the rest of the filename according to the convention.
Remember! Don’t use any punctuation in the filename: letters, numbers, and spaces only.
After you have typed in the new name, **touch the Rename button** to save your changes.
Copying the Form: Step 13 of 13

You should be back at the Documents screen and the form will have its new name. You'll repeat these Copying steps every time you need a fresh copy of the Observation form for use during a supervision.
FILLING OUT YOUR FORMS
Filling Out the Form: Step 1 of 6

Here we have forms that have been prepared for use with a specific student’s observations. **Touch a form to open it for editing.** Take care to not edit the original you downloaded from the Field Experience website; keep it blank as a master copy.
Filling Out the Form: Step 2 of 6

The editable fields should be highlighted. **Touch a field to select and edit it.**
The usual iPad way of scrolling also works here in the Adobe Reader app (touch, hold, and drag). The form will save as you go, so there's no need to press a “Save” button.
Filling Out the Form: Step 3 of 6

Adobe Reader has a few special buttons you can use while filling out forms that some observers find useful. Previous moves you up to the fillable field above the one you have selected. Next takes you to the next fillable field. Reset Field will blank the field.
Filling Out the Form: Step 4 of 6

Text boxes are not set with any word or character limits, but they are small on the page to keep the form's page length under control. The text will scroll in the box, so don’t worry if you can’t see all the text after you move to the next field.
Filling Out the Form: Step 5 of 6

A note about notes: Adobe Reader has the ability to add text annotations that are not part of the form. Please do not use the note function of Reader. These notes are not captured during our data collection process, so please instead use the per element or per cluster comments to give feedback to students so that we have a record of that feedback.
Filling Out the Form: Step 6 of 6

At the end of the form is the signatures page. The next Big Step section will cover how to get signatures on to this page.
Big Step Number Four

COLLECTING SIGNATURES ON YOUR FORMS
Collecting Signatures: Step 1 of 9

The last page of our formal field observation form is the signatures page. We collect real signatures using the iPad and the freehand drawing tool in Reader. Let's get started.
Collecting Signatures: Step 2 of 9

We recommend that you put your iPad into Portrait mode: pick up your iPad rotate it and the contents of the screen should rotate as well. If it won’t rotate, give it a little wiggle, and double-check that your rotation lock is off. Make sure your observation form is scrolled all the way down so that all three signature lines can be seen.
Collecting Signatures: Step 3 of 9

Now, **bring up the menu frame**. Remember: touch on a blank part of the form and the menu frame will appear for a few seconds.
Collecting Signatures: Step 4 of 9

With the menu frame open, touch the Annotations tool, the second button from the left, to open the Annotations menu.
Collecting Signatures: Step 5 of 9

TheAnnotations menu will be along the bottom edge of the screen. Touch the freehand drawing tool, second button from the right, to enter freehand drawing mode.
Collecting Signatures: Step 6 of 9

The menu frame will change again to indicate you are in freehand drawing mode. You may now collect signatures. You can either use an iPad stylus, or use your fingertip to sign. The page will not scroll while you are in this mode.

Note: The first time you use the freehand drawing mode, Adobe Acrobat will ask you to enter an “author” name.
Collecting Signatures: Step 7 of 9

Once you have collected signatures, you can **touch the Save button** in the upper right hand corner to save the signatures to the form and to exit freehand drawing mode. If you make a mistake and need to start over, the cancel button is in the upper left hand corner.

**Signatures**

*Please use the Freehand Drawing tool in Acrobat Reader to sign and date on the lines below.*

---

**Test**

---

**Hello**

---

**UTA Student Teacher**

---

**Cooperating Teacher**
Collecting Signatures: Step 8 of 9

Now, leave the annotations menu: touch the Done button in the upper left hand corner.
Collecting Signatures: Step 9 of 9

The form is now complete. We recommend rotating your iPad back into landscape mode. The last big step is to email a copy of the form to everyone who needs it.
Big Step Number Five

E-MAILING YOUR FORMS
E-Mailing the Form: Step 1 of 10

We strongly recommend that as soon as your form is done that you email it. This saves you from having to remember to do it later, and increases the chances that you’ll have a copy of the form in case something happens to your iPad. Let’s get started.
E-Mailing the Form: Step 2 of 10

First, bring up the menu frame. Remember: touch on a blank part of the form and the menu frame will appear for a few seconds.
E-Mailing the Form: Step 3 of 10

Now, touch the send button, the second from the right in the row of buttons along the bottom of the document.
E-Mailing the Form: Step 4 of 10

A sub-menu will open. Touch **Share File** to open the next window.
E-Mailing the Form: Step 5 of 10

Touch **Share Original Document**, and the next window will open. You should always choose to share the original document version, as it makes does not loose any of the data as is the potential with flattened copies.
Signatures

Please use the Freehand Drawing tool in Acrobat Reader to sign and date on the lines below.

Test
Hello

E-Mailing the Form: Step 6 of 10

Another sub-menu will open. Touch Mail to open the email window.
E-Mailing the Form: Step 7 of 10

The email window will be open, with the PDF already attached. At this point, we need to fill in the email addresses of everyone who needs to receive a copy of this formal observation. We specify these people on the next slide.
Email the following **five** people:

1) The student: `student.name@mavs.uta.edu`
2) Yourself: `faculty@uta.edu`
3) The Cooperating Teacher: `coop.teacher@someisd.edu`
4) The Site Principal: `principal@someisd.edu`
5) The COEd Field Office: `coedfield@uta.edu`

All email addresses must be official. Do not send this confidential and official record of student performance to unofficial or personal email addresses, including your own.

Do not use the BCC field!

**E-Mailing the Form: Step 8 of 10**

See above for instructions on who needs to receive a copy of the Observation Record. The cooperating teacher should be able to provide the official ISD email address for both themselves and the Principal. The student should know their Mavs email address.
E-Mailing the Form: Step 9 of 10

Now that you know who to email, fill in the email addresses. Make sure you double-check the addresses! You do not want the email to bounce back as undeliverable because an address was typed incorrectly.
E-Mailing the Form: Step 10 of 10

Once you have all of the email addresses set and double-checked, touch the Send button that’s in the upper right-hand corner of the email editor. Even if you are not currently online, the iPad will automatically queue and send your email once you reach a network.
College of Education

Office of Educational Field Experiences
817-272-2831
coledfield@uta.edu
Denise Collins, Ph.D.

Technical Support
817-272-7450
coledtech@uta.edu
Seth Southerland