

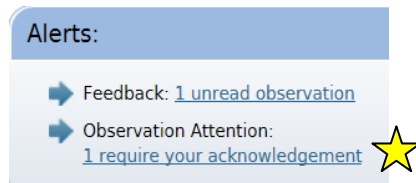
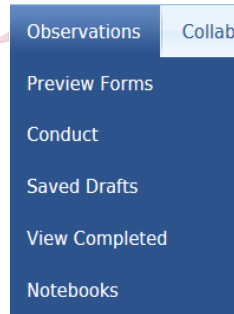


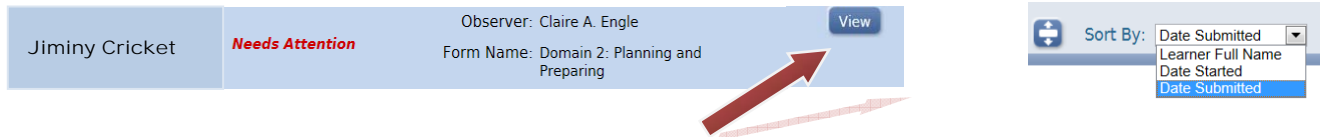
HOW TO READ AND ACKNOWLEDGE COMPLETED OBSERVATIONS

1. Login to iObservation – go to: www.effectiveeducators.com
2. Hover over the **Observations** tab. 
3. Click **View Completed**. 

★ Note: You can also access observations that require attention from the Alerts section on the Home tab/page.



4. **Locate** the Completed Observation in the list.
 - a. *Optional:* You may reorder/sort or search to find the Completed Observation in the list.



5. Click the **View** button.
6. Scroll to the **Notifications** section to **Acknowledge** the observation.
 - a. *Optional:* Submit/type a rebuttal in the Comments section.
 - b. *Optional:* Click Print.
 - c. *Optional:* Click Show Entire Form to view all look-fors.

7. Click **Save** after you acknowledge that you reviewed the observation. 

8. Click the **Back to Completed Observations** breadcrumb link to return to observation list.

9. View additional observations and when finished, **Log Out**.