

## **Editing an observation in iObservation after you click on Finish**

When you are completely finished with your observation in iObservation and click on Finish, Step #19 below states that you will not be able to get back in or edit your observation. Well, this is no longer true! You are able to get back in by following this process:

1. Sign into iObservation
2. Click on Observations
3. Click on View Completed
4. Find the person you observed and would like to edit: click on View
5. Click on Revert to Draft (You will have to give a reason why you have to edit the observation)
6. Edit the observation (Double check to make sure you are really finished)
7. Click on Finish to end the observation.

### A. Conduct an Observation

1. Hover over **Observations**.
2. Click **Conduct**.
3. **Locate** the learner's name in the list.
4. *Optional:* You may reorder or search to find the name in the list.
5. Click the **Forms** button.
6. Select a **Form** from the drop down menu.
7. *Optional:* Set a default form by clicking Select Default Form and choosing a form from the drop down menu.
8. *Optional:* Once the default is set, skip steps 5-6 by clicking Begin.
9. The **Table of Contents** appears.
10. Click a look-for in the list to begin collecting data.
11. *Optional:* Change the learner's location using the drop down menu. If the learner is in only one building, the observer does not need to make a selection.
12. Add data to the form by typing comments, adding information, etc.
13. *Optional:* Add more look-fors by repeating steps 10-11 by either clicking Back to Table of Contents or opening the Form Map.
14. *Optional:* Click Cancel to exit the observation without saving.
15. *Optional:* Click Save and Close to save a draft of the form then return to the Conduct list view.
16. *Optional:* Click Save Draft to save the observation and edit at another time.
17. *Optional:* Send a notification email to the learner.
18. *Optional:* Type an additional message.
19. Click **Finish** to end the observation. Completed observations are not editable.