

Teacher Observation Record

Forms Collection via iPad

About This Guide

This guide was created using the following configurations:

- iOS 13.6
- Adobe Acrobat Reader for iPad 20.07.00

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 (<https://books.apple.com/us/book/ipad-user-guide/id1464778568>), 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 for PDF App

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

*These are accessed using your NetID or email address, and password. UTA enforces regular password changes so it is advisable to update your password at the beginning of the semester to prevent an account lockout. You can change your password here: <https://oit.uta.edu/services/netidss/>

The Big Steps

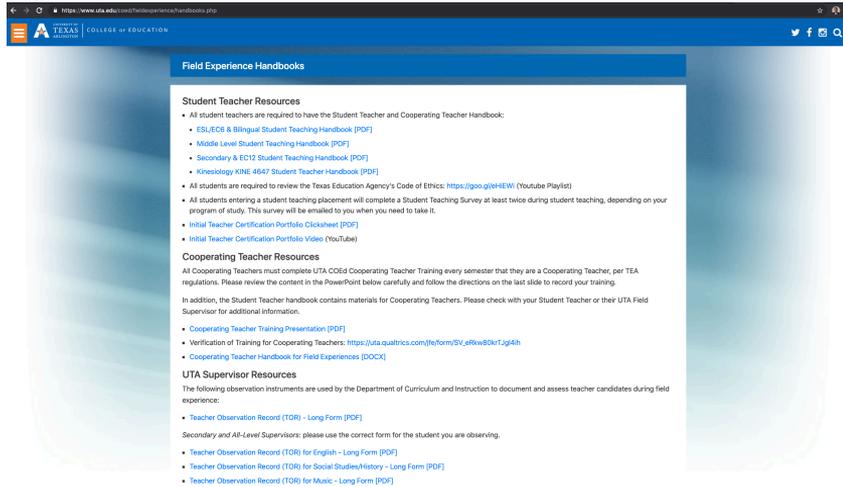
The iPad Forms Process consists of these big steps:

- 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

Getting the Forms: Step 1 of 7



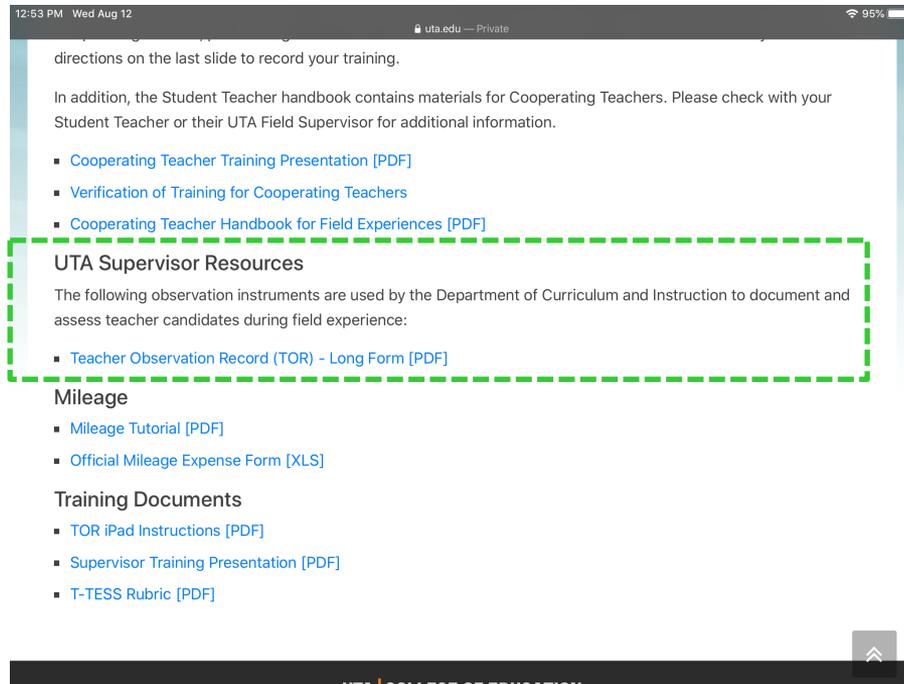
First, we need to download the form that you will use for student teacher observations. These are made available on the Handbooks page on the Field Experience website.

Using **Safari**, navigate to the following URL:

<https://www.uta.edu/coed/fieldexperience/handbooks.php>

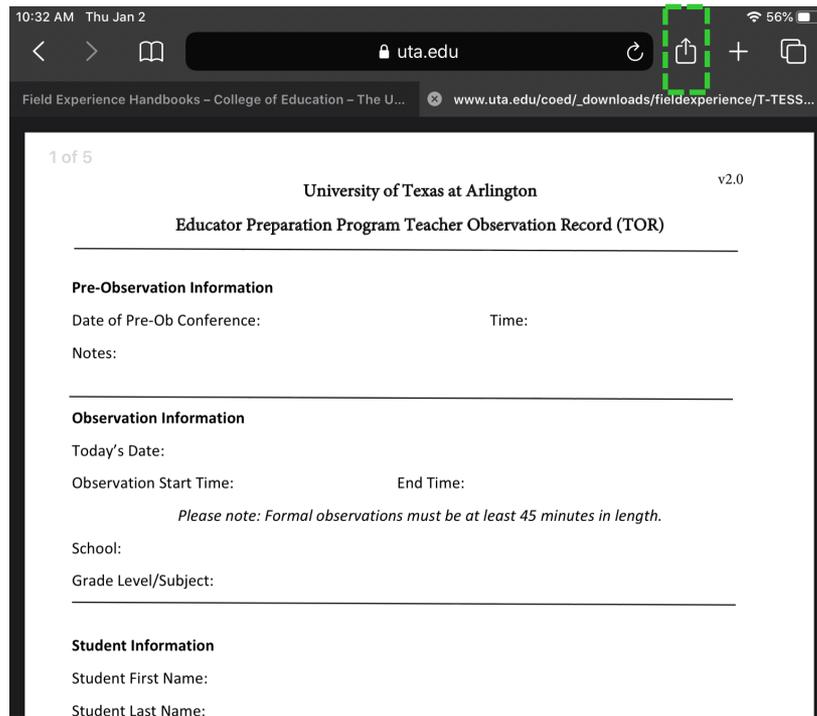
or

<https://rebrand.ly/handbooks>



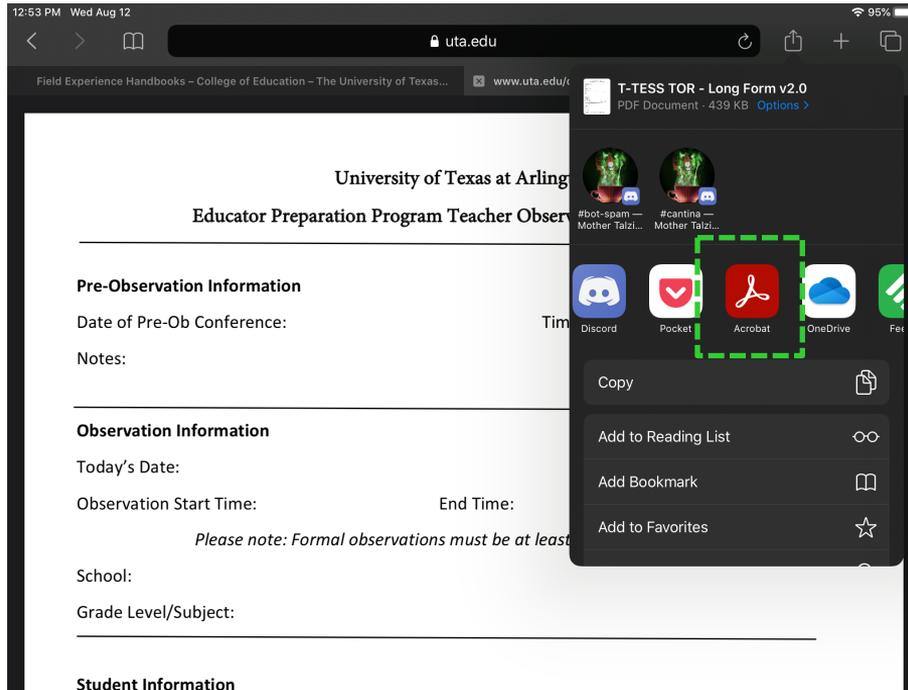
Getting the Forms: Step 2 of 7

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 7

After you've touched the link for the form that you need, it will open in Safari.
Touch the share icon in the upper right (box with arrow pointing up).



Getting the Forms: Step 4 of 7

With the share menu open, touch the “**More**” option in the upper righthand corner and then “**Copy to Acrobat**” from the list.

University of Texas at Arlington

v2.0

Educator Preparation Program Teacher Observation Record (TOR)

Pre-Observation Information

Date of Pre-Ob Conference: [redacted] Time: [redacted]

Notes: [redacted]

Observation Information

Today's Date: [redacted]

Observation Start Time: [redacted] End Time: [redacted]

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

School: [redacted]

Grade Level/Subject: [redacted]

Student Information

[redacted]



Getting the Forms: Step 5 of 7

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

v2.0

Educator Preparation Program Teacher Observation Record (TOR)

Pre-Observation Information

Date of Pre-Ob Conference: Time:

Notes:

Observation Information

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

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

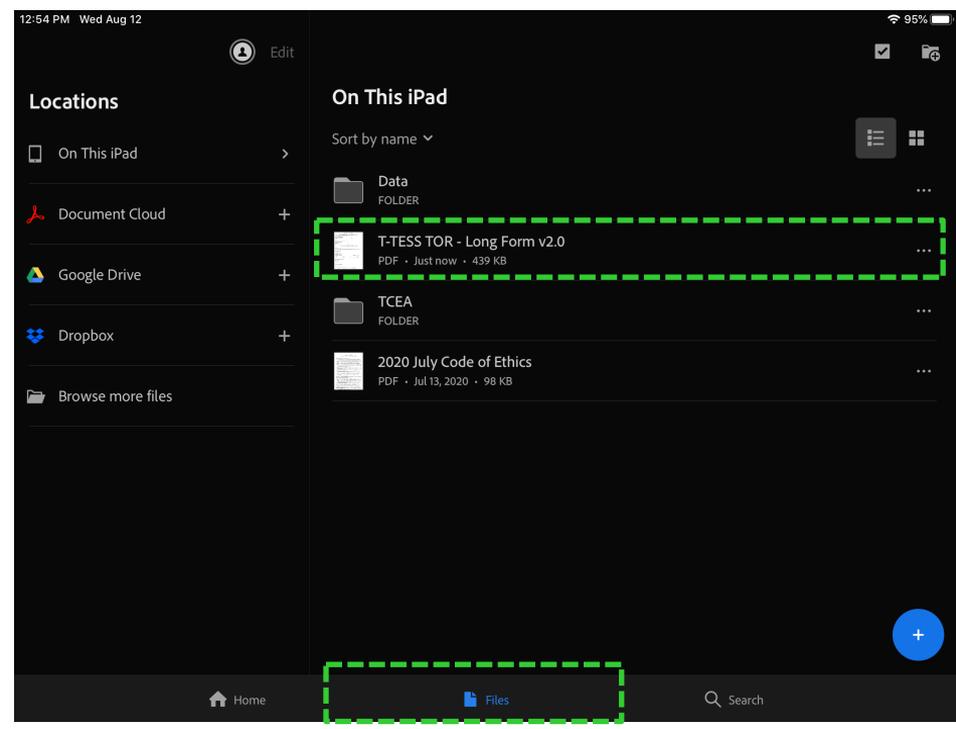
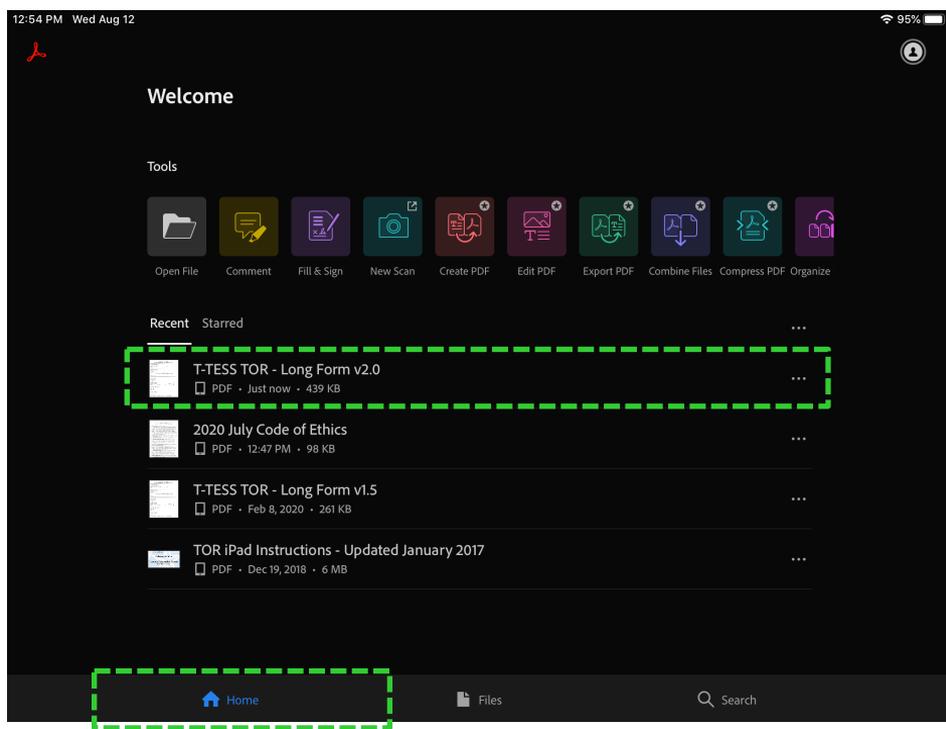
School:
Grade Level/Subject:

Student Information



Getting the Forms: Step 6 of 7

Touch the arrow (<) to go back to Adobe Reader's file manager, the Documents screen. If the top menu does not appear, touch the screen once away from any fillable field on the document to make it appear.

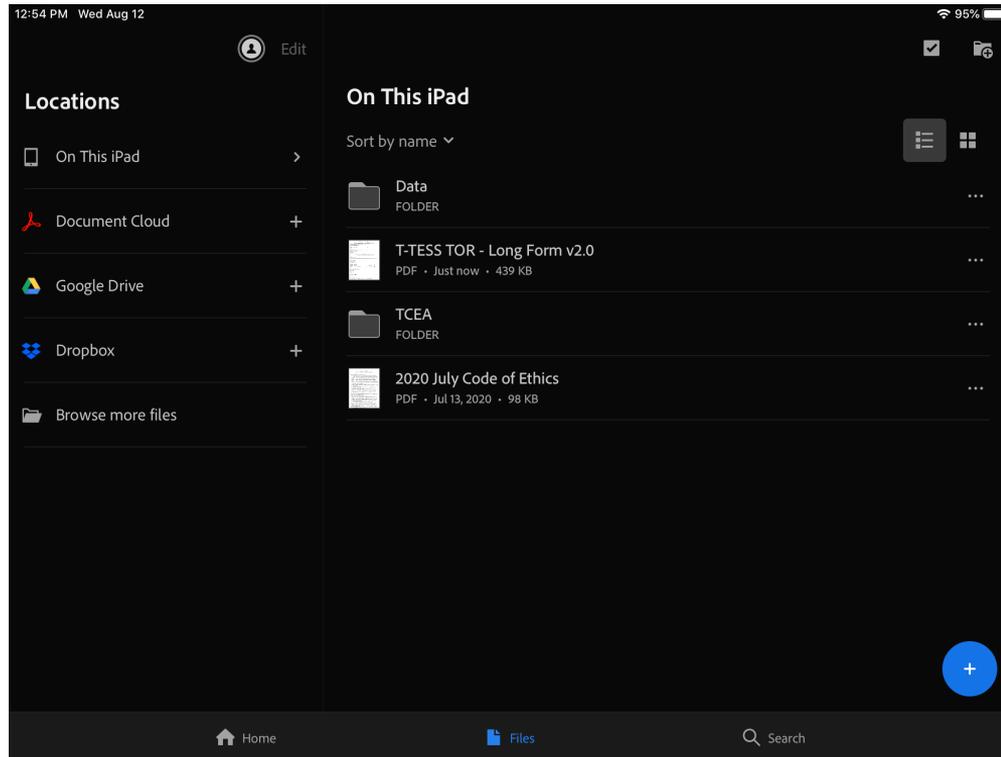


Getting the Forms: Step 7 of 7

You should now be on the main screen of the Adobe Reader App, the Welcome 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. It may be helpful to click "Files" to see all the locally stored files.

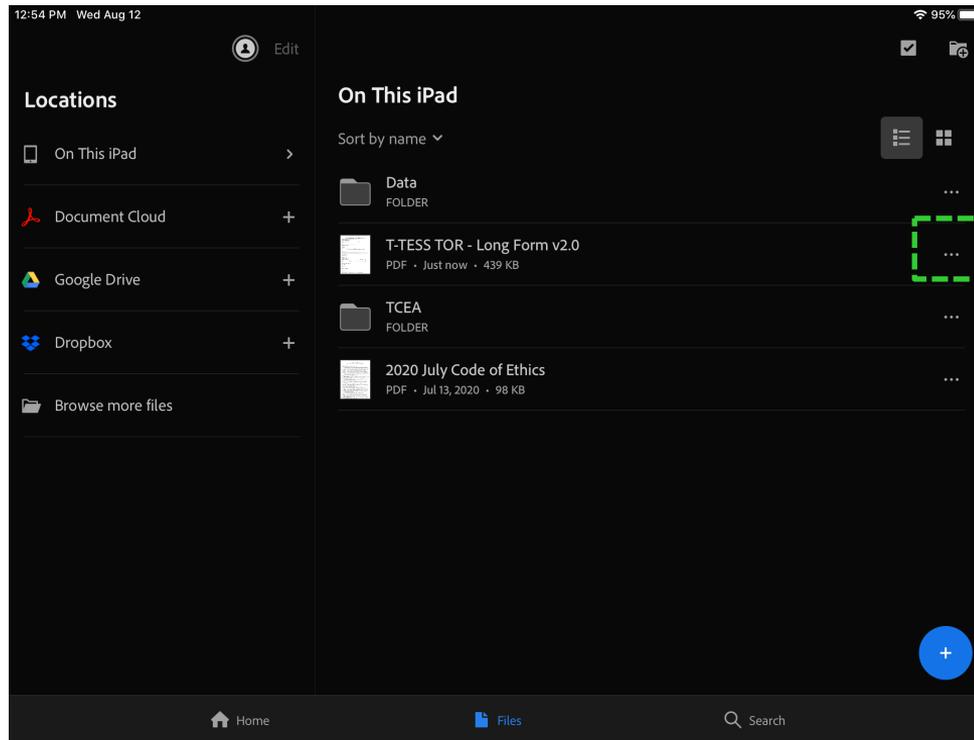
Big Step Number Two

COPYING YOUR FORMS



Copying the Form: Step 1 of 8

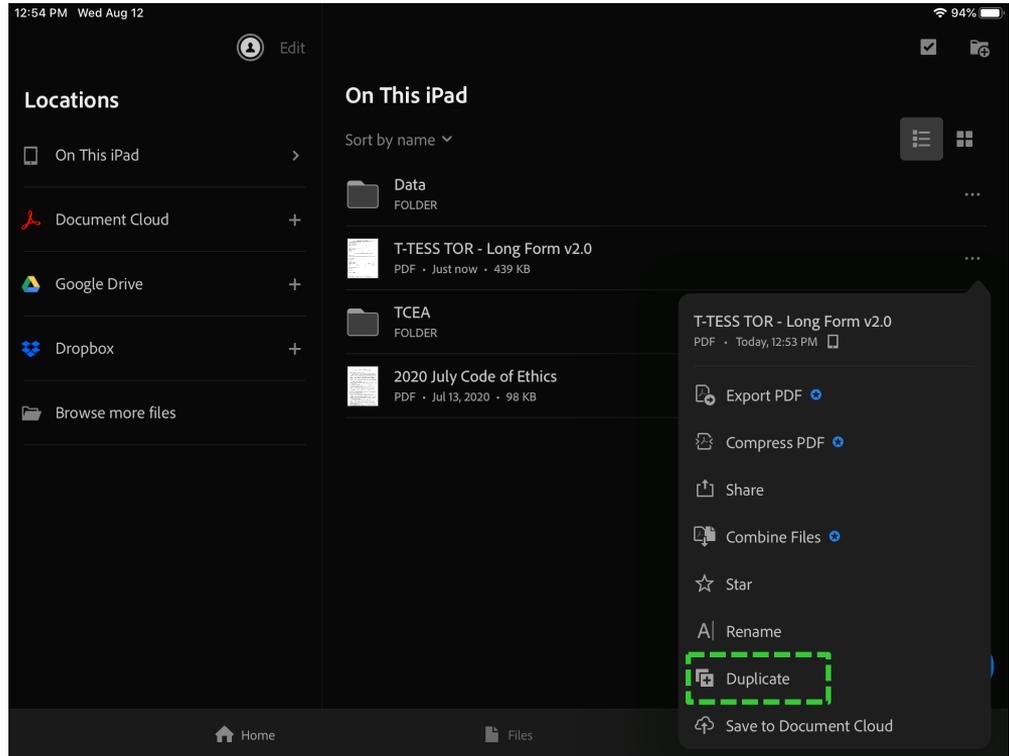
Instead of downloading the form every time you do an observation, we will make copies of the form ahead of time. We'll also name the copies according to a naming convention that will satisfy our record keeping requirements.



Copying the Form: Step 2 of 8

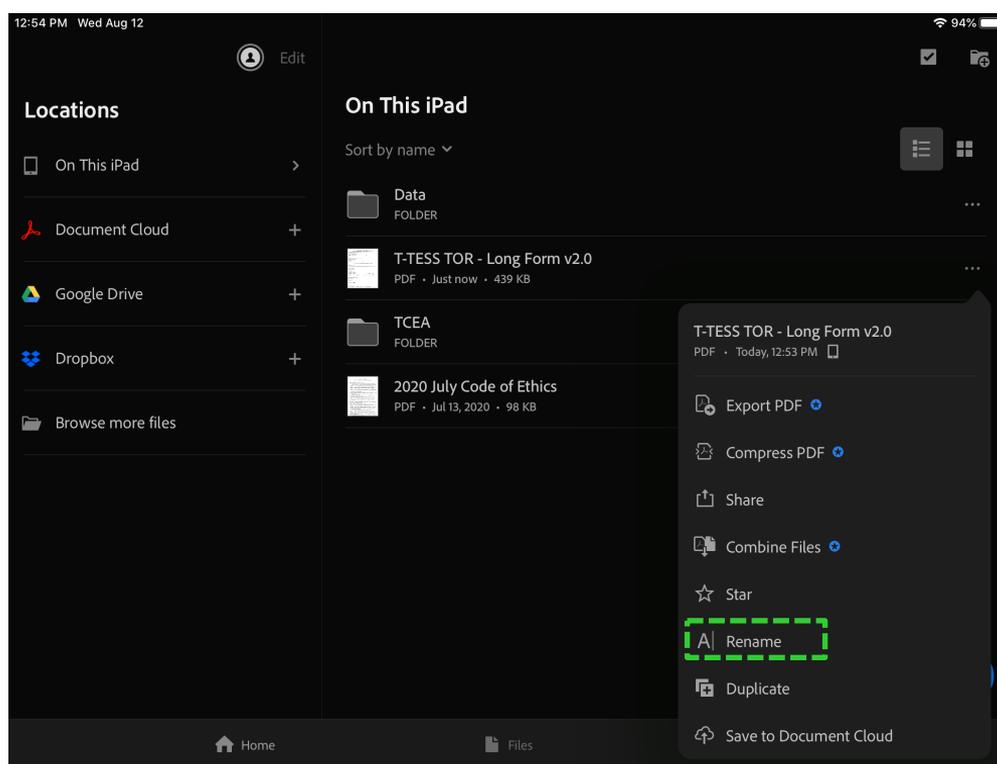
We're starting from the Documents screen of the Adobe Reader app, and the correct form has already been downloaded, and we haven't filled it out yet.

Let's get started: **touch the three dots (...)** next to the file we need to copy.



Copying the Form: Step 3 of 8

Touch the **Duplicate** option. This will make a single copy of the file.



Copying the Form: Step 4 of 8

Now we need to rename the file. Begin by pressing the same **three dots (...)** from the previous steps, then select the **Rename** option.

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.

Only use letters, numbers, and spaces in the filename – no punctuation!

Example of a renamed file:

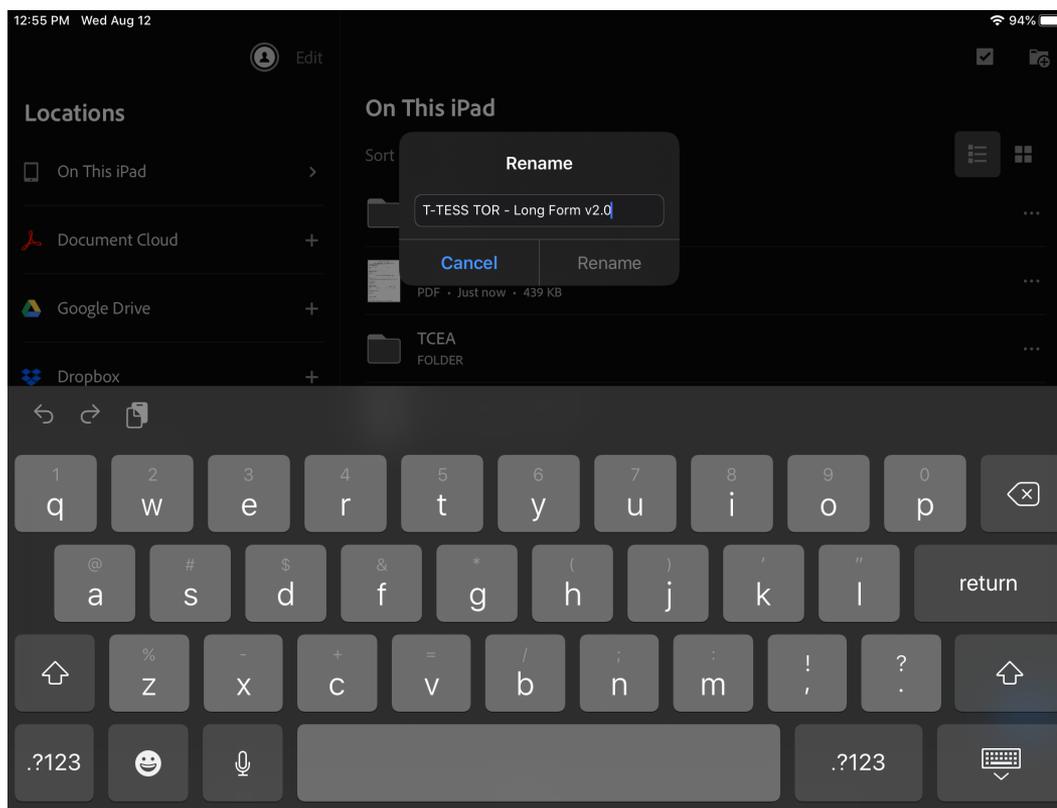
T-TESS TOR Simcox Patty 1234567890 1

T-TESS TOR Simcox Patty 1234567890 2A

For all formal observations, email the student, yourself, the Cooperating Teacher, the principal, and coedfield@uta.edu. These must be emailed all at the same time using the TO and/or CC fields. **Do not use the BCC field. UTeach Facilitators should also include Karen Matsler (kmatsler@uta.edu).**

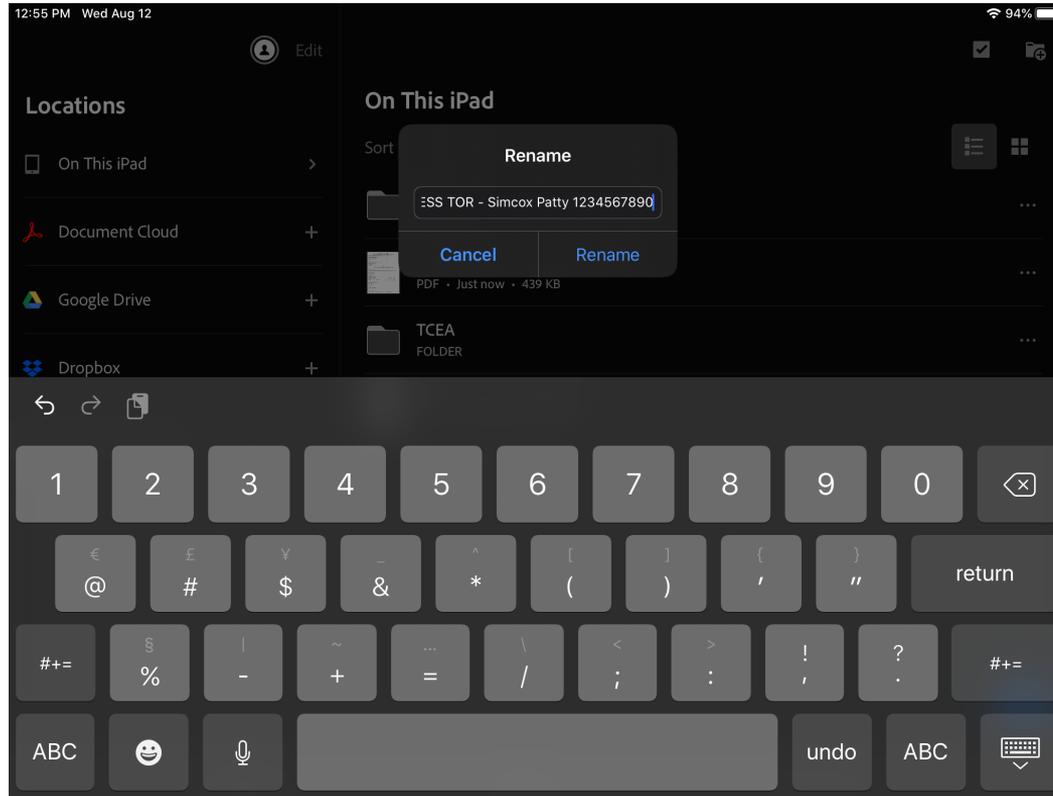
Copying the Form: Step 5 of 8

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.



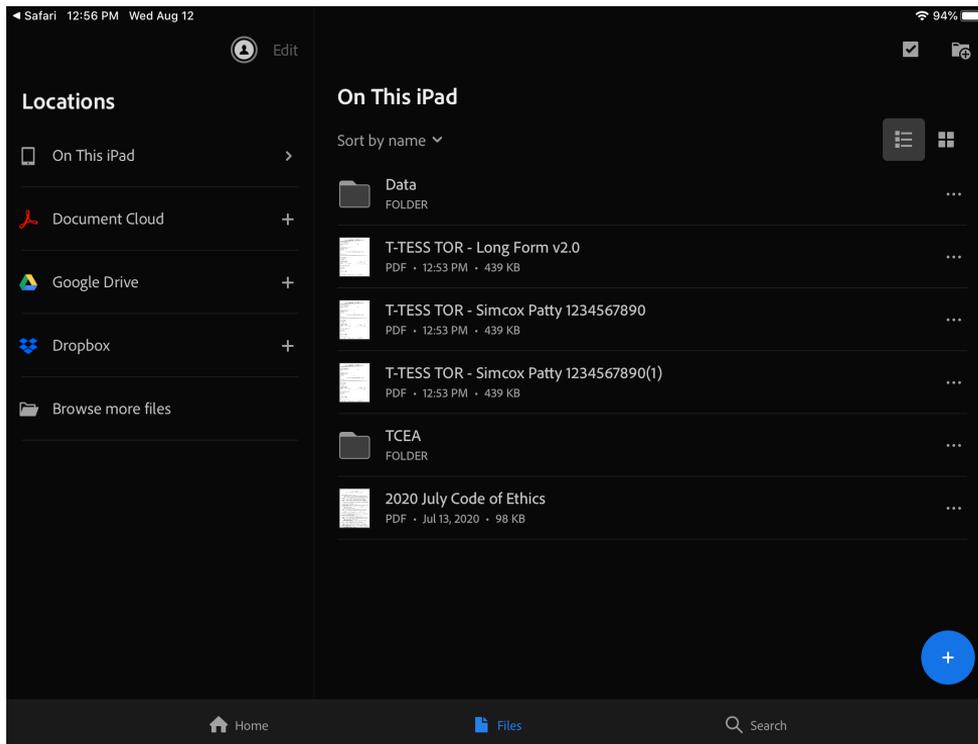
Copying the Form: Step 6 of 8

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 7 of 8

Delete everything after **T-TESS TOR** and complete using the aforementioned naming convention. Click **Rename** when you are done.



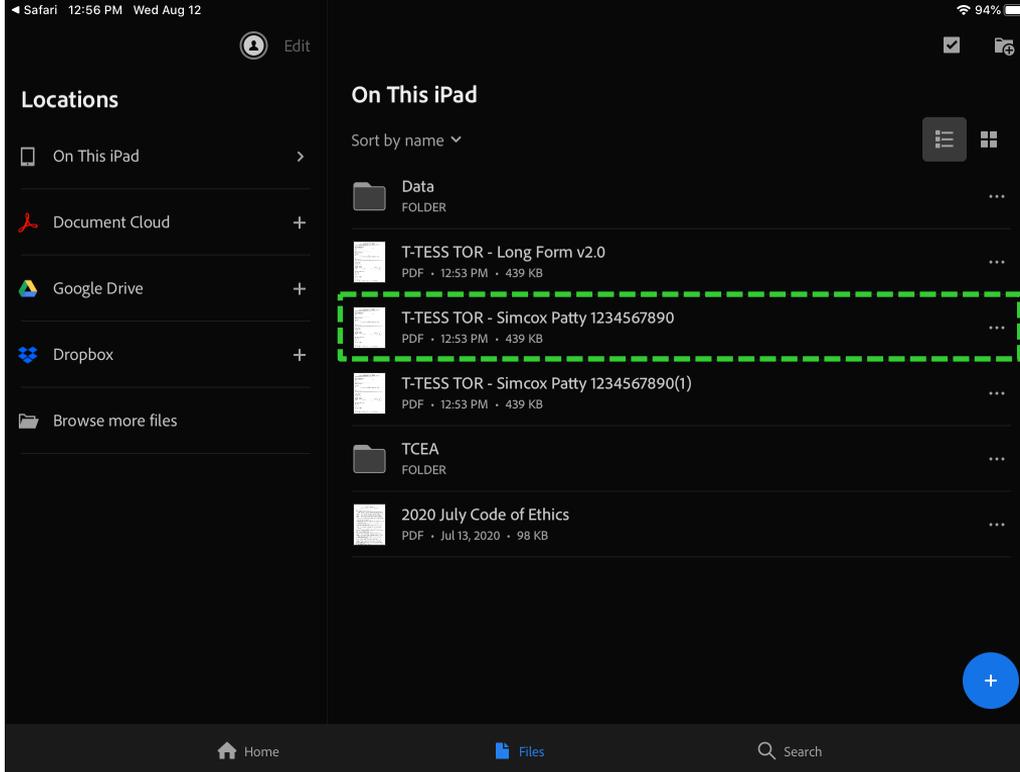
In this example you see the original file, T-TESS TOR – Long Form v2.0; then two other files named for the student Patty Simcox.

Copying the Form: Step 8 of 8

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.

Big Step Number Three

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.

12:57 PM Wed Aug 12 TTESS TOR - Simcox Patty 1234567890 PDF 94%

v2.0

University of Texas at Arlington
Educator Preparation Program Teacher Observation Record (TOR)

Pre-Observation Information

Date of Pre-Ob Conference: [] Time: []

Notes: []

Observation Information

Today's Date: []

Observation Start Time: [] End Time: []

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

School: []

Grade Level/Subject: []

Student Information

Student First Name: []

Student Last Name: []

Student UTA ID Number: []

Student TEA ID Number: [] Undergraduate:

Program: [ESL/EC6] Post-Baccalaureate:

Cooperating Teacher Information

CT First Name: []

CT Last Name: []

Supervisor Information

Supervisor Name: []

Form Completion: Cooperating Teacher Field Supervisor Other

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.

12:57 PM Wed Aug 12 93%

T:TESS TOR - Simcox Patty 1234567890 PDF

University of Texas at Arlington v2.0

Educator Preparation Program Teacher Observation Record (TOR)

Pre-Observation Information

Date of Pre-Ob Conference: 8/13/2020 Time: [Redacted]

Notes: [Redacted]

Observation Information

Today's Date: [Redacted]

Observation Start Time: [Redacted] End Time: [Redacted]

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

School: [Redacted]

Grade Level/Subject: [Redacted]

Student Information

Student First Name: [Redacted]

Student Last Name: [Redacted]



Previous Next **Reset Field** Done

Q W E R T Y U I O P [X]

A S D F G H J K L [next]

[up] Z X C V B N M [down] [down]

.?123 [smiley] [microphone] .?123 [keyboard]

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.

12:57 PM Wed Aug 12
T-TESS TOR - Simcox Patty 1234567890 PDF

University of Texas at Arlington v2.0
Educator Preparation Program Teacher Observation Record (TOR)

Pre-Observation Information
Date of Pre-Ob Conference: 8/13/2020 Time:
Notes:

Observation Information
Today's Date:
Observation Start Time: End Time:
Please note: Formal observations must be at least 45 minutes in length.
School:
Grade Level/Subject:

Student Information
Student First Name:
Student Last Name:

Previous Next Reset Field Done

Q W E R T Y U I O P
A S D F G H J K L next
Z X C V B N M .?/:
.123 .123

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.

12:58 PM Wed Aug 12 93%
Done T:TESS TOR - Simcox Patty 1234567890 PDF

Pre-Observation Information
Date of Pre-Ob Conference: 8/13/2020 Time: [redacted]
Notes: [redacted]

Observation Information
Today's Date: [redacted]
Observation Start Time: [redacted] End Time: [redacted]
Please note: Formal observations must be at least 45 minutes in length.
School: [redacted]
Grade Level/Subject: [redacted]

Student Information
Student First Name: [redacted]
Student Last Name: [redacted]
Student UTA ID Number: [redacted]
Student TEA ID Number: [redacted] Undergraduate:

Write a note... Post

Hey I The
Q W E R T Y U I O P
A S D F G H J K L return
Z X C V B N M ? .
.123 .123

Filling Out the Form: Step 5 of 6

A note about comments: Adobe Reader can add text annotations that are not part of the form. **Please do not use the comment 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.

Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers
The UT Arlington COEd Field Supervisor or other COEd Field Office representative has sent you this form to fulfill UTA's obligation to provide you the record of this student teacher's formal observation. This record is confidential. Please do not copy, distribute, or share this record unless permitted by applicable law or policy. We value your partnership in training student teachers and we thank you.



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

Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

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Collecting Signatures: Step 1 of 6

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.

Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers
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Collecting Signatures: Step 2 of 6

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.



Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers

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Signatures

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

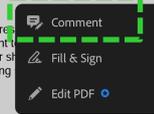
UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers

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Collecting Signatures: Step 3 of 6

Begin by clicking on the small **blue circle** in the lower right hand corner. A menu will pop up, select **Comment**.



Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers

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Collecting Signatures: Step 4 of 6

A new menu will appear at the top of the screen. Select the **Pencil** tool.



Signatures

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



UTA Student Teacher



Cooperating Teacher



UTA Field Supervisor

Notice to Principals and Cooperating Teachers

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Collecting Signatures: Step 5 of 6

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.



Signatures

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

UTA Student Teacher

Cooperating Teacher

UTA Field Supervisor

Notice to Principals and Cooperating Teachers
The UT Arlington COEd Field Supervisor or other COEd Field Office representative has sent you this form to fulfill UTA's obligation to provide you the record of this student teacher's formal observation. This record is confidential. Please do not copy, distribute, or share this record unless permitted by applicable law or policy. We value your partnership in training student teachers and we thank you.

Collecting Signatures: Step 6 of 6

Once you have collected signatures, you can **touch the Done button** in the upper left 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 *undo arrow* button is in the upper right hand corner.

Big Step Number Five

E-MAILING YOUR FORMS



Signatures

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



UTA Student Teacher



Cooperating Teacher



UTA Field Supervisor

Notice to Principals and Cooperating Teachers
The UT Arlington COED Field Supervisor or other COED Field Office representative has sent you this form to fulfill UTA's obligation to provide you the record of this student teacher's formal observation. This record is confidential. Please do not copy, distribute, or share this record unless permitted by applicable law or policy. We value your partnership in training student teachers and we thank you.

E-Mailing the Form: Step 1 of 7

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.

Signatures

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



UTA Student Teacher



Cooperating Teacher



UTA Field Supervisor

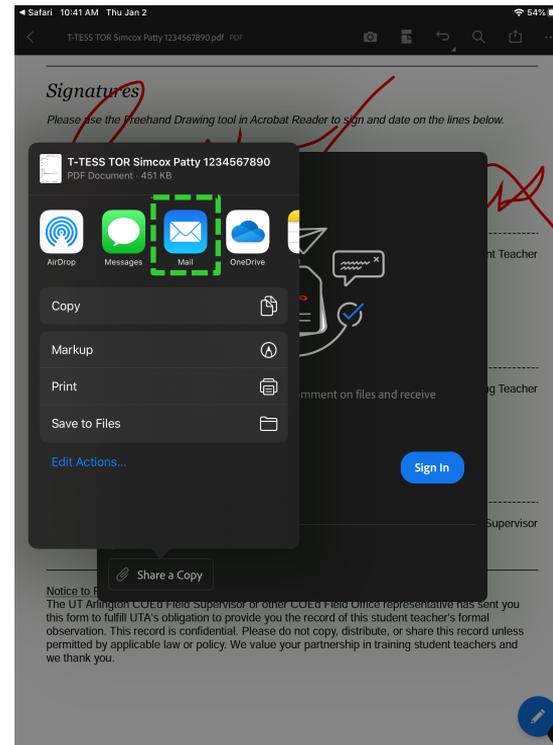
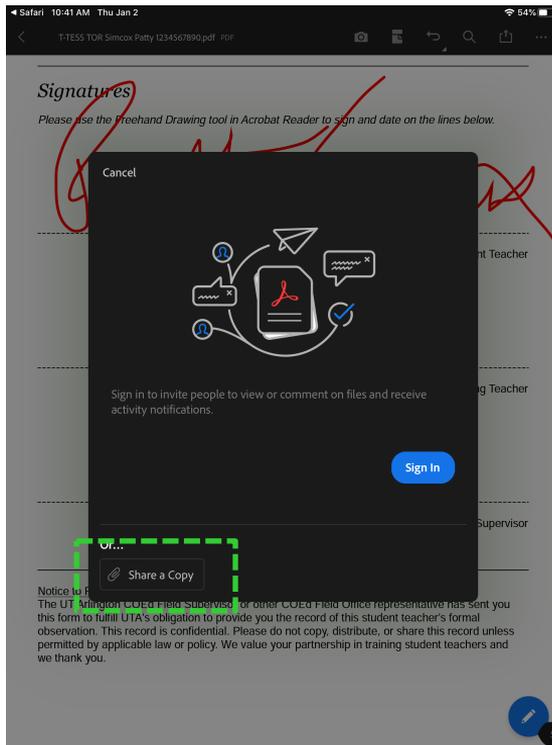
Notice to Principals and Cooperating Teachers

The UT Arlington COEd Field Supervisor or other COEd Field Office representative has sent you this form to fulfill UTA's obligation to provide you the record of this student teacher's formal observation. This record is confidential. Please do not copy, distribute, or share this record unless permitted by applicable law or policy. We value your partnership in training student teachers and we thank you.



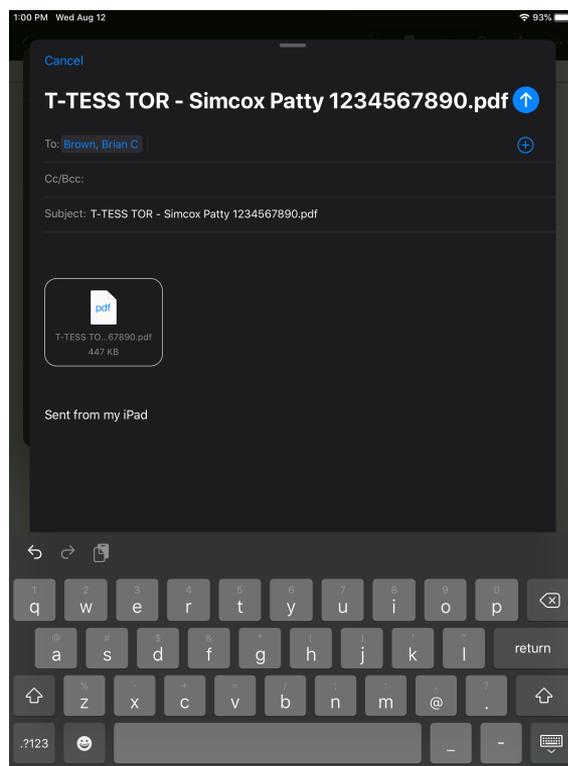
E-Mailing the Form: Step 2 of 7

Touch the share button, the second from the right in the row of buttons along the top of the document.



E-Mailing the Form: Step 3 of 7

Now, **touch the Share a Copy** in the lower left, then select the **Mail** icon from the list of choices.



E-Mailing the Form: Step 4 of 7

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.

For all formal observations (of which there will be at least three per semester), email the following people:

- 1) The student: *student.name@mavs.uta.edu*
- 2) Yourself: *faculty@uta.edu*
- 3) The Cooperating Teacher: *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!

UTeach Facilitators should also include Karen Matsler (kmatsler@uta.edu).

E-Mailing the Form: Step 5A of 7

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.

UTeach ONLY - Email the following people for the Informal Observations:

- 1) The student: *student.name@mavs.uta.edu*
- 2) Yourself: *faculty@uta.edu*
- 3) The Cooperating Teacher: *coop.teacher@someisd.edu*
- 4) The UTeach Student Teacher Supervisor kmatsler@uta.edu

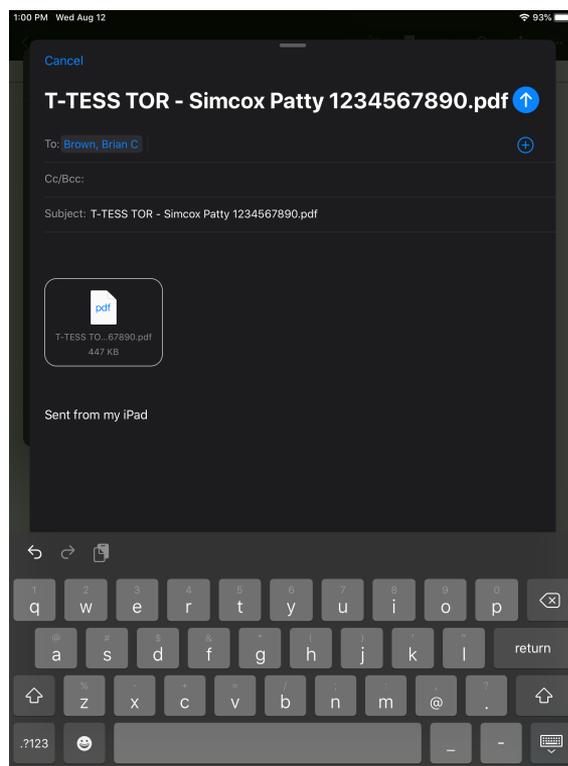
All email addresses must be official. Do not send this confidential and official record of student performance to unofficial or personal email addresses, including your own.

Do not use the BCC field!

E-Mailing the Form: Step 5B of 7 – UTeach ONLY

See above for instructions on who needs to receive a copy of informal observation records.

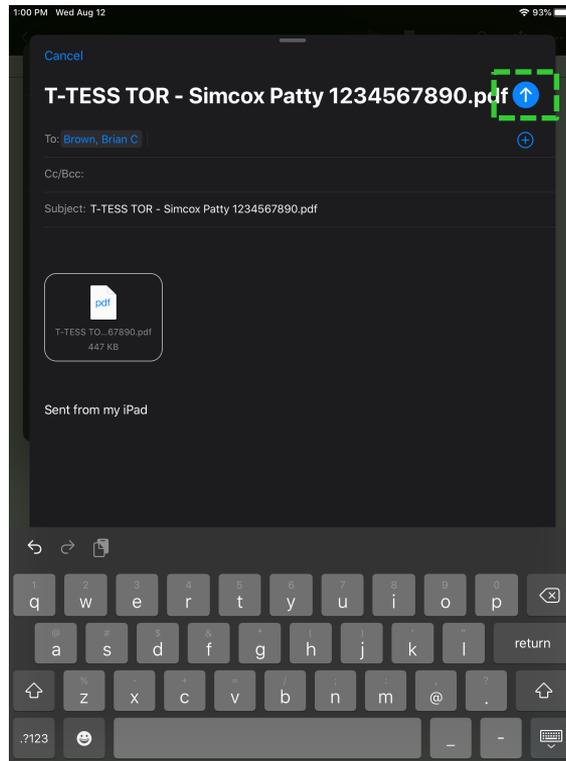
The cooperating teacher should be able to provide the official ISD email address for both themselves and the principal. The student should know their Mavs email address.



E-Mailing the Form: Step 6 of 7

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.



Note: The arrow will turn blue when an email address has been entered.

E-Mailing the Form: Step 7 of 7

Once you have all of the email addresses set and double-checked, **touch the Arrow 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

coedfield@uta.edu

Denise Collins, Ph.D.

Technical Support

817-272-7450

coedtech@uta.edu

Seth Southerland

WE ARE UTA.
WE ARE EDUCATION.