



SCHOOL MENTOR USER GUIDE :

6. Focussed Observation

The Focussed Observation tab is for class teacher to complete weekly focussed observations on the trainee teacher in their class.

Once you have logged into ePAD, select the relevant student from **My Students**

Select the **Focussed Observation** tab from the navigation bar

The following screen will then appear:

The screenshot shows the University of Plymouth ePAD interface. At the top left is the University of Plymouth logo. To the right of the logo is the user name 'Bugs Bunny'. Below the logo and user name is a navigation bar with 'Home', 'Students', and 'Log Out' buttons. Below the navigation bar is a header section with the following information: 'Student Name Rubble, Barney, Mr', 'Paired Student Daffy Duck', 'University Tutor Andrew Botros', 'Intake S18 BED PRIMARY', 'Placement School PARC EGLOS SCHOOL', and 'University Mentor Ned Bishay'. Below the header is a navigation bar with the following tabs: 'Visit / Assessment Schedule', 'Reflections', 'Evidence', 'Focussed Observation' (highlighted), 'Lesson Plans', 'Monitoring and Evaluation', and 'Grid'. Below the navigation bar is a section titled 'List of Focussed Observations' with a 'Create New Report' button.

To create a new Focussed Observation, click **Create New Report** and the following screen will appear:

The screenshot shows the University of Plymouth ePAD interface with the 'Create New Report' form. At the top left is the University of Plymouth logo. To the right of the logo is the user name 'Bugs Bunny'. Below the logo and user name is a navigation bar with 'Home', 'Students', and 'Log Out' buttons. Below the navigation bar is a header section with the following information: 'Student Name Rubble, Barney, Mr', 'Paired Student Daffy Duck', 'University Tutor Andrew Botros', 'Intake S18 BED PRIMARY', 'Placement School PARC EGLOS SCHOOL', and 'University Mentor Ned Bishay'. Below the header is a navigation bar with the following tabs: 'Visit / Assessment Schedule', 'Reflections', 'Evidence', 'Focussed Observation' (highlighted), 'Lesson Plans', 'Monitoring and Evaluation', and 'Grid'. Below the navigation bar is a section titled 'List of Focussed Observations' with a 'Create New Report' button. Below the 'Create New Report' button is a form with the following fields: 'Type of Assessment: Focussed Observation 6', '* Observation Date: dd/mm/yyyy', '* Time: --:--', and a 'Create' button. A red asterisk and the text '* Denotes required field' are visible in the top right corner of the form.

Mandatory fields are denoted by red *. Once you have completed these mandatory fields click **Create**

You will then see this screen:

Type of Assessment: Focussed Observation 3 * Denotes required field

* Observation Date: 15/10/2019 * Time: 16:32

Year Group: 2
Curriculum Area:

Focus of Observation linked to targets:

+
No Entries

3 Key Questions:

-
-
-

Observations linked to key questions:

Discussions with teacher/TA/coach

Development:

Save Save and Submit

By clicking on the + button you can add link(s) to Teachers Standards

Focus of Observation linked to targets:

-

Add a Link to a Teachers' Standard

Linked Teachers' Standards:

- 1b. Consistently set goals that stretch, challenge and motivate all pupils across a range of curriculum areas. Uses strategies to support the learning and progress of underperforming groups. Remove
- 3a. Have a broad and secure knowledge of all the relevant subject and curriculum areas in order to inspire children. Anticipate potential and common misconceptions. Remove

Add
No Entries

Once you have linked your Standards click **Add**

The remainder of the form contains free text boxes that allow you to add Key Questions and comments as the focus of your observation.

Type of Assessment: Focussed Observation 3 * Denotes required field

* Observation Date: 15/10/2019 * Time: 16:32

Year Group: 2
Curriculum Area:

Focus of Observation linked to targets:

+

	Signature	Date
Click to view	Bugs Bunny	04/06/2020

3 Key Questions:

-
-
-

Observations linked to key questions:

Discussions with teacher/TA/coach

Development:

Save Save and Submit

You have the facility with the Focussed Observation to click **Save** and return to the form at a later time. Once you have clicked **Save and Submit** you are unable to edit the Focussed Observation any further.

HELPFUL HINT:

Each student placement has 13 Focussed Observations available for completion (this is so the longer placements have enough). Each Focussed Observation is numbered and you will need to complete and submit the Focussed Observations in numerical order. For example, if you haven't completed Focussed Observation 1, then you can't completed Focussed Observation 2.