USER PROCEDURES

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“Blackout Dates” for Observations at the Lab Schools

There are **NO** observations on the following dates:

<table>
<thead>
<tr>
<th>Metcalf</th>
<th>U-High</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1st, 3rd, 19th</td>
<td>September 1st, 3rd, 5th, 19th</td>
</tr>
<tr>
<td>October 1st, 13th, 14th, 17th</td>
<td>October 1st, 3rd, 13th, 14th, 17th</td>
</tr>
<tr>
<td>November 17th, 21st, 26th, 27th, 28th</td>
<td>November 7th, 17th, 21st, 26th, 27th, 28th</td>
</tr>
<tr>
<td>December 5th</td>
<td>December 5th</td>
</tr>
</tbody>
</table>
User Procedures

Activating an Existing Student User Account

All college students that are enrolled in a course that requires clinical observations will have accounts pre-established in the online Clinical Observations Registration System. This will allow you to connect to your account and begin using the system.

Visit the Clinical Observations Registration System through the Metcalf website at: http://metcalf.illinoisstate.edu/teacher_education/students.shtml or through the University High School website at: http://uhigh.illinoisstate.edu/blogs/candi/?page_id=148

The site was developed for use with Internet Explorer or Firefox. If you are experiencing some difficulties, refer to User Procedures for completing a task. If your actions yield results that are not consistent with the User Procedures, please try using a different browser or access point. Some local security settings may also interfere with the working of the site.

From the Home Page: first time users should select “Activate My User Account,” located toward the center of the screen.

![Image of Clinical Observations Registration System](image)

Complete the resulting form using your UNIVERSITY EMAIL address.

Click “Activate.”

A popup message will then appear and indicate that the account was created successfully and a temporary password will be sent to your email account.
There are two possible error outcomes.

1) The email you are using is not preregistered. Please make sure you are using your University email address. If you know your email address is correct and you get the error message below, you’ll need to return to the homepage and select the “Register for a User Account” button to continue.

2) The account was already registered. This means you have already attempted to access your account. If you see the message below but have not attempted access yet, return to the homepage and select the “Ask a Question or Report an Issue” button. You will be contacted by a system administrator.

Open your email and review the message you should have received after a few minutes.
You must return to the site to finish the account activation.

Login using the temporary password embedded in the email.

Click “Login” and you will be greeted with the form below that requires you to reset your password and supply some additional information.

Complete the form and click “Update.”

You will now be logged into the site with “Student Access.”
Mission and Goals of the Clinical Observation Registration System

It is the goal of this site to be awesome!

As a lab school, our partnership with the College of Education at Illinois State is an essential component to our success.

Having a problem? Complete this survey:

[Ask a Question or Report an Issue]
User Procedures

Reviewing and Updating your Courses Requiring Clinical Observation

Before attempting to register for any observations, all users should review and modify their “enrolled courses” as needed. This will ensure that all of the courses you are currently taking that require observations are listed in the system.

Using the menu system, hover on “Students” and then click on “My Enrolled Courses.”

If courses are not listed as shown in the screenshot below, use the “Add Course” button to build the list of courses you are currently enrolled in.

“Add Course:” Complete the fields from top to bottom. Prior choices create the selection lists that follow.
Select University, Course, and finally, Professor. In the event you don’t know your professor, you may select “Unknown” for that choice. Comments are optional.

Step One: Select your University and then click “Choose a Course.”

The popup shows only those courses with requirements for observation.

Choose one. If you class does not appear and you think it does require observations, please return to the homepage and fill out the “Ask a Question or Report an Issue” form.
After selecting a Course, use “Choose a Professor” to select your professor. Some professors have different observation requirements. If you don’t know your professor, using “Unknown” will establish a default requirement for that course.
Complete the form by clicking “Add Course” (see above).

More courses can be added by repeating the same process. “Drop Class” can be used to remove any items that should not have been added. Once you have established this list at the beginning of the semester, there is no need to revisit this page unless you later drop the class.

User Procedures
Registering for Observations

Before attempting to register for any observations, all users should review and modify as needed their “enrolled courses” (see previous section in this user guide). The purpose of this action is to indicate all courses you are currently taking that have a requirement for Clinical Observation. Once that is completed, you can begin to search for and register for observations.

Using the menu system, hover on “Students,” then click on “My Clinical Observations.”

This screen is a dashboard of all of your courses that require observations. It also shows the status of each reservation and how close you are to fulfilling the observation requirements for each course. In the example above, the user has 2 courses that require observations. If you have more than 1 course with observation requirements, you will be required to link each observation with a specific course. It is the responsibility of the user to track progress and to determine which observations are appropriate and fulfill course requirements. The system will total the credits and subtract for any observations that are marked by you as cancelled or not attended. When you have attended an observation, you should return to this site and mark the observation as complete.

To look for available observations, click on the “Observation Opportunities Search” button.
This screen will appear in a popup window. Listed will be all of the classes determined by the system administrator that are available for observations. Pay close attention to the content area and grade level when selecting a class to observe. Your professor/course may specify what content or grade level must be observed. Also, make sure that you have selected the correct building for your observations!

You can use any of the 7 search criteria to limit the list of selections. Please use the search criteria to reduce the number of possible observations or you may generate thousands of possibilities. There is a maximum of 3 seats in each class, and some have fewer. If there are no seats available, you will not be allowed to register for that class. The system will also not allow you to register for more than 3 observations on the same day and will prevent you from scheduling overlapping observations. If no options appear, it is likely that there are no observations allowed on that particular day. Choose another date and try again.

This example looks for High School Math classes in the afternoon between 2/15 and 3/1.

Make the selections and click “Search.”
184 records were returned to consider.

You can now browse the list, selecting a date, time, building, course, etc. that works for you.

When you find a spot that you would like to register for, select “Register.”

This screen will appear with the details of the selected class including the amount of credit that will be received. Select the “My Course to Credit” dropdown menus to select the course that this observation will apply to.
Choose “Confirm Registration” when completed.

Click OK to the verification message if you agree and would like to sign up for this observation.
The My Clinical Observations dashboard will now reappear with the new observation listed. The summary data will also recalculate to show the credit in the correct status.

Your reservation will carry a status that determines how the credit is applied.

The statuses are:

- Registered – Observation is reserved and will occur in the future. The system sets this status.
- Student Cancelled – Observation has been cancelled by the student.
- Admin Cancelled – Observation has been cancelled by the administration.
- Missed – The student did not attend the observation. The student or admin can set this status.
- Completed – The student attended the observation. The student or administration can set this status.

Once a status has been set to Cancelled, it can’t be changed. If this was done by mistake, you must make a new registration record or return to the homepage and select the “Ask a Question or Report an Issue” button.

To change a status, click on “Update Registration”
Then select the “Registration Status” tab.

Using the New Status drop down, choose a new status. Comments are required when you are updating the status.
In the prior example we are cancelling the registration. Click “Update Registration.”

You are prompted to be sure you want to make the update.

The dashboard is updated with the results of the cancellation. The record will remain in your account as a history of the activities. No credit will be given to cancelled registrations.

**User Procedures**

**Generating Reports**

You can produce a report of any one registration record. From the dashboard, click on the icon in the “Rgst Report” column for the record report that you would like to create.
The following page will appear.

You can export this report to a PDF or print it directly from the system if you have a local printer attached. Exporting works the best.

Use the first icon in the tool bar to do this.
Select PDF and click OK. You will be prompted to save the document to your computer.

Questions? Problems?

You can:

1. Return to the system homepage and click on the “Ask a Question or Report an Issue” button.

2. Contact us via email:

   For Metcalf questions, contact Ms. Meyer at mls_metcalfga@exchange.ilstu.edu

   For U-High questions, contact Mrs. Gorski at jmgorsk@ilstu.edu