

The Administrative Observer

Getting Started with the Android Edition

Introduction

The Administrative Observer, Android Edition is designed to provide a convenient, effective tool for recording your thoughts during observation. The Android Edition requires and works in partnership with The Administrative Observer desktop software version 5.24 or higher.

Contact Info 1-888-959-2016

The Android Edition was tested thoroughly prior to release. We believe it is solid and stable. You may, however, discover an issue particular to your device or a sequence of steps that trigger a malfunction not yet discovered. Please contact Preferred Educational Software promptly if you discover malfunctions or have suggestions for improvement.

Scope and Format of this documentation

This documentation is deliberately brief. It is intended to supplement, not replace, the comprehensive documentation available for The Administrative Observer in the product manual and tutorial screencasts. We will address two topics essential to a good start.

- **Initial setup and license registration**
- **An Operational Overview**

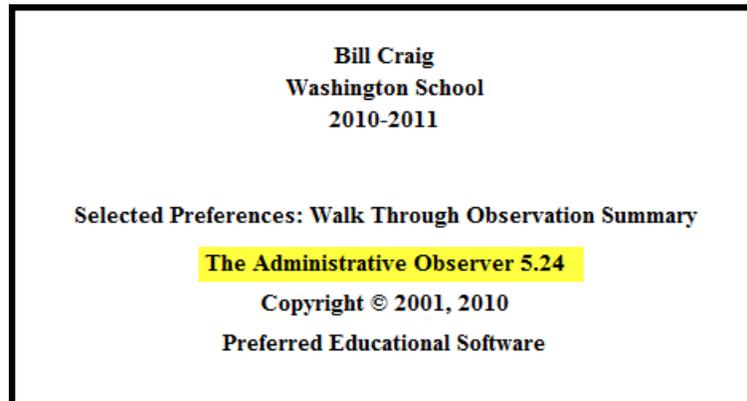
After completing these segments, users are encouraged to consult the product manual and tutorial screencasts available from the HELP menu dropdown within the desktop software.

Initial Setup and License Registration

Four setup steps are needed prior to first use.

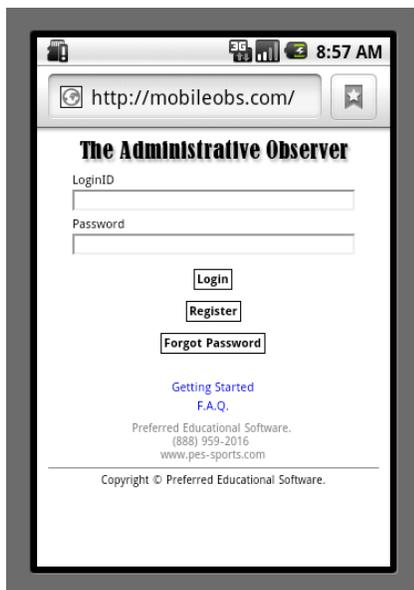
1. Update your desktop software to version 5.24 or higher. This is a free update to registered users.
2. Register your license for the Android Edition.
3. Configure the desktop software using the login ID and password assigned during license registration.
4. Send your preferred content and lists to the mobile web server for use with the Android Edition.

Step 1. Start The Administrative Observer on your desktop. Your version number will be shown in the middle of the screen as illustrated below.



To update your existing desktop software to version 5.24 or higher, use your desktop browser to visit: <http://www.pes-sports.com> Click on Downloads & Updates, then scroll to the section titled The Administrative Observer. Click the file named obsXXXupdate.exe where XXX indicates version number 524 or higher. Download this file to your desktop or other known location. Once downloaded, close all programs and double-click the update wizard. Accept the prompts as given. This is a free update for registered users.

Step 2. Visit <http://www.mobileobs.com/> to register your license. This can be done on your Android or with your desktop browser.



Click the REGISTER icon on the initial screen. A form will appear requesting your information.

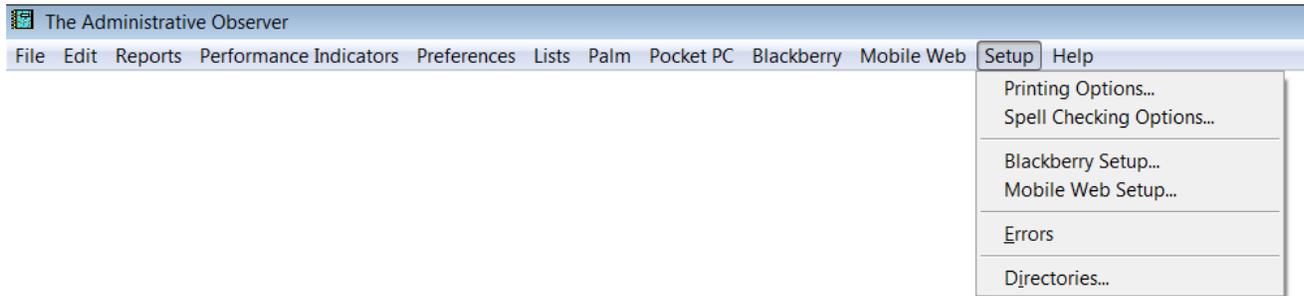
Complete all areas, then click REGISTER when finished.

A login ID and password will be emailed to you within 24 hours.

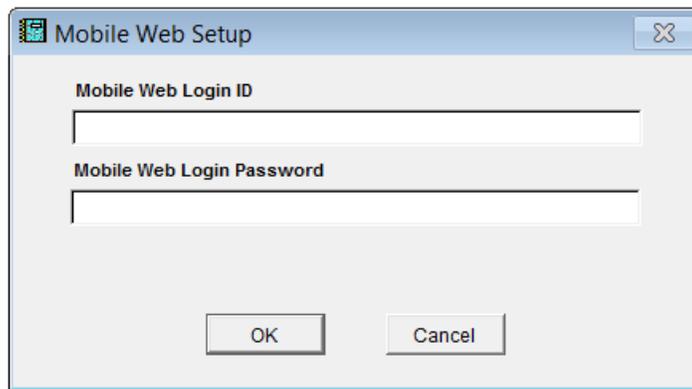
Please note:
Incomplete information will delay license registration.



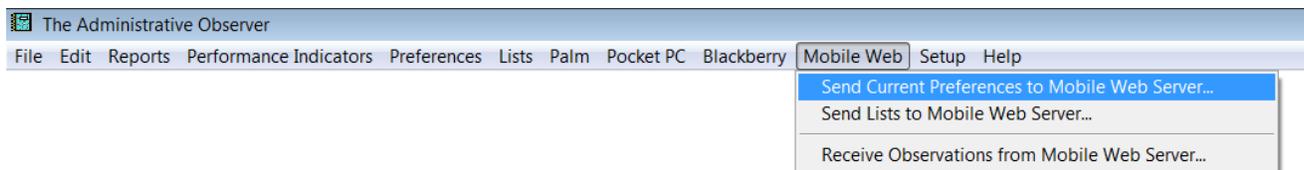
Step #3. When you receive the login ID and password assigned following license registration, open the desktop software and choose SETUP from the menu bar.



Choose Mobile Web Setup, then enter the assigned login ID and password. This information allows the desktop software to work in partnership with your Android.



Step #4. Configure your preferences and popup lists to your liking using the desktop software (see manual for details). When ready, upload that material to the Mobile Web Server for use on your Android. Open the desktop software and choose MOBILE WEB from the menu bar.



In turn, choose SEND PREFERENCES ... and SEND LISTS

The Administrative Observer Android Edition is now ready for use on your Android by entering your login ID and password at <http://www.mobileobs.com/>

Operational Overview

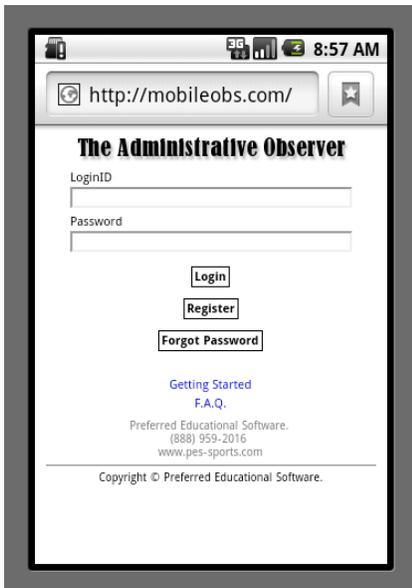
The Administrative Observer Android Edition is a mobile web application accessed via the browser in your Android. The mobile web server temporarily stores your observation thoughts as recorded on your Android. At your convenience following the observations, the desktop software can download this data for report creation and analysis.

Importantly, the mobile web server is meant for data collection and temporary storage. Up to twenty observations can accumulate on the mobile web server. At that point, however, no more observations can be completed until the existing observations are downloaded to the desktop software and deleted from the server to make room for new observations. Users are encouraged to download and delete observations from the server before reaching the twenty observation limit.

For increased convenience, we recommend two actions even before you record your first observation:

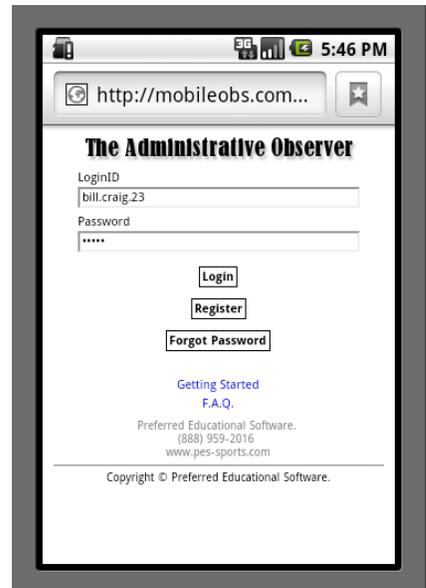
- change your password, making it easy to remember but known only to you, and
- create an Android shortcut to your application.

Changing your password.

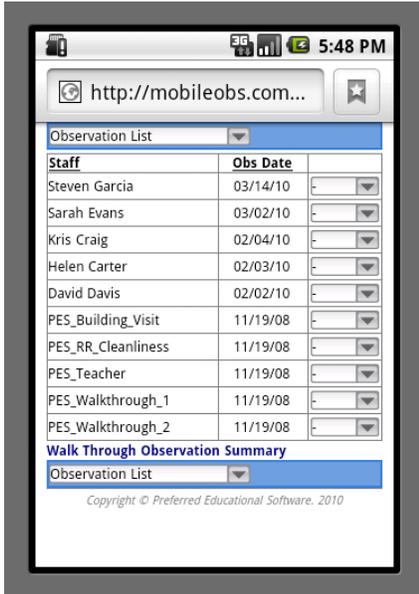


Visit <http://www.mobileobs.com/> and enter your login ID and password as assigned.

Tap Login when ready.



The main screen for The Administrative Observer Android Edition will appear.

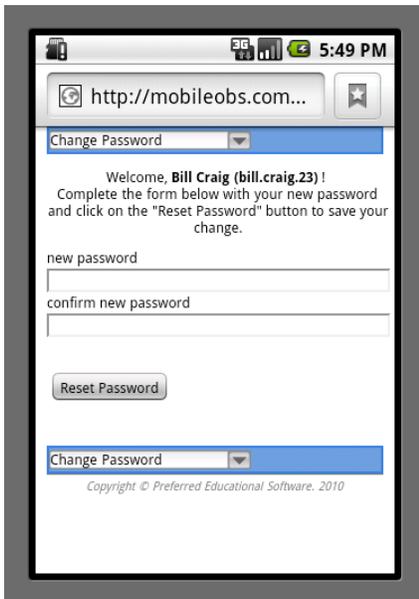
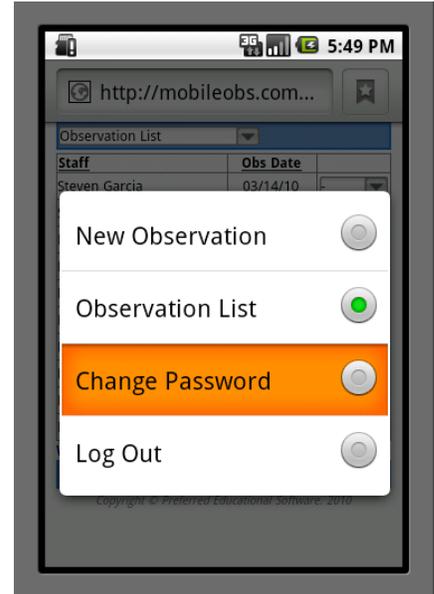


Completed observations and available templates are listed.

Current active preferences are displayed just below this list.

A pop-up list above & below the list of observations contains all navigation choices.

Tap the pop-up list, then tap the option to Change Password.



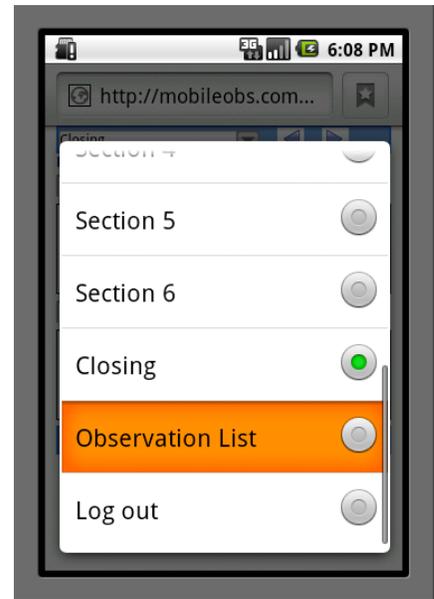
The Change Password screen will appear.

Enter and confirm your new password as prompted, then tap Reset Password.

Your new password is now active.

Very Important: Remember to configure your desktop software with this new password.

To leave this screen without changing your password, tap the pop-up list and navigate back to the Observation List.



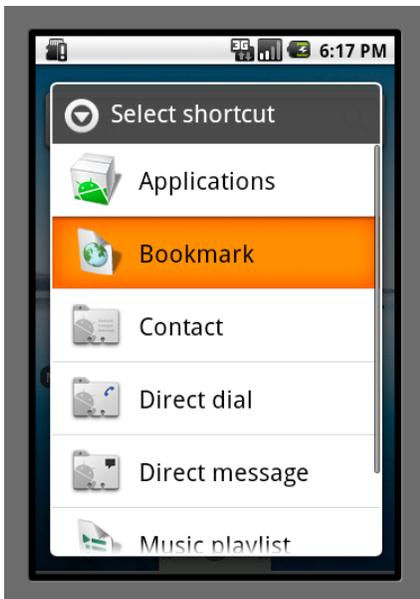
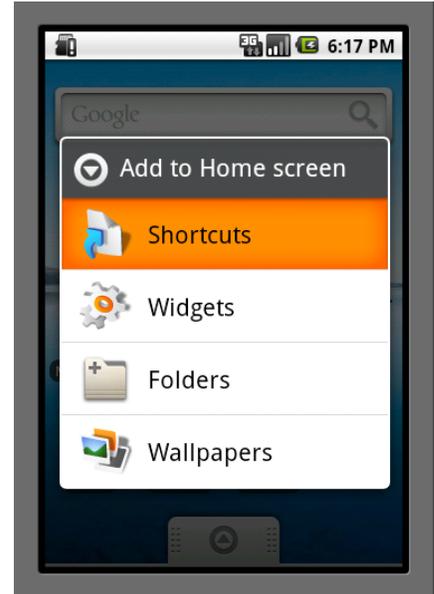
Creating an Android home screen shortcut to your application.



Visit <http://www.mobileobs.com>
The screen to the left will appear.

Tap the MENU button on your Android, then tap the ADD option.

Select SHORTCUT.

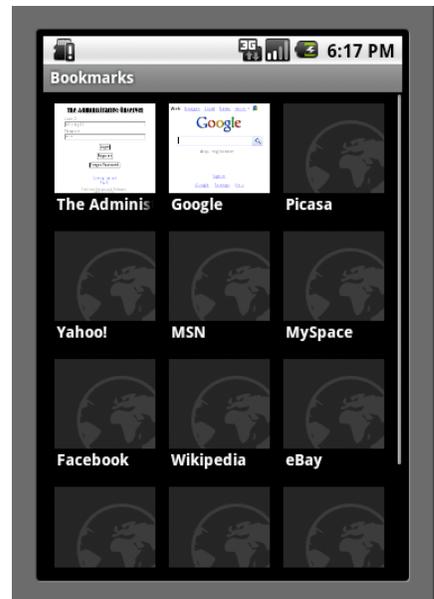


Select BOOKMARK on the next screen.

Tap the icon for The Administrative Observer.

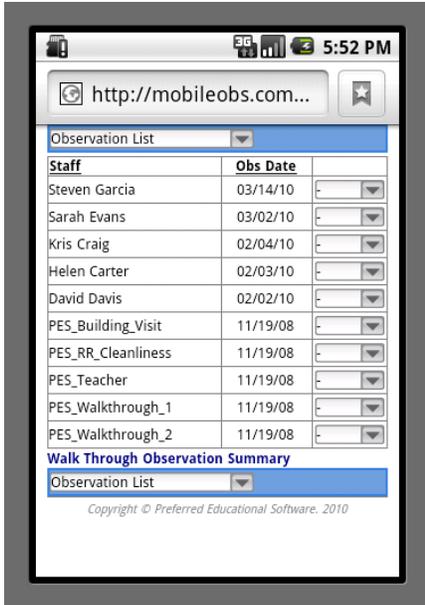
A shortcut will be added to your Android home screen.

Tap the new shortcut for easy direct access to The Administrative Observer Android Edition.



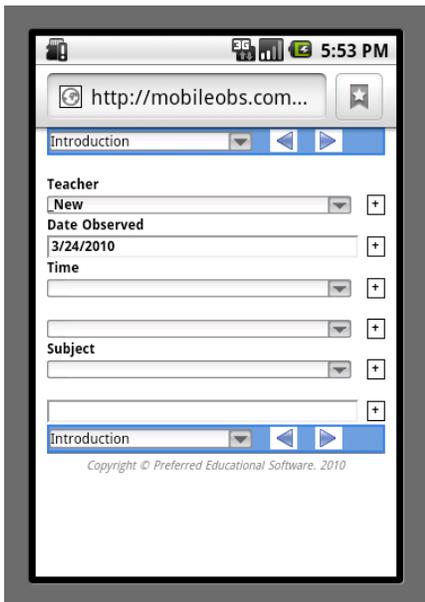
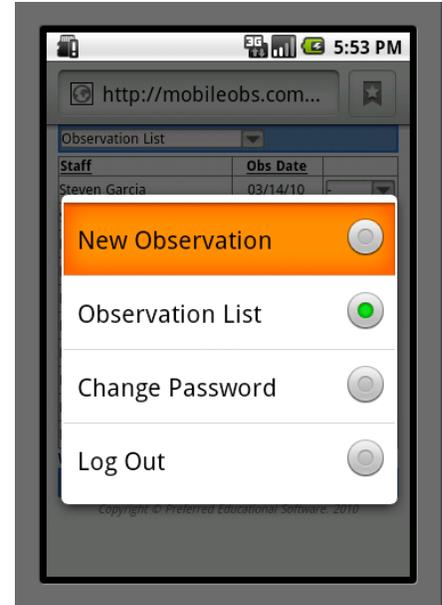
Recording your observation thoughts.

Access The Administrative Observer Android Edition using your home screen shortcut. After log in, the main screen will appear.



Tap the navigation pop-up list where “Observation List” currently appears.

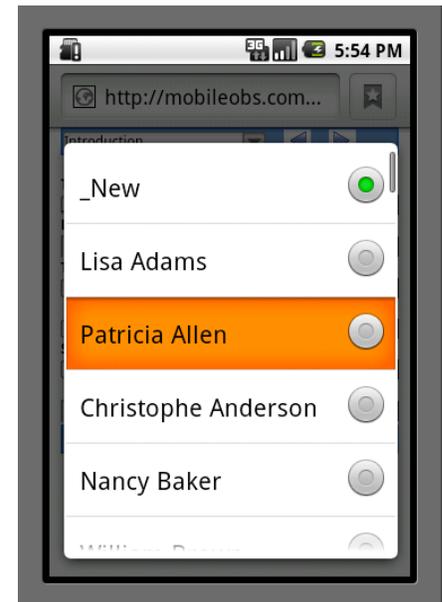
Tap the option to create a new observation.



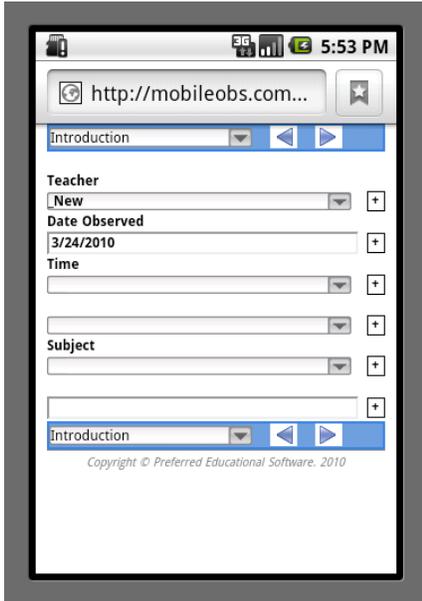
A new blank observation will appear, based on preferences you uploaded earlier.

The teacher name is shown as “_New” Tap the teacher name pop-up list to choose an actual teacher from your faculty.

Tap the appropriate teacher name.



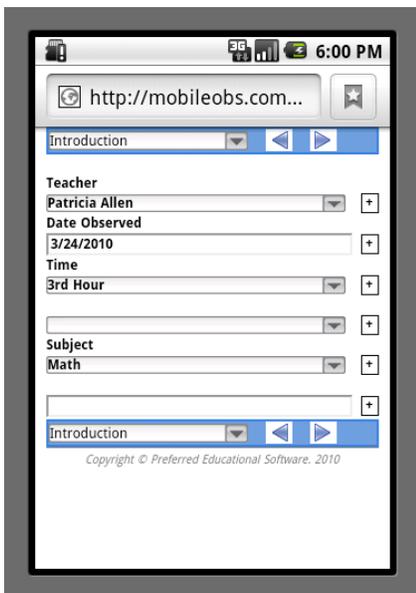
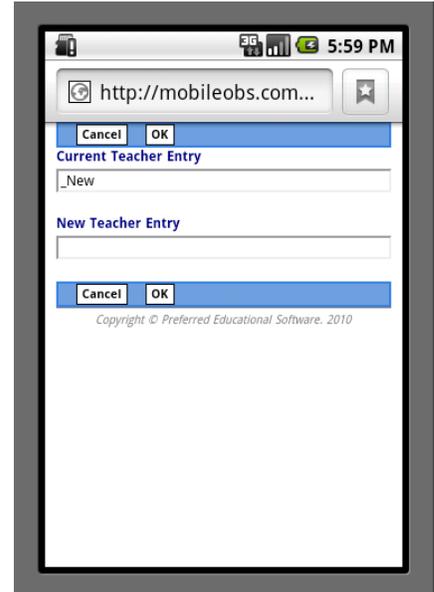
For a teacher not shown in your pop-up list, you can enter the name directly.



The teacher name is shown as “_New” Tap the “+” icon to the right of the pop-up list to enter a name.

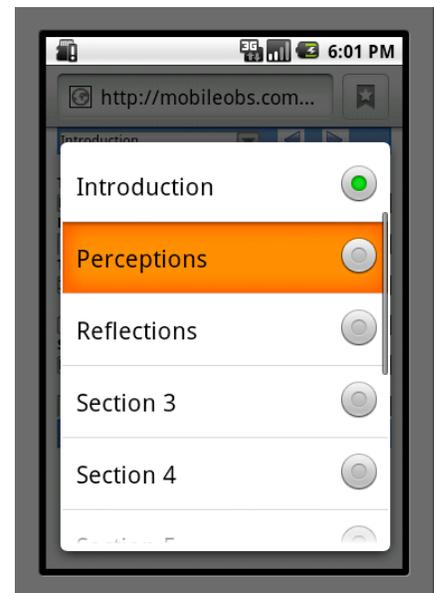
Tap the area for “New Teacher Entry” and enter the name desired.

Tap OK to confirm, or Cancel to exit with no entry.

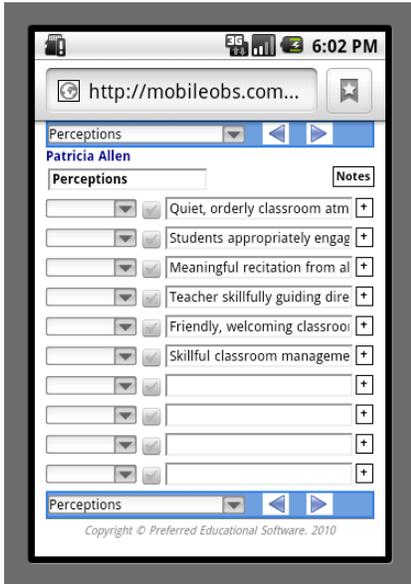


Having entered the teacher name, complete the remaining areas on the INTRODUCTION segment in similar fashion.

Next, tap the word INTRODUCTION in the navigation pop-up list, then tap PERCEPTIONS to move to that segment.



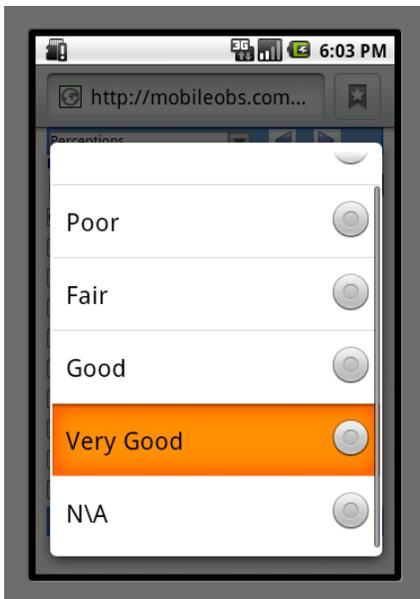
The PERCEPTIONS segment will appear. Note that your segment title may be different according to the preferences you uploaded.



Tap the small square icon to the left of each observed teaching standard. A check mark will appear.

Items not observed should not be tapped.

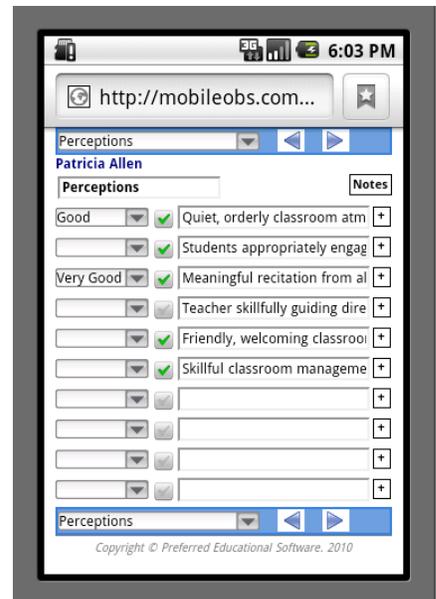
Tap a second time to remove a check mark entered by accident.



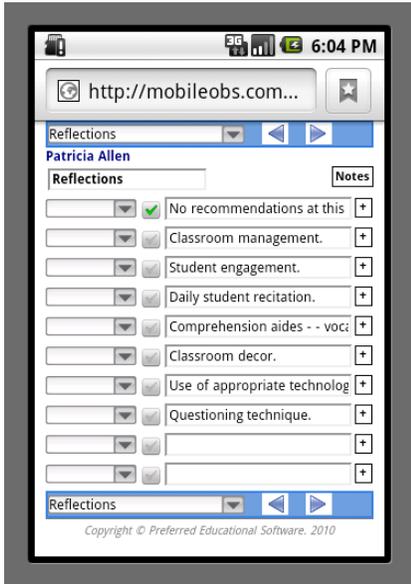
For each checked item, you have the option to enter a rating. Local policy will determine if ratings are used.

To enter a rating, tap the pop-up to the left of a check mark and choose the appropriate rating.

It can be appropriate to rate some items and not others.

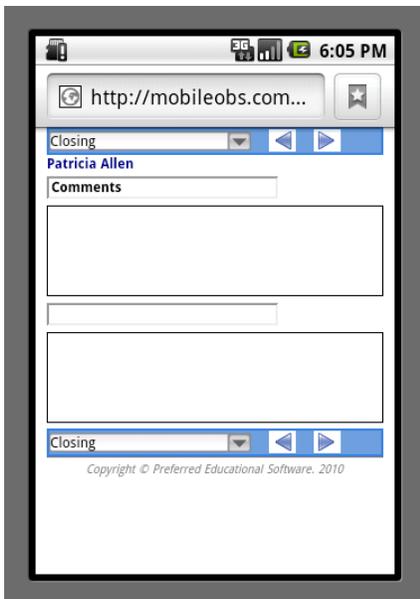
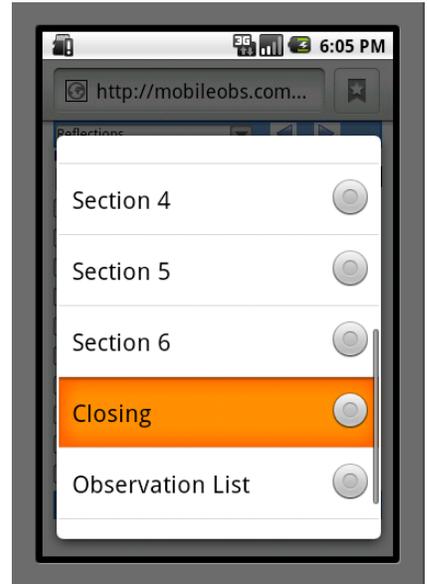


Tap the Navigation pop-up list, and choose the Reflections segment. Your segment title may be different according to the preferences you uploaded.

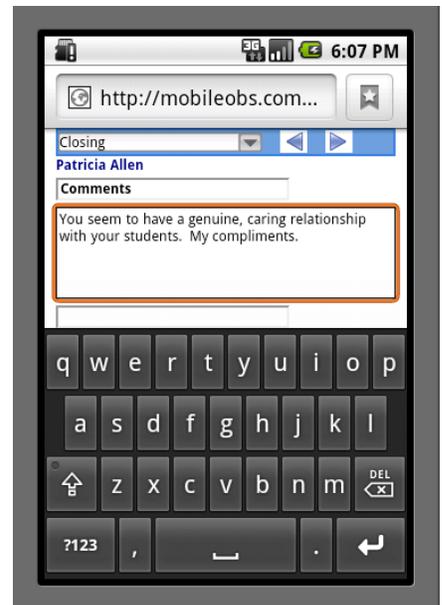


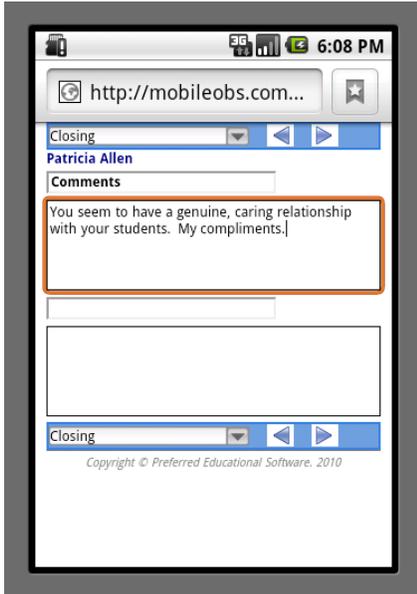
Tap the small square icon to the left of each item you want the teacher to consider for improvement. A check mark will appear.

When all reflection items have been indicated, tap the word REFLECTIONS in the pop-up list. Choose the CLOSING segment.

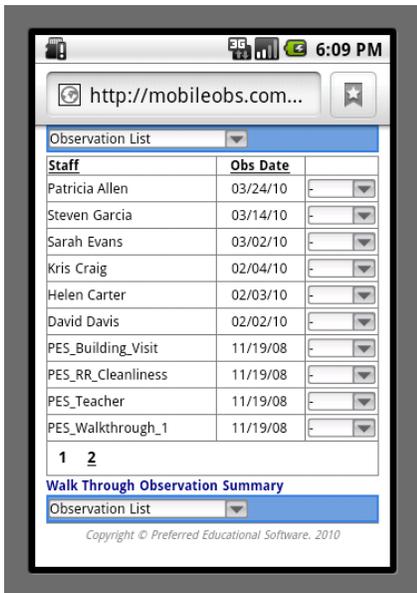
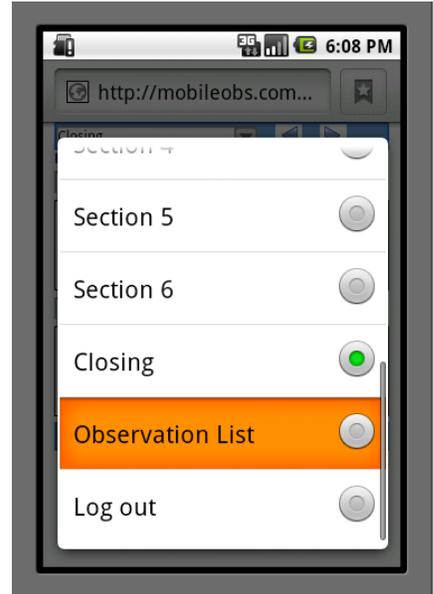


An area to enter comments will appear. Tap the text entry area, then express your comment.





Having completed the record of your observation thoughts, tap the navigation pop-up list and choose Observation List.



The name of the teacher for whom you completed this observation will appear in the main screen list.

Tap your pop-up navigation list and choose Log Out.

Your observation is now stored on the mobile web server, awaiting download to your desktop software for final editing (if any) and report creation.



If you encounter difficulties

We encourage all users to explore with curiosity the menus and features found in The Administrative Observer Android Edition. We also hope they will consult the product manual and tutorial screencasts accessible from the desktop software HELP menu.

We do not, however, intend for them to be unduly frustrated or for them to endure malfunctioning software. Please contact Preferred Educational Software toll free at 888-959-2016 if you need assistance.

Training is available.

Comprehensive training is available to interested users at nominal cost. Visit <http://www.42regular.com/training> for details.

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Android Edition Development Team