

Using Templates provided with The Administrative Observer

Step 1 – Personalizing the template

- Delete the instructions found on the Intro tab of the template.
- Click the **SETTINGS** button and change the Observer Information, Rating Scale, etc.
- Click **SAVE**.

Step 2 – Copying the template for use.

- Click **FILE | Observation File Manager**
- Click an **X** in the box next to the name of the template you want to use.
- Click the **COPY** button and give the copy-to-be a new name.
- Click **EXIT** to leave the **Observation File Manager**.

Step 3 – Using the new file created from your template.

- Click **FILE | Open**.
- Double-click the new name of your renamed template.
- Fill in all the blanks, complete your observation summary or evaluation, and then click **SAVE** to finish.

All subsequent uses – repeat steps two and three above.