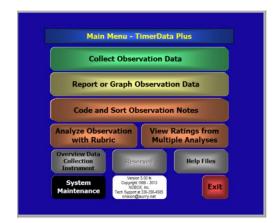
## TimerData Plus Help Files: Table of Contents

TimerData Plus Main Menu 2
TimerData Plus Help Files and Resources
Collect Observation Data
Report or Graph Observation Data53
Code and Sort Observation Notes 59
Setting up the Observation Analysis Report (Rubric)
Entering Ratings and Evidential Support into the Rubric
Using the Summary Information Report84
View Ratings from Multiple Analyses84
System Maintenance Menu
System Setup and Registration
Common Edit Buttons
Setup Key Assignments
Setup Observation Screen 112
Script Code Maintenance 113
Setup Short Hand Keys 121
Observation File Maintenance 128
Evaluation File Maintenance
Setup Portfolio Comments
Setup My Comments
Modify Evaluation Rating Labels
Copy Data to Disk
Read Data from Disk
Repair Damaged Indexes
Update Active X Controls for Charts 149
Back up Data Files

## <u>TimerData Plus Main Menu</u>





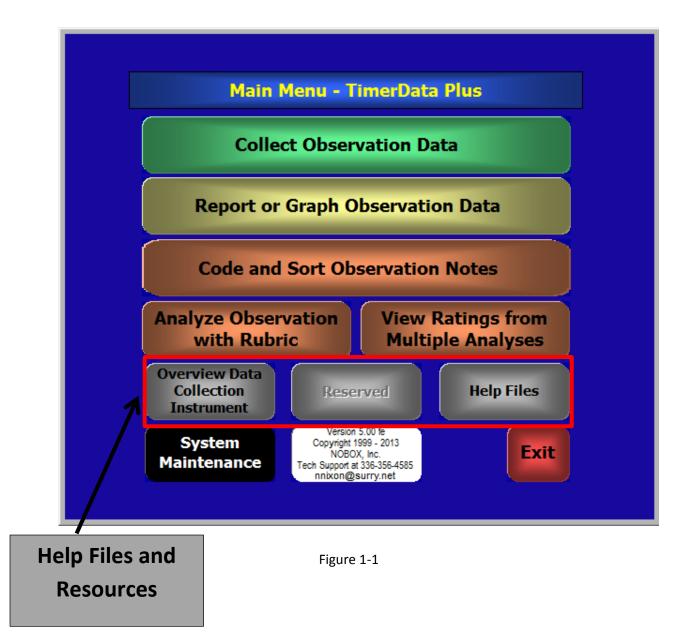
This is the Main Menu for the TimerData Plus system. From this screen, you have access to all modules of the program. To select a module, left click any button (except the white information button at the bottom of the Main Menu) once with your mouse. The White Information Window contains the current version number of the software and contact information for Tech Support. The Red EXIT button allows you to leave the program and return to your desktop.

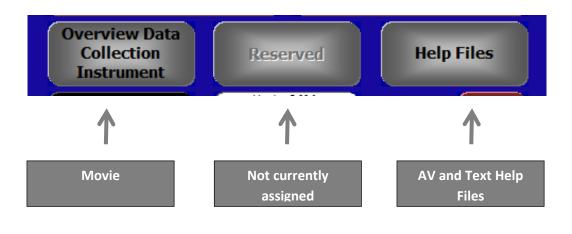


Figure 0–2

## **<u>TimerData Plus Help Files and Resources</u>**

There are three buttons on the gray section of the Main Menu. The function of each will be explained below. You can view a movie that introduces you to the operation and features of the TimerData Plus data collection instrument. Help files are provided in the form of a PDF document which can be accessed on your screen or printed.







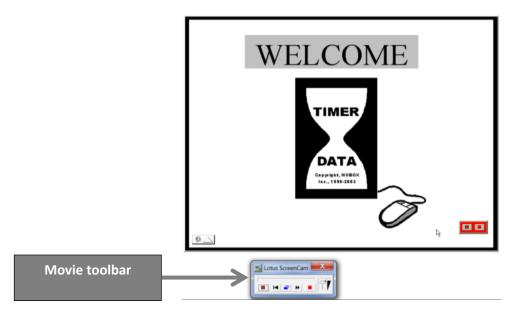
Click on **Overview of Data Collection Instrument**.



You will see then a welcome screen for Lotus Screen Cam



Figure 1-4



The movie will begin. There is a tool bar at the bottom of the screen.

Figure 1-5

The functions of the tool bar are explained below.

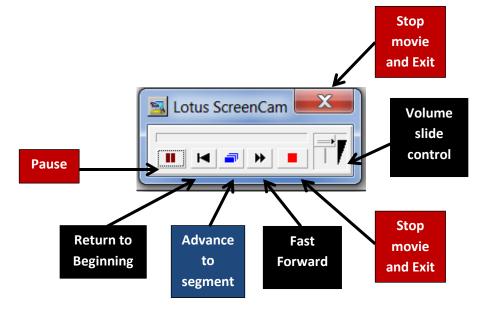


Figure 1-6

AV and Text Help Files- To access the help files, click on the third gray button Help Files



The Manual will open to a table of contents. If you are viewing in ADOBE, simply click on any of the entries and you will be sent to that part of the manual. Use the scroll bar to move up or down through the document. CTRL + Home will bring you back to the Table of contents.

TimerData Plus Help Files: Table of Contents		
TimerData Plus Main Menu2		
TimerData Plus Help Files and Resources		
Collect Observation Data	Click on any	
Report or Graph Observation Data		
Code and Sort Observation Notes	entry to go	
Setting up the Observation Analysis Report (Rubric)		
Entering Ratings and Evidential Support into the Rubric	to that part	
Using the Summary Information Report	of help files	/
View Ratings from Multiple Analyses	of help hies	//
System Maintenance Menu		/
System Setup and Registration		
Common Edit Buttons		
Setup Key Assignments		
Setup Observation Screen		
Script Code Maintenance		
Setup Short Hand Keys	Use scroll	
Observation File Maintenance		
Evaluation File Maintenance	bar to	
Setup Port folio Comments	browse	
Setup My Comments	DIOWSE	
Modify Evaluation Rating Labels	document	
Copy Data to Disk	document	
Read Data from Disk		$\mathbf{N}$
Repair Damaged Indexes		
Update Active X Controls for Charts		
Back up Data Files		
1		

Figure 1-8

### **Collect Observation Data**

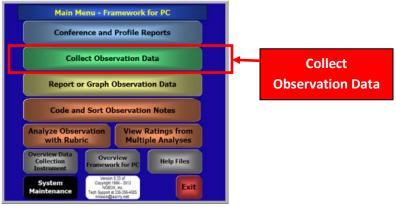
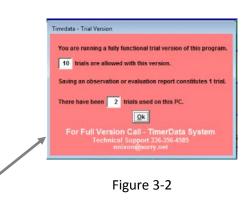


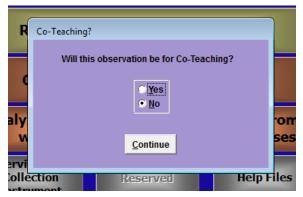
Figure 3-1



The purpose of this screen is to alert the user that they are using a trial version of the software. The trial version will allow **10** trials. Saving or printing a report constitutes **1** trial. When all **10** trials have been utilized, the user has the option to purchase the software that will provide unlimited usage. The contact information for purchasing the software is available on this form.

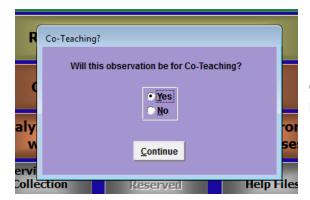
When you click on the Collect Observation Data tab from the Main Menu, you are alerted of using the Trial Version of TimerData Behavioral Observation Software. This screen provides the information needed to order the full version of the TimerData Behavioral Observation Software system. You may continue using the trial version for up to **10** trials, by left clicking on the OK button. Also note, the software alerts you of the number of trial versions used.

# You may choose between observing 2 teachers as they co-teach or performing a standard observation that focuses on one subject.



Click the "Yes" radio button button and then the "Continue" button to initiate a co-teaching observation

Figure 3-3



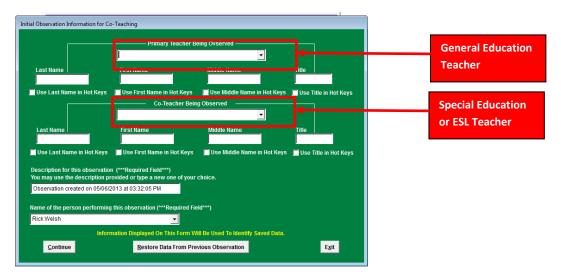
Or accept the default "No" and click on "Continue" to begin the standard single subject observation

Figure 3-4

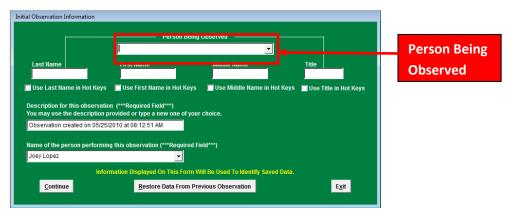
The Opening Screen for the Observation Instrument:

The opening screen for co-teaching and standard single subject observation are identical except that the co-teaching screen allows for the names of both teachers to be entered and later used in pre-programmed statements. The General Education Teacher's name is placed in the upper box and the co-teacher (special Education, ESL or other service) is entered in the lower box.

Once the opening screen is completed, The directions will be provided for only the single subject observations since the software operates in the same way in either case.



Co-teaching opening screen Figure 3-5



Single subject observation opening screen Figure 3-6

The Initial Observation Information screen allows the user to select the name of the person being observed. When you do your first observation, the list is empty. As you save observations, you add names to the data base. Left click once on the drop down arrow from the list box. All persons who were previously entered and saved into the system will appear in the list box for the user to select from.

	Person Being Observed	
		<u>-</u>
Last Name	Adams, Tina G Birch, River G	Title
	Carson, Jones Y	
Use Last Name in Hot K	lackson Andrew O	int Kours
Use Last name in Hot N	Jenkins, Aramas R	ot Keys 📕 Use Title in Hot Keys
Description for this obser	Johnson, Vivian C	
	ion provided of type a new one of your choice.	· ·
Observation created on 0	5/25/2010 at 08:12:51 AM	
Name of the person perfo	rming this observation (***Required Field***)	
Name of the person perfo Joey Lopez	rming this observation (***Required Field***)	
Joey Lopez	rming this observation (***Required Field***)	f To identify Saved Data.

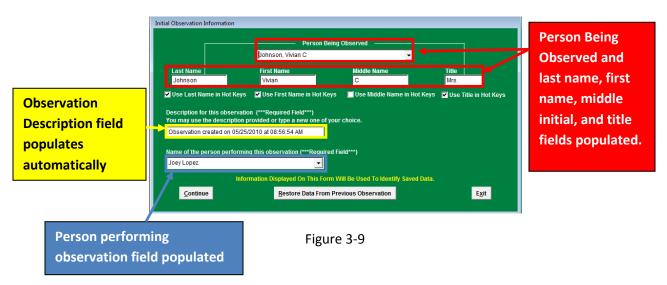


The above figure shows an example of how the list of names of those persons who were previously entered and saved into the system appears when the user left clicks on the drop down arrow in the list box. The names appear in alphabetical order according to last name. The last name, first name, and middle initial, appear in the list box. The title does not appear in the list box.

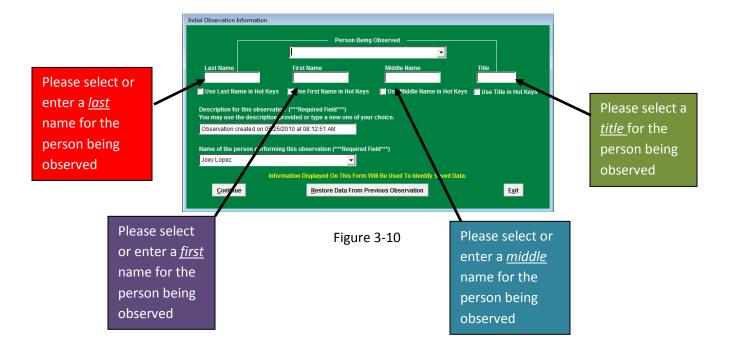
	Person Being Observed	
	Johnson, Vivian C	
Loot Name	Jackson, Andrew Q	Title
Last Name	Jenkins, Aramas R	
Jonnson	Johnson, Vivian C	Mrs.
🗸 Use Last Name ii	n Hot Keys I <sup>Miller, Josey L</sup>	ot Keys 🔽 Use Title in Hot Keys
	Peterson, Mike L	
Description for this	Smith, Janeen P	
	Thomas, Derek F	·
Observation create	d on 05/25/2010 at 08:56:54 AM	
observation create	a on 6323/2010 at 60.30.3474	
Name of the perso	a performing this observation (***Deguired Field***)	
-	n performing this observation (***Required Field***)	
Name of the perso Joey Lopez	n performing this observation (***Required Field***)	
-	n performing this observation (***Required Field***)	To Marship Pound Date

Figure 3-8

This figure shows the process of a selecting a name from the list box. Left clicking on the name of the person highlights that person. Once the selection is made, the information populates the last name, first name, middle initial, AND title fields below. Once the person being observed fields are populated, the user will notice the Observation date and time appear in the Description of Observation field (with current date and time). The field containing the name of the last person performing an observation also populates. All these fields may be edited.

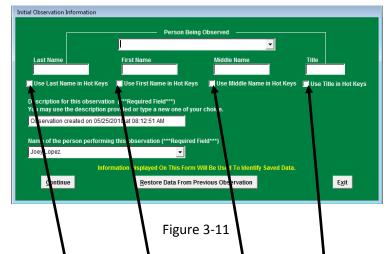


In this figure we see the example of selecting the user from the list box, and the populating of all fields on the Observation Information form once that selection is made.

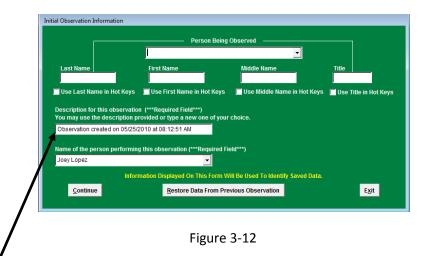


If the information already stored in the drop down list does not contain the name of the person being observed the user can enter new information manually in all fields.

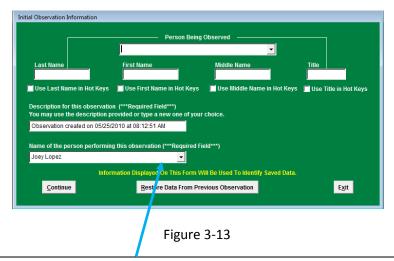
This figure shows how to manually enter the last name, first name, middle initial and title of the person being observed. Once saved, this information is then stored in the software. This form also allows the user to provide an alternate description of the observation if so desired and to enter a new name for the person performing the observation.



Selecting the boxes under *Last Name, First Name, Middle Name,* and *Title* will provide you with the option to refer to this person throughout the observation with the selected option(s). If the person's name was Mr. John Joe Doe and you check all boxes under *Title, First Name, Middle Name,* and *Last Name,* this person would be referred to as Mr. John Joe Doe, in the script. If you check the boxes under *Title* and *Last Name* then the name would appear as Mr. Doe in the observation script. <u>All of the name information entered will be saved and associated with this observation regardless of the boxes that are checked.</u>

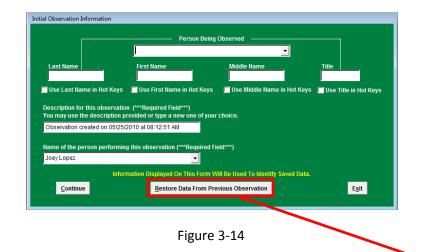


The *Observation* date and time will be automatically entered into this form and will be used as the Record ID for this observation. You may enter descriptive information of your choice manually by left clicking on the box and typing the information into the form.

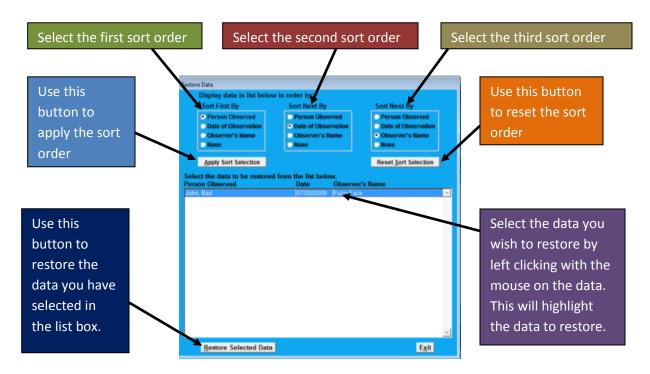


Before progressing any further, YOU MUST ENTER the name of the person performing the observation. You can enter this information but left clicking with the mouse on the drop down menu black arrow to select the name of a person existing within the system. If the person observing does not exist in the system, you will be required to manually enter it. Once you have saved an observation this field automatically fills in with the name of the last person who performed an observation

### **\*\*\*PLEASE NOTE\*\*\*** - THIS IS A REQUIRED FIELD.



If you wish to view data from a previously saved observation, you can left click on the <u>Restore Data from</u> <u>Previous Observation</u> button. This will allow you to select the data from a previous observation (see Figure 3-11, below), and restore it into this screen.



#### To restore data from previous observation:



This screen allows the user to restore saved data from a previous observation. This is done by clicking on one of the radio buttons (Person observed, Date of Observation, Observer's Name or none) in each of the three sorting order windows. To sort on only two dimensions, click on the radio button labeled as "none" in the third window. To sort on only one dimension, click on the radio button labeled as "none" in the second and third window. This sorting feature allows the user to quickly find and restore the desired dataset. If the user applies the sort order, then notices the observations are not in the order needed, simply reset the sort order and start the process again.

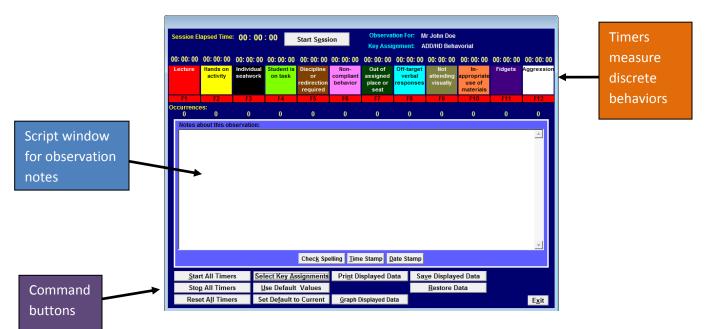


Figure 3-16

Once the user has either manually entered the observation data, or restored selected data, the user will see this "Data Collection" screen. The "Data Collection" screen is divided into three basic sections, Timers, Script window and Command Buttons. It has many features and allows the user to conduct an observation and collect detailed data. In the next several figures, we will go through a step by step procedure of the data collection process.

Session El	apsed Time:	00:00	: 00	Start S <u>e</u> ssi	on	Observa Key Assi		ir John Doe DD/HD Beha	worial		
00: 00: 00 Lecture	00: 00: 00 Hands on activity	00: 00: 00 Individual seatwork	00: 00: 00 Student is on task	00: 00: 00 Discipline or redirection required	00: 00: 00 Non- compliant behavior	00: 00: 00 Out of assigned place or seat	00: 00: 00 Off-target verbal responses	00: 00: 00 Not attending visually	00: 00: 00 In- appropriate use of materials	Fidgets	00: 00: 00 Aggression
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Occurrence 0	es: 0	0	0	0	0	0	0	0	0	0	0
Notes a	Sele		Assig	nmen	ts						
				Chec <u>k</u> Spe	elling <u>T</u> ime	e Stamp <u>D</u>	ate Stamp				
<u>S</u> tar	t All Timer	's Se	lect Key <u>A</u> s	signments	Pri <u>n</u> t Di	splayed Da	ata Sag	ve Display	ed Data		
Stop	All Timer	s <u>l</u>	lse Default	Values				Restore D	)ata		
Rese	t A <u>I</u> I Timer	rs Se	et De <u>f</u> ault t	o Current	<u>G</u> raph D	isplayed Da	ta				E <u>x</u> it

Figure 3-17

The first step in the data collection process is to populate the timers with the desired behaviors. <u>Select</u> <u>Key Assignments</u>. To select key assignments, left click once on the <u>Select Key Assignments</u> button at the bottom of the screen.

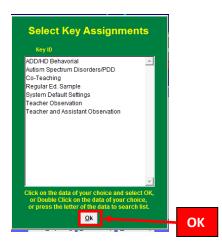


Figure 3-18

When prompted, select a key assignment from the list provided. To select a key assignment, left click once on the desired Key ID, and then click OK. The key assignment selected will be applied, the timers will populate with the desired behaviors and will be associated Function Keys (F1 thru F12) on the keyboard. We will go through the function keys in the following figures.

Session E	lapsed Time:	00:00	: 00	Start S <u>e</u> ssi	ion		ition For: Ni ignment: A				
00: 00: 00 Lecture	00: 00: 00 Hands on activity	00: 00: 00 Individual seatwork	00: 00: 00 Student is on task		00: 00: 00 Non- compliant behavior	00:00:00 Out of assigned place or seat	00: 00: 00 Off-target verbal responses	Not attending	00: 00: 00 In- appropriate use of materials	Fidgets	00:00:00 Aggression
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
occurrenc 0	es: 0	0	0	0	0	0	0	0	0	0	0
											4
		_			elling <u>T</u> im		_				
<u>S</u> ta	rt All Timer	s Se	lect Key <u>A</u>	ssignments	Pri <u>n</u> t Di	splayed D	ata Sa	ve Display	ed Data		
Sto	<u>p</u> All Timer	s <u>l</u>	<u>J</u> se Default	t Values				<u>R</u> estore l	Data		
Res	et A <u>I</u> I Timer	's Se	et De <u>f</u> ault t	to Current	<u>G</u> raph E	)isplayed Da	ata				E <u>x</u> it

Figure 3-19

When key assignment is selected and the user has clicked OK, the system returns the user to the "Data Collection" screen. The selected Key Assignment ID now appears in the upper right corner of the screen. If the key assignment needs to be changed, repeat the steps in Figures 3-13 and 3-14 to change the key assignment. If changes are made, the updated key assignment will appear in the field as indicated above.

						Key Assi		DD/HD Beha			
0: 00: 00 Lecture	00: 00: 00 Hands on	00: 00: 00 Individual	00: 00: 00 Student is		00: 00: 00 Non-	00: 00: 00 Out of	00:00:00		00:00:00	00: 00: 00 Fidgets	00:00:00 Aggressio
Lecture	activity	seatwork	on task	Discipline or redirection required	compliant behavior	assigned place or seat	Off-target verbal responses	Not attending visually	In- appropriate use of materials		Aggressio
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
ccurrenc 0	es: 0	0	0	0	0	0	0	0	0	0	0
Notes	bout this ob	servation:									
											4
				Check Sp	elling Tim	e Stamp	ate Stamp				4
				Check Sp		e Stamp 👖	ate Stamp				4
<u>S</u> ta	rt All Timer		ect Key <u>A</u> s	signments		e Stamp 🛛 D splayed Da		<u>v</u> e Display	ed Data		4
	rt All Timer p All Timer		ect Key <u>A</u> s	signments				<u>v</u> e Display <u>R</u> estore [			

Also associated with <u>Select Key Assignments</u>, is the button <u>Use Default Values</u>. This allows the user to revert back to the default Key Assignment Value with the one left click of the button. The Default Values of the Function Keys can be set by using the <u>Set Default to Current</u> button. See Figure 3-17 below. This can also be done under system maintenance, setup key assignments (See Figure 12-5.)

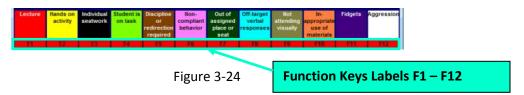
00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 0
Lecture	Hands on activity	Individual seatwork	Student is on task	Discipline or redirection required	Non- compliant behavior	Out of assigned place or seat	Off-target verbal responses	Not attending visually	In- appropriate use of materials	Fidgets	Aggressic
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Occurrenc 0	es: 0	0	0	0	0	0	0	0	0	0	0
											<u>^</u>
Sta	rt All Time	s Sal	art Key Ar			9 Stamp D	_	ze Dienlaw	ed Data		
	rt All Timer p All Timer		ect Key As	signments		e Stamp D	_	ze Display Restore D			

<u>Set Default to Current</u> button allows the user to set the current Key Assignment to the default setting. Remember the current key assignment will be the one selected when prompted to by clicking on the <u>Select Key Assignments</u>.





Associated with the <u>Select Key Assignments</u>, the Function Keys are now assigned an "ID" for the data collection process. The "ID" is the text that appears in the colored boxes. Each function key has its own "ID", which is assigned by selecting the key assignments.



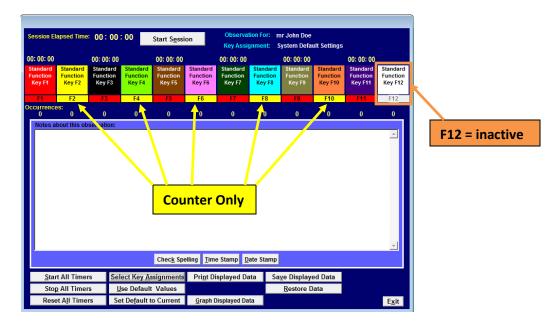
When in the off position, the Function Key labels are in black text with a red background. In some Key assignments the function key labels will be yellow. When pressed on the keyboard or when clicked with the mouse, the function key label will turn green (or a different shade of yellow) Elapsed time and/or number of occurrences of the Key ID associated with that Function Key will display above and below the Function key

	00: 00: 0	0 00:00:00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00: 00: 00	00:00:00	00:00:00	00: 00: 00	00: 00: 00	00: 00: 0	+	Elapse	d time	
	Lecture	activity	seatwork	on task	or redirection required	compliant behavior	assigned place or seat	verbal responses	attending visually	appropriate use of materials	riogets	Hygression				
Occurrences	Occurren 0	F2 ces: 0	.F3 0	F4. 0	F5.	F6.	0	F8. 0	F9 0	£10 0	F11 0	F12				



Each function key label has a color associated to it based on the type of data the Function key is programmed to collect. In the figure above, all function key labels have the color **RED**. In this software, the color **RED** associated with the function key labels signifies that all function keys (F1 – F12) are both timers and counters. You can see the timer above the Function Key ID, and the counter (Occurrences) below the Function Key Label. Both the timer and the occurrences can be activated by pressing the Function Key associated with the timer or counter.

The timer keeps a running time of the activity associated with the function key. As the user either presses the function key or uses the mouse to activate the timers, the clock located above the Function Key ID will show the elapsed time of that activity. When the clock is running and the user presses the function key or uses the mouse to press the Function Key label, the clock will stop and resume from that point when pressed again.

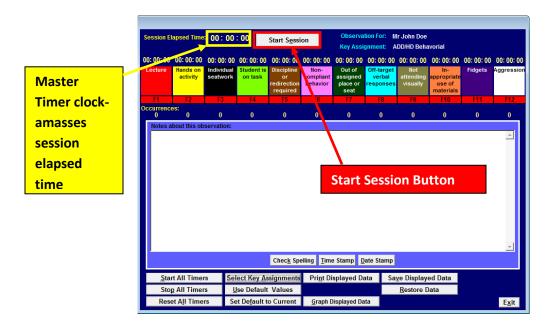




In this figure, you will see the Key Assignment has been changed, with a resultant change in the colors of the Function Key labels. In this example we have both **RED** and **YELLOW** function key label colors. As we discussed in Figure 3-14, the color **RED** signifies both timer and counter. The color **YELLOW** signifies counter ONLY. When the function key label color is **YELLOW**, only the counter (occurrences) is activated, the function key will not record elapsed time.

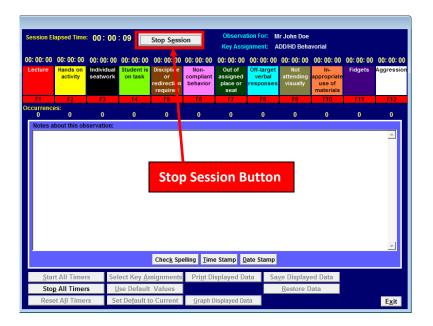
The counter (occurrences) keeps a total amount of times that activity has taken place. As the user either presses the function key or uses the mouse to activate the counters, the number located below the Function Key label will count the number of times that activity takes place.

Also in this figure, we have F12 as inactive. In this key assignment, F12 carries does not measure elapsed time or frequency of occurrence and therefore becomes inactive. Function keys that are not programmed to collect data will have gray function key labels.





To begin collecting data, left click once on the <u>Start Session</u> button. The <u>Start Session</u> button at the top left-center of the screen can also be referred to as the "Master Timer." By clicking the <u>Start Session</u> button, the user has engaged the master timer clock to the left of the button. The master clock is now counting in seconds, minutes and hours – amassing elapsed time for the total observation session.





Once the session is started, the user will see that the <u>Start Session</u> button , which appeared in Figure 3-27, has changed. The button now says <u>Stop Session</u>. Clicking this button stops the master timer and the timers associated with the function keys (F1-F12).

Once the session timer has started, it should be noted that all other Command Buttons (except for <u>Stop</u> <u>All Timers</u> and <u>Exit</u>) on the Data Collection screen are no longer functional. We will detail each command button in figures below.

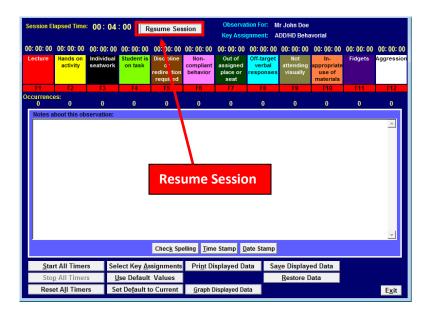


Figure 3-29

Clicking on the <u>Stop Session</u> button causes the command button to change to <u>Resume Session</u>. This command is acting similar to a Pause button. Once you left click on the <u>Resume Session</u>, several things happen; the button returns to the <u>Stop Session</u> function. the master timer resumes functioning and the function keys (F1-F12) can be reengaged.

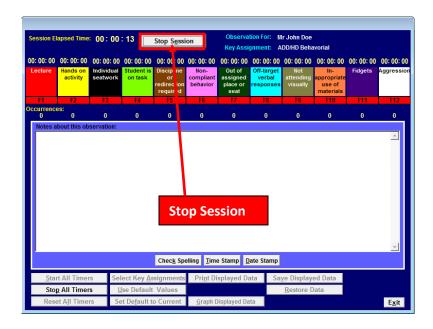


Figure 3-30

Example of the *<u>Resume Session</u>* button returning to <u>Stop Session</u> once clicked.

Session El	apsed Time:	00:00	: 13	Stop S <u>e</u> ssi	ion	Observa Key Assi		r John Doe DD/HD Beha	ivorial		
00: 00: 00 Lecture	00: 00: 00 Hands on	00: 00: 00 Individual	00: 00: 00 Student is	00: 00: 00 Discipline	00: 00: 00 Non-	00: 00: 00 Out of	00:00:00 Off-target	00: 00: 00 Not	00: 00: 00 In-		00:00:00 Aggressio
	activity	seatwork	on task	or redirection required	compliant behavior	assigned place or seat	verbal responses	attending visually	appropriate use of materials		
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
ccurrence 0	es: 0	0	0	0	0	0	0	0	0	0	0
		St	op all	Time		Sterry D					T
				Chec <u>k</u> Sp	elling <u>T</u> ime		_	va Diasl	nd Data		A
	t A) fimer	s Sel		Chec <u>k</u> Spo signments	elling <u>T</u> ime	e Stamp D	_	ze Display, Restore D			T



You will also notice, while the session is running and the master timer is active, the <u>Stop all Timers</u> button at the bottom left of the form is active. This button, when left clicked with the mouse, performs the same action as the <u>Stop Session</u> button at the top of the screen: allowing the user to stop the Master timer clock and all function keys (F1-F12) that are active.

Session El	apsed Time:	00:00	: 18 <sub>R</sub>	<u>e</u> sume Ses	sion	Observa Key Assi		ir John Doe DD/HD Beha	ivorial		
00: 00: 00 Lecture	00: 00: 00 Hands on activity	00: 00: 00 Individual seatwork	00: 00: 00 Student is on task	00: 00: 00 Discipline or redirection required	00: 00: 00 Non- compliant behavior	00: 00: 00 Out of assigned place or seat	00: 00: 00 Off-target verbal responses	00: 00: 00 Not attending visually	00: 00: 00 In- appropriate use of materials	Fidgets	00:00:00 Aggressio
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Occurrence 0	es: 0	0	0	0	0	0	0	0	0	0	0
											4
				Chec <u>k</u> Spe			ate Stamp				Y
	t All Timer			signments	Pri <u>n</u> t Di	splayed Da	ata Sa	<u>v</u> e Display			Y
	t All Timer		ect Key <u>A</u> s se Default	signments	Pri <u>n</u> t Di		ata Sa	<u>v</u> e Display <u>R</u> estore D			¥



In this figure, you will see an example of the user left clicking on the <u>Stop all Timers</u> button (Discussed in Figure 3-31). You will see that once the button is clicked, all other command buttons at the bottom except the <u>Stop all Timers</u> button of the screen become available, and the <u>Stop Session</u> button at the top becomes <u>Resume Session</u>.

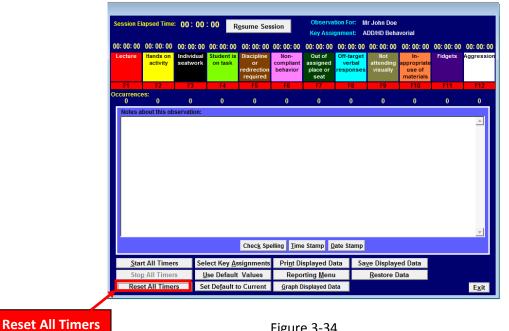
Session E	lapsed Time	: 00:00	: 13	Pause Sess	ion		tion For: M gnment: T				
00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13	00: 00: 13		
Teacher linquistic	Teacher directed activity	Roam checking student work	Provide examples on board	Student(s) Off-Task	Address student behavior	Students work independ -ently	Use technology w/ Instruction	between	Repeat or summarize main points	Ask higher level questions	positi
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
Occurrenc 1	es: 1	1	1	1	1	1	1	1	1	1	1
Notes a	bout this ob										
				Chec <u>k</u> Spo	elling <b>Iim</b>	e Stamp [	jate Stamp				•
Sta	rt All Time	s Se	lect Key As					ve Displav	ed Data		•
	rt All Timer p All Timer		lect Key <u>A</u> s Jse Default	ssignments		e Stamp 🛕		<u>v</u> e Display Restore [			4

### **Start All Timers**



By left clicking on the <u>Start All Timers</u> button at the bottom left of the screen, ALL TIMERS were started in this data collection session. As you can see the master timer was started and the timers that are associated with Function Keys started. You will see the Function Key labels changed colors from **RED** to **GREEN**. The **GREEN** indicates the timers are activated and show the elapsed time of the function above the Function Key label. This is a quick shortcut to get all timers starting at once.

Caution: Using the <u>Start All Timers</u> button will also activate the Function keys that are programmed for counter only (**Yellow** Function Key labels) causing them to register one occurrence. This function should only be used with key assignments that do not employ counter only programming (See Figures 3-34 thru 3-37 below)





Reset All Timers allows the user to reset all active timers with the click of one button. By left clicking on the button at the bottom left of the screen, you can see from the figure above that all timers including the Master timer and the Function Key timers were reset to 00:00:00.

Now that we have discussed the Timers, Counters, Function Keys, and Key Assignments, we will show some examples of using the system with key assignments that use both timers and counters. As you scroll through the next few figures, please note the timer above each function key and the counter below each function key. The examples below will provide detailed description and instructions of what actions were taken to perform the tasks visible to the user in the figures.

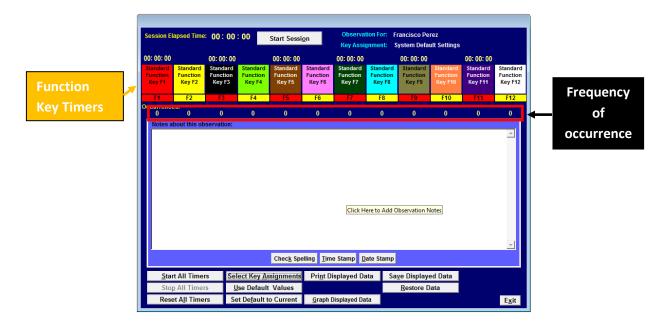


Figure 3-35

In this example, (Figure 3-35) a key assignment was selected that has both timers and counters. Notice that all function key labels are red, which indicates that no timers are currently running.

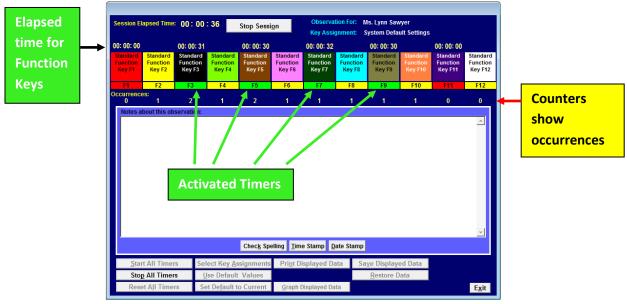


Figure 3-36

The Master Timer for the session was started with the left click of the mouse. After the Master Timer was started, using the keyboard, Function Keys were pressed to collect the type of data associated with the Function Keys. As you can see from example, the timers that were programmed to measure time and record occurrences turn **GREEN** when activated and show the elapsed time. The Master Timer shows the elapsed time of the session. Function keys that were not activated remain **RED** Function keys that were programmed to collect occurrence only **(YELLOW)** show only the number of occurrences for the activity associated with that Function Key.

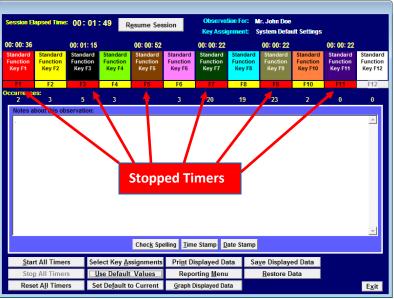


Figure 3-37

When the timers are stopped, the Function Key label color changes from GREEN to RED.

Session Ela	ipsed Time:	00:01	34 R	<u>e</u> sume Ses	sion		Observation For: Mr John Doe Key Assignment: Teacher Observation					Different Key
Teacher linquistic	00: 00: 24 Teacher directed activity	Roam checking student work	Provide examples on board	00: 01: 00 Student(s) Off-Task	00: 00: 50 Address student behavior	00: 00: 59 Students work independ -ently	00: 00: 51 Use technology w/ Instruction	00: 00: 58 Transition time between activities		questions	Specific positive reinforce -ment	Assignment
F1 ccurrence:	F2 S:	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
3	1 out this obs	5	1	7	1	3	1	3	1	19	13	
				Check Sp	elling Tim	e Stamp D	ate Stamp				Y	
Start	All Timers	s Sel	ect Key As	signments	_	splayed Da		ve Display	ed Data			
	All Timers		se Default		_			Restore D				
Stop												



In this figure, you will see the Key Assignment was changed to show that Function keys F1 – F10 are timers <u>and</u> counters. Function Keys F11 and F12 are counters only. The same process was followed by starting the Master Timer, then pressing the F1-F12 keys on the keyboard associated with the function keys (F1-F12) on the screen. Note that function keys F11 and F12 were pressed frequently to reflect the number of times the person being observed performed the activities described by the Function Key ID. (<u>Asks higher level questions</u> and <u>specific positive reinforcement</u>) This is to show the unlimited potential for the counters associated with the function keys.

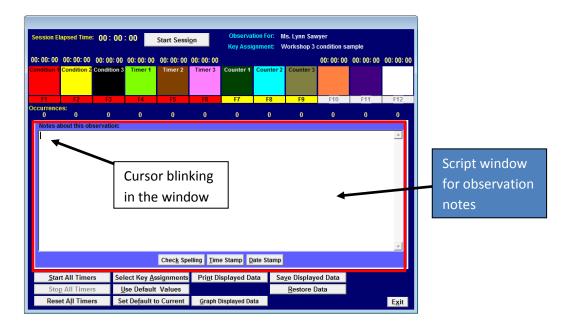


Figure 3-39

We will now show how to record observation notes using the Script window. As you can see, the center of the screen is available to enter information about the observation. There are two ways to enter this information: 1) Manually – by placing the cursor in the memo box and typing the information, and/or 2) Using the 10 hotkeys available for the Notes field. Both of these options can be used during the same observation and are detailed below.

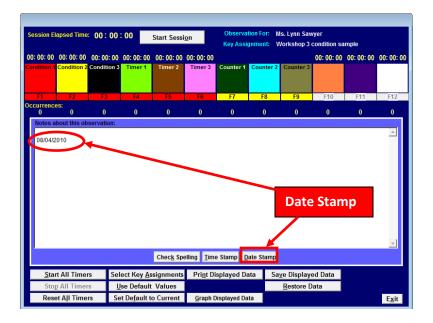
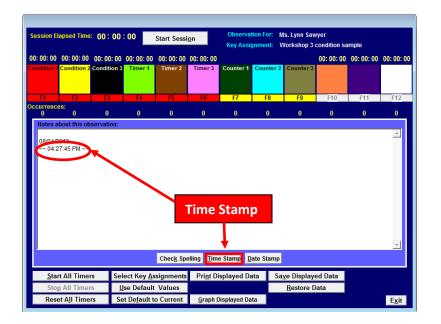


Figure 3-340

A date stamp can be entered into the observation notes. It is a good idea to make this the first entry. It date stamps can be entered by using the ALT + D key combination from the keyboard. You may choose to enter date by clicking the *Date Stamp* button at the bottom center of the form. One left click on the button will provide the date stamp in the Observation Notes field. Note- the ALT + D method is recommended.





A time stamp, accurate to the second, can be entered into the notes. It is highly recommended that the user enter the time stamp by using the ALT + T key combination from the keyboard. However, the user may choose to enter time stamps by clicking the *Time Stamp* button at the bottom center of the form. One left click on the button will provide the time stamp in the script window.

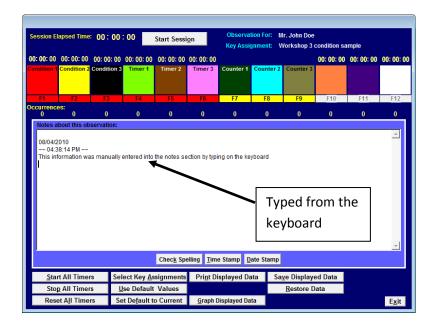


Figure 3-42

Statements can be entered manually into the script window with or without a time stamp. This figure shows notes entered manually into the script window from the keyboard on the PC. The time stamp feature was not used

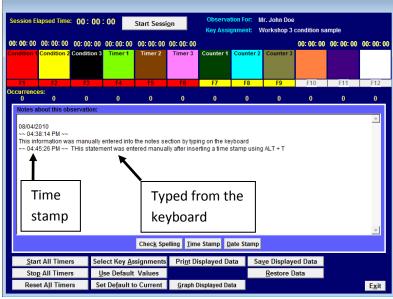


Figure 3-43

To combine a statement with a time stamp, first enter the time stamp and immediately type a statement from the keyboard. DO NOT press the ENTER key on the keyboard after entering the time stamp and the statement will appear on the same line as the time stamp.

	apsed Time	: 00:00	: 00	Start S <u>e</u> ssi	on	Observat Key Assiç		Ir John Jim I est Keys	Doe		
				00: 00: 00					00: 00: 00	00: 00: 00	00: 00: 00
ondition 1	Condition 2	Condition 3	Timer 1	Timer 2	Timer 3	Counter 1	Counter 2	Counter 3			
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
ccurrence 0	es: 0	0	0	0	0	0	0	0	0	0	0
~~ 01:1 ~~ 01:1 ~~ 01:1 ~~ 01:1 ~~ 01:1 Instruct Concep ~~ 01:1	4:35 PM ~~ 4:36 PM ~~ 4:36 PM ~~ 4:37 PM ~~ 4:37 PM ~~ 4:38 PM ~~ ional pacing its and skills 4:41 PM ~~	Swift, smoot Mr John Doe Mr John Doe All students Mr John Doe Mr John Doe and cues e s are illustrat Mr John Doe	h transitions incorporate uses conce are invited to helps stude incorporate nsure stude summarize	uction with a s between ac es higher leve opts and lan o engage at i ents develop es higher leve nt understan nn Doe's rele es main poin es higher leve	tivities maxii el thinking s guage that s' he onset of 1 productive v el thinking s iding. evant exampl t(s) of instru el thinking s	mize student kills. tudents can i the activity. work habits a kills. les and dem ctional activit kills.	t time on tas understand. and study sk onstrations. y.	ills.			T
~~ 01:1 ~~ 01:1 ~~ 01:1 ~~ 01:1 Instruct Concep ~~ 01:1 ~~ 01:1	4:35 PM ~~ 4:36 PM ~~ 4:36 PM ~~ 4:37 PM ~~ 4:37 PM ~~ 4:38 PM ~~ ional pacing ts and skills 4:41 PM ~~ 4:41 PM ~~	Swift, smoot Mr John Doe Mr John Doe All students Mr John Doe g and cues e s are illustrat Mr John Doe Mr John Doe	h transitions i incorporate e uses conce are invited to helps studie i incorporate nsure stude ed by Mr Joh summarize i incorporate	s between ac es higher levi epts and lang o engage at to ents develop es higher levi nt understam n Doe's rele es main poin es higher levi Check Spr	tivities maxii el thinking s guage that s' productive v el thinking s iding. evant exampl t(s) of instru el thinking s elling <u>Time</u>	mize student kills. tudents can i the activity. work habits a kills. les and dem ctional activit kills.	t time on tas understand. and study sk onstrations. y, <b>ate Stamp</b>	ills.			Ţ
~~ 01:1 ~~ 01:1 ~~ 01:1 ~~ 01:1 Instruct Concep ~~ 01:1 ~~ 01:1 <u>~~ 01:1</u>	4:35 PM ~~ 4:36 PM ~~ 4:36 PM ~~ 4:37 PM ~~ 4:37 PM ~~ 4:38 PM ~~ ional pacing its and skills 4:41 PM ~~	Swift, smoot Mr John Doe Mr John Doe All students Mr John Doe g and cues e g and cues e s are illustrat Mr John Doe Mr John Doe	h transitions i incorporate e uses conce are invited to helps studie i incorporate nsure stude ed by Mr Joh summarize i incorporate	between ac shigher leve epts and lang o engage at i ents develop shigher leve nt understan n Doe's rele smain poin shigher leve Check Spo ssignments	tivities maxii el thinking s guage that s' productive v el thinking s iding. evant exampl t(s) of instru el thinking s elling <u>Time</u>	mize student kills. tudents can i the activity. work habits a kills. les and dem ctional activit kills.	t time on tas understand. and study sk onstrations. y, <b>ate Stamp</b>	ills.			Y



There are 10 pre-written statements that are available during scripting. These statements can be edited or rewritten to conform to your needs. When creating the statements, remember that you determine: 1) text of the statement, 2) whether or not to use a timestamp 3) whether or not to insert the person's name in the statement 4) where the name is inserted. Above you will see examples of statements showing all of the variations. Editing and rewriting statements is discussed in SYSTEM MAINTENANCE the section of the help files

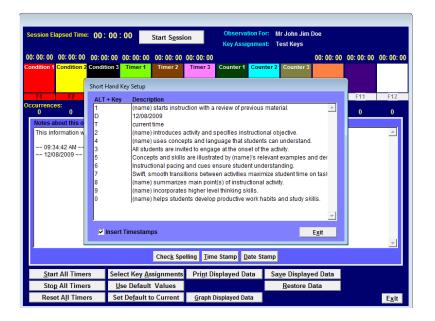


Figure 3-45

As a quick reminder, The Shorthand Key Setup reference screen shows you the existing statements available for insertion into the script. The ALT+ Key combinations required and the Description provided when those key combinations are pressed are displayed on this screen. Included in the Description are text of the statement and the position of the name if it is inserted into the statement. To access the <u>Shorthand Key Setup</u> reference screen, using your keyboard press the **Ctrl** key and hold it down. While holding down the **Ctrl** key, press the letter "**O**" on the keyboard. This key combination will provide you with the Shorthand Key setup reference screen, as seen above. This screen will open in a new form window that will appear on top of the <u>Collect Observation Data</u> screen.

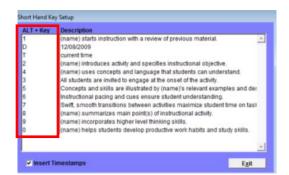


Figure 3-46

The key combinations for the Shorthand keys in the Collect Observation Data screen are described above. All combinations utilize the <u>AL</u> key. While pressing down the <u>ALT</u> key, the other keystroke should be pressed only once to insert the statement into the script window.

# PLEASE NOTE – The Shorthand Key setup can be programmed through the Maintenance Menu, which will be discussed in detail later in the Help Files.

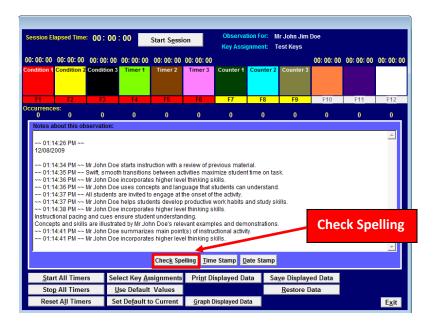


Figure 3-47

Once you have entered all the notes for the observation, there are several options available. The first option available is the <u>Check Spelling</u>. This button will check the spelling for the notes in the script window. Once you left click on the Check Spelling button, if you have NOT saved the data, the program will ask you to save the observation data. See Figure 3-48 below.

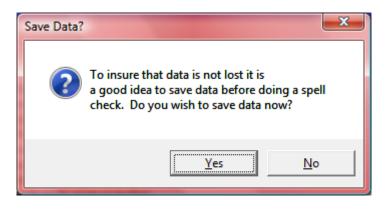


Figure 3-48

This information screen asks you to save the data from the observation. It is our recommendation that you save the data before performing the spell check. However, if you elect not to save the data prior to the spell check you can proceed with the spell check. See Figure 3-49.

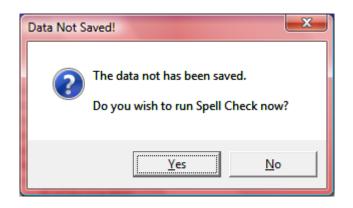


Figure 3-49

If you elect not to save the data, you are informed that the data has not been saved, and you are given an opportunity to perform spell check.

ession El	apsed Time:	00:01	27 R	<u>e</u> sume Se	sion		tion For: 1 gnment: 1	Wr. John Jim Fest Keys	Doe			
	00: 00: 12								00: 00: 00	00: 00: 00	00: 00: 00	
ondition 1	Condition 2	Condition 3	Timer 1	Timer 2	Timer 3	Counter 1	Counter 2	Counter 3				
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
currence 2	¥S: 1	3	1	2	1	18	17	21	0	0	0	
Notes al	bout this ob	servation:										
~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 Concep ~~ 10:4 Instructi	2:54 AM ~~ 1 2:54 AM ~~ 1 2:58 AM ~~ 4 3:01 AM ~~ 1 3:04 AM ~~ 1 3:08 AM ~~ 1 3:08 AM ~~ 1 5:08 AM ~~ 1 5:09 AM ~~ 1 5:08 AM ~~ 1 5:09 AM ~~ 1 5:00 AM ~~ 1 5:000	Ar. John Doe Al students a Ar. John Doe Ar. John Doe Ar. John Doe are illustrat Ar. John Doe and cues er	e introduces are invited to helps stud uses conce incorporate ed by Mr. Jo summarize	activity and engage at i ents develop epts and lan es higher lev hn Doe's rel es main poir nt understar	specifies in: the onset of productive guage that : rel thinking s evant examp nt(s) of instru- nding.	work habits students can	ojective. and study s understan nonstration ity.	d. s.				
				Charle Ca	U Time	- C4	- 4- 04					
Star	t All Timer	s Sol	act Koy As	Chec <u>k</u> Sp	_	e Stamp			10.4			Print Displaye
	t All Timer		ect Key <u>A</u> s se Default	signments	_	e Stamp <u>D</u> isplayed Da		<u>ne Display</u> <u>R</u> estore D				Print Displaye Data



Upon completion of the Observation, the user is given the option to <u>Print Displayed Data</u>. Clicking the button <u>Print Displayed Data</u> will print the script and the data table of the current session or display it on your screen (see 3-51 below).

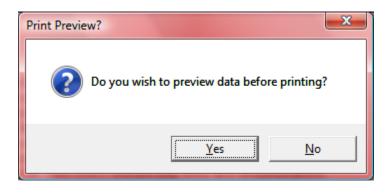


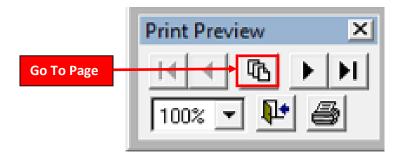
Figure 3-51

Once the user left clicks on the Print Displayed Data button, the user is prompted to preview the data before printing. IT IS HIGHLY RECOMMENDED, the user preview the data prior to printing. If the user selects **Yes**, the user will continue on with the preview opening in a different window (see Figure 3-52 below)

Print Preview Toolbar	Data for Mr. John Jim Doe			Date of Report: 01/04/2010
	Observation by; Master Tester	Date: 01/04/2010 Time	e: 11:45:43 Tot	min:sec al Session Time: :01:27
	Timer Definitions Condition 1	Total Time Engaged in Observed Behavior (hrs: min: sec) :00 :14	Number of Occurrences of Observed Behavior 2	Percentage of Total Observation Time Engaged in Observed Behavior 16%
	Condition 2	:00 :12	1	13%
	Condition 3	:00 :53	3	60%
	Timer 1	:00 :27	1	31%
	Timer 2	:00 :30	2	34%
	Timer 3	:00 :25	1	28%
	Counter 1		18	
	Counter 2		17	
	Counter 3		21	

Figure 3-52

This is an example of the Preview provided to the user prior to printing. You will see the Print Preview toolbar in the upper left corner of this figure. IT IS IMPORTANT FOR THE USER TO USE THE PRINT PREVIEW TOOLBAR TO NAVIGATE THROUGH THE PREVIEW OPTIONS. In the next series of figures we will go through step by step the Print Preview Toolbar, to provide a full understanding of how to use this resource.



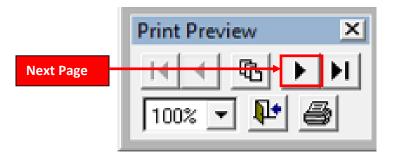


To navigate through the preview options, use the Print Preview Toolbar. The Print Preview Toolbar provides several options to choose from. You can mouse over the menu items and the function of the menu item will be displayed. One option is the <u>Go to Page</u> menu item. If the document has multiple pages, you can preview a specific page of the document. Left click on the <u>Go to Page</u> menu icon and you will be prompted to select the page for preview (see Figure 3-54).

🙀 Go to Page	×
<u>P</u> age Number:	1 ÷
ОК	Cancel



You may select the specific page for the preview by manually entering the number or using the up and down arrow keys to select the page number. When selected, that page will appear.



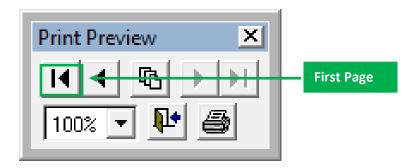


The <u>Next Page</u> icon allows you to navigate the document page by page.

	Print Preview	×
Last Page		▶ <b>।</b> ≩

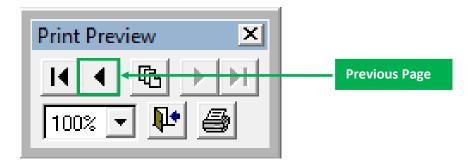


The *Last Page* icon allows you to navigate to the last page of the document.





The *First Page* icon allows you to navigate to the first page of the document.





The <u>Previous Page</u> icon allows you to navigate to the previous page of the document.

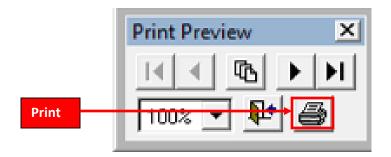
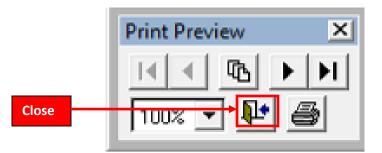


Figure 3-59

The <u>Print</u> menu icon allows you to print the selected page or all pages of the document.





The <u>Close</u> menu icon allows you to print exit the Print Preview and return to the Collect Observation Form. TO EXIT THE PRINT PREVIEW, PLEASE USE THE CLOSE MENU ICON ON THE PRINT PREVIEW TOOLBAR.

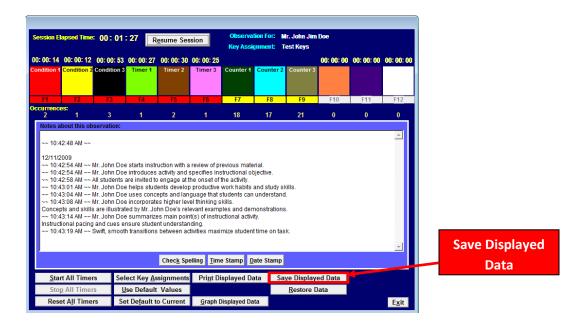


Figure 3-61

It is HIGHLY RECOMMENDED to <u>Save Displayed Data</u> prior to completing any additional steps in the data collection process. To <u>Save Displayed Data</u>, left click one time on the Save <u>Displayed Data</u> button at the bottom right of the form.

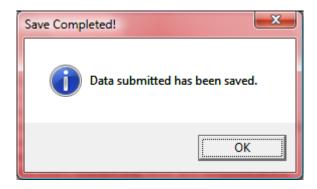


Figure 3-62

Once the save is complete, this information box will appear alerting the user that the Save is complete.

Session Elapsed Time:			<u>e</u> sume Ses			tion For: ( gnment:	Mr. John Jim Test Keys				
00: 00: 14 00: 00: 12 ( Condition 1 Condition 2 C			00: 00: 30 Timer 2	00: 00: 25 Timer 3	Counter 1	Counter 2	Counter 3	00: 00: 00	00: 00: 00	00: 00: 00	
F1 F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
Occurrences: 2 1	3	1	2	1	18	17	21	0	0	0	
~~ 10:42:48 AM ~~ 12/11/2009 ~~ 10:42:54 AM ~~ Mr ~~ 10:42:58 AM ~~ AI ~~ 10:42:58 AM ~~ AI ~~ 10:43:01 AM ~~ Mr ~~ 10:43:04 AM ~~ Mr Concepts and skills a ~~ 10:43:14 AM ~~ Mr	. John Doe ii students are . John Doe h . John Doe u . John Doe ii rre illustrated . John Doe s nd cues ens	ntroduces e invited to nelps stude uses conce ncorporate d by Mr. Joh summarize sure studer	activity and s engage at t ents develop epts and lan is higher lev in Doe's rel is main poin it understan	specifies ins he onset of productive guage that s el thinking s evant examp t(s) of instru- iding.	structional of the activity. work habits students can kills. oles and der ictional activ	ojective. and study s understan nonstration ity.	d. s.				Print Displayed
~~ 10:43:19 AM ~~ Sv	vift, smooth t	ransitions	between ac	tivities maxi	mize studen	t time on ta	sk.			-	Data
			Chec <u>k</u> Sp	elling <u>T</u> im	e Stamp D	ate Stamp					Data
Start All Timers	Selec	ct Key <u>A</u> s	signments	Pri <u>n</u> t Di	isplayed Da	ata Sa	a <u>v</u> e Display	ed Data			
Stop All Timers	<u>U</u> se	e Default	Values				<u>R</u> estore D	)ata			
Reset All Timers	Set	De <u>f</u> ault to	o Current	<u>G</u> raph [	)isplayed Da	ita				E <u>x</u> it	

Figure 3-63

You may print your data user to the default printer by left clicking once on the <u>Print Displayed Data</u>, command button, or simultaneously press the <u>ALT</u> key and the letter "n". You will receive an information box asking to stop all timers in the session prior to allowing the user to print. This is illustrated in Figure 3-64 below.

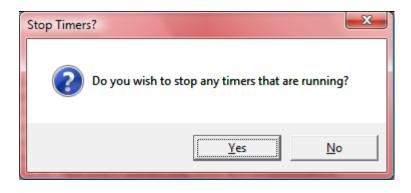


Figure 3-64

This is an example of the information box asking you to stop all timers in session prior to allowing the printing of the document. After selecting "Yes" you will be asked if a Preview is preferred prior to printing. See Figure 3-65 below.

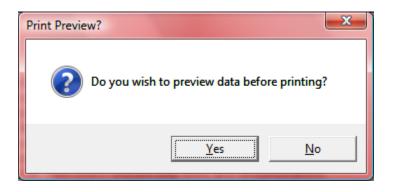


Figure 3-65

This is an example of the information box asking the user for a Preview preference. After selecting "Yes", the software will generate a multiple page report form displaying all the information from the data collection process. See Figure 3-66 and 3-67 below.

Observation by; Master Tester	Date: 12/11/20	09 Tim	ne: 11:32:02 To	tal Session Time: :01 :27
Timer Definitions	Total Time En Observed Bo (hrs: min:	ehavior	Number of Occurrences of Observed Behavior	Percentage of Total Observation Time Engaged in Observed Behavior
Condition 1	:00	:14	2	16%
Condition 2	:00	:12	1	13%
Condition 3	:00:	:53	3	60%
Timer 1	:00:	:27	1	31%
Timer 2	:00:	:30	2	34%
Timer 3	:00:	:25	1	28%
Counter 1			18	
Counter 2			17	
Counter 3			21	

Figure 3-66

This is an example of the first page of the report from the data collection process. It shows the information generated by the function keys.

<u>.</u>		
Observation Script		Date of Report: 08/04/2010
Time	Statements /Comments	
~~06:39:53 PM ~~ Thi ~~06:40:13 PM ~~ Mr. Concepts and skills are Instructional pacing and ~~06:40:14 PM ~ Swi	anually entered into the notes section by typing on the keyboard s statement was entered manually after inserting a time stamp using ALT + T Doe uses concepts and language that students can understand. illustrated by Mr. Doe's relevant examples and demonstrations. cues ensure student understanding. ft, smooth transitions between activities maximize student time on task. Doe summarizes main point(s) of instructional activity.	

Figure 3-67

The notes entered into the script window will be displayed on the next page(s) of the report

ssion Elap	sed Time:	00:01:	27 R	<u>e</u> sume Ses	sion		tion For: ( gnment:	Mr. John Jim Test Keys	Doe		
: 00: 14 0( ndition 1 Co			00: 00: 27 Timer 1	00: 00: 30 Timer 2	00: 00: 25 Timer 3	Counter 1	Counter	Counter 3	00: 00: 00	00: 00: 00	00: 00: 00
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
currences: 2	1	3	1	2	1	18	17	21	0	0	0
~~ 10:42:5 ~~ 10:42:5 ~~ 10:43:0 ~~ 10:43:0 ~~ 10:43:0 Concepts ~~ 10:43:1 Instruction	4 AM ~~ N 8 AM ~~ A 1 AM ~~ N 4 AM ~~ N 8 AM ~~ N and skills 4 AM ~~ N al pacing	r. John Doe II students a r. John Doe r. John Doe r. John Doe are illustrati r. John Doe and cues er	introduces are invited to helps stud uses conc incorporate ed by Mr. Jo summarize isure stude	activity and a o engage at t ents develop epts and lan shigher lev hn Doe's rel es main poin nt understan between ac	specifies in: he onset of productive guage that : el thinking s evant exam tt(s) of instru- iding. ttivities maxi	work habits students can	ojective. and study s understan nonstration ity. t time on ta	d. Is. Sk.			Ţ
Start A	II Timers	Sol	act Koy Ar	signments		isplayed Da		ave Display	od Data		
		301	SUL NEY AS	signments	FILLED	isplayeu Da	ata si	ave Display	su Data		
	II Timers	U	se Default	Values				Restore D	ata		



The Data Collection Instrument allows you to <u>Restore Data</u> from a previous observation. To <u>Restore</u> <u>Data</u> from a previous observation, left click once on the <u>Restore Data</u> button at the bottom left of the screen. You will be prompted to select Data from a previous observation. See Figure 3-69 below.

Display data in list belo	w in order by:		
Sort First By	Sort Next By		Sort Next By
Person Observed	C Person Obser	ved	C Person Observed
Date of Observation	Date of Observ	vation	C Date of Observation
Observer's Name	O Observer's Na	me	Observer's Name
C None	C None		O None
Apply Sort Selection			Reset Sort Selection
elect the data to be restore	d from the list below	<i>ı</i> .	
erson Observed	Date	Observer's Na	ame
oppings, Little Mary		Fuzzy Face	
iver, Man Crooked		Fuzzy Face	
iver, Little Mary		Fuzzy Face	
oppings, Little Mary	09/21/2009	Fuzzy Face	
ople, Really Bad	09/24/2009	The Main Man	
ople, Really Good	09/24/2009	The Main Man	
iver, Little Bad	09/25/2009	The Main Man	
ople, Little Crooked		The Main Man	
olf, Big Bad	10/01/2009	Old Man Fuzzy	
olf, Big Mary	10/01/2009	Old Man Fuzzy	
olf, Little Good		Old Man Fuzzy	
oppings, Big Good	10/01/2009	Old Man Fuzzy	
olf, Little Good		Old Man Fuzzy	
olf, Little Marv		Old Man Fuzzy	
on, Little Mary	10/16/2009	Old Man Fuzzy	
on, Little Mary oppings, Big Good oppings, Little Good	10/16/2009	Old Man Fuzzy	
oppings, Big Good		Old Man Fuzzy Old Man Fuzzy	

Figure 3-69

This is an example of the Restore Data screen

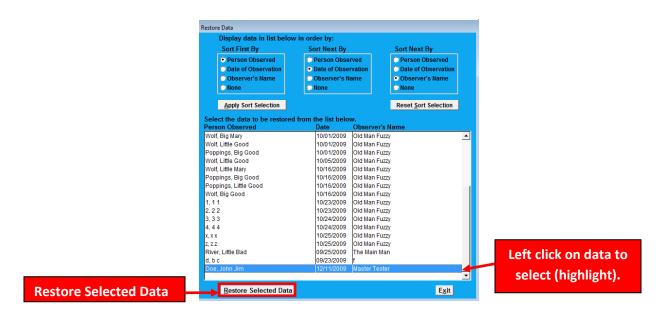


Figure 3-70

To select the data to restore, left click one entry on the list and it will be highlighted. After the data is highlighted, left click on the <u>Restore Selected Data</u> button one time.

	lapsed Time		. 21	R <u>e</u> sume Se	ssion	Key Assi	gnment: 1	est Keys			
	00: 00: 12 Condition 2			00: 00: 30 Timer 2	00: 00: 25 Timer 3	Counter 1	Counter 2	Counter 3	00: 00: 00	00: 00: 00	00: 00: (
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
currence 2	es: 1	3	1	2	1	18	17	21	0	0	0
12/11/2 ~~ 10:4 ~~ 10:4	12:54 AM ~~   12:54 AM ~~	Mr. John Do	e introduces	ruction with a sactivity and	specifies ins	structional ob					
12/11/2 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 Concep ~~ 10:4 Instruct	2009 42:54 AM ~~   42:58 AM ~~   43:01 AM ~~   43:04 AM ~~   43:08 AM ~~   9ts and skills 43:14 AM ~~	Mr. John Do All students Mr. John Do Mr. John Do Mr. John Do are illustra Mr. John Do and cues e	e introduces are invited t e helps stud e uses cond e incorporat ted by Mr. Jo e summariz nsure stude	s activity and o engage at dents develop cepts and lan esh higher lev shn Doe's rel ses main poir ent understar s between ac	specifies ins the onset of p productive nguage that s vel thinking s levant examp nt(s) of instru- nding. ctivities maxi	structional ot the activity. work habits students can stiklls. oles and den uctional activi mize studen	ojective. and study s understand nonstrations ty. t time on tas	1. 5.			
12/11/2 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 Concep ~~ 10:4 Instruct ~~ 10:4	2009 42:54 AM ~~ 1 42:58 AM ~~ 1 43:01 AM ~~ 1 3:04 AM ~~ 1 3:04 AM ~~ 1 3:04 AM ~~ 1 3:14 AM ~~ 1 tional pacing 43:19 AM ~~ 1	Mr. John Do All students Mr. John Do Mr. John Do Mr. John Do are illustra Mr. John Do and cues e Swift, smoot	e introduces are invited t e helps stud e uses cond e incorporat ted by Mr. Jd e summariz nsure stude h transition:	s activity and o engage at i dents develog zepts and lan tes higher lev ohn Doe's rel des main poin ent understar s between ac	specifies ins the onset of p productive guage that s vel thinking s levant examp nt(s) of instru- nding. ctivities maxi	structional ot the activity. work habits students can skills. oles and den ictional activi mize studen e Stamp	ojective. and study s understand nonstrations ty. t time on tas <b>ate Stamp</b>	1. 3. 5k.	od Data		
12/11/2 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 ~~ 10:4 Concer ~~ 10:4 Instruct ~~ 10:4	2009 42:54 AM ~~   42:58 AM ~~   43:01 AM ~~   43:04 AM ~~   43:08 AM ~~   9ts and skills 43:14 AM ~~	Mr. John Doi All students Mr. John Doi Mr. John Doi S are illustra Mr. John Doi s and cues e Swift, smoot	e introduces are invited t e helps stud e uses cond e incorporat ted by Mr. Jd e summariz nsure stude h transition:	s activity and o engage at i dents develog cepts and lar res higher lev ohn Doe's rel res main poir es main poir s between ac Check Sp ssignments	specifies ins the onset of p productive guage that s vel thinking s levant examp nt(s) of instru- nding. ctivities maxi	structional ot the activity. work habits students can stiklls. oles and den uctional activi mize studen	ojective. and study s understand nonstrations ty. t time on tas <b>ate Stamp</b>	1. 5.			1

Figure 3-71

Once you select the data to restore and left click on the <u>Restore Selected Data</u> button, you are returned to the Collect Observation Data screen.

	apsed lime	* 00:01	: 27 <sub>F</sub>	R <u>e</u> sume Ses	sion			lr. John Doe Test Keys			
		00: 00: 53 Condition 3		00: 00: 30 Timer 2	00: 00: 25 Timer 3	Counter 1	Counter 2	Counter 3	00: 00: 00	00: 00: 00	00: 00: 00
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
currence 2	es: 1	3	1	2	1	18	17	21	0	0	0
~~ 10:42	2:54 AM ~~ I					revious mate					
~~ 10:43 ~~ 10:43 ~~ 10:43 Concept ~~ 10:43 Instructi	3:01 AM ~~   3:04 AM ~~   3:08 AM ~~   ts and skills 3:14 AM ~~   onal pacing	All students Mr. John Doe Mr. John Doe Mr. John Doe s are illustrat Mr. John Doe g and cues e	are invited t e helps stur e uses con e incorporat ted by Mr. Jr e summariz nsure stud	s activity and a to engage at t dents develog cepts and lan tes higher lev ohn Doe's rel tes main poir ent understar s between ac	specifies in: the onset of productive guage that : el thinking s evant examp t(s) of instru- nding. tivities maxi	structional oi the activity. work habits students car skills. ples and der uctional activ imize studen	bjective. and study s understand monstrations ity. it time on tas	1. 5.			Y
~~ 10:43 ~~ 10:43 ~~ 10:43 Concept ~~ 10:43 Instructi ~~ 10:43	3:01 AM ~~   3:04 AM ~~   3:08 AM ~~   ts and skills 3:14 AM ~~   onal pacing 3:19 AM ~~ !	All students Mr. John Doe Mr. John Doe Mr. John Doe s are illustrat Mr. John Doe and cues e Swift, smoot	are invited f e helps stud e uses com e incorporal ted by Mr. J. ted by Mr. J. e summariz nsure studd h transition	to engage at I dents develop cepts and Ian tes higher lev ohn Doe's rel tes main poir ent understar s between ac	specifies in: the onset of p productive guage that s rel thinking s evant examp t(s) of instru- nding. tivities maxi	structional of the activity. work habits students car skills. ples and der uctional activ imize studen	bjective. and study s understand monstrations ity. It time on tas <b>Qate Stamp</b>	1. 3. SK.			T
~~ 10:43 ~~ 10:43 ~~ 10:43 Concepi ~~ 10:43 Instructi ~~ 10:43	3:01 AM ~~   3:04 AM ~~   3:08 AM ~~   ts and skills 3:14 AM ~~   onal pacing	All students Mr. John Doe Mr. John Doe Mr. John Doe s are illustrat Mr. John Doe g and cues e Swift, smoot	are invited f e helps stud e uses com e incorporal ted by Mr. J. ted by Mr. J. e summariz nsure studd h transition	to engage at 1 dents develop cepts and lan tes higher lev ohn Doe's rel tes main poir ent understar s between ac Check Sp ssignments	specifies in: the onset of p productive guage that s rel thinking s evant examp t(s) of instru- nding. tivities maxi	structional oi the activity. work habits students car skills. ples and der uctional activ imize studen	bjective. and study s understand monstrations ity. It time on tas <b>Qate Stamp</b>	1. 5.			Y



At this point, you have several options; you can click on the <u>Print Displayed Data</u> button to preview or print the data, you may continue taking observation notes by clicking into the Script window, and/or continue collecting data with the function keys by pressing <u>Resume Session</u> button. When finished if you made changes to the data, you should click on the <u>Save Displayed Data</u> button, if not; simply click on the <u>Exit</u> button to return to the Main Menu.

## **Report or Graph Observation Data**

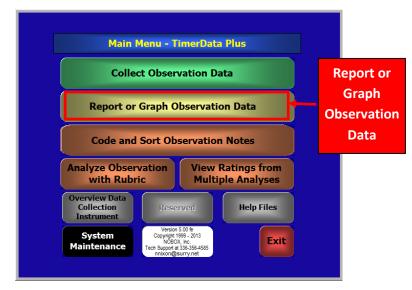


Figure 4-21

To report data from the timers, left click once on the <u>*Report or Graph Observation Data*</u> button in the main menu. Note, in order to enable graphs, you may have to run the *Update Active X Controls for Charts* from the System Maintenance Menu. This is covered in section 25-1 to 25-4 of the help files.

### This is the List of available reports and a brief description of each repoprt:

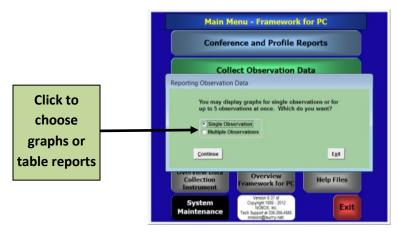
Multiple Observations: Up to 5 datasets can be displayed. All datasets MUST use the same key assignment

- Graphical reports: Datasets will be color coded and displayed in chronological order.
  - Number of behaviors: 2D bar or 2D line graph
  - Total Time of observed behaviors: 2D bar or 2D line graph
  - Percentage of total time: 2D bar or 2D line graph
  - Tabular reports-Datasets are displayed as arrays in a table
    - Number of behaviors
    - Total Time of observed behaviors
    - Percentage of total time

#### Single Observations

- Graphical reports
  - 2 Condition: 2D bar, 2D Line, 3D line graphs color coded by condition.
  - 3 Condition: 2D bar, 2D Line, 3D line graphs color coded by condition.
  - Time in Behaviors: 2D bar, 2D Line, 3D line graphs-single color
  - Number of Occurrences Behaviors.: 2D bar, 2D Line, 3D line graphs-single color
  - Percentage of Total Time: Each behavior as a function of the total observation time: Pie charts
- Tabular reports:
  - 2 Condition Detail : Two- page report, showing the strength of each behavior under the 2 conditions.
  - 2 condition Summary: One page report that shows counts of behaviors under each condition as well as means for each behavior
  - 3 condition Detail: Three- page report, showing the strength of each behavior under the 3 conditions.

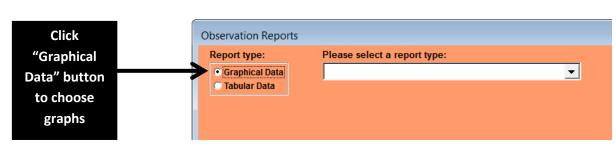
- 3 Condition Summary: One page report that shows counts of behaviors under each condition as well as means for each behavior
- Chronology: Natural order: Provides a record of all key presses in the order that they were pressed. Allows user to tell the story of the observation.
- Chronology grouped by timers: Provides a record of all key presses sorted by timers. Allows user to study each occurrence of behaviors



**Graphs-** Select the "graphical" radio button

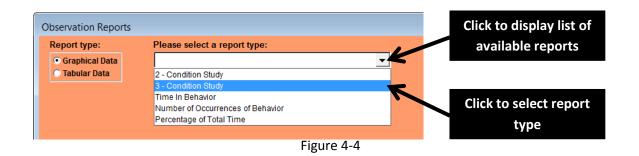
Figure 4-2

You will be asked to choose between reports on single or multiple datasets. Note: to report multiple datasets you must have used the same key assignment for each observation. Otherwise, the software will not report the data. This form allows the user to choose which data to chart.

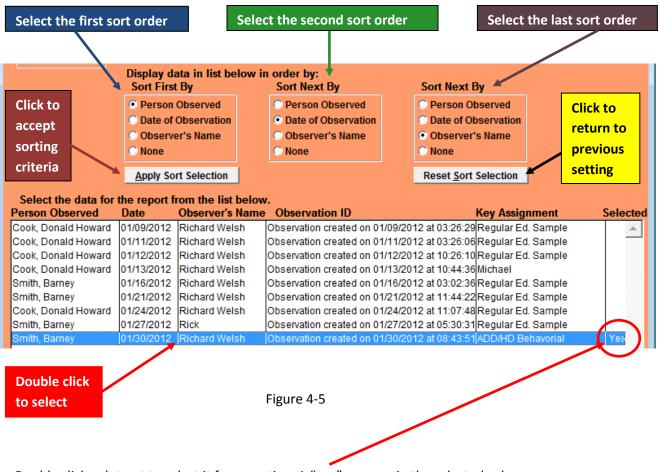




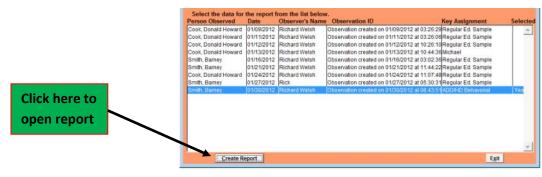
Click on the Click the Please select a report type drop down arrow. Choices for various reports will appear. Click on the report format needed.



All available datasets will then appear. You may sort the datasets according to three dimensions, Person Observed, Date of Observation and Observer's Name. Click on the radio buttons in each column to select sort criteria. Then click on the **Apply Sort Selection** button. Clicking on Reset Sort Selections returns the sort criteria to the last setting chosen.



Double click a dataset to select it for reporting. A "yes" appears in the selected column.



To view the selected report, click on "Create Report".

Figure 4-6

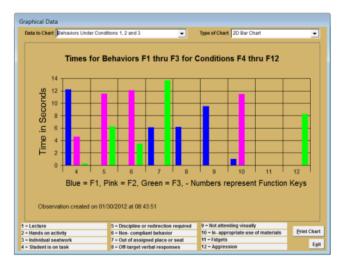


Figure 4-7

A report will display.

You may choose different reporting formats or different output graphs by clicking on the drop down arrows in the *Data to Chart* or *Type of Chart* fields

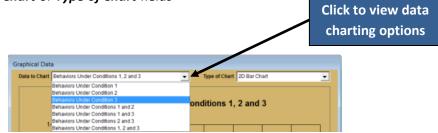


Figure 4-8

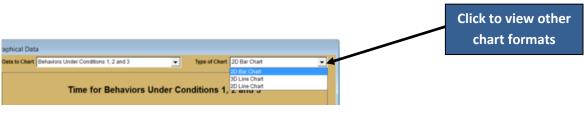
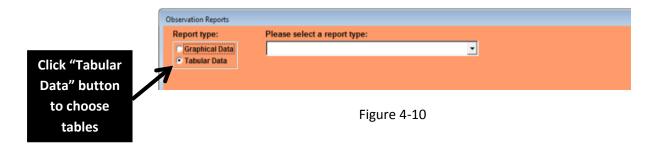


Figure 4-9

Table reports- Click on Tabular Data to select table formatting for reports



Click on "Please select a Report Type drop down arrow to display the available types of table reports. Then if desired, select an *output type*. You have four options to select from: Excel File, Printer, Screen, and Text File. Please note, if you select text file, the report will appear in a ".csv" format. The default output is "screen."

	Click on a	rrow to Dis	play repor	t types		Choose form of output
Observation Report	\$		J.			
Report type:	Please select a report	t type:	Please			
C Graphical Data	3 - Condition Study - De	tail Information	select output	Printer		
👎 Tabular Data	Display data in list below Sort First By Person Observed Date of Observation Observer's Name None	v In order by: Sort Next By Person Observed Date of Observation Observer's Name None	type: Sort Next By Person Observed Date of Observatio Observer's Name None	Screen     Taxt File (Csv)		
Person Observed Dook, Donald Howard Dook, Donald Howard Dook, Donald Howard			1/2012 at 03:25:06 Regular 2/2012 at 10:26:10 Regular 3/2012 at 10:44:36 Michael 6/2012 at 03:02:30 Regular 1/2012 at 11:44:22 Regular 1/2012 at 11:07:48 Regular 7/2012 at 05:30:33 Regular	gnment Selecter d Sample d Sample d Sample d Sample d Sample d Sample d Sample d Sample		
<u>⊊</u> reate R	leport			Egit	Figure 4-	11

To select a report type, click on an item from the drop down menu

	Report type: Graphical Data	Please select a report 3 - Condition Study - De		Please select an output	C Excel File	
	• Tabular Data	2 - Condition Study - De Dist 2 - Condition Study - Su So 3 - Condition Study - De	mmary Information	t Next By	Screen     Text File (csv)	Figure 4-1
Cli	ick on item	Chronology - grouped b	natural order	arson Observed ate of Observation		
	to select	None	None	© None		
	eport type					
		Person Observed	the report from the list belo Date Observer's Nam	e Observation ID	Key Assign	
	Double click	Person Observed Cook, Donald Howard Cook, Donald Howard	Date Observer's Nam 01/09/2012 Richard Welsh 01/11/2012 Richard Welsh	Observation ID Observation created on 01/09/201 Observation created on 01/11/201	12 at 03:26:29 Regular Ed. 12 at 03:26:06 Regular Ed.	Sample
		Person Observed Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard	Date         Observer's Nam           01/09/2012         Richard Welsh           01/11/2012         Richard Welsh           01/12/2012         Richard Welsh           01/12/2012         Richard Welsh           01/13/2012         Richard Welsh	Observation ID     Observation created on 01/09/201     Observation created on 01/11/201     Observation created on 01/12/201     Observation created on 01/12/201	12 at 03:26:29 Regular Ed. 12 at 03:26:06 Regular Ed. 12 at 10:26:10 Regular Ed. 12 at 10:26:10 Regular Ed. 12 at 10:44:36 Michael	Sample A
ıure	Double click to select a dataset	Person Observed Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Smith, Barney Cook, Donald Howard Smith, Barney	Date         Observer's Nam           01/09/2012         Richard Weish           01/11/2012         Richard Weish           01/11/2012         Richard Weish           01/13/2012         Richard Weish           01/13/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/12/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish	e Observation ID Observation created on 01/11/201 Observation created on 01/11/201 Observation created on 01/13/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/27/201 Observation created on 01/27/201	12 at 03.26.29 Regular Ed. 12 at 03.26.08 Regular Ed. 12 at 10.26.10 Regular Ed. 12 at 10.44.36 Michael 12 at 03.02.36 Regular Ed. 12 at 11.44.28 Regular Ed. 12 at 11.74 Regular Ed. 12 at 11.07.48 Regular Ed. 12 at 05.30.31 Regular Ed.	Sample Sample Sample Sample Sample Sample
	to select a	Person Observed Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Smith, Barney Smith, Barney Cook, Donald Howard	Date         Observer's Nam           01/09/2012         Richard Welsh           01/11/2012         Richard Welsh           01/12/2012         Richard Welsh           01/2/2012         Richard Welsh           01/2/2012         Richard Welsh	Observation ID     Observation created on 01/09/201     Observation created on 01/11/201     Observation created on 01/12/201     Observation created on 01/13/201     Observation created on 01/16/201     Observation created on 01/12/201     Observation created on 01/21/201	12 at 03.26.29 Regular Ed. 12 at 03.26.08 Regular Ed. 12 at 10.26.10 Regular Ed. 12 at 10.44.36 Michael 12 at 03.02.36 Regular Ed. 12 at 11.44.28 Regular Ed. 12 at 11.74 Regular Ed. 12 at 11.07.48 Regular Ed. 12 at 05.30.31 Regular Ed.	Sample Sample Sample Sample Sample Sample
-	to select a	Person Observed Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Smith, Barney Cook, Donald Howard Smith, Barney	Date         Observer's Nam           01/09/2012         Richard Weish           01/11/2012         Richard Weish           01/11/2012         Richard Weish           01/13/2012         Richard Weish           01/13/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/12/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish	e Observation ID Observation created on 01/11/201 Observation created on 01/11/201 Observation created on 01/13/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/27/201 Observation created on 01/27/201	12 at 03.26.29 Regular Ed. 12 at 03.26.08 Regular Ed. 12 at 10.26.10 Regular Ed. 12 at 10.44.36 Michael 12 at 03.02.36 Regular Ed. 12 at 11.44.28 Regular Ed. 12 at 11.74 Regular Ed. 12 at 11.07.48 Regular Ed. 12 at 05.30.31 Regular Ed.	Sample Sample Sample Sample Sample Sample
gure -13	to select a dataset	Person Observed Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Cook, Donald Howard Smith, Barney Cook, Donald Howard Smith, Barney	Date         Observer's Nam           01/09/2012         Richard Weish           01/11/2012         Richard Weish           01/11/2012         Richard Weish           01/13/2012         Richard Weish           01/13/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/16/2012         Richard Weish           01/12/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish           01/2/2012         Richard Weish	e Observation ID Observation created on 01/11/201 Observation created on 01/11/201 Observation created on 01/13/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/16/201 Observation created on 01/27/201	12 at 03.26.29 Regular Ed. 12 at 03.26.08 Regular Ed. 12 at 10.26.10 Regular Ed. 12 at 10.44.36 Michael 12 at 03.02.36 Regular Ed. 12 at 11.44.28 Regular Ed. 12 at 11.74 Regular Ed. 12 at 11.07.48 Regular Ed. 12 at 05.30.31 Regular Ed.	Sample Sample Sample Sample Sample Sample

Double click a dataset to select it for reporting. A "<u>yes</u>" appears in the selected column. Then click on the "*Create Report*" button.

A report will appear. Some reports are more than on page. In that case be sure to use the Print Preview tool bar to advance through the pages of the report.

	servation created on 01/	30/2012 at 08:43:5 Person Observed: Si			
	vity During dition 1	Condition 1 = Lectur	•		
			Total Time for Lec	ture 0:00:23.7	,
Key No.	Behavior	i i	lumber of Times Behavior was in Evidence During Lecture	Elapsed Time in Behavior During Lecture h:mm:ss.s	% of Total Elapsed Time in Lecture
4	Student is on task		3	0:00:12.2	51.6%
5	Discipline or redirection requi	red			
6	Non- compliant behavior				
7	Out of assigned place or seat	t -	1	0:00:06.1	25.9%
8	Off-target verbal responses		2	0:00:06.1	26.0%
9	Not attending visually		1	0:00:09.5	40.1%
10	In-appropriate use of materia	als	1	0:00:01.0	4.3%
11	Not Used In This Session				
12	Aggression				

Figure 4-14

## **Code and Sort Observation Notes**

To begin coding and sorting your notes taken during an observation, click on <u>Code and Sort Observation</u> <u>Notes</u> in the Main Menu

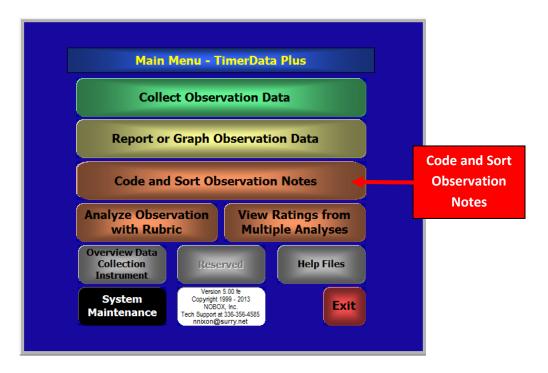


Figure 5-1

You will then see this screen which lets you choose a saved observation script. The notes from this script will be associated with a list of pre-determined observable components and then sorted by those components. All scripts that have been saved can be quickly sorted and accessed from the menu below. If the list of scripts is not in the order you need, you may reset the sort order and rearrange the list of scripts.

For this tutorial, a brief set of observation notes from a behavioral observation of a student will be used. These notes will be coded by Purpose of Behavior.

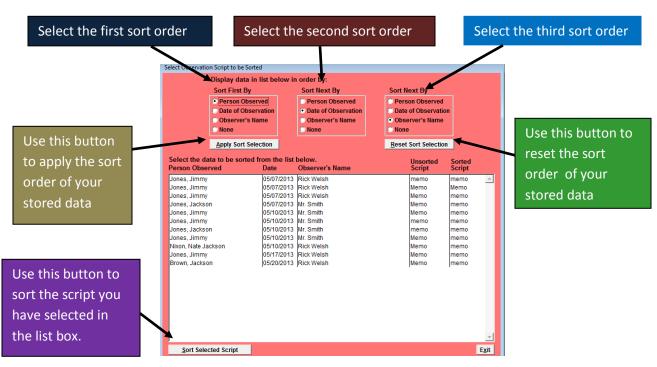


Figure 5-2

Click on the observation notes that you want to code to highlight and then click on Sort Selected Script.

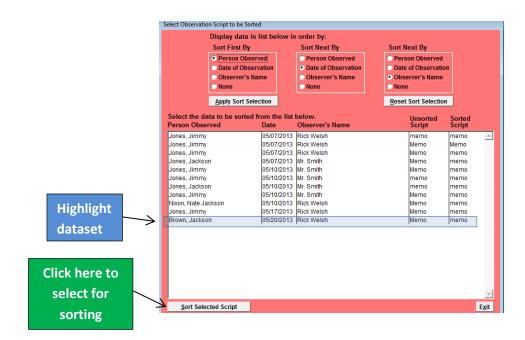


Figure 5-3



Figure 5-4

This screen informs you that there are different script types available to use with the data. This screen will ONLY appear if you have both a sorted and unsorted version of the same script.

Select either the sorted or unsorted script type. A third option allows you to return the previous screen and select a different observation script. Once you have made your selection, press the continue button. This will display the screens shown in figure 5-5. To begin the code and sort process, left click on the top section of the <u>Code List</u> window with the mouse and while holding the left button down, drag the code list box to the right of the screen to avoid the overlapping of the two forms. Then the user should repeat the process with the code and sort Observation Notes window. This will allow you to see the both the script and code list boxes, as well as work with the two screens at once. When you have relocated the 2 screens, they should appear as in Figure 5-5.

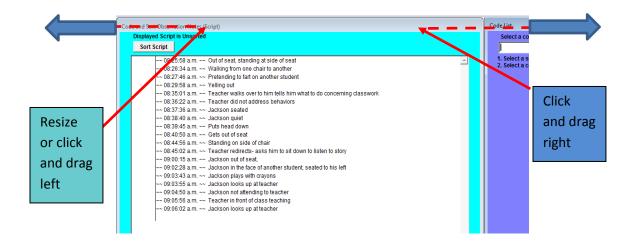
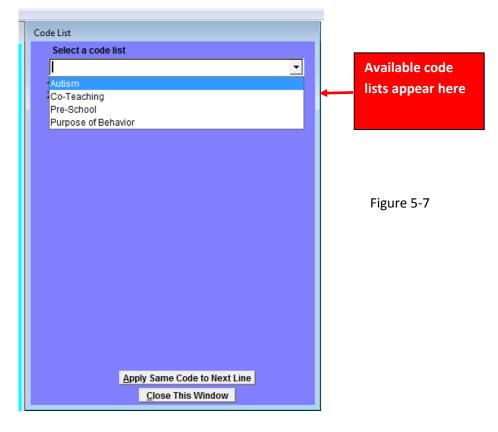


Figure 5-5

The *Code and Sort Observation Notes* feature allows you to associate any or all lines of the script entered during an observation session with codes listed in the <u>Code List</u> window. The desired code list (a list of observable components or classes of behavior) is selected from the <u>Code list</u> drop down menu. It is important to follow the below steps to ensure the Code and Sort functions are best utilized. To view the available code lists , left click with the mouse on the black down arrow key located at the top right of the Code List screen.





Mouse over the desired code list and it will highlight.

Code List Select a code list Autism Co-Teaching Pre-School Purpose of Behavior	Highlighting bar follows mouse action. Click the list yhat you want to use.
	Figure 5-8
<u>Apply Same Code to Next Line</u> <u>Close This Window</u>	

Displayed Script is Unsorted         Sort Script             • 082558 a.m. ~· Out of seal, standing at side of seat         • 082558 a.m. ~· Walking from one chair to another         • 082258 a.m. ~· Walking tom one chair to another         • 082258 a.m. ~· Walking tom one chair to another         • 082258 a.m. ~· Walking tom one chair to another student         • 082258 a.m. ~· Velling out         • 082258 a.m. ~· Teacher walks over to him tells him what to do concerning dasswork         • 0833622 a.m. ~· Teacher did not address behaviors         • 0833623 a.m. ~· Puts head down         • 0833645 a.m. ~· Puts head down         • 084505 a.m. ~· Gets out of seat         • 084502 a.m. ~· Teacher wilk or set to insten to story         • 084502 a.m. ~· Teacher olise to another student, seated to his left         • 084502 a.m. ~· Jackson not of seat,         • 0903258 a.m. ~· Jackson not of class taching         • 090032 a.m. ~· Jackson not of class taching         • 090002 a.m. ~· Jackson looks up at teacher
→ 08/25/58 a.m. → Out of seat, standing at side of seat       ▲         → 08/25/34 a.m. → Walking from one chair to another       ▲         → 08/25/34 a.m. → Pretending to fart on another student       ▲         → 08/25/34 a.m. → Pretending to fart on another student       ▲         → 08/25/34 a.m. → Pretending to fart on another student       ▲         → 08/25/34 a.m. → Pretending to fart on another student       ▲         → 08/35/36 a.m. → Valkis over to him tells him what to do concerning classwork       ↓         → 08/35/36 a.m. → Jackson quiet       ▲         → 08/35/36 a.m. → Jackson quiet       ▲         → 08/35/36 a.m. → Jackson quiet       ▲         → 08/35/36 a.m. → Standing on side of chair       ▲         → 08/45/02 a.m. → Teacher refictes- asks him to sit down to listen to story       ▲         → 09/02/28 a.m. → Jackson out of seat,       ▲         → 09/03/55 a.m. → Jackson not attending to teacher       ▲         → 09/03/55 a.m. → Jackson not attending to teacher       ▲         → 09/03/28 a.m. → Jackson not attending to teacher       ▲         → 09/03/28 a.m. → Jackson not attending to teacher       ▲         → 09/03/28 a.m. → Jackson not attending to teacher       ▲         → 09/03/28 a.m. → Jackson not attending to teacher       ▲         → 09/06/02 a.m. → Jackson not attending       ▲
<u>C</u> lose This Window



Click the name of the list and the items on the list will appear. You are now ready to code your notes. You will determine which lines to code. All lines do not need to be coded. When you have finished coding, the software will generate a report. (SEE FIGUREs 5-26 and 5-27)

For this example, we are using the Purpose of Behavior code list. You will notice, when we selected Purpose of Behavior from the code list, a list of 6 codes appeared in the list box below the drop down menu. These codes are numbered from 1 to 6. Depending on the nature of the code list or the needs of the user, codes can be listed in numerical (1, 2, 3...), alphabetical (A..B..C..) or alphanumeric (1a, 1b, 2a, 2b....) order.

First, select a line of script to be coded by left clicking on the line once with the mouse. That script line will be highlighted. Then select a code to associate with the script line by left clicking once on the code in the code list window. Once the code is selected from the code list form (with a single left click of the mouse), the same numerical and/or alphabetical label will appear in the highlighted script line in the Code and Sort Observation Notes screen. You will see in this example the code labeled <u>"1 Attention"</u> was selected from the code list screen and appears to the left of the script line. The script line and the code are now associated.

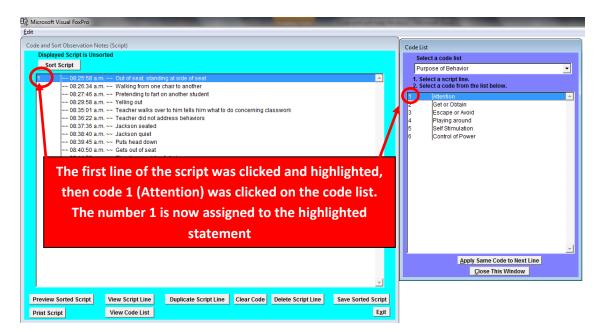
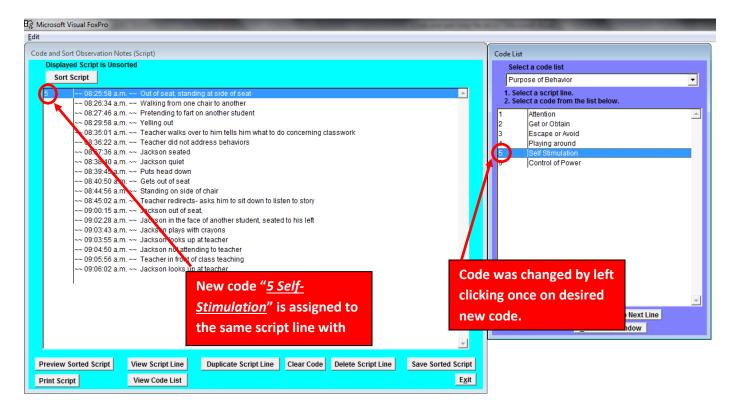


Figure 5-10



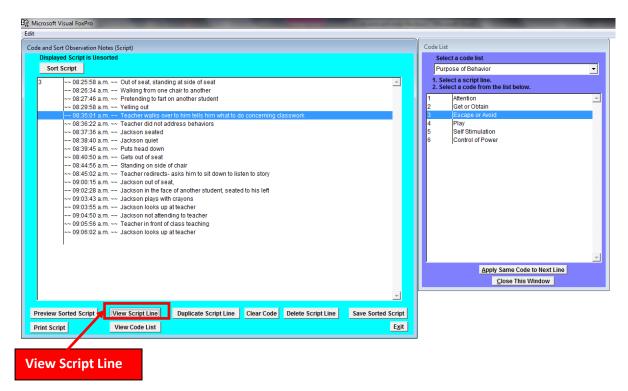


Once a script line is associated with a code, you may decide to change or remove the code. To change a code that has been associated with a script line, click on the script line to make sure it is highlighted and then left click on a different code in the Code List screen. In the example above, the code was changed from "1 Attention" (Figure 5-10) to "5 Self-Stimulation" by left clicking on the "<u>5</u>" code from the Code List screen. For directions on how to clear codes SEE FIGURES 5-22 and 5-23

Displayed Script is Uns Sort Script	m. ~~ Out of seat, stand	inn atside of seat				
~~ 08:26:34 a. ~~ 08:27:46 a. ~~ 08:27:46 a. ~~ 08:29:58 a. ~~ 08:36:22 a. ~~ 08:36:22 a. ~~ 08:38:40 a. ~~ 08:38:40 a. ~~ 08:38:45 a. ~~ 08:40:50 a. ~~ 08:40:50 a. ~~ 08:45:02 a. ~~ 09:00:15 a. ~~ 09:00:15 a. ~~ 09:00:228 a. ~~ 09:00:355 a. ~~ 09:05:56 a.	m. ~~ Walking from one m. ~~ Pretending to fart m. ~~ Yelling out m. ~~ Teacher walks ov m. ~~ Teacher did not a m. ~~ Jackson seated m. ~~ Jackson quiet m. ~~ Puts head down m. ~~ Gets out of seat m. ~~ Standing on side m. ~~ Teacker redirects m. ~~ Teackson out of sea	chair to another on another student er to him tells him what to o ddress behaviors of chair - asks him to sit down to lis at, te of another student, seate h crayons at teacher class teaching	sten to story	Isswork		Script from Observatio
					Ţ	

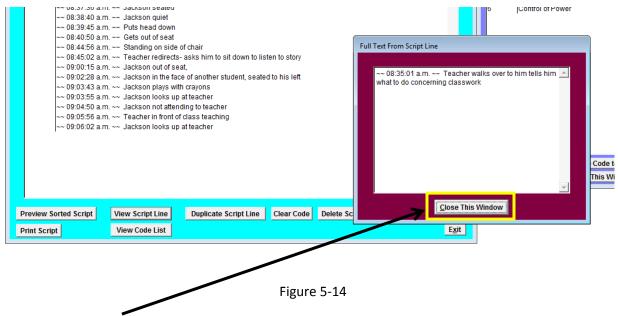
Figure 5-12

Let's take a look at the Code and Sort Observation Notes screen. You will see that the script from the Observation appears in the text box above. The text of the script lines in the Code and Sort Observation Notes Form cannot be edited in this screen, however, any or all lines can be deleted. It is important to remember, while working within the Code and Sort Observation Notes screen; you are using a *COPY* of the Observation script. The original script remains in the system, unchanged. If mistakes are made, you may exit the Code and Sort Observation screen without saving. No changes are ever made to the original script. See below for instructions on how to use all the buttons on this screen.





The <u>View Script Line</u> button is used when a script line is too long to be fully viewed on this screen. Although no lines in this set of notes exceeded the width of the screen, this feature is demonstrated below. To view a line in isolation, click on the script line and then left click once on <u>View Script Line</u> button. The full text of the line appears in a separate window. You may select only one line at a time to view in Full Text format.



Click on *Close this Window* button after viewing the script line in the new window.

Diant	Sort Observation No ayed Script is Unso	1.1.1.1				
		ortea				
	rt Script					
5	~~ 08:25:58 a.r	n. ~~  Out of seat, stand	ding at side of seat			-
	~~ 08:26:34 a.r	n. ~~ Walking from one	e chair to another			
	~~ 08:27:46 a.r	n. ~~ Pretending to far	t on another student			
		n. ~~ Yelling out				
			ver to him tells him what to d	o concerning cl	asswork	
		n. ~~ Teacher did not a	address behaviors			
		n. ~~ Jackson seated				
		n. ~~ Jackson quiet				
		n. ~~ Puts head down				
		n. ~~ Gets out of seat				
		n. ~~ Standing on side				
			s- asks him to sit down to lis	ten to story		
		n. ~~ Jackson out of se				
			ce of another student, seate	d to his left		
		n. ~~ Jackson plays wi	•			
		n. ~~ Jackson looks up				
		n. ~~ Jackson not atter n. ~~ Teacher in front o	-			
		n. ~~ Teacher in Ironi ( n. ~~ Jackson looks ui	-			
	~~ 09.00.02 a.r	n. ~~ Jackson looks up	o at teacher			
	I					
						-
	v Sorted Script	View Script Line	Duplicate Script Line	Clear Code	Delete Script Line	Save Sorted Scr
Previev	l oontou oonpt					



If you need to apply more than one code to a particular line of script the <u>Duplicate Script Line</u> function can be used. First, highlight the line of script to be duplicated, then left click once on the <u>Duplicate Script</u> <u>Line</u> button at the bottom center of the form. The line of script and its duplicate will now be displayed and each can be coded differently. If you need more than one copy of the line click the button again. In Figure 5-15 (above), the highlighted script has the time stamp of 08:25:58 AM. By left clicking on the <u>Duplicate Script Line</u> button, the highlighted script line is duplicated and placed in a newly created script line below the highlighted script line. See Figure 5-16 (below).

5	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
	~~ 08:26:34 a.m. ~~ Walking from one chair to another	
	~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
	~~ 08:29:58 a.m. ~~ Yelling out	

The next step is to assign a code to the duplicated script line(s). Select the code you wish to apply to the duplicate script line by left clicking once on the code as described in figures 5-10 and 5-11.

5	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat
1	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat
3	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat

Figure 5-17

In this case, the script line, "Out of seat, standing at side of seat" retains the code "5 –Self-Stimulation" and has also been coded: "1 – Attention" and "3 - Escape or avoid".

		V		
de and S	Sort Observation Notes (Script)	Code List		
Displa	ayed Script is Unsorted	Select a code list		
Sor	rt Script	Purpose of Behavior	•	
1	<ul> <li>~ 08:25:58 a.m. ~ Out of seat, standing at side of seat</li> <li>~ 08:25:58 a.m. ~ Out of seat, standing at side of seat</li> <li>~ 08:25:58 a.m. ~ Out of seat, standing at side of seat</li> <li>~ 08:25:58 a.m. ~ Pretending to fart on another</li> <li>~ 08:29:58 a.m. ~ Yelling out</li> <li>~ 08:29:58 a.m. ~ Yelling out</li> <li>~ 08:29:58 a.m. ~ Yelling out</li> <li>~ 08:37:36 a.m. ~ Yeacher walks over to him tells him what to do concerning classwork</li> <li>~ 08:37:36 a.m. ~ Jackson seated</li> <li>~ 08:30:50 a.m. ~ Eacher walks over to him tells him to at do concerning classwork</li> <li>~ 08:39:45 a.m. ~ Puts head down</li> <li>~ 08:40:50 a.m. ~ Eacher valks one of chair</li> <li>~ 08:40:50 a.m. ~ Jackson guiet</li> <li>~ 08:40:50 a.m. ~ Jackson on side of chair</li> <li>~ 08:40:50 a.m. ~ Jackson on tof seat,</li> <li>~ 09:00:15 a.m. ~ Jackson no side of chair</li> <li>~ 09:01:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:02:28 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:02:35 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut of seat,</li> <li>~ 09:03:55 a.m. ~ Jackson no ut attending to teacher</li> <li>~ 09:03:56 a.m. ~ Jackson looks up at teacher</li> <li>~ 09:06:02 a.m. ~ Jackson looks up at teacher</li> <li>~ 09:06:02 a.m. ~ Jackson looks up at teacher</li> </ul>	1. Select a script line.       2. Select a code from the list to       1     Attention       2     Get or Obtain       3     Escape or Avoid       4     Playing around       5     Self Stimulation       6     Control of Power		
Preview	v Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted Script	Annaly Come		
Print Sc	ript View Code List Exit	Apply Same C	Code to Next Lir	

Figure 5-18

If you find that several consecutive lines of script can be associated with the same code, the <u>Apply Same</u> <u>Code to Next Line</u> feature can be used. This is shortcut saves the user the effort of clicking back and forth between the 2 windows. In figure 5-18 above, code "1 –Attention" has been selected for the script line "Jackson plays with crayons." The next 2 lines of the script can also be coded as "1 –Attention". By left clicking on the <u>Apply Same Code to Next Line</u>, the same highlighted code will be applied to the line below the highlighted line in the script. The results of this action are displayed below in Figure 5-19

Displ	ayed Script is Unsorted	
So	ort Script	
5	<ul> <li>~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat</li> <li>~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat</li> <li>~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat</li> <li>~~ 08:26:34 a.m. ~~ Walking from one chair to another</li> <li>~~ 08:27:46 a.m. ~~ Pretending to fart on another student</li> <li>~~ 08:29:58 a.m. ~~ Yelling out</li> <li>~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork</li> <li>~~ 08:36:22 a.m. ~~ Teacher did not address behaviors</li> <li>~~ 08:37:36 a.m. ~~ Jackson seated</li> <li>~~ 08:38:40 a.m. ~~ Jackson quiet</li> </ul>	
	<ul> <li>~~ 08:39:45 a.m. ~~ Puts head down</li> <li>~~ 08:40:50 a.m. ~~ Gets out of seat</li> <li>~~ 08:44:56 a.m. ~~ Standing on side of chair</li> <li>~~ 08:45:02 a.m. ~~ Teacher redirecter asks nim to sit down to list</li> <li>~~ 09:00:15 a.m. ~~ Jackson out of seat,</li> <li>~~ 09:00:228 a.m. ~~ Jackson in the face of another student, seated to his left</li> </ul>	
1 1 1	~~ 09:03:43 a.m. ~~ Jackson plays with crayons         ~~ 09:03:55 a.m. ~~ Jackson looks up at teacher         ~~ 09:04:50 a.m. ~~ Jackson not attending to teacher         ~~ 09:05:56 a.m. ~~ Teacher in front of class teaching         ~~ 09:06:02 a.m. ~~ Jackson looks up at teacher	

Figure 5-19

Code	and Sort Observation	Notes (Script)						
[	Displayed Script is U	isorted						
	Sort Script							
-	Sort Script						_	
5		a.m. ~~ Out of seat, stand	ling at side of seat				<u>^</u>	
1		a.m. ~~ Out of seat, stand	-					
3	3 ~~ 08:25:58	a.m. ~~ Out of seat, stand	ling at side of seat					
		a.m. ~~ Walking from one						
	~~ 08:27:46	a.m. ~~ Pretending to fart	on another student					
		a.m. ~~ Yelling out						
	~~ 08:35:01	a.m. ~~ Teacher walks ov	er to him tells him what to o	do concerning cl	asswork			
	~~ 08:36:22	a.m. ~~ Teacher did not a	ddress behaviors					
	~~ 08:37:36	a.m. ~~ Jackson seated						
	~~ 08:38:40	a.m. ~~ Jackson quiet						
	~~ 08:39:45	a.m. ~~ Puts head down						
	~~ 08:40:50	a.m. ~~ Gets out of seat						
	~~ 08:44:56	a.m. ~~ Standing on side	of chair					
	~~ 08:45:02	a.m. ~~ Teacher redirects	- asks him to sit down to lis	sten to story				
		a.m. ~~ Jackson out of se						
	~~ 09:02:28	a.m. ~~ Jackson in the fa	ce of another student, seate	ed to his left				
1	1 ~~ 09:03:43	a.m. ~~ Jackson plays wi	th crayons					
1	1 ~~ 09:03:55	a.m. ~~ Jackson looks up	at teacher					
1	1 ~~ 09:04:50	a.m. ~~ Jackson not atter	iding to teacher					
		a.m. ~~ Teacher in front o						
	~~ 09:06:02	a.m. ~~ Jackson looks up	atteacher					
								Delete Script Line
							<b>T</b>	
						K	_	
Pr	eview Sorted Script	View Script Line	Duplicate Script Line	Clear Code	Delete Script Line	Save Sorted S	cript	
-							<u> </u>	
Pri	int Script	View Code List					E <u>x</u> it	
-	eview Sorted Script	View Script Line View Code List	Duplicate Script Line	Clear Code	Delete Script Line	Save Sorted S	cript E <u>x</u> it	Delete Script Line



f you do not want a line of script to appear in the final report, the <u>Delete Script Line</u> feature can be used. In this example for clarity, we are going to delete the line *"Teacher is in front of the class teaching"*. As you can see, that script has been highlighted. To delete this line of script, using your mouse, left click once on the <u>Delete Script Line</u> button at the bottom of the form.

	ayed Script is Unsorted	
So	rt Script	
5	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
1	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
3	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
	~~ 08:26:34 a.m. ~~ Walking from one chair to another	
	~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
	~~ 08:29:58 a.m. ~~ Yelling out	
	~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork	
	~~ 08:36:22 a.m. ~~ Teacher did not address behaviors	
	~~ 08:37:36 a.m. ~~ Jackson seated	
	~~ 08:38:40 a.m. ~~ Jackson quiet	
	~~ 08:39:45 a.m. ~~ Puts head down	
	~~ 08:40:50 a.m. ~~ Gets out of seat	
	~~ 08:44:56 a.m. ~~ Standing on side of chair	
	~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story	
	~~ 09:00:15 a.m. ~~ Jackson out of seat,	
	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
	~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
	~~ 09:03:55 a.m. ~~ Jackson looks up at teacher	
	~~ 09:04:50 a.m. ~~ Jackson not attending to teacher	

Figure 5-21

The script line *"Teacher is in front of the class teaching"*. Is now deleted from the script in this form.

#### \*\*\*PLEASE NOTE\*\*\*

Once the script line is deleted from this form it cannot be retrieved in this form. The script line can only be retrieved by closing the CODE and SORT module and starting the CODE and SORT process again, using the original, unsorted saved script. While coding the script, you may decide that some lines that received codes should not have been coded at all. To disassociate a code from a line of script, highlight the line and click on the <u>Clear Code</u> button. In the example below, the first line of the script, "Out of seat, standing at side of desk" was coded "5-self stimulation".

So	layed Script is Unsorted ort Script						
5	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat						
1	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat						
3	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat						
	~~ 08:26:34 a.m. ~~ Walking from one chair to another						
	~~ 08:27:46 a.m. ~~ Pretending to fart on another student						
	00.23.30 a.m. de Teining dat						
	~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork script line						
	~~ 08.50.22 a.m. ~~ Teacher did not address behaviors						
	~~ 08:37:36 a.m. ~~ Jackson seated						
	~~ 08:38:40 a.m. ~~ Jackson quiet						
	~~ 08:39:45 a.m. ~~ Puts head down						
	~~ 08:40:50 a.m. ~~ Gets out of seat						
	~~ 08:44:56 a.m. ~~ Standing on side of chair						
	~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story ~~ 09:00:15 a.m. ~~ Jackson out of seat.						
	~~ 09:00:15 a.m. ~~ Jackson out of seat, ~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left						
1							
1	~~ 09:03:43 a.m. ~~ Jackson plays with crayons ~~ 09:03:55 a.m. ~~ Jackson looks up at teacher						
1	~~ 09:04:50 a.m. ~~ Jackson not attending to teacher Clear Code						
	~~ 09:06:02 a.m. ~~ Jackson looks up at teacher						
		Fi					
		5					
OWION	w Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted Script	-					

	< 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
1	~~ 08:25:58 a.m. Out of seat, standing at side of seat	
3	~~ 08:25:58 a.m. ~~ Out of seat, standing et side of seat	
	~~ 08:26:34 a.m. ~~ Walking from one chair to another	
	~~ 08:27:46 a.m. ~~ Pretending to fart on another student	Carda ta
	~~ 08:29:58 a.m. ~~ Yelling out	Code is
	~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork	removed
	~~ 08:36:22 a.m. ~~ Teacher did not address behaviors	. contest ca
	~~ 08:37:36 a.m. ~~ Jackson seated	
	~~ 08:38:40 a.m. ~~ Jackson quiet	
	~~ 08:39:45 a.m. ~~ Puts head down	
	~~ 08:40:50 a.m. ~~ Gets out of seat	
	~~ 08:44:56 a.m. ~~ Standing on side of chair	
	~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story	
	~~ 09:00:15 a.m. ~~ Jackson out of seat,	
	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
1	~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
1	~~ 09:03:55 a.m. ~~ Jackson looks up at teacher	
1	~~ 09:04:50 a.m. ~~ Jackson not attending to teacher	
	~~ 09:06:02 a.m. ~~ Jackson looks up at teacher	



The line "Out of seat, standing at side of desk" is no longer associated with any code.

	Displayed Script is Unsorted							
	Sort S	cript						
1		~~ 08:26:34 a.m. ~~ Walking from one chair to another						
e		~~ 08:27:46 a.m. ~~ Pretending to fart on another student						
1		~~ 08:27:46 a.m. ~~ Pretending to fart on another student						
1		~~ 08:29:58 a.m. ~~ Yelling out						
		~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork						
		~~ 08:36:22 a.m. ~~ Teacher did not address behaviors						
		~~ 08:37:36 a.m. ~~ Jackson seated						
		~~ 08:38:40 a.m. ~~ Jackson quiet ~~ 08:39:45 a.m. ~~ Puts head down						
1		~~ 08:39:45 a.m. ~~ Puts head down ~~ 08:39:45 a.m. ~~ Puts head down						
3		~~ 08:39:45 a.m. ~~ Puts nead down ~~ 08:40:50 a.m. ~~ Gets out of seat						
1		~~ 08:40:50 a.m. ~~ Gets out of seat						
1								
3		~~ 08:44:56 a.m. ~~ Standing on side of chair ~~ 08:44:56 a.m. ~~ Standing on side of chair						
3		~~ 08:44:56 a.m. ~~ Standing on side of chair ~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story						
1		~~ 08:45:02 a.m. ~~ Teacher redirects- asks nim to sit down to listen to story ~~ 09:00:15 a.m. ~~ Jackson out of seat						
3		~~ 09:00:15 a.m. ~~ Jackson out of seat.						
6		~~ 09:00.15 a.m. ~~ Jackson out of seat, ~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left						
1		~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left						
3		~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left						
3		~~ 09:03:43 a.m. ~~ Jackson plays with crayons						
1		~~ 09:03:43 a.m. ~~ Jackson plays with crayons						
		~~ 09:03:55 a.m. ~~ Jackson looks up at teacher						
		~~ 09:04:50 a.m. ~~ Jackson not attending to teacher						
		~~ 09:06:02 a.m. ~~ Jackson looks up at teacher						

Figure 5-24

In this sample script, most script lines have been coded. The next step is to organize the script by codes. To do this click on the <u>Sort Script</u> button, located at the top left of the Code and Sort Observation Notes screen. This will sort the coded script lines in based on the code label. An example of the sorted script is shown in Figure 5-27.

Displ	ayed Script is Sorted	
Uns	ort Script	
1	~~ 08:39:45 a.m. ~~ Puts head down	
1	~~ 08:40:50 a.m. ~~ Gets out of seat	
1	~~ 08:44:56 a.m. ~~ Standing on side of chair	
1	~~ 09:00:15 a.m. ~~ Jackson out of seat,	
1	~~ 09:03:55 a.m. ~~ Jackson looks up at teacher	
1	~~ 09:04:50 a.m. ~~ Jackson not attending to teacher	
1	~~ 09:06:02 a.m. ~~ Jackson looks up at teacher	
1	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
1	~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
1	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
1	~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
3	~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
3	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
3	~~ 08:39:45 a.m. ~~ Puts head down	
3	~~ 08:40:50 a.m. ~~ Gets out of seat	
3	~~ 08:44:56 a.m. ~~ Standing on side of chair	
3	~~ 09:00:15 a.m. ~~ Jackson out of seat,	
3	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
6 6	~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
0	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
	~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork ~~ 08:36:22 a.m. ~~ Teacher did not address behaviors	
	$\sim 08.37:36$ a.m. $\sim -$ Jackson seated	
	~~ 08:37:30 a.m. ~~ Jackson sealed ~~ 08:38:40 a.m. ~~ Jackson quiet	
	~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story	
	- 05.45.02 a.m Teacher redirects- asks min to sit down to listen to story	
		Fi
reviev	v Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted Script	5-
rint S	cript View Code List Exit	

All coded lines move to the top of the screen in code order. Uncoded lines fall to the bottom of the screen.

To view the Coded Script report, click on the <u>Preview Sorted Script</u> button at the lower right hand corner of the screen.

K					
Preview Sorted Script	View Script Line	Duplicate Script Line	Clear Code	Delete Script Line	Save Sorted Script
Print Script	View Code List				E <u>x</u> it



The following report will appear on your screen. Statements will appear in sections, based on the codes with which ther were associated. Please note – any script lines which do not have a code assignment and which were not deleted will appear at the bottom of the report.

Sorted Observation Script	Date of Report: 05/20/20
Data for file: Observation created on 05/20/2013 at 10:53:32	
Person Observed: Brown, Jackson	
Sort Code: 1 Description: Attention	
~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
~~ 08:26:34 a.m. ~~ Walking from one chair to another ~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
~ 08:29:58 a.m. ~ Yelling out	
~~ 08:39:45 a.m. ~~ Puts head down	
~~ 08:40:50 a.m. ~~ Gets out of seat	
~~ 08:44:56 a.m. ~~ Standing on side of chair	
~~ 09:00:15 a.m. ~~ Jackson out of seat,	
~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left ~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
~~ 09:03:55 a.m. ~~ Jackson looks up at teacher	
~~ 09:04:50 a.m. ~~ Jackson not attending to teacher	
~~ 09:06:02 a.m. ~~ Jackson looksup at teacher	
Sort Code: 3 Description: Escape or Avoid	
~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat	
~~ 08:39:45 a.m. ~~ Puts head down	
~~ 08:40:50 a.m. ~~ Gets out of seat	
~~ 08:44:56 a.m. ~~ Standing on side of chair ~~ 09:00:15 a.m. ~~ Jackson out of seat.	
~~ 09:00:15 a.m. ~~ Jackson out of seat, ~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
~~ 09:03:43 a.m. ~~ Jackson plays with crayons	
Sort Code: 6 Description: Control of Power	
~~ 08:27:46 a.m. ~~ Pretending to fart on another student	
~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left	
Sort Code: Description:	k
~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classworl ~~ 08:36:22 a.m. ~~ Teacher did not address behaviors	ĸ
~~ 08:37:36 a.m. ~~ Jackson seated	
~~ 08:38:40 a.m. ~~ Jackson quiet ~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story	

Figure 5-27

#### **Using Print Preview Menu Icons**

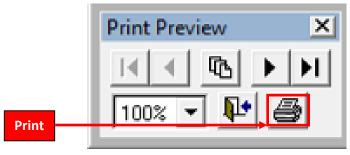
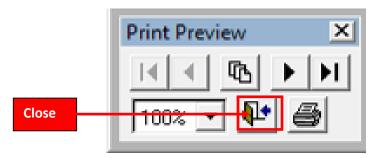


Figure 5-28

The <u>Print</u> menu icon allows the user to print the selected page or all pages of the document.





The <u>Close</u> menu item allows the user to exit the Print Preview and return to the Collect Observation Form. WHEN EXITING THE PRINT PREVIEW, PLEASE USE THE CLOSE MENU ICON ON THE PRINT PREVIEW TOOLBAR.

For a complete tutorial on the Print Preview Toolbar, please go to section 3 and SEE FIGURES 3-52 thru 3-60.

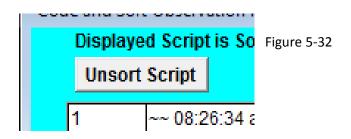
Uns	sort Script					
_						
1	~~ 08:39:45 a.m. ~~ Puts head down					
1	~~ 08:40:50 a.m. ~~ Gets out of seat					
1	~~ 08:44:56 a.m. ~~ Standing on side of chair					
1	~~ 09:00:15 a.m. ~~ Jackson out of seat,					
1 1	~~ 09:03:55 a.m. ~~ Jackson looks up at teacher ~~ 09:04:50 a.m. ~~ Jackson not attending to teacher	•				
1	~~ 09:06:02 a.m. ~~ Jackson hot attending to teacher					
1	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat					
1	~~ 08:27:46 a.m. ~~ Pretending to fart on another student					
1	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left					
1	~~ 09:03:43 a.m. ~~ Jackson plays with crayons					
3	~~ 09:03:43 a.m. ~~ Jackson plays with crayons					
3	~~ 08:25:58 a.m. ~~ Out of seat, standing at side of seat					
3	~~ 08:39:45 a.m. ~~ Puts head down					
3	~~ 08:40:50 a.m. ~~ Gets out of seat					
3	~~ 08:44:56 a.m. ~~ Standing on side of chair					
3	~~ 09:00:15 a.m. ~~ Jackson out of seat,					
3	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left					
6	~~ 08:27:46 a.m. ~~ Pretending to fart on another student					
6	~~ 09:02:28 a.m. ~~ Jackson in the face of another student, seated to his left					
	~~ 08:35:01 a.m. ~~ Teacher walks over to him tells him what to do concerning classwork					
	~~ 08:36:22 a.m. ~~ Teacher did not address behaviors ~~ 08:37:36 a.m. ~~ Jackson seated					
	~~ 08:38:40 a.m. ~~ Jackson sealed					
	~~ 08:45:02 a.m. ~~ Teacher redirects- asks him to sit down to listen to story					
revie	ew Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted	d S				
rint S	rint Script View Code List					
	I and the second s					
	Figure 5-30					

After closing the sorted script preview report and returning to the Code and Sort Observation Notes screen, you will notice the Code List screen is missing. To restore the Code List screen, left click once on the <u>View Code List</u> button at the bottom of the Code and Sort Observation Notes screen.

Bộ Mi	crosoft Visual	FoxPro		Street, Square, Square, 5
Edit				
Code	e and Sort Obs	servation Notes (Script)	Cod	e List
	Displayed Sc	ript is Unsorted		Select a code list
	Sort Scrip	t		Purpose of Behavi
l r	1 1	18:26:34 a.m. ~~ Walking from one chair to another ▲		
		18:29:58 a.m. ~~ Yelling out		<ul> <li>Select a script lir</li> <li>Select a code fro</li> </ul>
	-	18:39:45 a.m. ~~ Puts head down		
		18:40:50 a.m. ~~ Gets out of seat	1	Attention Get or Obtai
		18:44:56 a.m. ~~ Standing on side of chair	2	Escape or A
		)9:00:15 a.m. ~~ Jackson out of seat.		Play
	1 ~~ (	19:03:55 a.m. ~~ Jackson looks up at teacher	5	Self Stimula
	1 ~~ (	09:04:50 a.m. ~~ Jackson not attending to teacher	6	Control of P
	1 ~~ (	)9:06:02 a.m. ~~ Jackson looks up at teacher	ľ	loon of our
	1 ~~ (	08:25:58 a.m. ~~ Out of seat, standing at side of seat		
	1 ~~ (	08:27:46 a.m. ~~ Pretending to fart on another student		
	1 ~~ (	09:02:28 a.m Jackson in the face of another student, seated to his left		
		09:03:43 a.m. ~~ Jackson plays with crayons		
		19:03:43 a.m. ~~ Jackson plays with crayons		
		18:25:58 a.m. ~~ Out of seat, standing at side of seat		
		18:39:45 a.m. ~~ Puts head down		
		)8:40:50 a.m. ~~ Gets out of seat		
		)8:44:56 a.m. ~~ Standing on side of chair		
	-	19:00:15 a.m. ~~ Jackson out of seat,		
	-	19:02:28 a.m. ∼∼ Jackson in the face of another student, seated to his left 18:27:46 a.m. ∼∼ Pretending to fart on another student		
	-	18.27.46 a.m. ~~ Pretending to fait on another student		

Figure 5-31 Code list screen has been restored

Once you have reviewed the report form and retrieved the Code List form, you may see some changes that are necessary. **Before making any changes**, left click once on the <u>Unsort Script</u> button at the top of the screen.\*\*\*PLEASE NOTE – IF CHANGES ARE NECESSARY, YOU MUST UNSORT THE SCRIPT BEFORE ANY CHANGES CAN BE MADE. \*\*\*



	Sort Observation Notes (Script) aved Script is Unsorted		Code List
_			Select a code list
Sc	rt Script		Purpose of Behavior
1 6 1 1 3 1 3 1 3 1 3 1 1 1 1 1 1 1 1	<ul> <li>→ 08:2634 a.m. ~~ Walking from one chair to another</li> <li>→ 08:27.46 a.m. ~~ Pretending to fart on another student</li> <li>~ 08:27.46 a.m. ~~ Pretending to fart on another student</li> <li>~ 08:27.46 a.m. ~~ Pretending to fart on another student</li> <li>~ 08:27.46 a.m. ~~ Pretending to fart on another student</li> <li>~ 08:236.42 a.m. ~~ Teacher walks overto him tells him what to do concerning classwork</li> <li>~ 08:336.42 a.m. ~~ Teacher did not address behaviors</li> <li>~ 08:337.36 a.m. ~~ Jackson seated</li> <li>~ 08:39.45 a.m. ~~ Puts head down</li> <li>~ 08:39.45 a.m. ~~ Puts head down</li> <li>~ 08:39.45 a.m. ~~ Puts head down</li> <li>~ 08:40.50 a.m. ~~ Gets out of seat</li> <li>~ 08:44.56 a.m. ~~ Standing on side of chair</li> <li>~ 08:44.56 a.m. ~~ Standing on side of chair</li> <li>~ 08:45.02 a.m. ~~ Teacher redirects- asis him to sit down to listen to story</li> <li>~ 09:00:15 a.m. ~~ Jackson out of seat</li> <li>~ 09:02.28 a.m. ~~ Jackson in the face of another student, seated to his left</li> <li>~ 09:02.28 a.m. ~~ Jackson in the face of another student, seated to his left</li> <li>~ 09:02.28 a.m. ~~ Jackson plays with crayons</li> <li>~ 09:03.43 a.m. ~~ Jackson not attending to teacher</li> <li>~ 09:03.43 a.m. ~~ Jackson not attending to teacher</li> <li>~ 09:03.55 a.m. ~~ Jackson not stacher</li> </ul>		Apply Same Code to Next Line      Close This Window
Previev	v Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted Script	t	

Figure 5-33

Once the script is returned to the unsorted format, you may make changes, such as applying codes, changing codes clearing codes, duplicating and deleting lines of script.

<u>E</u> dit				
Code a	nd Sort Observati	ion N		
Di	Displayed Script is Uns			
	Sort Script			
1	~~ 08:26:			
6	~~ 08:27:	:46 a.i		

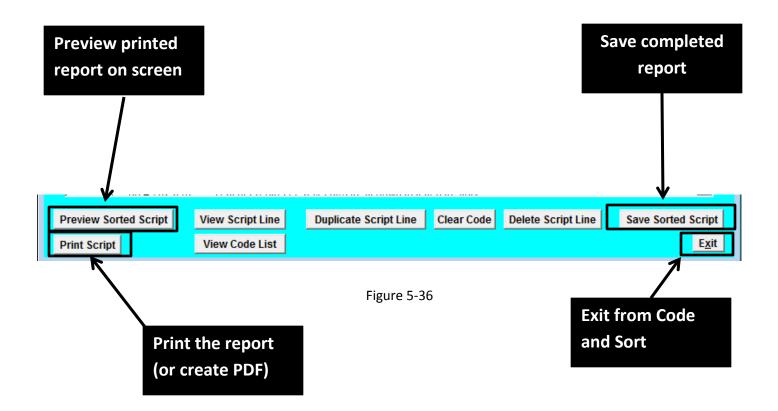
-34

When you are satisfied with changes, click on the Sort button.

B Microsoft Visual FoxPro Edit Code and Sort Observation Notes (Script) Code List Select a code list Script
Constraints
Script
Constraints
Script
Constraints
Constrain Unsort Script Purpose of Behavior • 1. Select a script line. 2. Select a code from the list below. -Attention Get or Obtain Escape or Avoid Play Self Stimulation Control of Power Apply Same Code to Next Line Close This Window 08:38:40 a.m. ~~ Jackson quiet
 08:45:02 a.m. ~~ Teacher redirects asks him to sit down to listen to stor Preview Sorted Script View Script Line Duplicate Script Line Clear Code Delete Script Line Save Sorted Script View Code List Print Script E<u>x</u>it

Which will put all lines back into order according to codes as pictured below in Figure 5-35

Figure 5-35



Now you can preview, print, save your work and then exit. To print the script from the Code and Sort Observation Notes screen, left click once on the <u>Print Script</u> button. This function will send the script (either sorted or unsorted) to the selected printer. To save the sorted script, left click once on the <u>Save</u> <u>Sorted Script</u> button. (Figure 5-36)

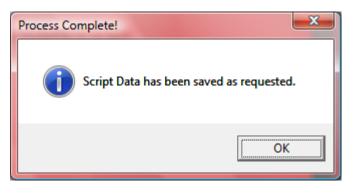


Figure 5-37

Once the user has saved the sorted script, this information box alerts the user of the save process completed.

\*\*\*\*CAUTION: ONCE YOU HAVE SAVED THE CODED AND SORTED SCRIPT, YOU CANNOT MAKE ANY CHANGES TO IT. IF YOU WANT TO MAKE CHANGES, YOU MUST RETURN TO THE UNSORTED SCRIPT AND BEGIN THE PROCESS FROM STEP 1.\*\*\*\*

\*\*\*\*SUGGESTION: IF YOU CANNOT FINISH THE CODING AND SORTING PROCESS, PRINT OUT WHAT YOU HAVE AND USE IT AS A REFERENCE WHEN YOU START OVER. \*\*\*\*\*

### Setting up the Observation Analysis Report (Rubric)

This section of the help files in under construction

# **Entering Ratings and Evidential Support into the Rubric**

This section of the help files is under construction

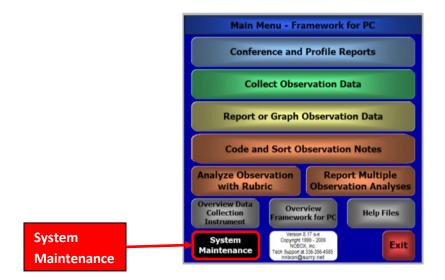
### **Using the Summary Information Report**

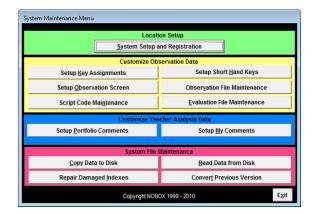
This section of the help files is under construction

### **View Ratings from Multiple Analyses**

This section of the help files is under construction

#### System Maintenance Menu

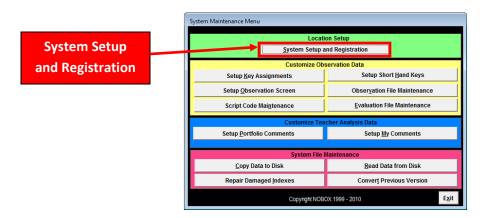






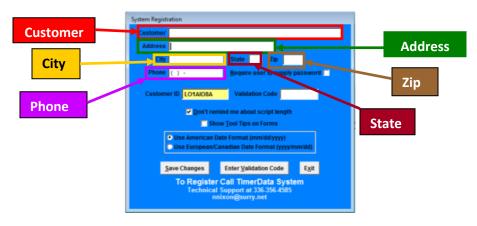
The purpose of the System Maintenance Menu is to provide the user the opportunity to customize the TimerData software. Within the System Maintenance Menu users have many options including System Setup and Registration, Customize Observation Data, Customize Teacher Analysis Data, and System File Maintenance. These areas are detailed below for a better understanding of what each option provides.

## System Setup and Registration



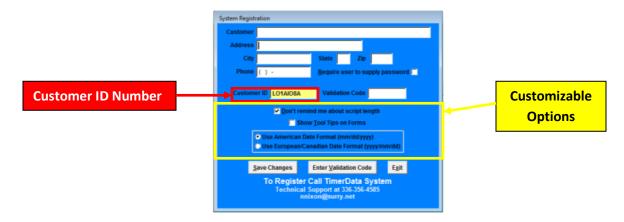


The <u>System Setup and Registration</u> button is used to convert trial software to full use software as well as to set some basic parameters for usage. After left clicking on the button, you are prompted to enter your personal information into the system. (see Figure 10-2).





The system registration form asks for Customer Name, Address, City, State, Zip, and Phone. The other information on the System Registration form is discussed below in Figure 10-3.

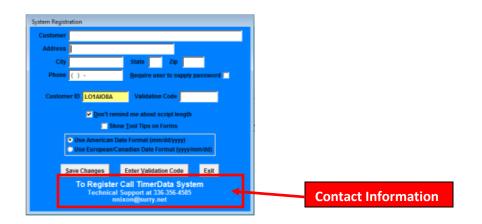




Along with the information discussed in Figure 10-2, the System Registration screen shows other important information about the software. A customer ID number is assigned to each machine that uses the software. A valid Customer ID is required to convert a trial version of the software into unlimited use software. If you use the software on several machines, you will have a different Customer ID for each machine. The Customer ID changes every time you open the software. This number cannot be changed by the user.

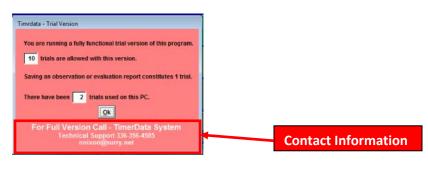
There are also some customization options on this screen you may choose <u>Show Tool Tips on Forms</u> and <u>Don't remind me about script length</u> options. If you select the <u>Show Tool Tips on Forms</u>, the software will display tips on how to use the software as you are working with the software. If the user selects <u>Don't remind me about script length</u>, the software will NOT remind you to limit length of script lines to 254 characters while working with the Collect Observation Data screen.

The System Registration form also allows you to customize the date format, as it appears on the software. The default setting is the American Date Format (mm/dd/yyyy) with the other option being the European/Canadian Date Format (yyyy/mm/dd). Select the Date Format by left clicking on the radio button to the left of the desired format.



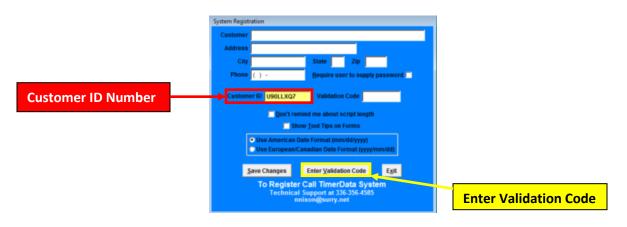


Unless your IT administrator has been given the key to unlock trial versions of the software, you will need to contact our organization to convert trial software to full use software. NOTE- If you have purchased an individual or building license, each machine that uses the software will need a code to convert the software. School systems that have purchased System licenses should not see the trial screen on their software and therefore will not have to contact us for codes. The contact information for receiving the unlock code is listed at the bottom of the screen. When you purchased your software you may have been given other contact numbers to call as well.





As you recall, the trial version allows the user **10** trials. To gain access to the full version of the software with unlimited observation or evaluation reports, please use the contact information above to contact TimerData technical support.





Please have the software running when you make the call. Technical Support will ask you for the 8 character customer ID. When you relay that information to Technical Support, you will be given a *Validation Code* and directions for entering the validation code. If the Validation Code field is not visible, left click once on the *Enter Validation Code* button at the bottom center of the form.

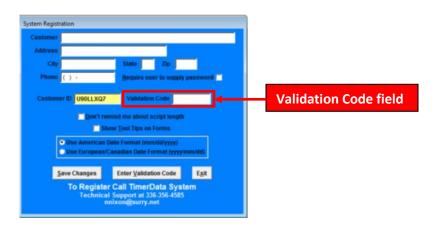


Figure 10-7

Once you have received your validation code from Technical Support type it into the *Enter Validation Code* field and then click on *Save Changes.* 

÷

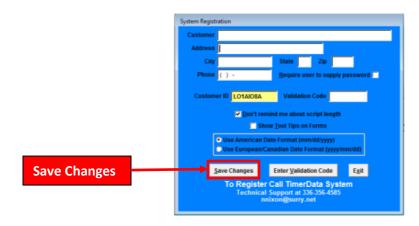


Figure 10-8

If your code is accepted you will be informed that the information entered into the System Registration form has been saved (see Figure 10-9).

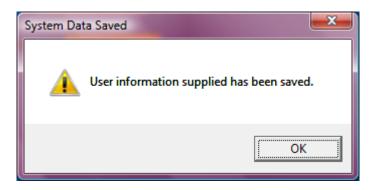
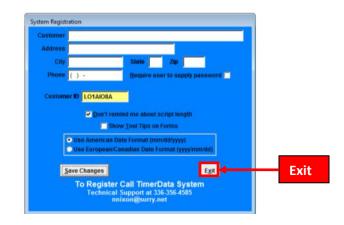


Figure 10-9

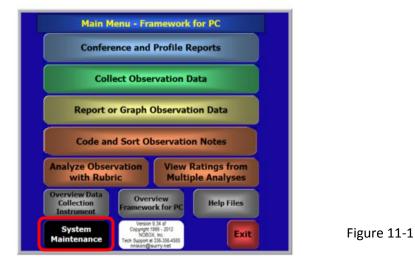
This is an example of the notification you will receive after left clicking on the <u>Save Changes</u> button. To acknowledge the notification press the <u>OK</u> button.





Once you have returned to the System Registration screen, return to the System Maintenance Menu, by pressing the *Exit* button at the bottom right of the screen.

#### **Common Edit Buttons**



To customize your software click once on <u>System Maintenance</u> button in the <u>Main Menu</u>.

By left clicking once on the <u>System Maintenance</u> button in the Main Menu you reach the System Maintenance Menu (SEE FIGURE 11-2 below)

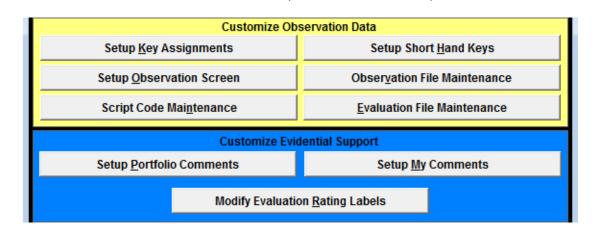


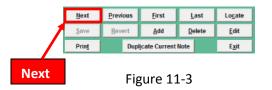
Figure 11-2

Figure 11-2 shows a partial view of the System Maintenance Menu displaying the following modules:

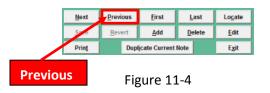
Yellow field - <u>Setup Key Assignments</u>, <u>Script Code Maintenance</u>, <u>Setup Shorthand Keys,</u>

#### Blue field - <u>Set-up Portfolio Comments, Set up My Comments Modify Evaluation Rating Labels</u>

Left clicking once on any of those modules buttons will display the set of common edit buttons which are explained below. When customizing your software, you will encounter a standardized arrangement of Edit Buttons. The common edit buttons allow you to easily navigate through the records in the software. These Edit buttons control the following modules in System Maintenance:



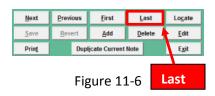
. By left clicking on the <u>Next</u> command button, the software will advance to the next record.



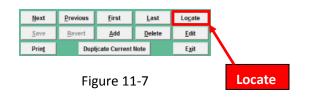
The <u>Previous</u> command button returns to the previous record. If the software is on the first record, there will be no previous record for review.

Next	Previous	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate
<u>S</u> ave	Reve	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit
Prin <u>t</u>	Dupl	icate Current	Note	E <u>x</u> it
First	Fig	gure 11	L-5	

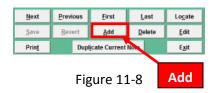
The *First* command button navigates to the first record.



The *Last* command button navigates to the last record.



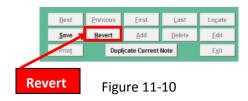
The <u>Locate</u> command button allows you to locate a specific record in the list. A locate window will appear and a list of records will appear. You can navigate through the list of records to locate the desired record.



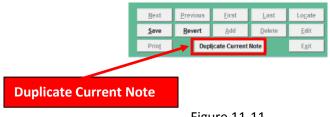
The <u>Add</u> command button allows you to add a new record to the list. And also activates the <u>Save Revert</u> and <u>Duplicate Current Note</u> command buttons.

	<u>N</u> ext	<u>P</u> revious	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate
	<u>S</u> ave	Revert	Add	Delete	Edit
	Print	Dup	E <u>x</u> it		
	_				
Save	e	Fig	ure 11	-9	

Clicking on the <u>Save</u> command button saves the new record to the list.



Clicking on the *Revert* command button takes you back one step in the program and undoes any action taken.



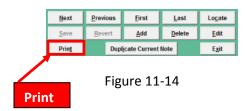


Clicking on the **Duplicate Current Note** command makes a copy of the current item displayed which can be edited without changing the original entry.

The *Delete* command button allows you to delete an existing record from the list.

Save Revert Add Delete Edit Print Duplicate Current Note Egit	Next	Previous	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate							
	<u>S</u> ave	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit							
	Prin <u>t</u>	Du	pl <u>i</u> cate Current	Note	E <u>x</u> it							
<b>F</b> i <b>11</b> 10												
Figure 11-13			Ed									

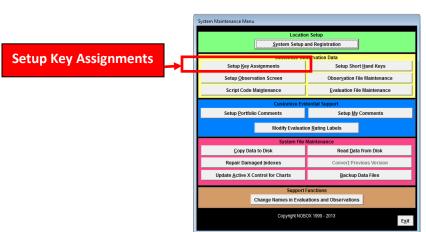
After selecting a record, the *Edit* command button allows you to edit an existing record.



The <u>Print</u> command button allows you to print the selected record. Left clicking on the <u>Print</u> button will provide you the option to either preview the record or print the document.



The *Exit* command button allows you to exit the command button menu.





**Setup Key Assignments** 



To view, edit or create text or functionality for the F1 through F12 timer keys, left click once on the Setup Key Assignments button on the System Maintenance menu.

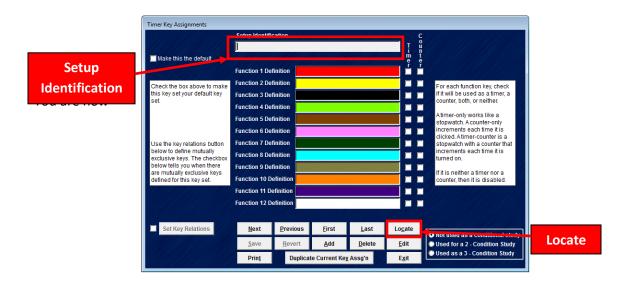


Figure 12-2

<u>Timer Key Assignment</u> screen. To view the list of existing key assignments, click on the <u>Locate</u> button

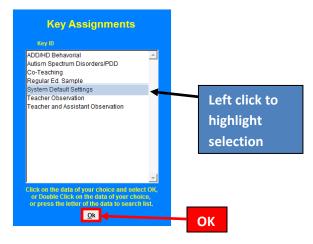


Figure 12-3

A list of existing Key Assignments will appear for you to choose from. To select an existing Key Assignment, left click it with your mouse to highlight. Once you have made a selection, left click on the <u>OK</u> button at the bottom of the screen.

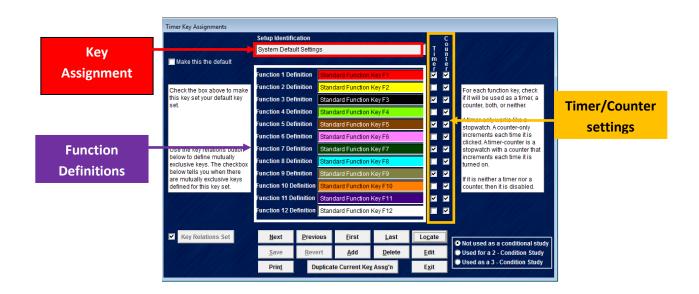


Figure 12-4

You are returned to the Timer Key Assignments screen. The Key Assignment selected is displayed in the Setup Identification field and the values for each of the 12 timer keys are displayed vertically in the Function Definitions fields.

Conditional Report Formatting: TimerData Plus can disaggregate data from the timers into 2 and 3-Condition reports as mentioned in the <u>Report or Graph Observation Data</u> section of the help files.

Timer Key Assignments									
	Setup Identifi	cation				C			
	ADD/HD Beh	avorial				Ţů			
Make this the default					1.000	m t e e			
	Function 1 De	finition	Lecture		1				
Check the box above to make	Function 2 De	finition H	Hands on activity		I	~ ~	For each function key, check		
this key set your default key set	Function 3 De	finition	ndividual seatwork	:		~ ~	if it will be used as a timer, a counter, both, or neither.		
Jot.	Function 4 De	finition s	Student is on task						
	Function 5 De	finition	Discipline or redire	ction required			Atimer-only works like a stopwatch. A counter-only		
	Function 6 De	finition	Non- compliant bel	navior			increments each time it is clicked Atimer-counter is a		
Use the key relations button	Function 7 De	finition	Out of assigned pla	ace or seat			stopwatch with a counter that		
below to define mutually exclusive keys. The checkbox	Function 8 De	finition	Off-target verbal res	sponses	1		increments each time it is turned on.		
below tells you when there are mutually exclusive keys	Function 9 De	finition	Not attending visua	lly			If it is neither a timer nor a		
defined for this key set.	Function 10 D	efinition <mark>I</mark>	n- appropriate use	of materials	1		counter, then it is disabled.		
	Function 11 D	efinition F	Fidgets						
	Function 12 D	efinition 🖊	Aggression		E				
									Associate current
Set Key Relations	Next	<u>P</u> reviou	ıs <u>F</u> irst	<u>L</u> ast	Loca	ite	Not used as a conditional study		Key Assignment
	Save	Revert	t <u>A</u> dd	<u>D</u> elete	<u>E</u> di	t	Used for a 2 - Condition Study	<	· · · ·
	Prin <u>t</u>	Dup	licate Current Key	Assg'n	E <u>x</u> i	t	Sused as a 3 - Condition Study		with Conditional
	tintatan Mikali ku		an alan dan bahar alamataka						report

Figure 12-5

To use a Key Assignment with 2 or 3-Condition report formats, you must associate the Key Assignment with the report module. To do so, simply click on the appropriate radio button in the lower right hand section of the screen. The default choice on the screen does not associate the Key Assignment with conditional report formatting.

When you click on one of the radio buttons you will see an informational screen like this (2-Condition Report)

Conditiona	Il Assignments!	x
j	The first two key assignments will be as Condition 1 and Condition 2. If thi is not your intent please edit the data as needed.	
		ок

Figure 12-6

Or like this (3 Condition Report)

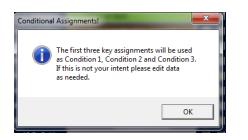


Figure 12-7

If you have made the correct choice, click on the <u>OK</u> button.

Below are examples of 2 and 3 condition Key Assignments as they appear in System Maintenance as well as in the Observation Instrument.

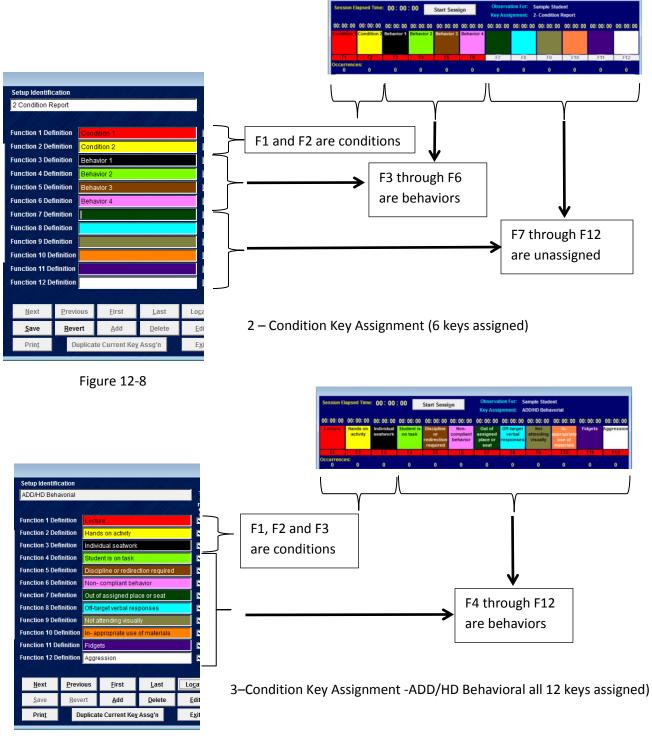


Figure 12-9

	Setup Identifica	ation		11/11/11		C	
	System Default	t Settings	3				
Make this the default						e e	
	Function 1 Defin	nition	Standard Function I	Key F1			
Check the box above to make	Function 2 Defin	nition s	Standard Function I	Key F2	1		For each function key, check
his key set your default key set.	Function 3 Defin	nition	Standard Function I	Key F3	1		if it will be used as a timer, a counter, both, or neither,
560	Function 4 Defin	nition	Standard Function I	Key F4			
	Function 5 Defin	nition	Standard Function I	Key F5			stopwatch. A counter-only
	Function 6 Defir	nition	Standard Function I	Key F6			increments each time it is clicked. Atimer-counter is a
Use the key relations button	Function 7 Defin	nition	Standard Function I	Key F7	1	~ ~	
below to define mutually exclusive keys. The checkbox	Function 8 Defir	nition 🧧	Standard Function I	Key F8			turned on.
below tells you when there are mutually exclusive keys	Function 9 Defin	nition	Standard Function I	Key F9		~ ~	If it is neither a timer nor a
defined for this key set.	Function 10 Def	finition s	Standard Function I	Key F10	1		
	Function 11 Def	inition	Standard Function I	Key F11			
	Function 12 Def	finition	Standard Function I	Key F12			
7 <u>4444444485</u> 777							
Key Relations Set	Next	Previou	ıs <u>F</u> irst	<u>L</u> ast	Loc	ate	Not used as a conditional study
	<u>S</u> ave	<u>R</u> ever	t <u>A</u> dd	Delete	<u>E</u> d	it	Used for a 2 - Condition Study
	Prinț	Dup	licate Current Key	Assg'n	Ex	it	Used as a 3 - Condition Study
	Commentaria de Commente de Comment	11-11-11			Contract of		



To make any changes to a key assignment, click on the *Edit* control button. To type over text, left click into any field and drag to highlight the text or triple left click. Once desired text in the field is highlighted, you may enter the new information from the keyboard and it will replace the old text.

	Setup Identification	on				ç		
	System Default S	ettings			I	ů		
Make this the default					m	ť		Highlighted
	Function 1 Definiti	on <mark>Star</mark>	ndard Function	Key F1	<b></b>			
Check the box above to make	Function 2 Definiti	on <mark>Star</mark>	ndard Function	Key F2		•	For each function key, check	for editing
this key set your default key set.	Function 3 Definiti	on Star	ndard Function	Key F3		✓	if it will be used as a timer, a counter, both, or neither,	
001.	Function 4 Definiti	on Star	ndard Function	Key F4		<b>v</b>		
	Function 5 Definiti	on Star	ndard Function	Key F5		~	A timer-only works like a stopwatch. A counter-only	
	Function 6 Definiti	on Star	ndard Function	Key F6			increments each time it is clicked. Atimer-counter is a	
Use the key relations button	Function 7 Definiti	on Star	ndard Function	Key F7		~	stopwatch with a counter that	
below to define mutually exclusive keys. The checkbox	Function 8 Definiti	on <mark>Star</mark>	ndard Function	Key F8		✓	increments each time it is turned on.	
below tells you when there are mutually exclusive keys	Function 9 Definiti	on Star	ndard Function	Key F9		<b>V</b>	If it is neither a timer nor a	
defined for this key set.	Function 10 Defini	tion Star	ndard Function	Key F10			counter, then it is disabled.	
	Function 11 Defini	tion Star	ndard Function	Key F11				
	Function 12 Defini	tion Star	ndard Function	Key F12		~		
Key Relations Set	<u>N</u> ext <u>P</u>	revious	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate	Г	Not used as a conditional study	
	Save	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study	
	Print	Duplica	ate Current Key	Assa'n	Exit		Used as a 3 - Condition Study	

Figure 12-11

In this example, the Setup Identification field contains the text "System Default Settings" has been selected and can now be edited.

	Setup Identifie	cation					С		
	New setup Id	entification	1				0		
Make this the default							n t e		Edited Field
	Function 1 Det	finition	Standa	rd Function	Key F1	<u> </u>			
Check the box above to make	Function 2 De	finition	Standa	rd Function	Key F2		~	For each function key, check	
this key set your default key set	Function 3 Det	finition	Standa	rd Function	Key F3		<b>v</b>	if it will be used as a timer, a	
set.	Function 4 Det	finition	Standa	rd Function	Key F4		<b>V</b>	counter, both, or neither.	
	Function 5 Def	finition	Standa	rd Function	Key F5		•	A timer-only works like a stopwatch. A counter-only	
	Function 6 Det	finition	Standa	rd Function I	Key F6			increments each time it is clicked. Atimer-counter is a	
Use the key relations button	Function 7 Definition		Standa	rd Function	Key F7		•	stopwatch with a counter that	
below to define mutually exclusive kevs. The checkbox	Function 8 Def	finition	Standa	rd Function	Key F8		~	increments each time it is turned on.	
below tells you when there are mutually exclusive keys	Function 9 Det	finition	Standard Function Key F9				~	If it is neither a timer nor a	
defined for this key set.	Function 10 D	efinition	Standa	rd Function	Key F10		<b>v</b>	counter, then it is disabled.	
	Function 11 De	efinition	Standa	rd Function	Key F11		•		
	Function 12 D	efinition	Standa	rd Function I	Key F12		•		
Modify Key Relation	Next	Previou	IS	Eirst	<u>L</u> ast	Lo <u>c</u> ate	Г	Not used as a conditional study	
	<u>S</u> ave	<u>R</u> ever	t	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study	
	Print	Dur	licato	Current Key	Accor	Exit		Used as a 3 - Condition Study	

Figure 12-12

Setup Identification has been changed to "New setup identification."

	Setup Identificat	tion				C		
	New setup Iden	tification			Ţ	ů		
Make this the default					m e	ť		
	Function 1 Defin	ition Stan	dard Function	Key F1	<b></b>			
Check the box above to make	Function 2 Defin	ition Stan	dard Function	Key F2		•	For each function key, check	
his key set your default key set.	Function 3 Defin	ition Stan	Standard Function Key F3				if it will be used as a timer, a counter, both, or neither,	
Ser.	Function 4 Defin	ition Stan	dard Function	Key F4		~		
	Function 5 Defin	ition Stan	dard Function	Key F5		~	A timer-only works like a stopwatch. A counter-only	
	Function 6 Defin	ition Stan	dard Function	Key F6			increments each time it is clicked. A timer-counter is a	
Use the key relations button	Function 7 Defin	ition Stan	dard Function	Key F7			stopwatch with a counter that	
below to define mutually exclusive keys. The checkbox	Function 8 Defin	ition Stan	dard Function	Key F8		~	increments each time it is turned on.	
below tells you when there are mutually exclusive kevs	Function 9 Defin	ition Stan	Standard Function Key F9				If it is neither a timer nor a	
defined for this key set.	Function 10 Defi	nition Stan	dard Function	Key F10			counter, then it is disabled.	
	Function 11 Defi	nition Stan	dard Function	Key F11		•		Highlighted
	Function 12 Defi	nition Stan	dard Function	Key F12				
								for editing
Modify Key Relation	Next	Previous	<u>F</u> irst	Last	Lo <u>c</u> ate	ſ	Not used as a conditional study	
	<u>S</u> ave	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study	
	Print	Duplicat	te Current Key	Assa'n	Exit		Used as a 3 - Condition Study	

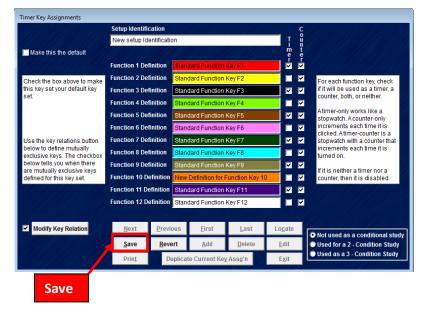
Figure 12-13

This figure shows the Function 10 Description highlighted for editing purposes.

Timer Key Assignments								
	Setup Identifica	tion				C		
	New setup Iden	tification			T	ŭ		
Make this the default					m e	e		
	Function 1 Defin	ition Stan	dard Function I	Key F1	<u> </u>			
Check the box above to make	Function 2 Defin	ition Stan	dard Function I	Key F2		•	For each function key, check	
this key set your default key set.	Function 3 Defin	ition Stan	Standard Function Key F3				if it will be used as a timer, a counter, both, or neither.	
set	Function 4 Defin	ition Stan	dard Function I	Key F4		~		
	Function 5 Defin	ition Stan	dard Function I	Key F5	<b>V</b>	~	A timer-only works like a stopwatch, A counter-only	
	Function 6 Defin	ition Stan	dard Function I	Key F6		~	increments each time it is clicked Atimer-counter is a	
Use the key relations button	Function 7 Defin	ition Stan	dard Function I	Key F7		<b>V</b>	stopwatch with a counter that	
below to define mutually exclusive keys. The checkbox	Function 8 Defin	ition <mark>Stan</mark>	dard Function I	Key F8		~	increments each time it is turned on.	
below tells you when there are mutually exclusive keys	Function 9 Defin	ition Stan	dard Function I	Key F9	<b>V</b>	~	If it is neither a timer nor a	
defined for this key set.	Function 10 Defi	nition New	Definition for F	Function Key 1	0 7		counter, then it is disabled.	
	Function 11 Defi	nition Stan	dard Function I	Key F11		~		Edited Field
	Function 12 Defi	nition Stan	dard Function I	Key F12		•		Lancaricia
Modify Key Relation	Next	<u>P</u> revious	<u>F</u> irst	Last	Lo <u>c</u> ate		Not used as a conditional study	
	Save	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study	
	Prin <u>t</u>	Duplica	te Current Ke <u>y</u>	Assg'n	E <u>x</u> it		Used as a 3 - Condition Study	

Figure 12-14

This figure shows the Function 10 Description edited.



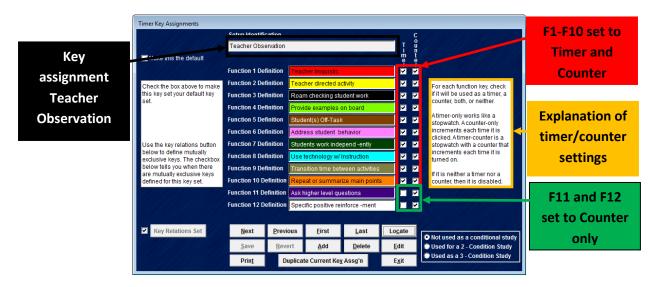


To save the changes made in the Setup Identification and the Function Key Definitions click once on the <u>Save</u> button

	Setup Identificat	tion				C	
	System Default	Settings			I	U D	
Make this the default				m e r	te		
	Function 1 Defini	ition Sta	ndard Function	Key F1	<b>_</b>		
Check the box above to make	Function 2 Defini	ition Sta	ndard Function	Key F2			For each function key, check
this key set your default key set.	Function 3 Defini	ition Sta	ndard Function	Key F3			
ser.	Function 4 Defini	ition Sta	ndard Function	Key F4		4	
	Function 5 Defini	ition Sta	ndard Function	Key F5		~	A timer-only works like a stopwatch. A counter-only
	Function 6 Defini	ition Sta	ndard Function	Key F6		•	increments each time it is clicked. A timer-counter is a
Use the key relations button	Function 7 Defini	ition Sta	ndard Function	Key F7	<b>V</b>	4	stopwatch with a counter that
below to define mutually exclusive keys. The checkbox	Function 8 Defini	ition <mark>Sta</mark>	ndard Function	Key F8		~	increments each time it is turned on.
below tells you when there are mutually exclusive keys	Function 9 Defini	ition Sta	ndard Function	Key F9	<b>V</b>	<b>V</b>	If it is neither a timer nor a
defined for this key set.	Function 10 Defi	nition Sta	ndard Function	Key F10			counter, then it is disabled.
	Function 11 Defin	nition Sta	ndard Function	Key F11	Image: A start of the start	•	
	Function 12 Defin	nition Sta	ndard Function	Key F12		<b>V</b>	
7 <u>711111111111111111111111111111111111</u>							
Key Relations Set	Next	Previous	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate		Not used as a conditional stud
	<u>S</u> ave	Revert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study
	Print	Duplic	ate Current Key	Assa'n	Exit		OUsed as a 3 - Condition Study

Figure 12-16

Once you have clicked the <u>Save</u> button, you are returned to the Timer Key Assignments screen. All buttons except <u>Save</u> and <u>Revert</u> are available



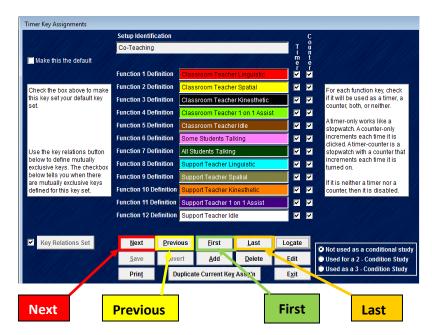


Each Function Key (F1 – F12) can be given an assignment of Timer only, Counter only, Timer and Counter, or neither Timer nor Counter. The default assignment for any Function Key is Timer and Counter. The most common edit in this module is Counter only which allows you to keep track of frequency of occurrence data only. These settings can be edited by left clicking in the check boxes to the right of the Function Definitions. When you are satisfied with your changes click on the <u>Save</u> control button (SEE FIGURE 12-10 above). Timer and Counter F1-F10) and Counter Only (F11 and F12) are shown in the figure above using the Teacher Observation Key Assignment.





If the Key Assignment currently displayed is the one you use most frequently during your observations, you can make the selected setup identification the default setting. To make this Key assignment your default setting, left click in the *Make this the Default* check box at the upper left of the screen.





You may use any of the buttons at the bottom center of the form to navigate through the list of Timer Key assignments. <u>You may refer back to the Common Edit Buttons section (SECTION 11), to see the</u> <u>functions of these buttons</u>. The <u>Next</u> button allows you to go to the next Timer Key assignment on the list and populates all fields with the information associated with that Timer Key assignment The <u>Previous</u> button allows you to back up to the previous Timer Key assignment. The <u>First</u> button allows you to skip from the current Timer Key assignment to the first in the list. The <u>Last</u> button allows you to skip from the current Timer Key assignment to the last in the list.

	Setup Identific	cation					C	
	Co-Teaching					I	o u n	
Make this the default						m e r	ť	
	Function 1 Def	finition	Class	room Teach	er Linguistic	<u> </u>	T V	
Check the box above to make	Function 2 Def	finition	Class	room Teach	er Spatial		~	For each function key, check
this key set your default key set	Function 3 Def	finition	Class	room Teach	er Kinesthetic		<b>V</b>	if it will be used as a timer, a
sei.	Function 4 Def	finition	Class	room Teach	er 1 on 1 Assist	· ·	<b>V</b>	counter, both, or neither.
	Function 5 Def	finition	Class	room Teach	er Idle			Atimer-only works like a stopwatch, A counter-only
	Function 6 Def	finition	Some	Students Ta	alking			increments each time it is clicked. Atimer-counter is a
Use the key relations button	Function 7 Def	finition	All Stu	dents Talkin	g		<b>V</b>	stopwatch with a counter that
below to define mutually exclusive keys. The checkbox	Function 8 Def	finition	Suppo	rt Teacher L	inguistic		~	increments each time it is turned on.
below tells you when there are mutually exclusive keys	Function 9 Def	finition	Suppo	ort Teacher S	patial		~	If it is neither a timer nor a
defined for this key set.	Function 10 De	efinition	Suppo	ort Teacher K	linesthetic			counter, then it is disabled.
	Function 11 De	efinition	Suppo	ort Teacher 1	on 1 Assist		~	
	Function 12 De	efinition	Suppo	ort Teacher lo	dle		~	
Key Relations Set	<u>N</u> ext	Previo	ous	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate		
	Save	Reve	rt	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Not used as a conditional stud Used for a 2 - Condition Study
	Prin <u>t</u>	Dy	uncate	Current Ke	y Assg'n	E <u>x</u> it	-Ľ	Used as a 3 - Condition Study
		1						an a
	/							
	dd			re 12				

The <u>Add</u> button allows you to add a new Timer Key assignment. Once you left click on the Add button, a new blank form will appear for you to add the information associated with the new Timer Key assignment.

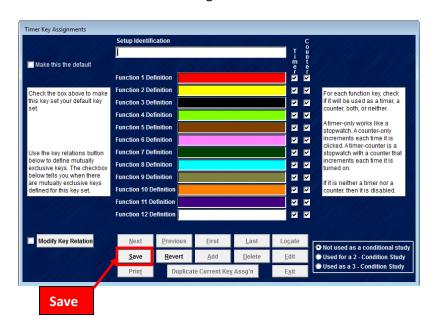
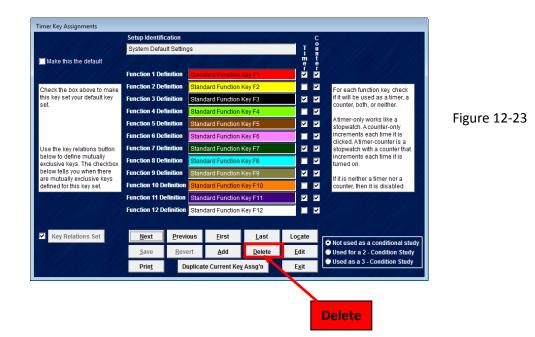


Figure 12-21

This is a blank form, which will appear, when you left click on the Add button. You can now add a Setup Identification and Key Assignments to each function key, F1 – F12. As well as check or uncheck the Timer and Counter boxes. Once the changes are complete, click <u>Save</u> to save the Timer Key Assignment.

		cation				C			
	I				I	o u n			
Make this the default					me	ť			
	Function 1 De	finition			<u> </u>				
Check the box above to make this key set your default key set.	Function 2 Definition						For each function key, check		
	Function 3 Definition					<b>V</b>			
	Function 4 De	finition			<b></b>	<b>Y</b>	A timer-only works like a		
	Function 5 De	finition				7			
	Function 6 De	Function 6 Definition increments each					increments each time it is clicked Atimer-counter is a		
Use the key relations button below to define mutually exclusive keys. The checkbox	Function 7 De	finition				<b>V</b>	stopwatch with a counter that		
	Function 8 Definition					•	increments each time it is turned on.		
below tells you when there are mutually exclusive keys	Function 9 Definition				<b>Z</b>	If it is neither a timer nor	If it is neither a timer nor a		
defined for this key set.	Function 10 Definition						counter, then it is disabled.		
	Function 11 Definition				Image: A state of the state				
	Function 12 D	efinition			<b>V</b>				
Modify Key Relation	Next	<u>P</u> revious	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate				
	Save	<u>R</u> evert	Add	Delete	<u>E</u> dit		Not used as a conditional study Used for a 2 - Condition Study		
	Pring	Duplicate Current Key Assg'n		(Assg'n	Exit		Used as a 3 - Condition Study		
	Ser Contemport								

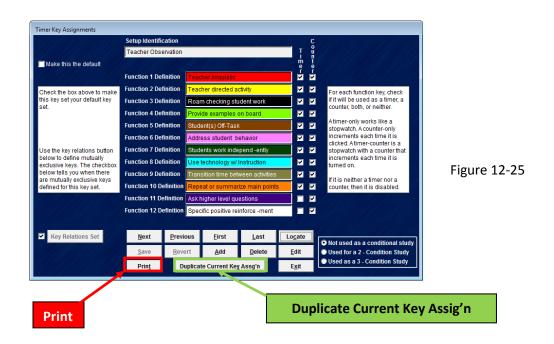
If you are in <u>Add</u> or <u>Edit</u> mode and want to undo an action, left click once on the <u>Revert</u> button prior to finalizing a change with a press of the ENTER key. The <u>Revert</u> button allows you to "go back" one step in programming without the changes taking place.





To delete a selected key assignment, left click the <u>Delete</u> button once. You will then be prompted to confirm the deletion of this record. To confirm the deletion, click the <u>Yes</u> button. Once you make the selection, the software returns you to the Setup Key Assignments maintenance screen.

Figure 12-24



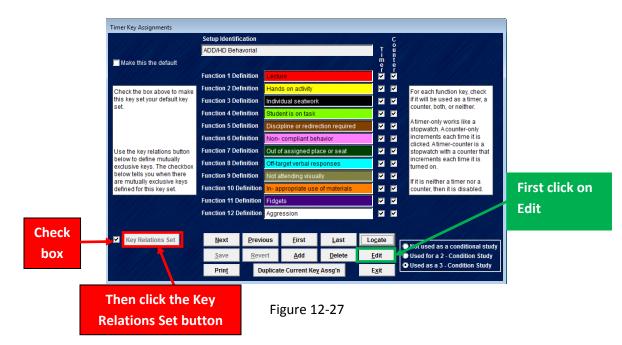
The <u>Print</u> button allows you to print the screen form with the Setup Identification information to the local printer. The <u>Duplicate Current Key Assig'n</u> button allows you to "copy" the Key Assignments that appear on screen and "paste" them into a new Setup Identification, which can be edited and renamed.



Figure 12-26

When clicking <u>Duplicate Current Key Assig'n</u> the software takes the Key Definitions and "copies" them to the "new" form to be edited. The Setup Identification field is blank and can be renamed to reflect the function of the new Timer Key Assignment. The selection of <u>Duplicate Current Key Assig'n</u> activates the <u>Save</u> and <u>Revert</u> buttons at the bottom left of the form. The Save button allows the user to save the changes that were made in the Setup Identification. The Revert button allows the user to "go back" to the original setting without the changes taking place.

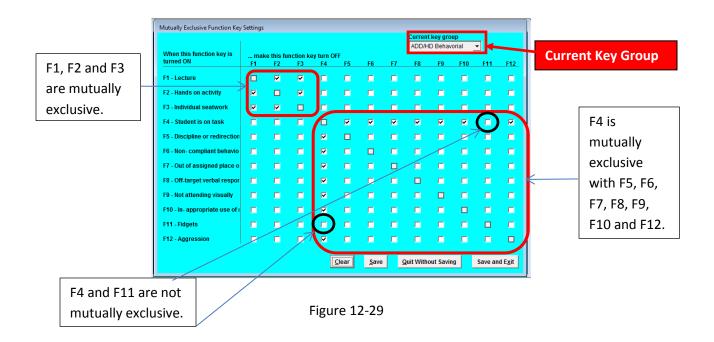
#### **Mutual Exclusivity**



The Timer Keys (F1-F12) can be programmed to turn off automatically in response to each other. This feature is called Mutual Exclusivity. The <u>Key Relations Set</u> button controls the programming of mutually exclusive Timer Keys. A filled in check box indicates that there are mutually exclusive keys defined in this Timer Key Assignment. To view or program mutually exclusive keys, click on the <u>Edit</u> button, then click on the <u>Key Relations Set</u> button.

	Setup Identifi	cation					C	
	ADD/HD Beh	avorial					0 U	
Make this the default						I I	n t e e	
	Function 1 De	finition	Lectu	re				
Check the box above to make	Function 2 De	finition	Hand	s on activity			~	For each function key, check
this key set your default key set.	Function 3 De	finition	Indivi	dual seatwork				if it will be used as a timer, a counter, both, or neither.
sei.	Function 4 De	finition	Stude	Student is on task				
	Function 5 De	finition	Disci	pline or redire	ction required			Atimer-only works like a stopwatch. A counter-only
	Function 6 De	finition	Non-	compliant bel	navior			increments each time it is clicked. Atimer-counter is a
Use the key relations button	Function 7 De	finition	Out o	fassigned pla	ace or seat			stopwatch with a counter that
below to define mutually exclusive keys. The checkbox	Function 8 De	finition	Off-target verbal responses				~	increments each time it is turned on.
below tells you when there are mutually exclusive keys	Function 9 De	finition	Not a	ttending visua	lly			If it is neither a timer nor a
defined for this key set.	Function 10 D	efinition	In- ap	propriate use	of materials		>	counter, then it is disabled.
	Function 11 D	efinition	Fidge	ts				
	Function 12 D	efinition	Aggre	ssion		·		
Key Relations Set	Next	<u>P</u> revi	ous	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> a	te	Not used as a conditional stud
	<u>S</u> ave	Reve	ert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		Used for a 2 - Condition Study
	Prin <u>t</u>	D	uplicat	e Current Key	Assg'n	E <u>x</u> it		Used as a 3 - Condition Study
Key Relation	ns		Fi	gure 1	2-28			

Left click on the *Modify Key Relations* button to edit (or create) mutually exclusive keys.



The Mutually Exclusive Function Key Settings matrix displays the function keys (F1 – F12) and their description. The description for the function keys is based on the <u>Current key group</u> (Timer Key Assignment)

Look at the upper left hand section of the matrix. Timer Keys F1, F2 and F3 represent 3 different teching conditions, Lecture, Hands on Activity and Individual Seatwork. They are set to be mutually exclusive. When F1 is turned ON, F2 and F3 will switch OFF. If the teacher is lecturing, then the assumption is that the activity is neither hands-on or individual seatwork). The same logic causes F1 and F3 to turn OFF when F2 is turned on. Turning F3 ON will then cause F1 and F2 to turn OFF

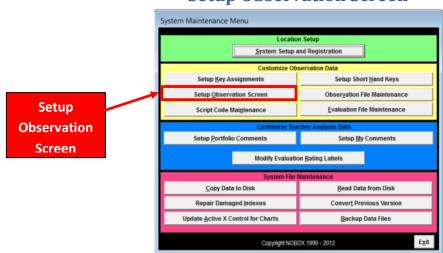
Now look at the lower right hand portion of the matrix. Turning F4 (Student is on task) ON will force F5, F6, F7, F8, F9, F10 and F 12 to turn OFF. Conversely, Turning F5, F6, F7, F8, F9, F10 or F 12 ON will force F4 to turn OFF. Note that F11 is not affected by the mutual exclusivity feature, but it could be by simply checking the 2 empty check boxes where F11 interacts with F4.

The settings for the mutually exclusive function key setting can be edited by left clicking the mouse on the desired OFF setting.

									<b>key gro</b> D Behav		•				
hen this function key is rned ON	mak F1	this fu F2	nction k F3	ey turn O F4	FF F5	F6	F7	F8	F9	F10	F11	F12			
- Lecture		V													
- Hands on activity															
- Individual seatwork															
- Student is on task															
- Discipline or redirection															
6 - Non- compliant behavio															
- Out of assigned place o															
3 - Off-target verbal respor															
) - Not attending visually															
0 - In- appropriate use of I															
1 - Fidgets															
2 - Aggression															
					<u>C</u> lear	<u>S</u> ave	10	Quit With	out Savir	a	Save an	d Exit		Save a	and E
						10						-			
													_		
Clear		Save	2					Ouit	Wi	thou	ut Sa	aving			



After creating or making the desired changes to the mutually exclusive function key OFF settings, save the changes by clicking the <u>Save</u> button. Please note – clicking the <u>Save</u> button will not exit the form. If to save the changes and exit the form, click the <u>Save and Exit</u> button. To quit without saving the changes, left click on the <u>Quit Without Saving</u> button and the software returns to the Setup Key Assignments form. To clear all existing settings, click the <u>Clear</u> button and all mutually exclusive function key OFF settings are cleared.



#### **Setup Observation Screen**



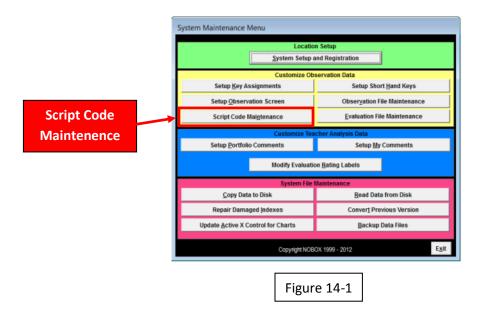
This section is no longer applicable to the software.

		n Setup and Registration
	Customize Ob	servation Data
Setup Key /	Assignments	Setup Short Hand Keys
Option Not	Available!	×
()		tion currently not available.
		otion currently not available.
0		



#### **Script Code Maintenance**

In this module, users create, edit or delete lists of observable components used to Code and Sort Observation Notes. (See section 5).



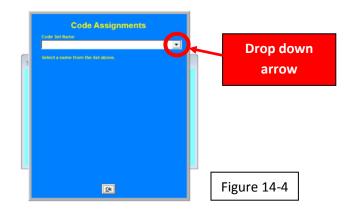
Click on *Script Code Maintenance* in the System Maintenance Menu. You will see the screen below.

Sort Code Sort Order							
		00					
ode Descri	ption						
Next	Previous	Eirst	Last	Locate			
<u>S</u> ave	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit			
Prinț	Duplicat	te Current Des	scription	E <u>x</u> it			

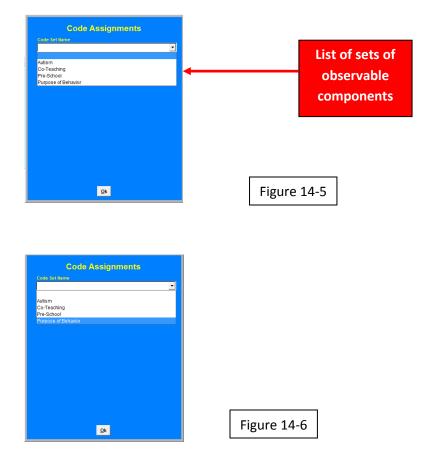
To edit an existing list, click on Locate.

Script Sort Code A	Assignments		• • •			
Name of Cod	e Set					
Code Descrip	Sort Code	Sort 00	Order 00			
Next	Previous	<u>F</u> irst	<u>L</u> ast	Locate	F	
<u>S</u> ave	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	<u>E</u> dit		
Prin <u>t</u>	Duplicat	e Current Des	scription	E <u>x</u> it		Figure 14-3

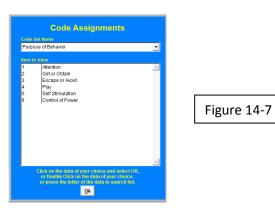
A screen appears with a drop down arrow in the top field.



Click on the drop down arrow and you will see all available sets of observable components.



Click to select a list. In this example, the Code List *Purpose of Behavior* has been selected.

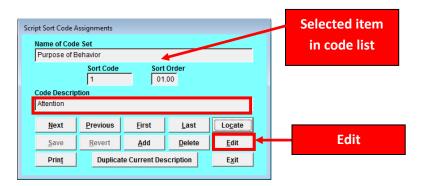


You will see the items in the list

	Code Assignments		
	ose of Behavior	<u> </u>	
llem I	Attention		
2 3 4 5 6	Escape or Avoid Play Self Shimutation Control of Power	м,	Figure 14-8
	or Double Click on the data of your choice, or press the letter at the vita to search list		OK Button

To edit or delete an item on the list, click on the item and then click the OK button. In the example above, Code 1 <u>Attention</u> has been selected.

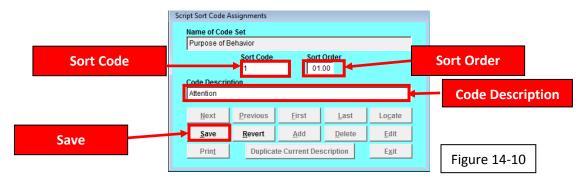
You will be in the editing screen and the selected item is displayed in the Code Description field.



To make changes in this code text click on the *Edit* button.



You may now make changes in the Sort Code, Sort Order or Code Description fields. The sort order button is used if you need to insert the existing code between two other existing codes.



When finished click on the Save button.

Purpose of	Behavior					
Sort Code Sort Order						
Code Descri Attention	ption					
Allention						
<u>N</u> ext	<u>P</u> revious	<u>F</u> irst	<u>L</u> ast	Locate		Delete
<u>S</u> ave	<u>R</u> evert	<u>A</u> dd	<u>D</u> elete	Ean		Delete
Prin <u>t</u>						

To delete an entry, click on the <u>Delete</u> button.

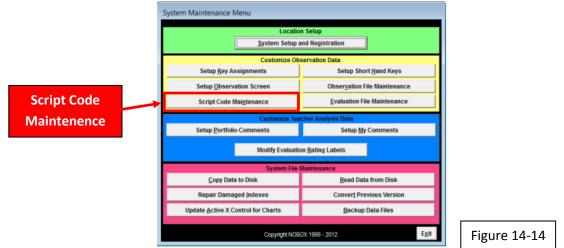
l' Plea	se confirm de	letion of this re	cord.
<u>S</u> ave	Yes Revert	<u>No</u> Add <u>D</u> elete	<u>E</u> dit
Prin <u>t</u>	Duplicate Cur	rent Description	E <u>x</u> it

You will be asked to confirm the delete. Click on YES to confirm the Delete or NO to return to the Edit screen.

You may print the existing set of observable components by clicking on the Print button

Sci	ript Sort Code A	Assignments			
	Name of Cod Purpose of E				
	1 .	Sort Code	Sort	Order 00	
	Code Descrip Attention	otion			
	Next	Previous	<u>F</u> irst	<u>L</u> ast	Locate
	<u>N</u> ext <u>S</u> ave	Previous Revert	<u>F</u> irst <u>A</u> dd	Last Delete	
Print		<u>R</u> evert		Delete	Locate

To add a new entry to a list, you must begin at the System Maintenance Menu and click on Script code Maintenance.

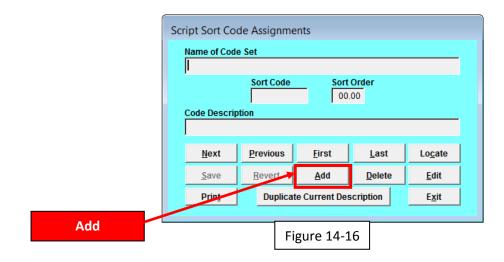


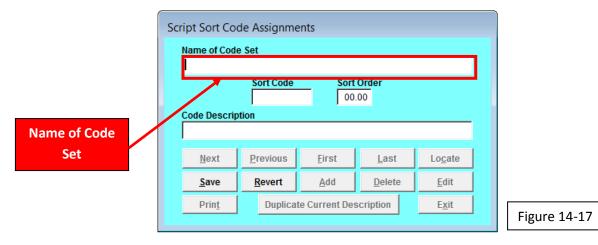
You will see the Script Sort Code Assignment screen.

	de Assignme							
Name of Cod	e Set							
ļ								
	Sort Code	Sort	Order					
		00.	00					
Code Descrip	otion	· · ·						
Code Descrip	otion							
Code Descrip	otion	,						
Code Descrip	<u>P</u> revious	<u>F</u> irst	<u>L</u> ast	Lo <u>c</u> ate				
<u>N</u> ext	<u>P</u> revious							
		<u>F</u> irst <u>A</u> dd	Last Delete	Lo <u>c</u> ate <u>E</u> dit				

Figure 14-15

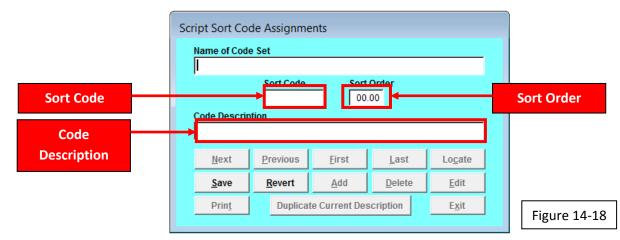
Click on Add



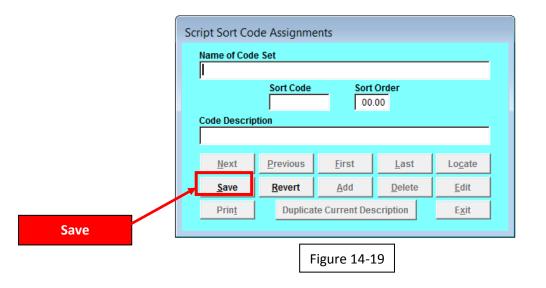


Click into the Name of Code set field and type in the title of the list

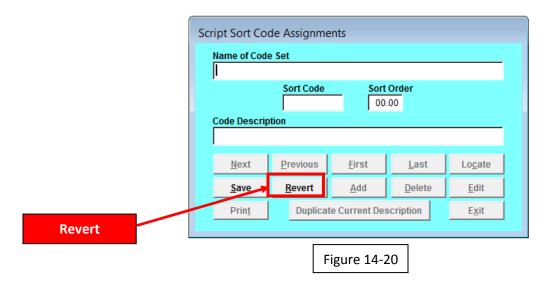
Then enter the first item in the list, type into the Sort Code and Code Description fields. The Sort order button is used if you need to insert a new code between two other codes. For example, if two existing codes have a sort order of 2.00 and 3.00 respectively, a new code needs a sort order of 2.50 to appear between them on the code list.



Then click on Save

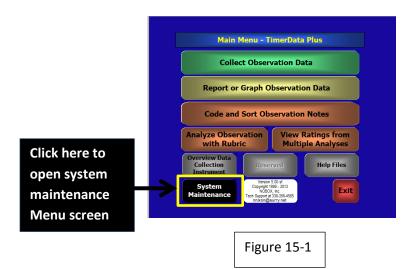


To add additional observable components to the list, click on Add (Figure 14-15) and repeat the steps described in figures 14-17 and 14-18. To discard edits or additions, click on Revert to clear the screen.

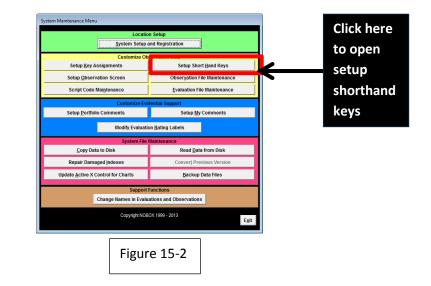


### Setup Short Hand Keys

Setup Short Hand Keys- Users can customize the statements that appear when using the ALT +1 through ALT+) keys in the Observation Notes .



Click on the System Maintenance button in the Main Menu



Click on *Setup Shorthand Keys* button in the *System Maintenance Menu* 

The Setup Shorthand keys grid displays.

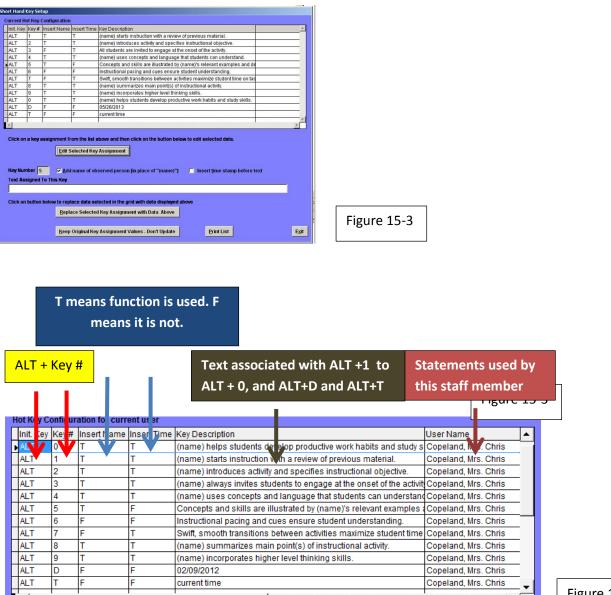


Figure 15-4

The following information is included in the grid on the screen- Key Number, Name insertion, Time stamp insertion, and the text assigned to the ALT + # shorthand key . "T" and "F" indicate whether (T) or not (F) the name or time is inserted.

You may print the current values of the shorthand keys as a reference.

۰.

Sh	ort Hand	Key Se	tup			
3	Current I	Hot Key	Configuration			
	Init. Ke	y Key#	Insert Name	Insert Time	Key Description	
	ALT	1	Т	Т	(name) starts instruction with a review of previous material.	
	ALT	2	Т	Т	(name) introduces activity and specifies instructional objective.	
	ALT	3	F	Т	All students are invited to engage at the onset of the activity.	
	ALT	4				
	ALT	5	Т	F	Concepts and skills are illustrated by (name)'s relevant examples and de	
	ALT	6	F	F	Instructional pacing and cues ensure student understanding.	
	ALT	7	F	т	Swift, smooth transitions between activities maximize student time on tas	
	ALT	8	Т	т	(name) summarizes main point(s) of instructional activity.	
	ALT	9	Т	Т	(name) incorporates higher level thinking skills.	
	ALT	0	Т	Т	(name) helps students develop productive work habits and study skills.	
	ALT	D	F	F	05/26/2013	
	ALT	T	F	F	current time	
		1	I			
	Key Nu Text As	mber 5 ssigned	Edit S	elected Key name of ob	bove and then click on the button below to edit selected data.  Assignment served person [in place of "(name)"]  Insert time stamp before text  ected in the grid with data displayed above [Key Assignment with Data Above]	
					Assignment Values - Don't Update Print List Exit	Figure 15-5

#### Click on the <u>**Print List**</u> button

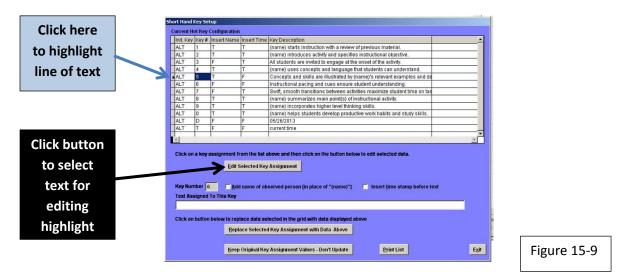
Т		(name) summarizes main point(s) of instructional activity.	
Т	_	(name) incorporates higher level thinking skills.	
T	Previe	w Before Printing?	
F F		Oo you wish to view the report on the screen first?	
Selec		Yes No	
Inam	e of ob	served person [in place of "(name)"] 🛛 🗖 Insert <u>t</u> ime stamp bef	Figure 15-7

Click on "Yes" to see a preview on screen. Click on "No" to send report directly to your printer.

					Hot Keys Summary Sheet as of 05/25/2013	×
Hot					Description	
ALT	+	1	Т	Т	(name) starts instruction with a review of previous material.	
ALT	+	2	Т	Т	(name) introduces activity and specifies instructional objective.	
ALT	+	3	F	Т	All students are invited to engage at the onset of the activity.	
ALT	+	4	Т	Т	(name) uses concepts and language that students can understand.	
ALT	+	5	Т	F	Concepts and skills are illustrated by (name)'s relevant examples and demonstrations.	
ALT	+	6	F	F	Instructional pacing and cues ensure student understanding.	
ALT	+	7	F	Т	Swift, smooth transitions between activities maximize student time on task.	
ALT	+	8	т	Т	(name) summarizes main point(s) of instructional activity.	
ALT	+	9	Т	Т	(name) incorporates higher level thinking skills.	
ALT	+	0	т	т	(name) helps students develop productive work habits and study skills.	
ALT	+	D	F	F	05/25/2013	
ALT	+	т	F	F	current time	

Figure 15-8

This is the preview of the current values of the shorthand keys.



To edit a statement, click the statement in the grid and click the *Edit Selected Key Assignment* button.

	Edit Selected Key Assignment	
Key Number 5	Add name of observed person [in place of "(name)"] Insert time stamp be	efore text
Concepts and skil	Is are illustrated by (name)'s relevant examples and demonstrations.	
Click on button bol	ou to contract data potential in the wild with data displayed above	
Click on button bei	ow to replace data selected in the grid with data displayed above	
	Panlace Selected Key Accimpont with Data Above	
	Replace Selected Key Assignment with Data Above	
	Replace Selected Key Assignment with Data Above	Ex
		Ex

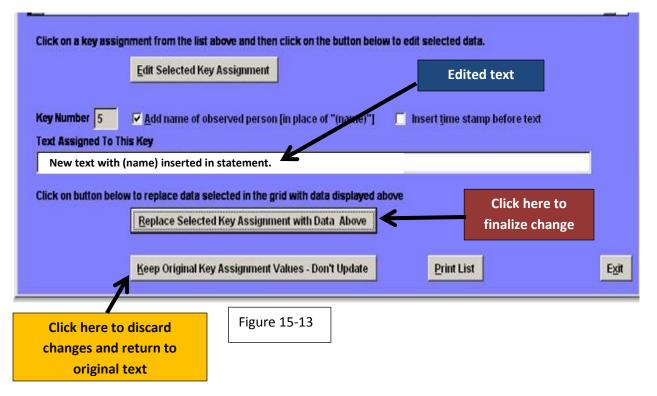
The text currently assigned to ALT + 5 is displayed, along with check boxes indicating whether or not the time stamp and name insertion features have been selected for the statement.

	Edit Selected Key Assignment	
Key Number 5	🔽 🗚 dd name of observed person [in place of ''(name)''] 🛛 🔲 Insert time stamp l	before text
Text Assigned To	This Key	
Concepts and ski	lls are illustrated by (name)'s relevant examples and demonstrations.	
Click on button be	iow to replace data selected in the grid with data displayed above	
	Replace Selected Key Assignment with Data Above	
	Replace Selected Key Assignment with Data Above	
	Replace Selected Key Assignment with Data Above Keep Original Key Assignment Values - Don't Update Print List	E

Retype or edit the statement.

	Edit Selected Key Assignment	
Cey Number 5	Add name of observed person [in place of "(name)"]	efore text
ext Assigned To	This Key	
New text with	(name) inserted in statement.	
lick on hulton be		
lick on button be	low to replace data selected in the grid with data displayed above	
lick on button be		
Click on button be	low to replace data selected in the grid with data displayed above	
Click on buitton be	low to replace data selected in the grid with data displayed above	Ex

If you plan to use the name insertion feature, be sure to put "(name)" in the statement where the staff member's name is to be displayed. Check the boxes above the text to enable or disable the name and time stamp insertions



When you have completed all edits for this key assignment, click on the <u>Replace Selected Key</u> <u>Assignment with Data Above</u> button and the new text will appear in the grid and is ready to use in the observation instrument. Compare the ALT +5 text in Figures 15-14 and Figure 15-15 to see the change. To return to the original text and discard all changes, click on the <u>Keep Original Key Assignment .....</u> button. When you have completed working in this module, click on <u>Exit</u> to get back to the <u>System</u> *Maintenance Menu* and then click on <u>Exit</u> again to return to the *Main Menu*.

Set up Shorthand Key grid, showing the new entry for ALT + 5

Init. Key	Key #	Insert Name	Insert Time	Key Description		
ALT	1	Т	Т	(name) starts instruction with a review of previous material.		
ALT	2	т	Т	(name) introduces activity and specifies instructional objective.		
ALT	3	F	Т	All students are invited to engage at the onset of the activity.		
ALT	4	т	Т	(name) uses concepts and language that students can understand.		
ALT	5	Т	F	New text with (name) inserted in statement.		
ALT	6	F	F	Instructional pacing and cues ensure student understanding.		
ALT	7	F	Т	Swift, smooth transitions between activities maximize student time on tas		
ALT	8	т	Т	(name) summarizes main point(s) of instructional activity.		
ALT	9	Т	Т	(name) incorporates higher level thinking skills.		
ALT	0	т	Т	(name) helps students develop productive work habits and study skills.	-	
ALT	D	F	F	05/26/2013		
ALT	Т	F	F	current time		Figure 15-1

Set up Shorthand Key grid, showing the original Entry for ALT + 5

Init. Key	Key#	Insert Name	Insert Time	Key Description	<u></u>
ALT	1	Т	Т	(name) starts instruction with a review of previous material.	
ALT	2	Т	Т	(name) introduces activity and specifies instructional objective.	
ALT	3	F	Т	All students are invited to engage at the onset of the activity.	
ALT	4	Т	Т	(name) uses concepts and language that students can understand.	
ALT	5	Т	F	Concepts and skills are illustrated by (name)'s relevant examples and de	
ALT	6	F	F	Instructional pacing and cues ensure student understanding.	
ALT	7	F	Т	Swift, smooth transitions between activities maximize student time on tas	
ALT	8	Т	Т	(name) summarizes main point(s) of instructional activity.	
ALT	9	Т	Т	(name) incorporates higher level thinking skills.	
ALT	0	Т	Т	(name) helps students develop productive work habits and study skills.	
ALT	D	F	F	05/26/2013	
ALT	Т	F	F	current time	Figure 15-1

#### **Observation File Maintenance**

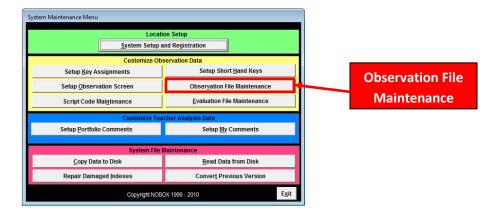
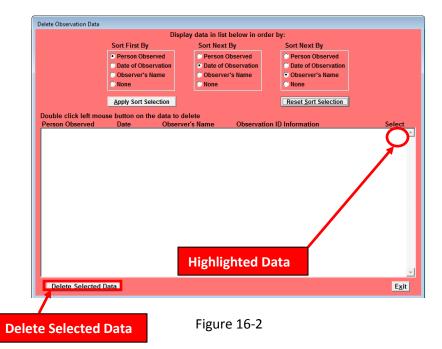


Figure 16-1



Obeservation File Maintenance allows the user to manage the data from the Observation form. The user must select the data to manage. To select the data, left click TWICE on the data. If the data is selected, the word YES will appear in the selected column of the data. The user can delete the data by left clicking on the <u>Delete Selected Data</u> button at the bottom left of the form. This action deletes the data from this form, **BUT NOT FROM THE SYSTEM** (see Figure 16-3).

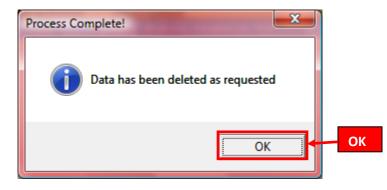


Figure 16-3

This information box tells the user the selected data has been deleted. To exit this information box, press the  $\underline{OK}$  button.

Delete Observation Data				
	Displ	ay data in list below in orde	er by:	
	Sort First By	Sort Next By	Sort Next By	
	Person Observed	Person Observed	Person Observed	
	Date of Observation	Date of Observation	Date of Observation	
	Observer's Name	Observer's Name None	Observer's Name None	
	None	None	None	
	Apply Sort Selection		Reset Sort Selection	
Double click left mou	use button on the data to d	elete		
Person Observed			n ID Information	Select
				-1
Delete Selected	Data			Exit
				CAR

Figure 16-4

The observation form now reflects the data is deleted, with no data in the data field.

#### **Evaluation File Maintenance**

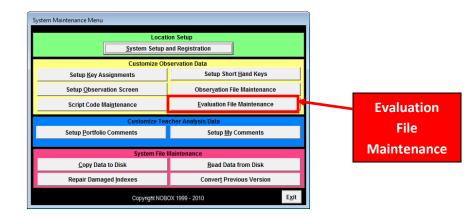
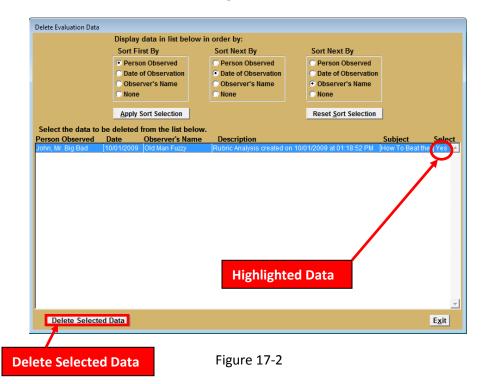


Figure 17-1



Evaluation File Maintenance allows the user to manage the data from the Evaluation form. The user must select the data to manage. To select the data, left click TWICE on the data. If the data is selected, the word YES will appear in the selected column of the data. The user can delete the data by left clicking on the <u>Delete Selected Data</u> button at the bottom left of the form. This action deletes the data from this form, **BUT NOT FROM THE SYSTEM** (see Figure 17-3).

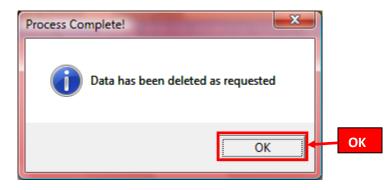


Figure 17-3

This information box tells the user the selected data has been deleted. To exit this information box, press the  $\underline{OK}$  button.

Delete Evaluation Data				
	Display data in list below	v in order by:		
	Sort First By	Sort Next By	Sort Next By	
	Person Observed	Person Observed	Person Observed	
	Date of Observation     Observer's Name	Date of Observation     Observer's Name	Date of Observation Observer's Name	
	© None	© None	O None	
	Apply Sort Selection		Reset Sort Selection	
	deleted from the list belo			
Person Observed D	ate Observer's Nam	e Description		Subject Select
				<b>~</b>
Delete Selected E	Data			E <u>x</u> it

Figure 17-4

The evaluation form now reflects the data is deleted, with no data in the data field.

# **Setup Portfolio Comments**

This section is under construction

# **Setup My Comments**

This section is under construction

## **Modify Evaluation Rating Labels**

Rather than referring to the levels of performance as "Stage1", "Stage 2", "Stage 3" and "Stage 4", users can define their own labels or opt not to use labels at all. Users can use these labels when preparing reports based on rubrics and then choose whether or not to display the ratings in printed reports.

To modify Level of Performance ratings, click on "Modify Evaluation Rating Labels" in the System Maintenance Menu.

Location System Setup a			
Customize Obs			
Setup Key Assignments	Setup Short <u>H</u> and Keys		
Setup Observation Screen	Observation File Maintenance		
Script Code Maintenance	Evaluation File Maintenance		
Customize Teacher Analysis Data			
Setup Portfolio Comments	Setup My Comments		
Modify Evaluatio			
Croy Data to Disk	Read Data from Disk		
Repair Damaged Indexes	Convert Previous Version		
Update Active X Control for Charts	Backup Data Files		
Copyright NOBC	DX 1999 - 2012		

Figure 20-1

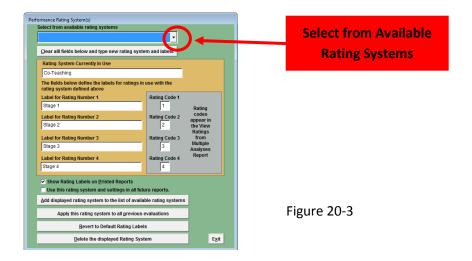
You will see the Modify Evaluation Rating Labels screen

formance Rating System(s)		
Select from available rating systems		
<u>Clear all fields below and type new rating sys</u>	tem and labels	
Rating System Currently In Use		
Co-Teaching		
The fields below define the labels for ratings i rating system defined above	in use with the	
Label for Rating Number 1	Rating Code 1	
Stage 1	1 Rating	
Label for Rating Number 2	Rating Code 2 codes appear in	
Stage 2	2 the View	
Label for Rating Number 3	Ratings Rating Code 3 from	
Stage 3	3 Multiple Analyses	
Label for Rating Number 4	Rating Code 4 Report	
Stage 4	4	
Show Rating Labels on Printed Reports		-
Use this rating system and settings in all full	iture reports.	
Add displayed rating system to the list of avai	lable rating systems	
Apply this rating system to all previous	s evaluations	
<u>R</u> evert to Default Rating Lab	els	
Delete the displayed Rating Sy	stem E <u>x</u> it	1

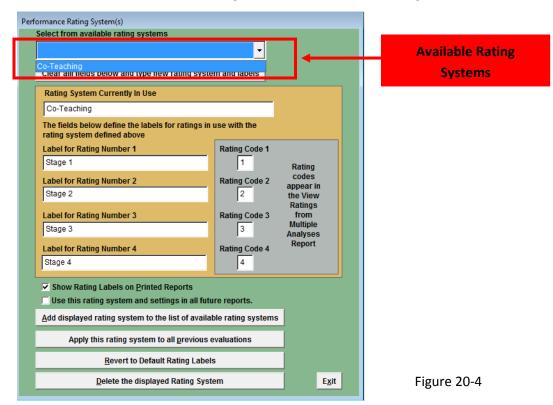


#### Working with existing rating systems:

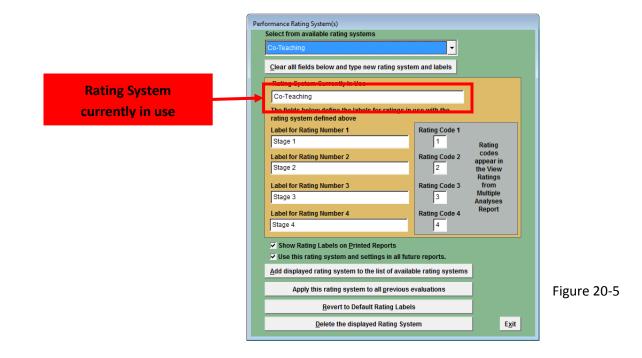
To select a rating system that is already in the software, click on the drop down arrow in the "Select from Available Rating Systems" field



The listing of available ratings will display. Currently, the labels for the Co-Teaching are the only set included in the software. Users can generate their own set of rating labels.



Selecting an item from the list will display current values. In the example below, the values for the Welsh Co-teaching Rubric are displayed.



The labels for the 4 levels of performance are displayed in the 4 large fields on the left. The 4 boxes on the right are the codes for the View Ratings from <u>Multiple Analyses report</u>.

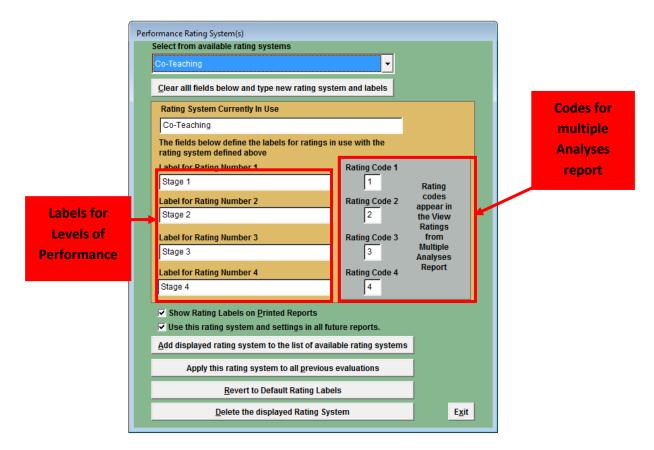


Figure 20-6

The lower portion of the screen contains 2 check boxes and 5 control buttons

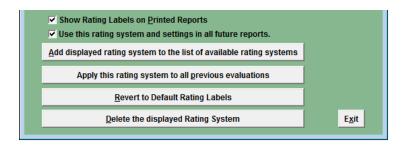


Figure 20-7

Checking this box allows user to use the current rating system in any reports created in the future.

Clicking this button will add the rating system to the drop down field at the top of the screen to be chosen later if needed.

Clicking this button will apply current rating system to previously saved reports, converting the ratings to the displayed values. Ratings can be changed back by selecting another system and then clicking this button Unchecking this box will prevent ratings from displaying on printed reports. Users still see the ratings as they build the report whether box is checked or not.

Show Rating Labels on Printed Reports
 Use this rating system and settings in all future reports.

Add displayed rating system to the list of available rating systems

Apply this rating system to all previous evaluations

Revert to Default Rating Labels

Delete the displayed Rating System

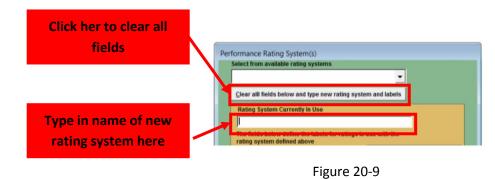
Click here to reset software to use Welsh's Co-teaching Performance Labels Click here to remove current rating system from the list of available systems

Click here to exits this screen and returns to System Maintenance Menu

E<u>x</u>it

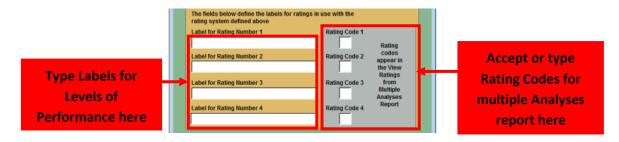
Figure 20-8

#### Creating a new Rating System:



Click on the "<u>Clear all fields below..."</u> button. Then type in the name for the new system

Type the first label into the Label for Rating Number 1 field. A default Rating Code will appear in the box to the right. The Label appears with the printed Rubric report. The Rating Code is an abbreviation which will appear in the View Ratings from Multiple Analyses Report. Rating Codes can be 1 or 2 characters long and must be unique entries. To accept the default Rating Code, TAB through the box. To change it, type over it and then TAB. Continue until all 4 labels are in the system along with their Rating Codes.





When you are satisfied with the Labels and Codes, refer back to Figure 20-8. To complete the process you may decide to:

- Add this Rating System to the list of available systems
- Make this Rating System your default
- Convert all previous reports to use this Rating System
- You may also delete it from the system after adding it.

### **Copy Data to Disk**

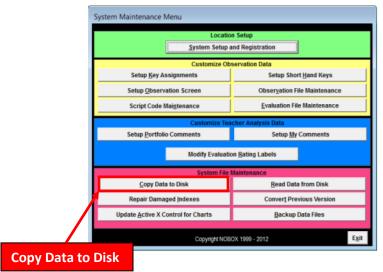
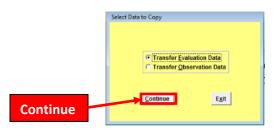


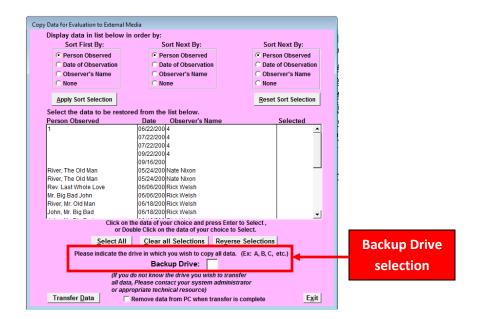
Figure 21-1

<u>Copy Data to Disk</u> allows the user to copy all data that is stored in the system to an external media. Left click on the <u>Copy Data to Disk</u> button from the System Maintenance Menu to begin the process.





To begin the process, the user is prompted to select which data to transfer. You may transfer Evaluation Data, Observation Data, or both. The system allows a single transfer at a time, so if the user wants to transfer both the Evaluation Data and Observation Data, the user must complete two transfers. You may select the data to transfer by left clicking on the button which will outline the selection. Once the selection is made, click the <u>Continue</u> button.

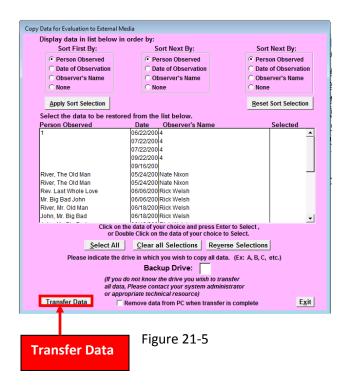




The user is now prompted to select the data to transfer. The data may be sorted and displayed by sorted order in the listbox. To select the data from the listbox, click on the data of your choice and press enter, or double click on the data of your choice. Once the data selection has been made, please indicate the drive in which you wish to copy all data. *If you do not know the drive you wish to transfer all data, please contact your system administrator or appropriate techincal resource.* 

py Data for Evaluation to External N	Vedia		1
Display data in list below i			
Sort First By:	Sort Next By:	Sort Next By:	
Person Observed	Person Observed	Person Observed	a de la companya de la
C Date of Observation	C Date of Observation	C Date of Observation	
C Observer's Name	C Observer's Name	C Observer's Name	
C None	C None	C None	
Apply Sort Selection		Reset Sort Selection	1
Select the data to be resto	red from the list below.		
Person Observed	Date Observer's Name	Selected	r
1	06/22/200 4	-	
	07/22/200 4		
	07/22/200 4		
	09/22/200 4 09/16/200		
River. The Old Man	09/16/200 05/24/200 Nate Nixon		
River, The Old Man	05/24/200 Nate Nixon		-
Rev. Last Whole Love	06/06/200 Rick Welsh		
Mr. Big Bad John	06/06/200 Rick Welsh		
River, Mr. Old Man	06/18/200 Rick Welsh		
John, Mr. Big Bad	06/18/200 Rick Welsh	-1	
Click on	the data of your choice and press El ouble Click on the data of your choice		
Select All		erse Selections	
	drive in which you wish to copy all da		
Flease indicate the	Backup Drive:	ita. (EX. A, D, C, C(C.)	
	I do not know the drive you wish to ti ta, Please contact your system admi		
	propriate technical resource)	nistrator	
	Remove data from PC when transfe	er is complete Exit	
		Demonso de	to from DC
	Figure 21-4	Remove da	ta from PC when transfer
	inguie Z1-4		
			complete

After the data selection and external media selection has been made, the user has the option to Remove data from PC when transfer is complete. If this checkbox is not activated, the data will be transferred to the external media but not removed from the PC.



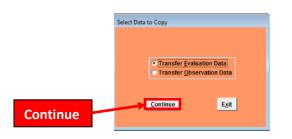
To transfer data, left click on the *Transfer Data* button at the bottom left of the screen form.

## **Read Data from Disk**

stem Maintenance Menu				
Locatio	n Setup and Registration			
Customize Ob	servation Data			
Setup <u>K</u> ey Assignments	Setup Short <u>H</u> and Keys			
Setup Observation Screen	Observation File Maintenance			
Script Code Maintenance	Evaluation File Maintenance			
Customize Tea	cher Analysis Data			
Setup Portfolio Comments	Setup My Comments			
Modify Evaluation	on <u>R</u> ating Labels			
System File	Maintenance			
Copy Data to Disk	Read Data from Disk			
Repair Damaged Indexes	Convert Previous Version		Read C	ata
Update <u>A</u> ctive X Control for Charts	<u>B</u> ackup Data Files		from [	Disk
Copyright NOB	OX 1999 - 2012	Exit		

Figure 22-1

<u>Read Data from Disk</u> allows the user to copy all data that is stored in the system to an external media. Left click on the <u>Read Data from Disk</u> button from the System Maintenance Menu to begin the process.





To begin the process, the user is prompted to select which data to transfer. You may transfer Evaluation Data, Observation Data, or both. The system allows a single transfer at a time, so if the user wants to transfer both the Evaluation Data and Observation Data, the user must complete two transfers. You may select the data to transfer by left clicking on the button which will outline the selection. Once the selection is made, click the <u>Continue</u> button.

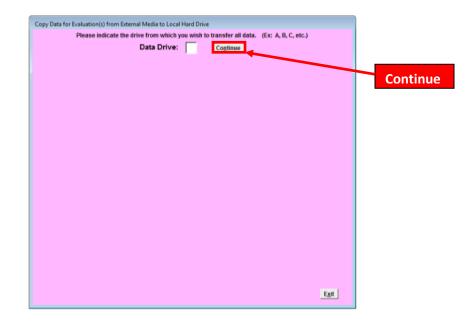


Figure 22-3

To begin the process, the user is prompted to indicate the drive from which you wish to transfer. *If the user does not know the drive in which to transfer all data, please contact your system administrator or appropriate technical resource.* To continue with the process, click <u>Continue</u>.

Copy Data for Evaluation	(s) from External N	Media to Local Hard Drive					
Please indicate the drive from which you wish to transfer all data. (Ex: A, B, C, etc.)							
Data Drive: F Continue							
Display data in list below in order by:							
Sort First	By:	Sort Next By:		Sort Next By:			
Person Ob	served	C Person Observed		C Person Observed			
C Date of Obs	servation	• Date of Observation		O Date of Observation			
C Observer's	Name	Observer's Name		Observer's Name			
C None		C None	01	lone			
Apply Sort Se	Apply Sort Selection Reset :						
Select the data to	be restored fr	om the list below.					
Person Observed					ed		
John, Mr. Big Bad	10.	/01/2009 Old Man Fuzzy	How	To Beat the S	<u>^</u>		
	Click on the	data of your choice and new	sss Enter to Select		¥		
	Click on the data of your choice and press Enter to Select, or Double Click on the data of your choice to Select.						
	<u>S</u> elect All	<u>C</u> lear all Selections	Reverse Selecti	ons			
		Replace existing data with	same ID				
Transfer <u>D</u> ata					E <u>x</u> it		

Figure 22-4

Once the user has clicked <u>Continue</u> the remainder of the form becomes visible and active. The next step is to select the data to transfer from external media to the hard drive of the PC. Click on the data of your choice and click Enter to select, or Double click on the data of your choice to Select.

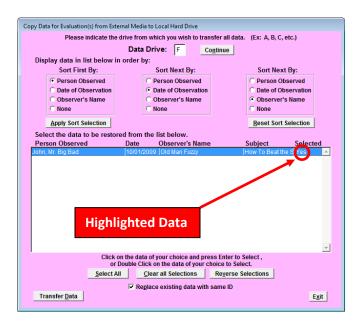
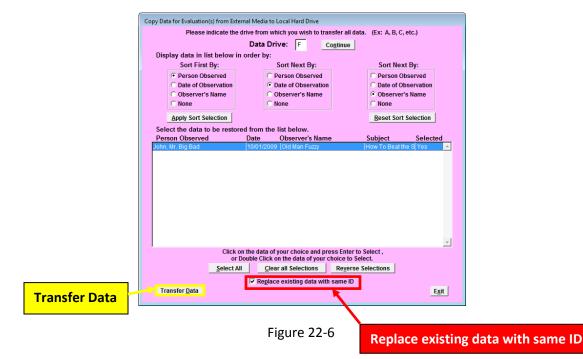


Figure 22-5

The selected data to transfer is highlighted and the work YES appears in the selected column.



The user has the option to <u>Replace existing data with same ID.</u> This action will take the transfer data and replace any existing data on the PC with the same ID. PLEASE NOTE – THE DEFAULT SETTING IS FOR THE REPLACING OF THE EXISTING DATA TO OCCUR. IF THE USER DOES NOT WANT THE DATA TO REPLACE THE EXISTING, THE USER MUST DISABLE THIS ACTION. Once all settings are at their desired settings, click on <u>Transfer Data</u> to continue.



Figure 22-7

This information box is to confirm the process of data transfer is complete. To exit, click OK

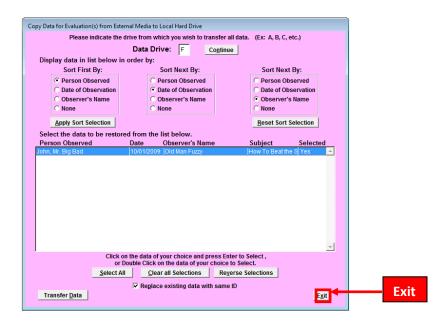
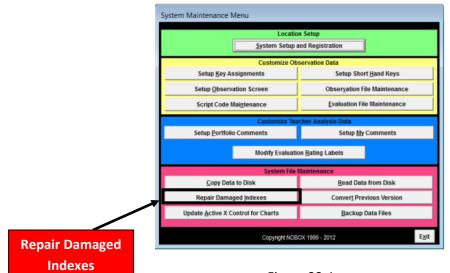


Figure 22-8

Once the transfer is complete click *Exit* to return to the System Maintenance Menu

### **Repair Damaged Indexes**





If you receive an error message referring to Index Problems:

Please contact TimerData or TimerData Plus Technical Support to receive repair file.

Nate Nixon

(336)356-4585

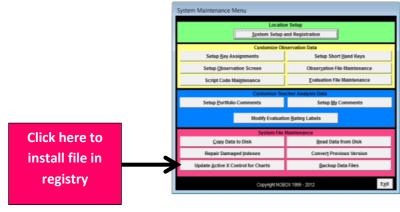
and

nnixon@surry.net

#### **Update Active X Controls for Charts**

In order to view charts, a file must be placed in the Windows registry. Be sure to be signed in as administrator before running this module.

From the System Maintenance Menu, click on <u>"Update Active X Controls for Charts"</u> button in the pink section".





You will see this screen. Click on <u>Yes</u> to continue. Click on <u>No</u> if you do not have administrative privileges on your computer.



Figure 25-2

You will see the MS-DOS Command screen (Black) and then a message stating that the process was completed successfully..

C:\Windows\system32\cmd.exe		- 0	X	Ŋ	
с:\framewrk\data09>regs∪r32 "C:\Windows\syswow64	a∖aschrt20.ocx"		1		
				on	
	RegSvr32				
	DIIRegisterServe C:\Windows\syst	r in wow64∖m	nschrt20.o	cx succeeded.	
				ОК	
				els	
	Rabh main to ninit			Bead Data from Disk	
	Repair Damaged Indexes			Convert Previous Version	
	Update Active X Control for Ch	arts	_	Backup Data Files	
	Co	pyright NOB	OX 1999 - 20	Exit	

Figure 25-3

Once competed, you will be able to view graphs in the Report or graph Observation Data module of the program.

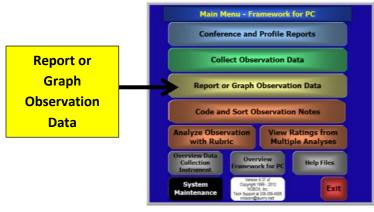


Figure 25-4

If you encounter difficulties, request assistance from your IT Department or contact TimerData Plus Tech support at 919-499-6695 or 336-356-4585.

### **Back up Data Files**

Your TimerData Plus Software runs from a folder named c/framewrk which is located on your C drive. All data for the program (Key Asignments, Shorthand Keys, Script Codes, My Comments as well as all observations and rubrics) are stored in the c:timerdata/DATA09 folder, which is a subfolder of the c:framwrk folder. You may do a backup of the entire c/timerdata/DATA09 folder to insure against data loss in the event of catastrophic data events.

To run the backup routine, click on the "*Backup Data Files*" button in the pink section of the System Maintenance menu.

System Maintenance Menu		
Location Setup System Setup and Registration		
Customize Ob Setup Key Assignments Setup Observation Screen Script Code Maintenance	Setup Short Hand Keys Observation File Maintenance Evaluation File Maintenance	
Customize Teacher Analysis Data           Setup Portfolio Comments         Setup My Comments           Modify Evaluation Rating Labels         Setup Labels		
System File	Maintenance Read Data from Disk Convert Previous Version Backup Data Files	Click here to begin the backup of
	даскир рата нинь раскир рата нинь раскир рата нинь	c:timrdata/data09 folder

Figure 26-1

You will be asked to choose a location for the backup file. You will see the current location of the DATA09 folder.

Select Directory	<b>**</b>
Location for backup? c:\framewrk\	
Carla	Select
Cdso_manual data09	Cancel
Cisetup	
Dri⊻e:	*
📾 c: OS	•

Figure 26-2

Choose any location, including an external drive that will be easy for you to remember should you need to reload your data. Then click the "*Select*" button.

In the example below, the location of C\My Documents has been selected for the backup. Click on Select to complete the backup.

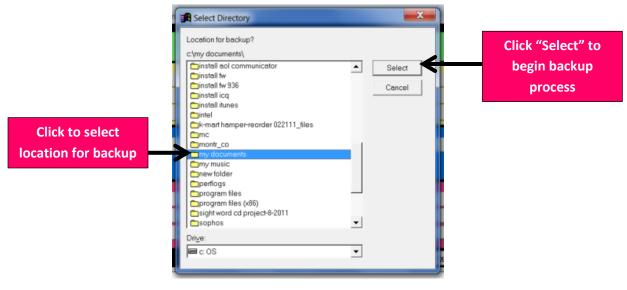


Figure 26-3

You will see this message that confirms the successful backup of your data folder. Click on OK to return to the System Maintenance Menu

