

## TimerData Plus Help Files: Table of Contents

TimerData Plus Main Menu .....	2
TimerData Plus Help Files and Resources .....	3
Collect Observation Data .....	7
Report or Graph Observation Data.....	53
Code and Sort Observation Notes .....	59
Setting up the Observation Analysis Report (Rubric) .....	84
Entering Ratings and Evidential Support into the Rubric .....	84
Using the Summary Information Report .....	84
View Ratings from Multiple Analyses .....	84
System Maintenance Menu .....	85
System Setup and Registration .....	86
Common Edit Buttons.....	92
Setup Key Assignments.....	97
Setup Observation Screen .....	112
Script Code Maintenance.....	113
Setup Short Hand Keys.....	121
Observation File Maintenance.....	128
Evaluation File Maintenance .....	130
Setup Portfolio Comments.....	132
Setup My Comments .....	133
Modify Evaluation Rating Labels.....	134
Copy Data to Disk.....	140
Read Data from Disk .....	144
Repair Damaged Indexes .....	148
Update Active X Controls for Charts.....	149
Back up Data Files .....	151

## TimerData Plus Main Menu

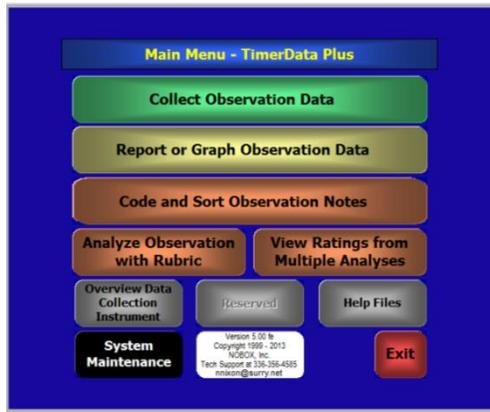


Figure 0–1

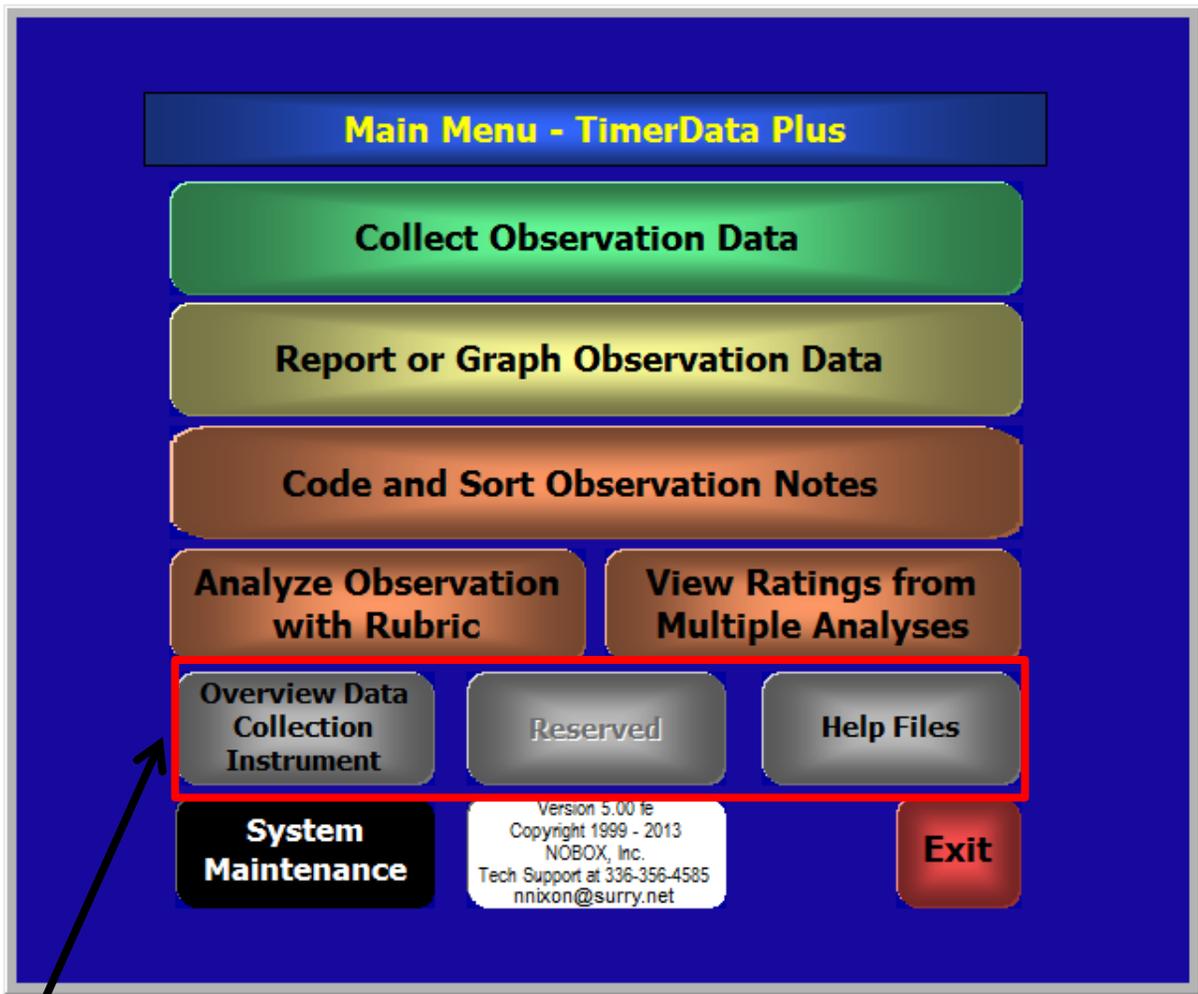
This is the Main Menu for the TimerData Plus system. From this screen, you have access to all modules of the program. To select a module, left click any button (except the white information button at the bottom of the Main Menu) once with your mouse. The White Information Window contains the current 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

## TimerData Plus Help Files and Resources

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.



**Help Files and Resources**

Figure 1-1

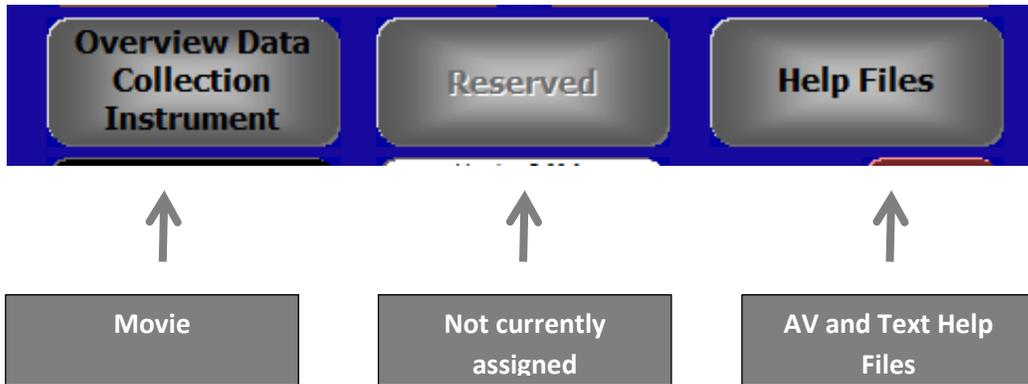


Figure 1-2

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



Figure 1-3

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.

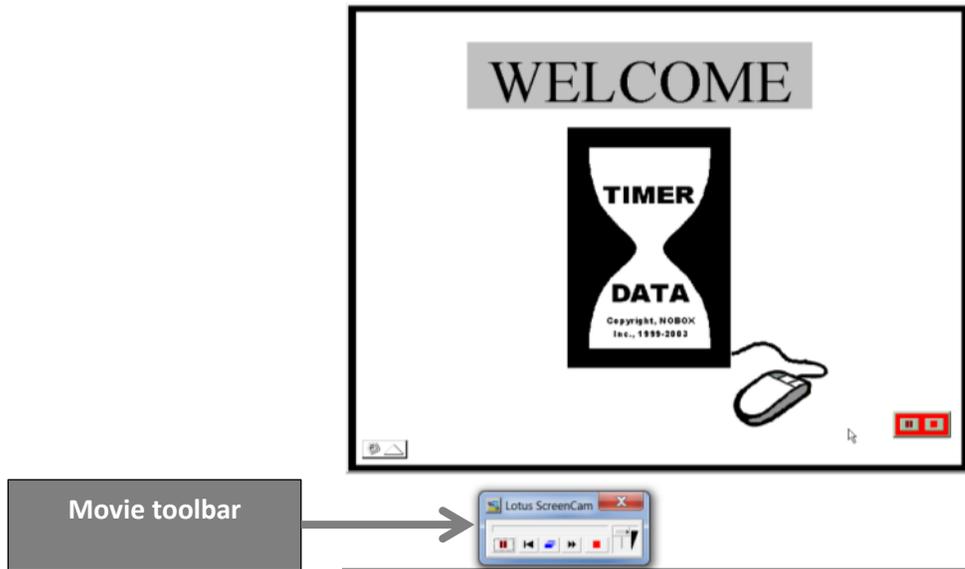


Figure 1-5

The functions of the tool bar are explained below.

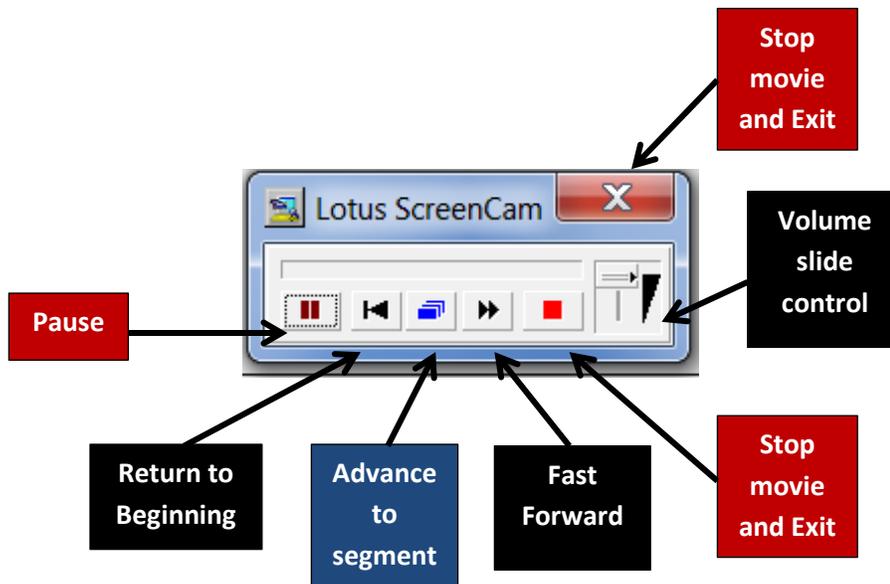


Figure 1-6

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



Figure 1-7

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.

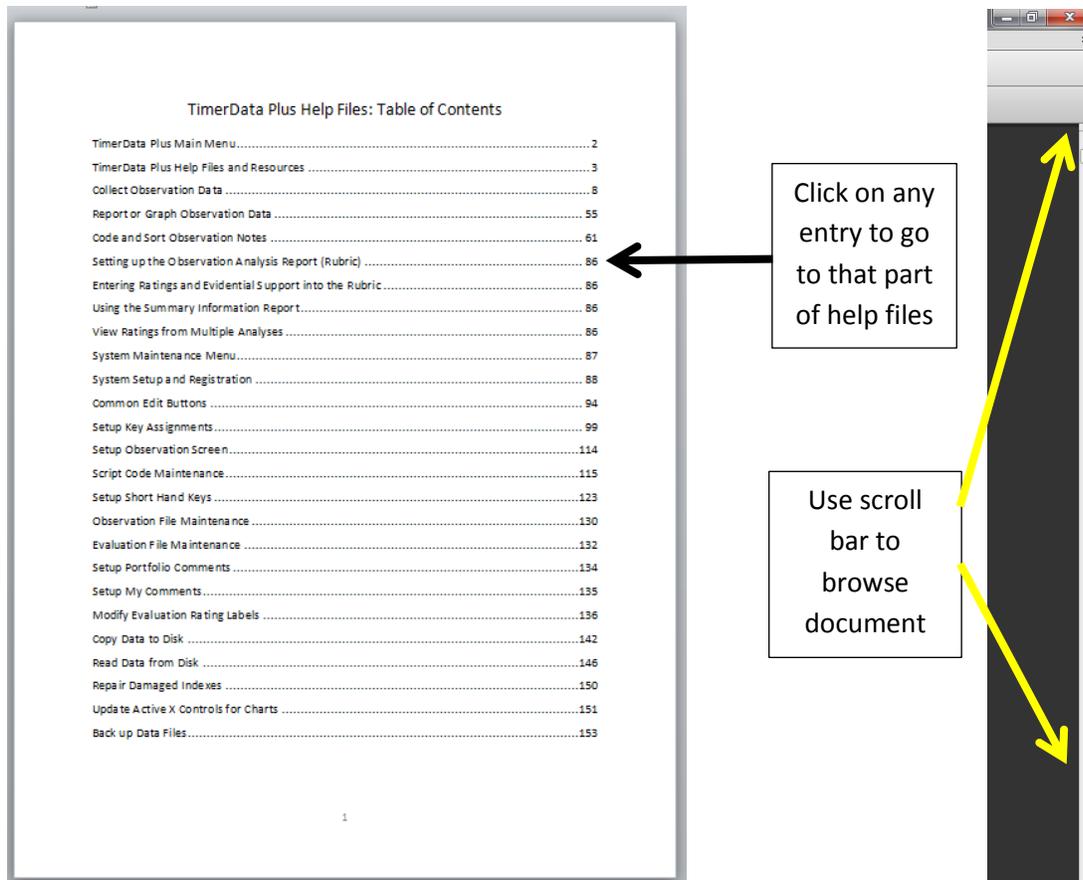


Figure 1-8

## Collect Observation Data

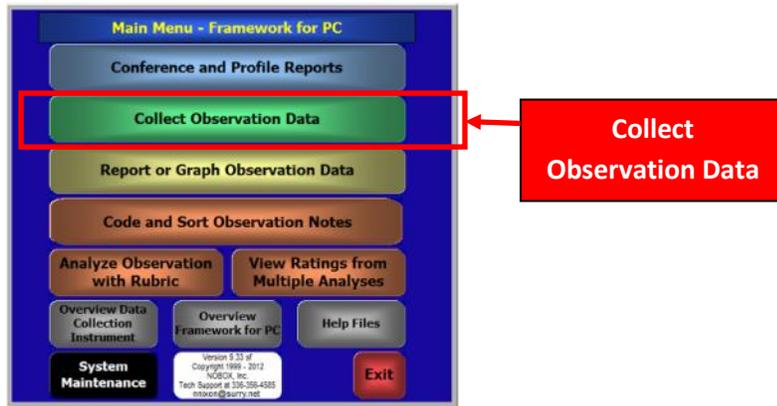


Figure 3-1



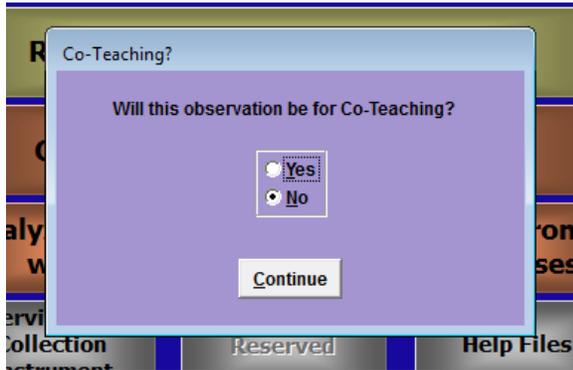
Figure 3-2

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.

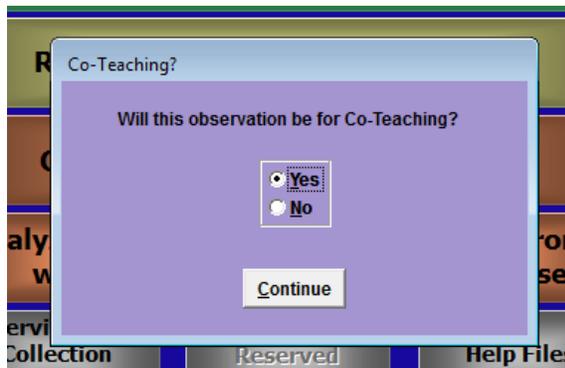
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You may choose between observing 2 teachers as they co-teach or performing a standard observation that focuses on one subject.



Click the "Yes" radio button 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.

Initial Observation Information for Co-Teaching

Primary Teacher Being Observed

Last Name First Name Middle Name Title

Use Last Name in Hot Keys  Use First Name in Hot Keys  Use Middle Name in Hot Keys  Use Title in Hot Keys

Co-Teacher Being Observed

Last Name First Name Middle Name Title

Use Last Name in Hot Keys  Use First Name in Hot Keys  Use Middle Name in Hot Keys  Use Title in Hot Keys

Description for this observation (\*\*Required Field\*\*)  
You may use the description provided or type a new one of your choice.  
Observation created on 05/06/2013 at 03:32:05 PM

Name of the person performing this observation (\*\*Required Field\*\*)  
Rick Welsh

Information Displayed On This Form Will Be Used To Identify Saved Data.

Continue Restore Data From Previous Observation Exit

Co-teaching opening screen Figure 3-5

Initial Observation Information

Person being Observed

Last Name First Name Middle Name Title

Use Last Name in Hot Keys  Use First Name in Hot Keys  Use Middle Name in Hot Keys  Use Title in Hot Keys

Description for this observation (\*\*Required Field\*\*)  
You may use the description provided or type a new one of your choice.  
Observation created on 05/25/2010 at 08:12:51 AM

Name of the person performing this observation (\*\*Required Field\*\*)  
Joey Lopez

Information Displayed On This Form Will Be Used To Identify Saved Data.

Continue Restore Data From Previous Observation Exit

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.

Initial Observation Information

Person Being Observed

Last Name

Use Last Name in Hot Keys

Description for this observation  
You may use the description provided to specify the use of your clinical.

Observation created on 05/25/2010 at 08:12:51 AM

Name of the person performing this observation (\*\*\*Required Field\*\*\*)  
Joey Lopez

Use Title in Hot Keys

Information Displayed On This Form Will Be Used To Identify Saved Data.

Continue Restore Data From Previous Observation Exit

Figure 3-7

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.

The screenshot shows a software interface titled "Initial Observation Information". At the top, there is a dropdown menu labeled "Person Being Observed" with "Johnson, Vivian C" selected. Below this, there are four input fields: "Last Name" (containing "Johnson"), "First Name" (containing "Vivian"), "Middle Name" (containing "C"), and "Title" (containing "Mrs."). There are four checkboxes: "Use Last Name in Hot Keys" (checked), "Use First Name in Hot Keys" (unchecked), "Use Middle Name in Hot Keys" (unchecked), and "Use Title in Hot Keys" (checked). Below these is a text area for "Description for this observation" with the text "Observation created on 05/25/2010 at 08:56:54 AM". At the bottom, there is a dropdown for "Name of the person performing this observation" with "Joey Lopez" selected. Buttons for "Continue", "Restore Data From Previous Observation", and "Exit" are at the bottom.

Figure 3-8

This figure shows the process of 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.

This screenshot is similar to Figure 3-8 but includes callout boxes. A yellow box on the left contains the text "Observation Description field populates automatically" with a yellow arrow pointing to the description field. A red box on the right contains the text "Person Being Observed and last name, first name, middle initial, and title fields populated." with a red arrow pointing to the name fields. A blue box at the bottom left contains the text "Person performing observation field populated" with a blue arrow pointing to the observer name dropdown.

Figure 3-9

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.

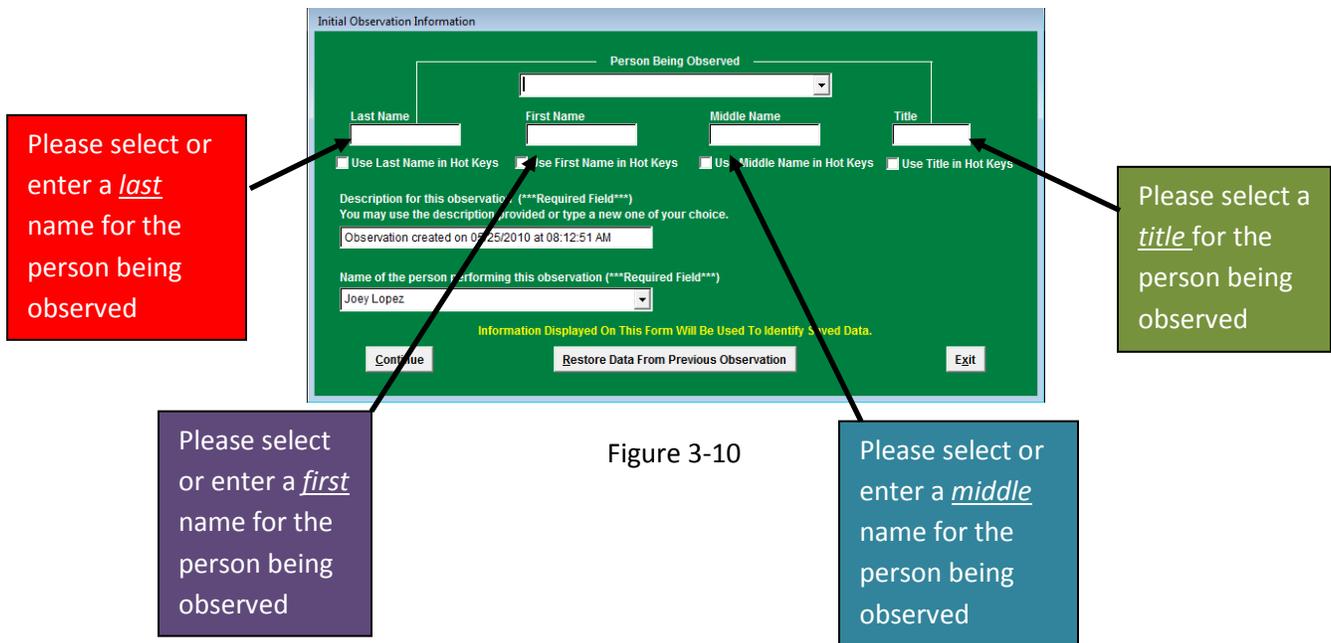


Figure 3-10

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.

Figure 3-11

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. All of the name information entered will be saved and associated with this observation regardless of the boxes that are checked.

Figure 3-12

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.

Figure 3-13

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.**

Figure 3-14

If you wish to view data from a previously saved observation, you can left click on the Restore Data from Previous Observation 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:**

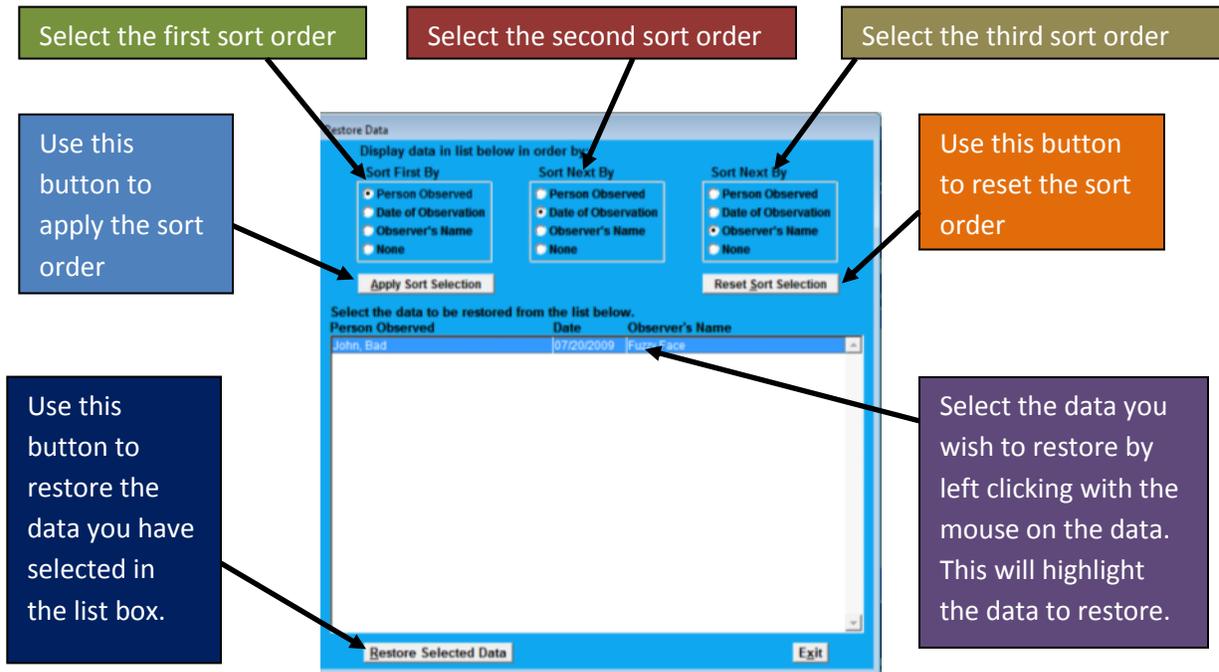


Figure 3-15

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.

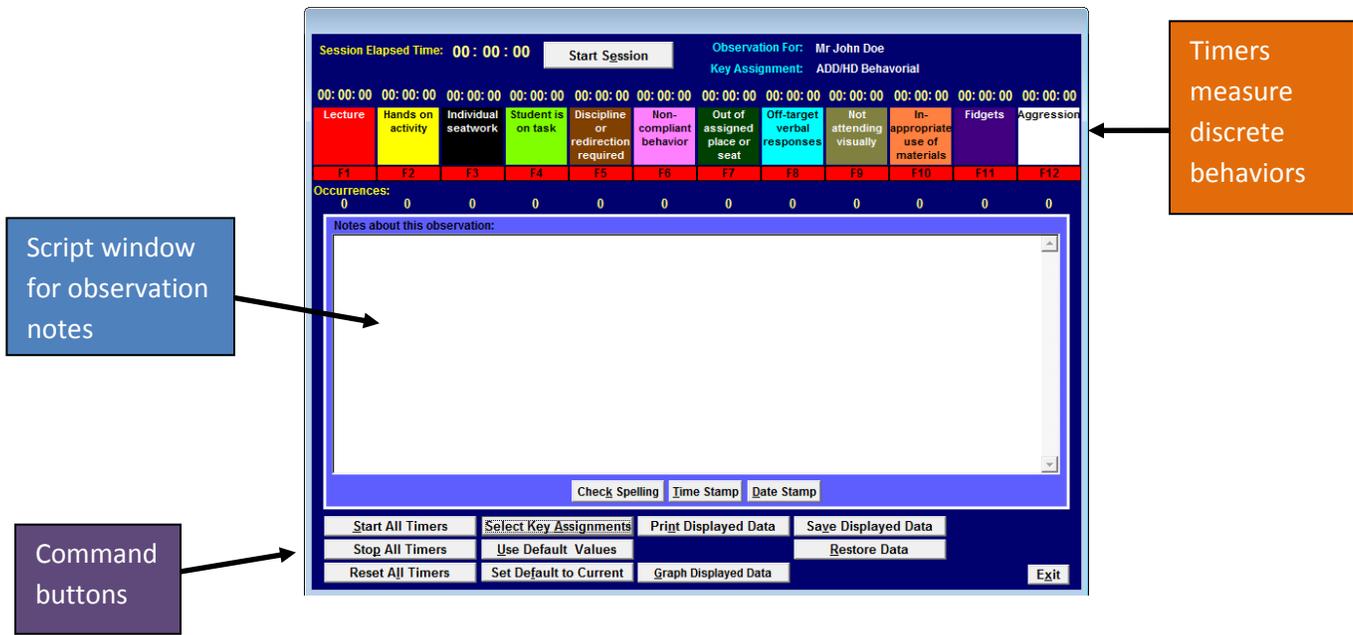


Figure 3-16

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.

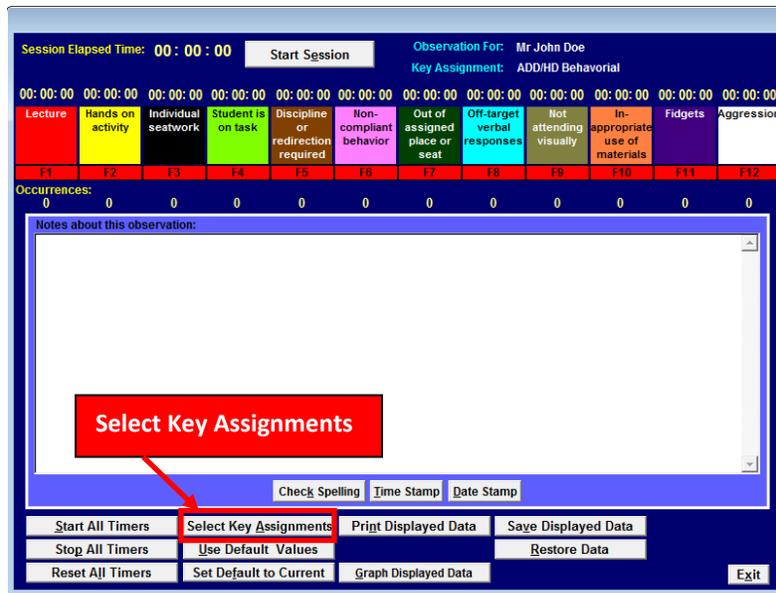


Figure 3-17

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

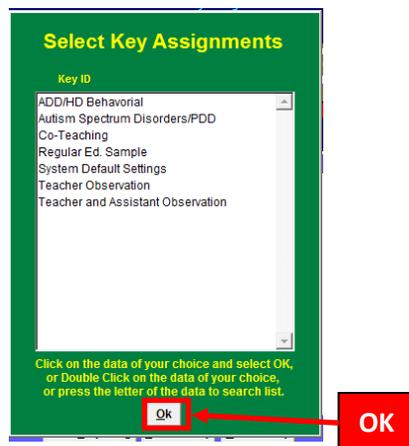


Figure 3-18

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.

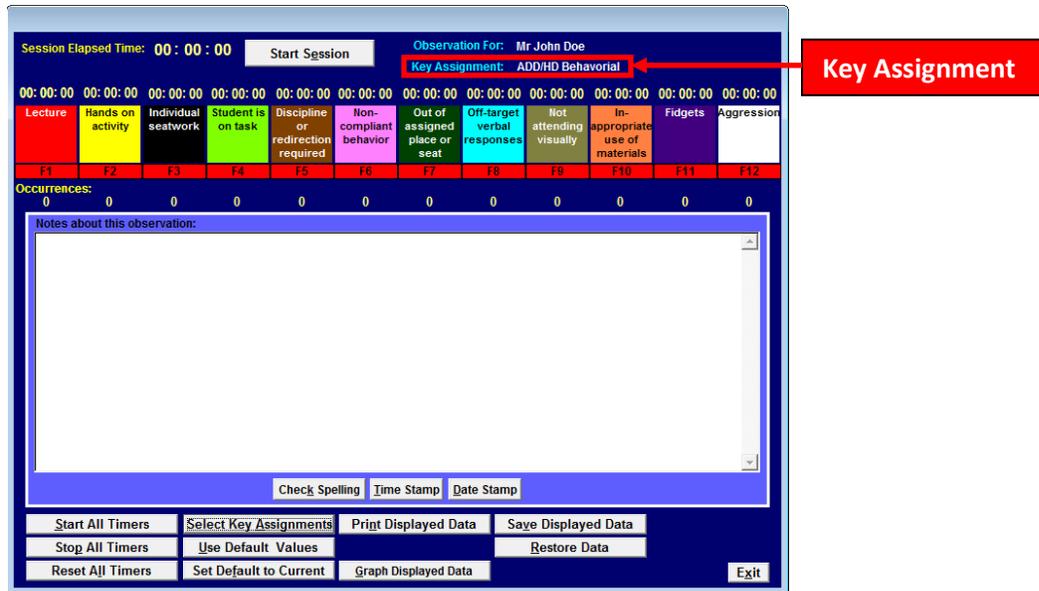
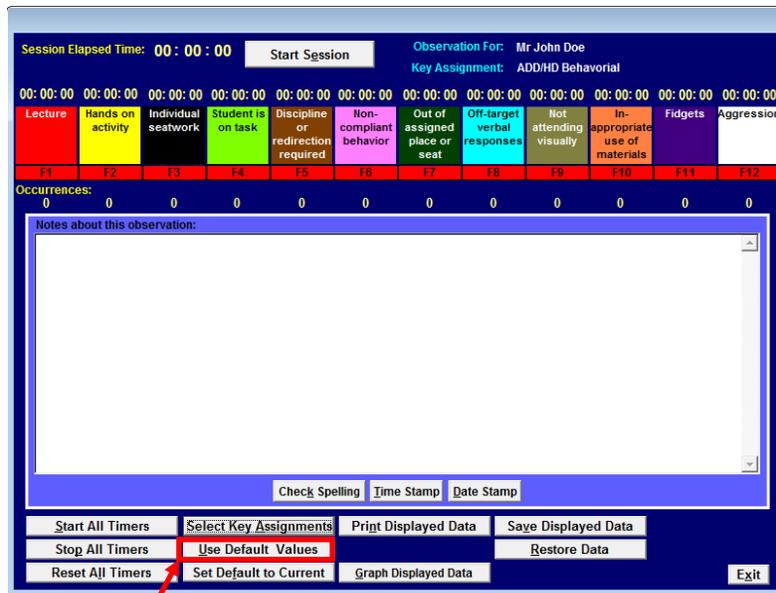


Figure 3-19

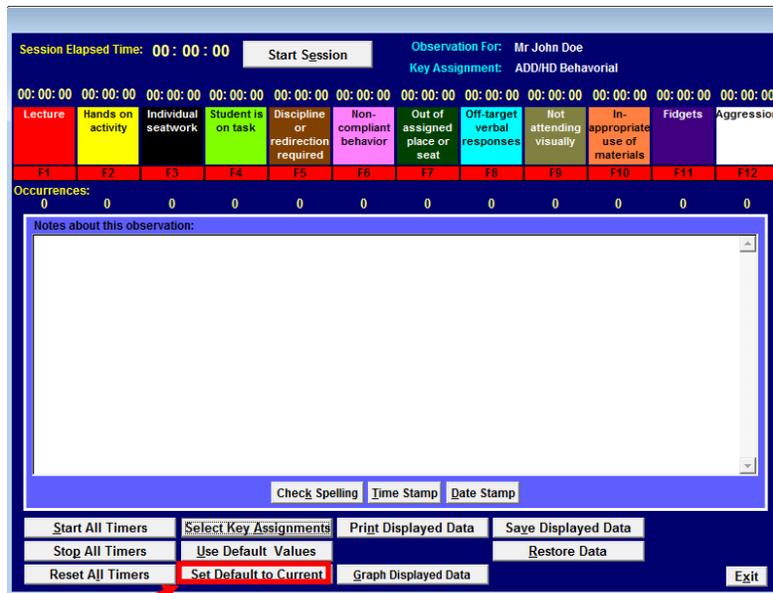
When key assignment is selected and the user has clicked OK, the system returns the user to the “Data Collection” screen. The selected Key Assignment ID now appears in the upper right corner of the screen. If the key assignment needs to be changed, repeat the steps in Figures 3-13 and 3-14 to change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



**Use Default Values**

Figure 3-20

Also associated with *Select Key Assignments*, is the button *Use Default Values*. 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 *Set Default to Current* button. See Figure 3-17 below. This can also be done under system maintenance, setup key assignments (See Figure 12-5.)



**Set Default to Current**

Figure 3-21

*Set Default to Current* 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 *Select Key Assignments*.

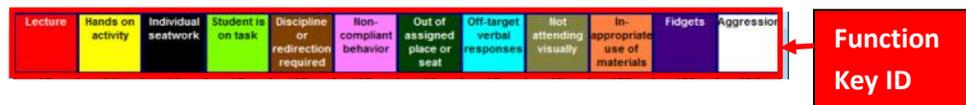


Figure 3-22

Associated with the *Select Key Assignments*, 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.

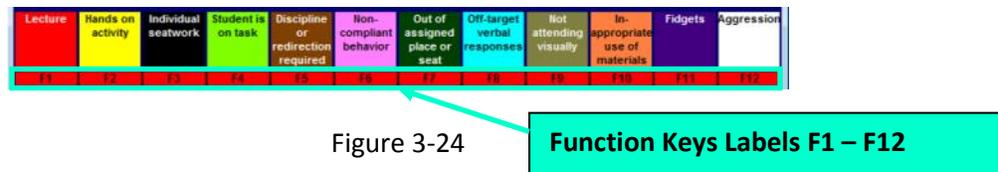


Figure 3-24

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

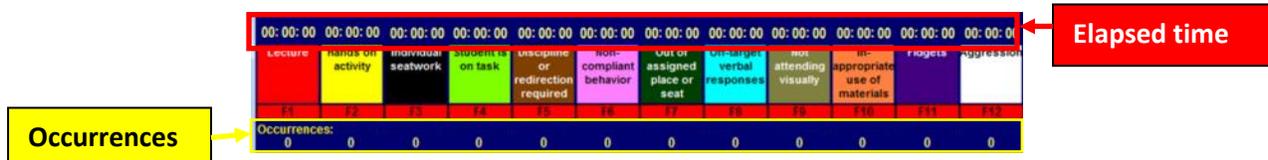


Figure 3-25

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.

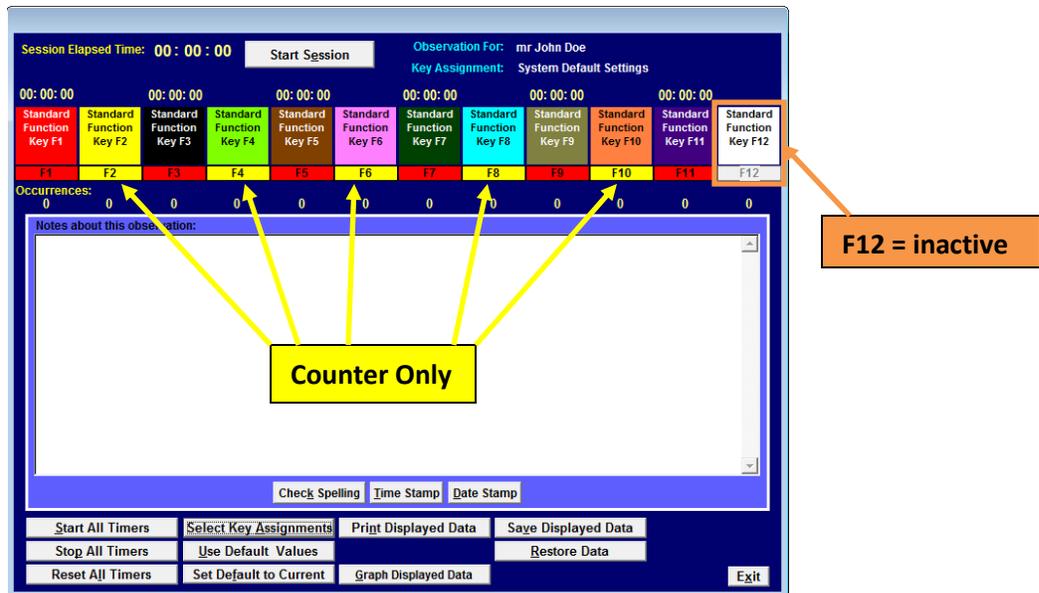


Figure 3-26

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.

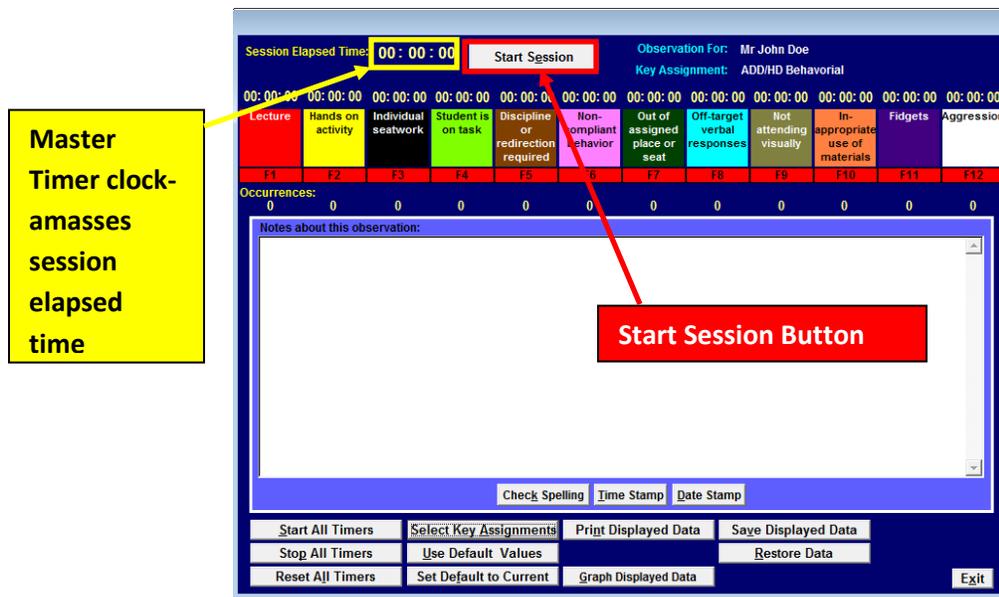


Figure 3-27

To begin collecting data, left click once on the *Start Session* button. The *Start Session* button at the top left-center of the screen can also be referred to as the “Master Timer.” By clicking the *Start Session* 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.

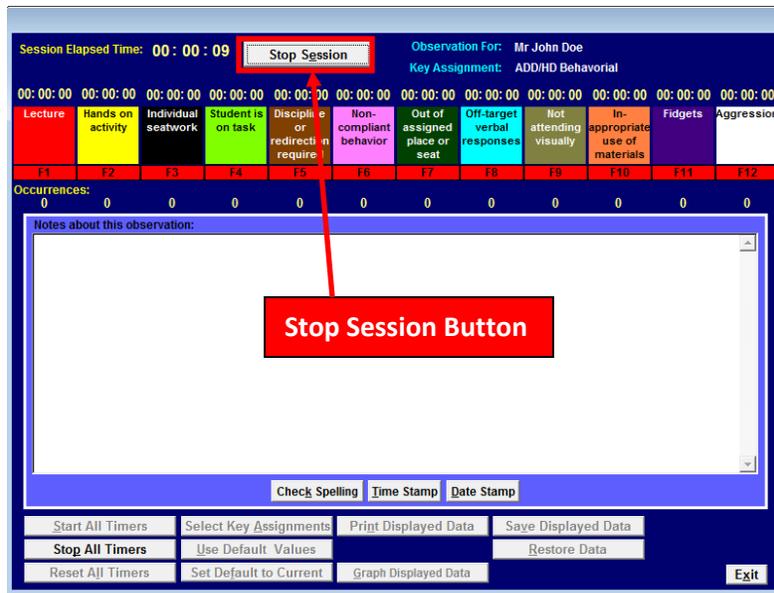


Figure 3-28

Once the session is started, the user will see that the *Start Session* button, which appeared in Figure 3-27, has changed. The button now says *Stop Session*. 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 *Stop All Timers* and *Exit*) on the Data Collection screen are no longer functional. We will detail each command button in figures below.

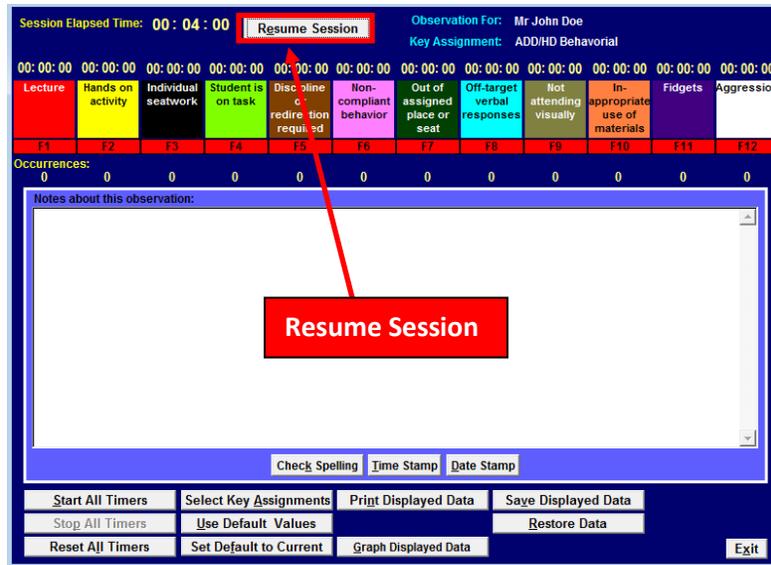


Figure 3-29

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

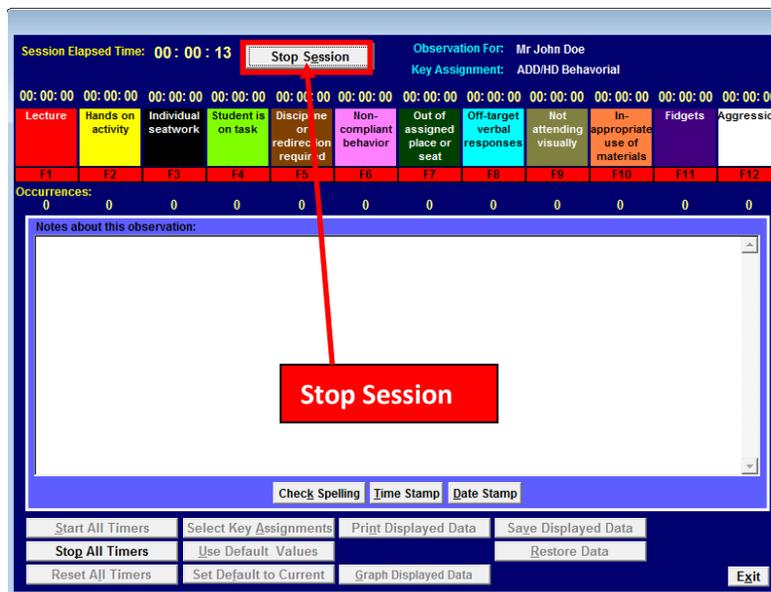


Figure 3-30

Example of the Resume Session button returning to Stop Session once clicked.

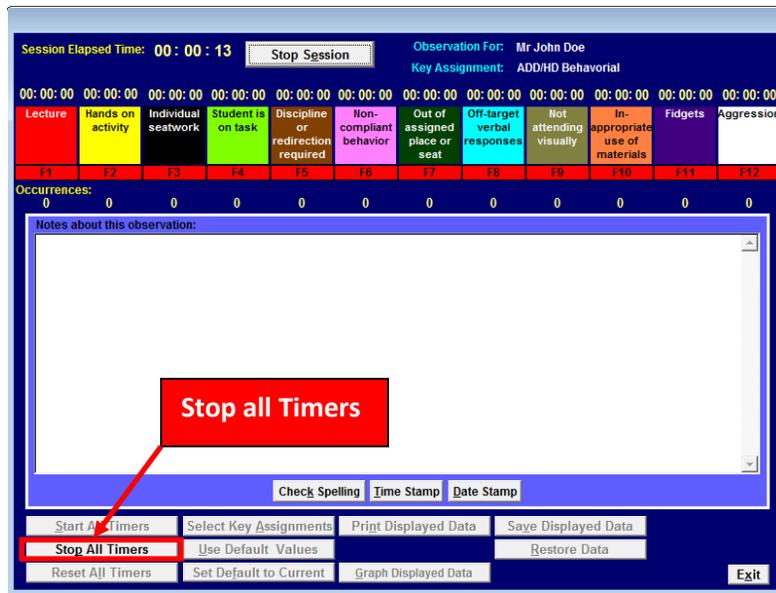


Figure 3-31

You will also notice, while the session is running and the master timer is active, the Stop all Timers button at the bottom left of the form is active. This button, when left clicked with the mouse, performs the same action as the Stop Session 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.

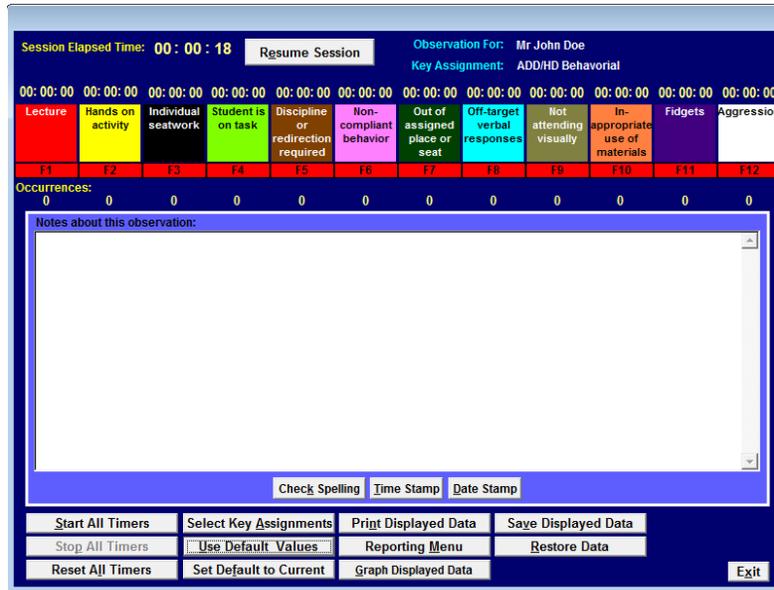
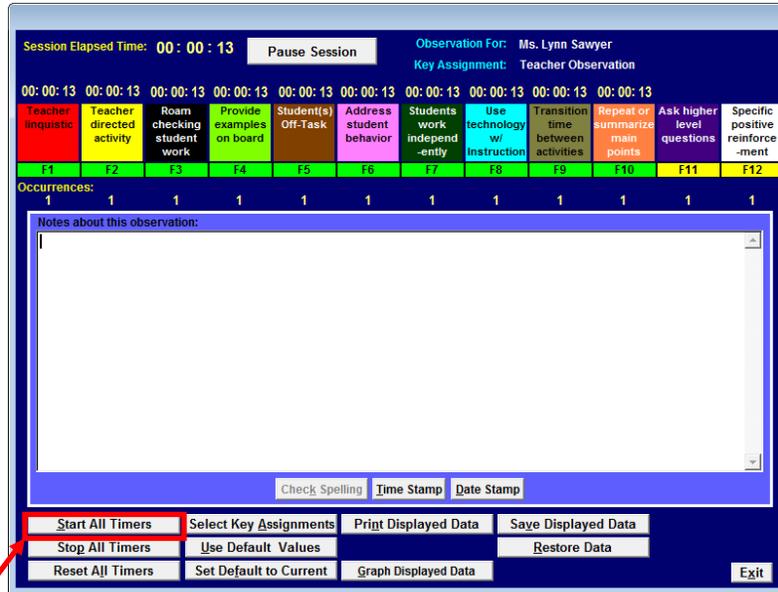


Figure 3-32

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

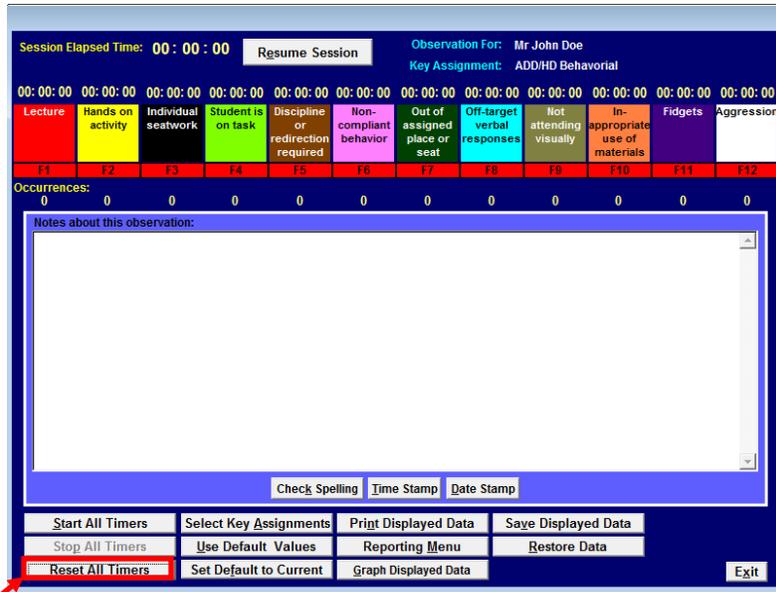


**Start All Timers**

Figure 3-33

By left clicking on the *Start All Timers* 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 *Start All Timers* 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**

Figure 3-34

*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.

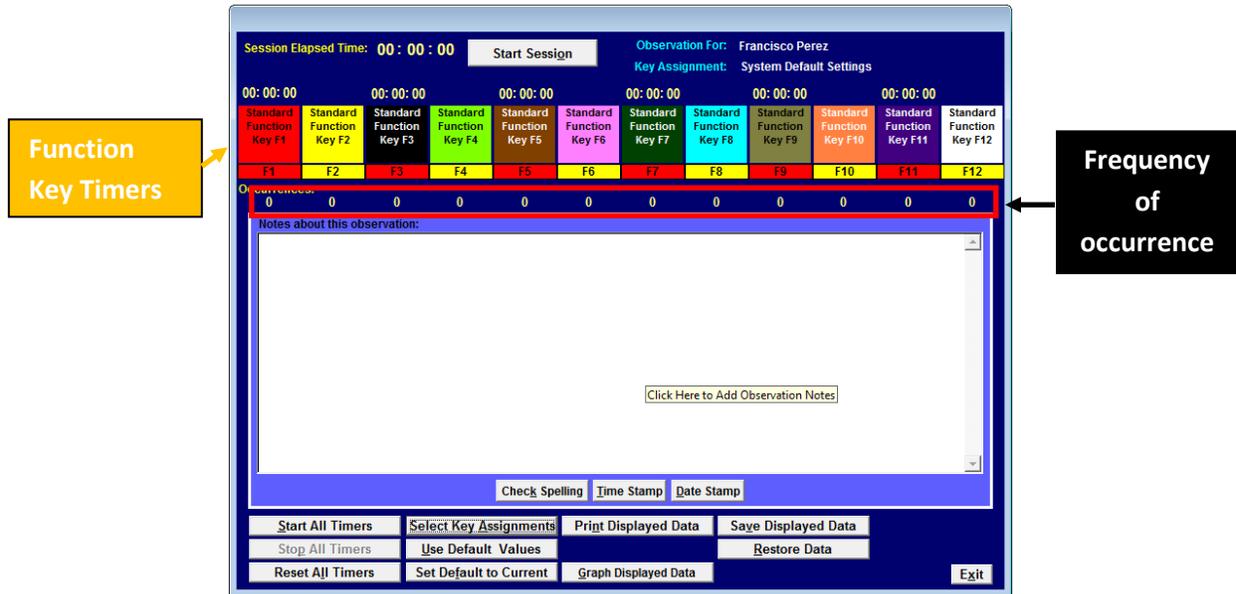


Figure 3-35

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.

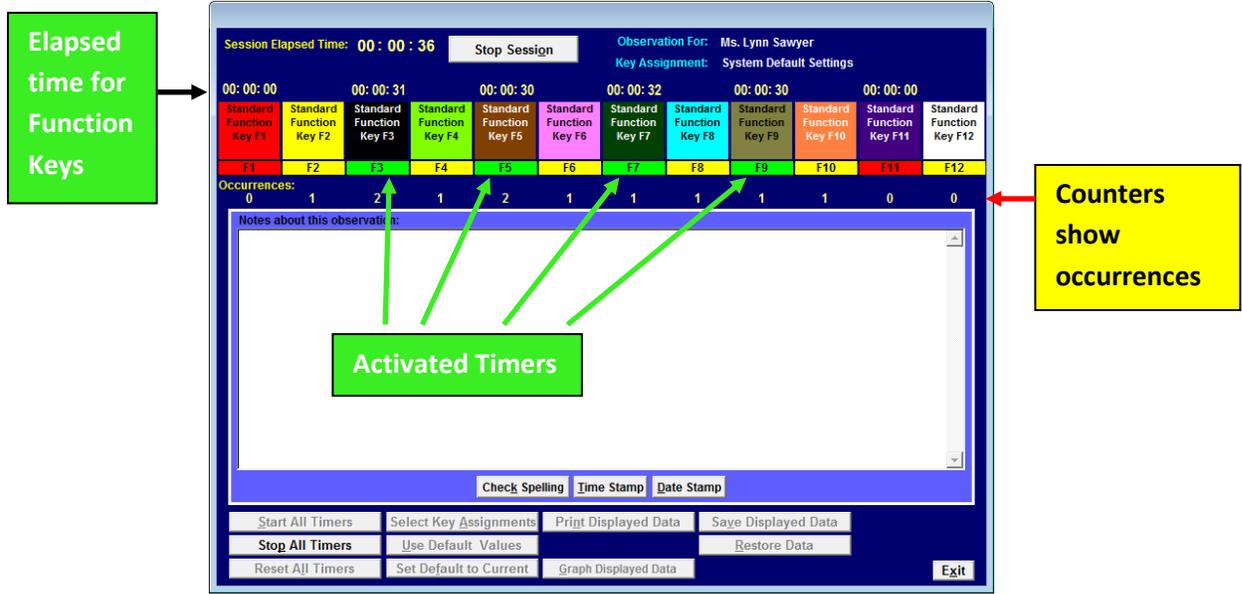


Figure 3-36

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.

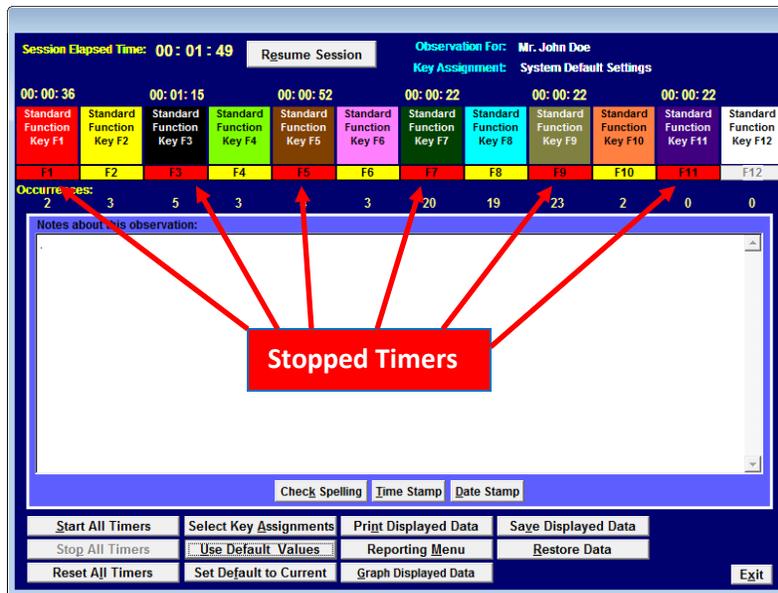


Figure 3-37

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

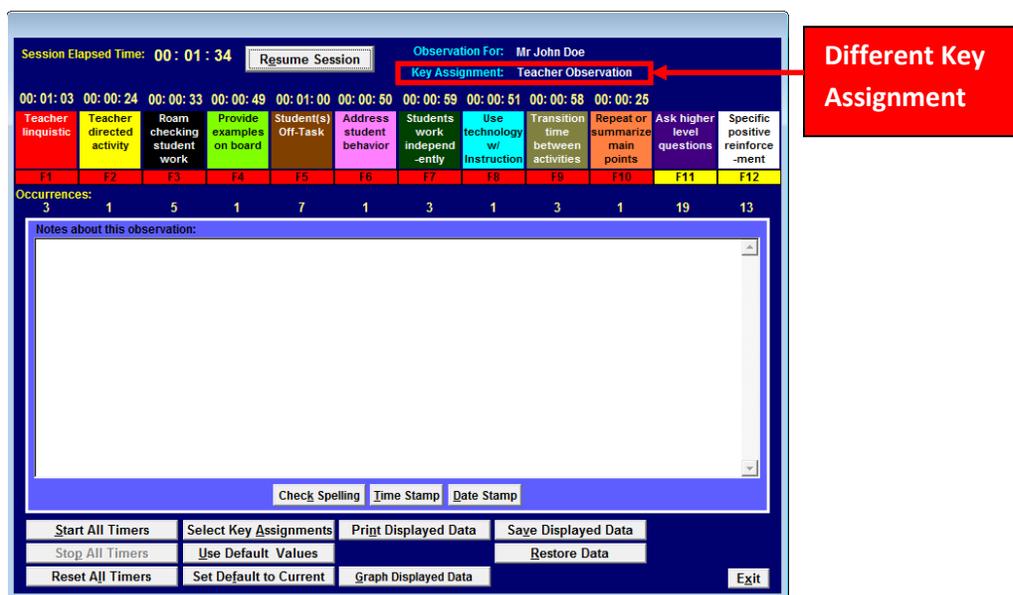


Figure 3-38

In this figure, you will see the Key Assignment was changed to show that Function keys F1 – F10 are timers *and* 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. (*Asks higher level questions* and *specific positive reinforcement*) This is to show the unlimited potential for the counters associated with the function keys.

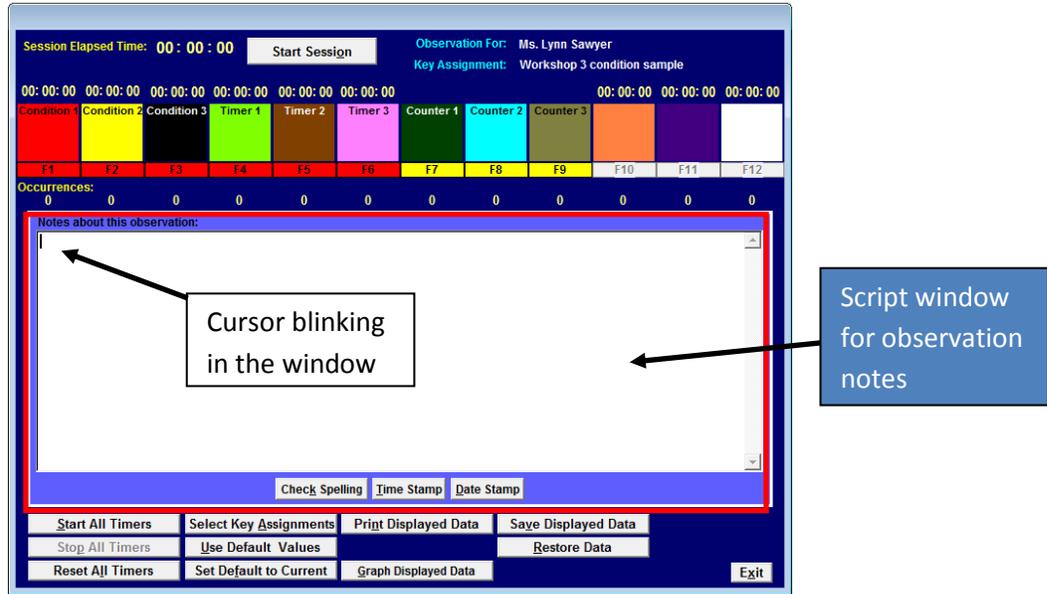


Figure 3-39

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.

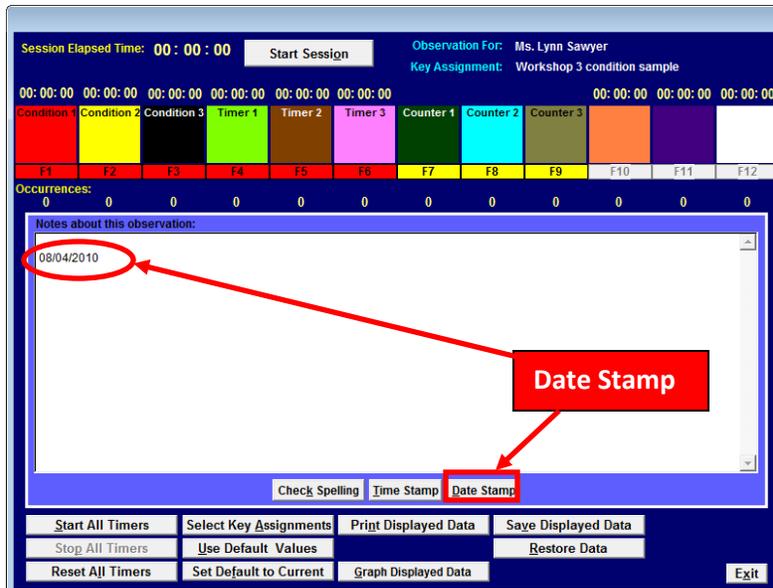


Figure 3-340

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.

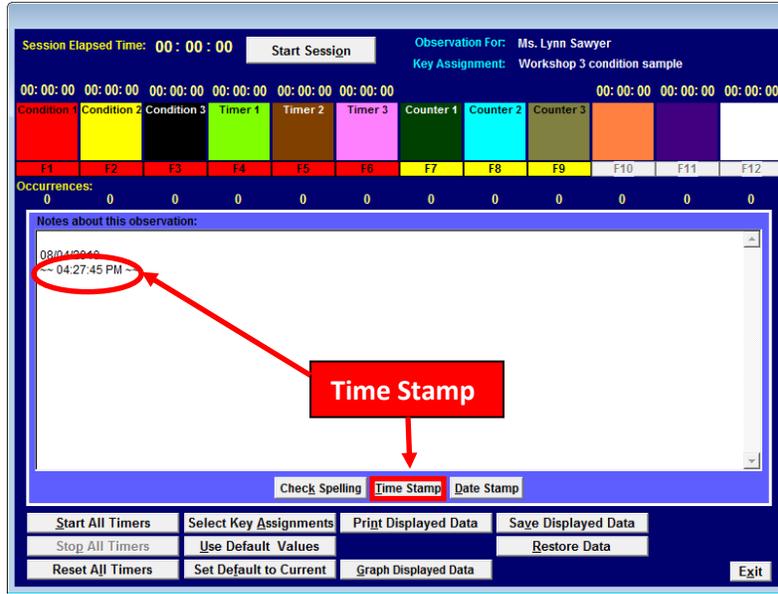


Figure 3-41

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.

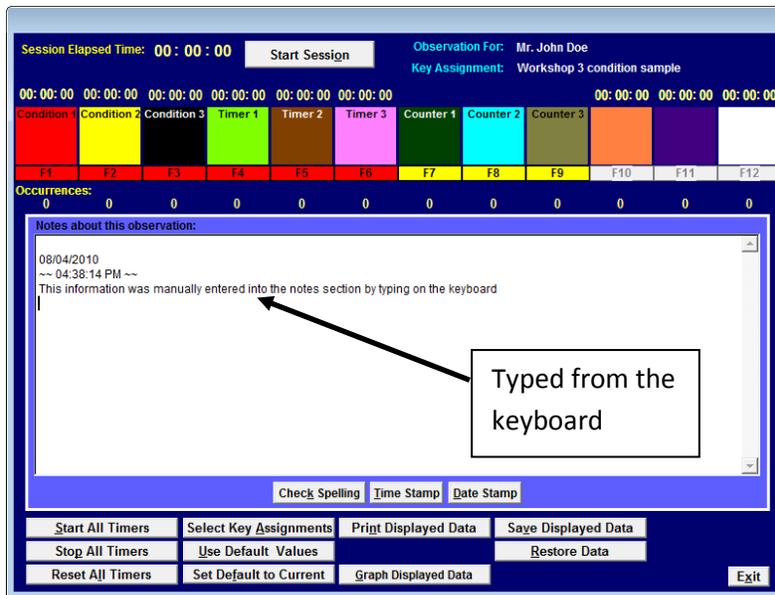


Figure 3-42

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

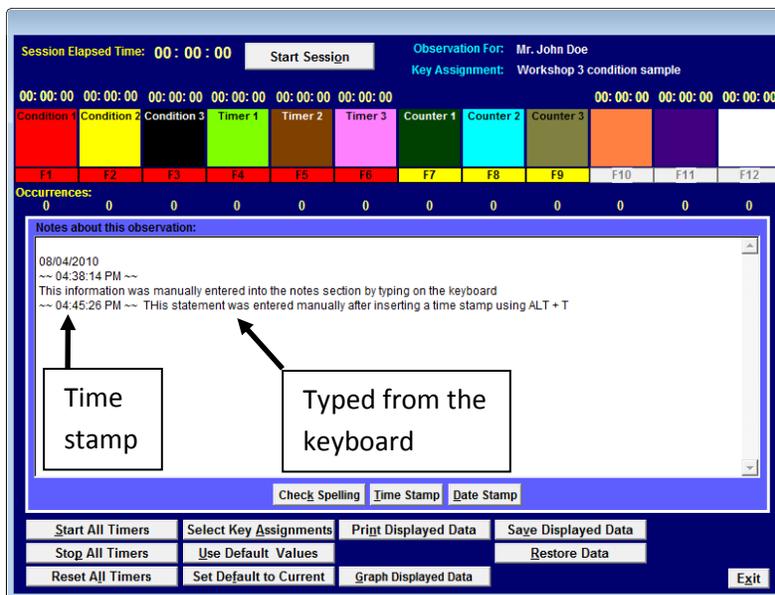


Figure 3-43

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.

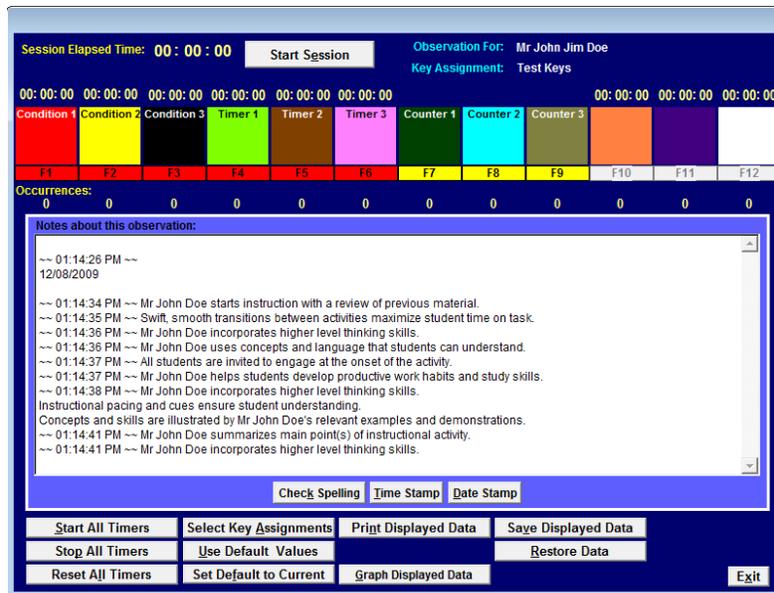


Figure 3-44

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

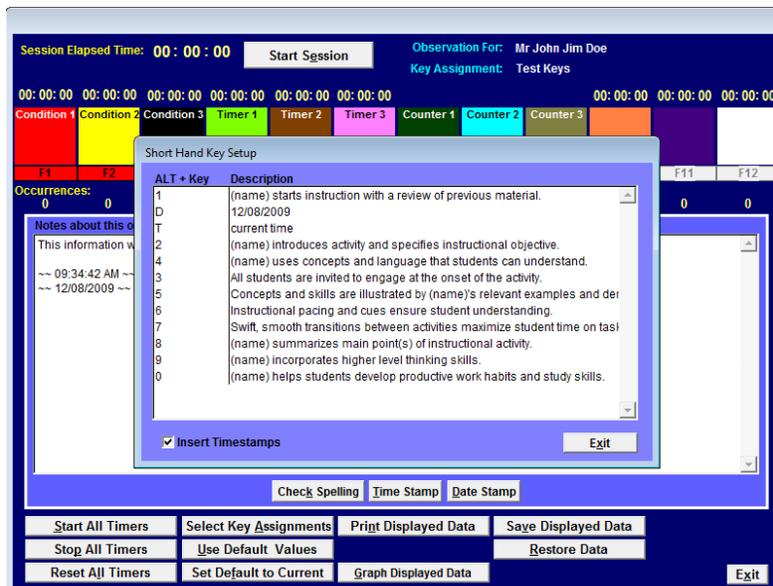


Figure 3-45

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 *Shorthand Key Setup* 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 *Collect Observation Data* screen.

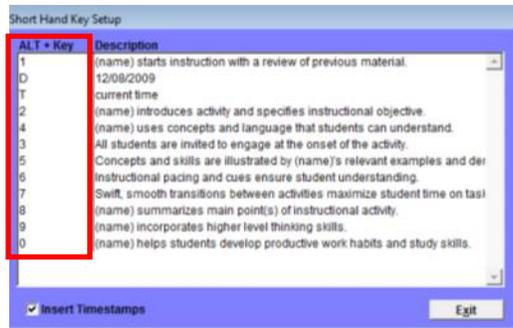


Figure 3-46

The key combinations for the Shorthand keys in the Collect Observation Data screen are described above. All combinations utilize the **ALT** key. While pressing down the **ALT** 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.**

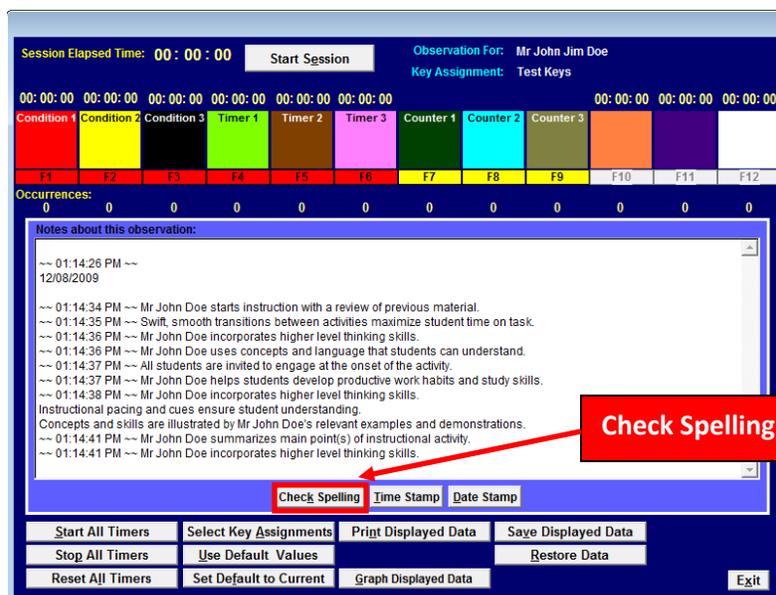


Figure 3-47

Once you have entered all the notes for the observation, there are several options available. The first option available is the Check Spelling. 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.

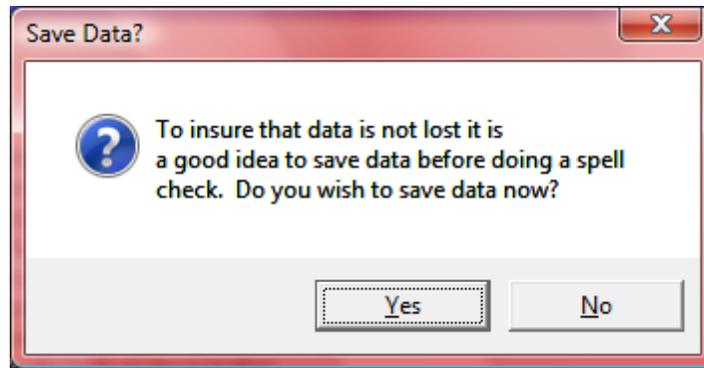


Figure 3-48

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.

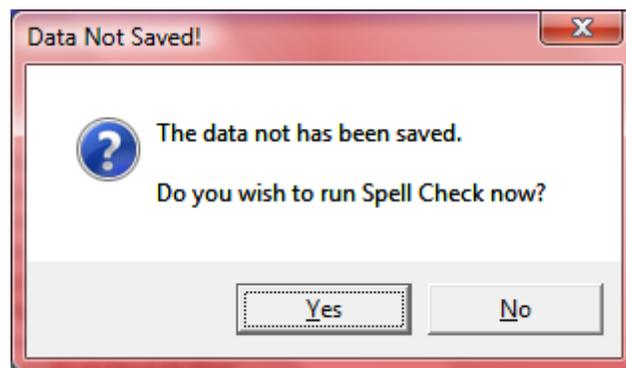


Figure 3-49

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.

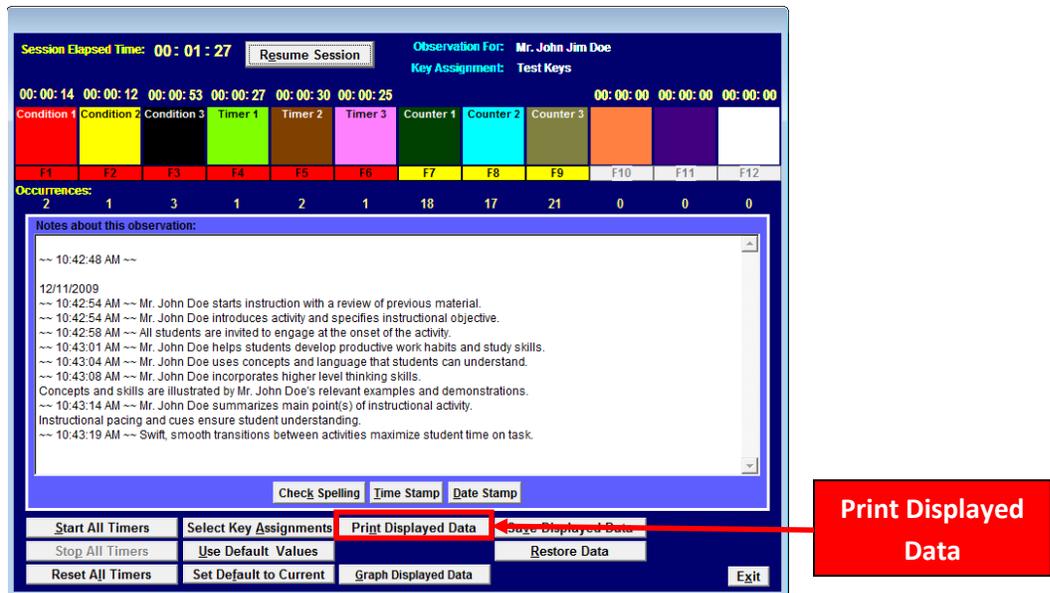


Figure 3-50

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

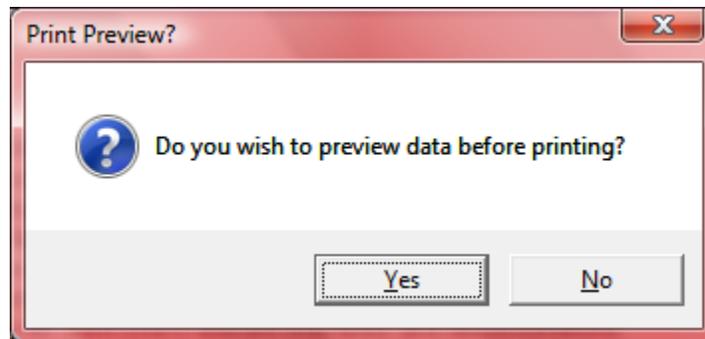


Figure 3-51

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)

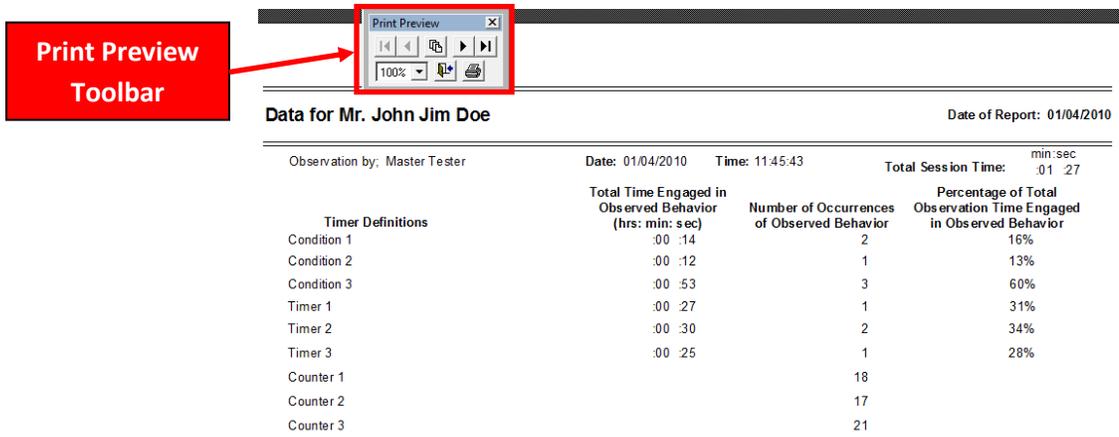


Figure 3-52

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.

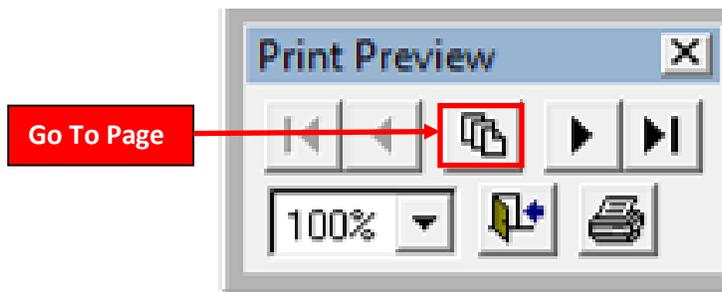


Figure 3-53

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 Go to Page menu item. If the document has multiple pages, you can preview a specific page of the document. Left click on the Go to Page menu icon and you will be prompted to select the page for preview (see Figure 3-54).

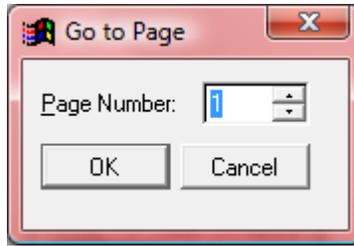


Figure 3-54

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.

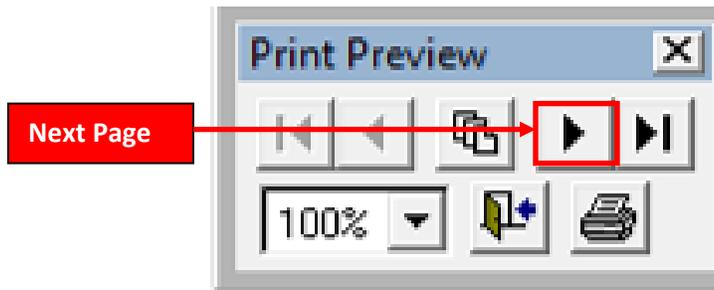


Figure 3-55

The Next Page icon allows you to navigate the document page by page.

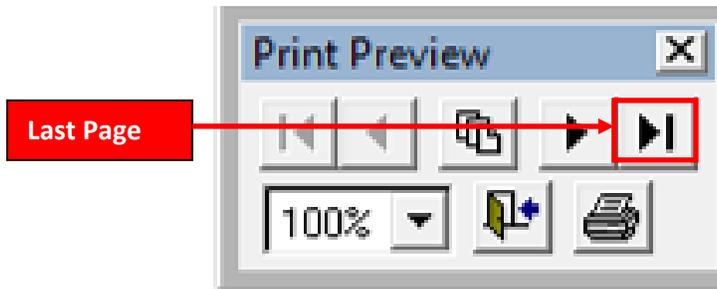


Figure 3-56

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

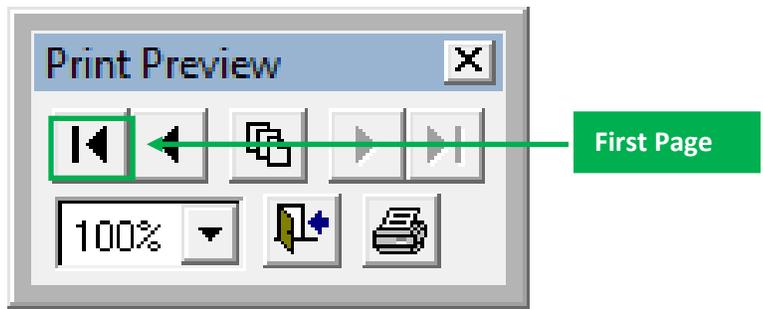


Figure 3-57

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

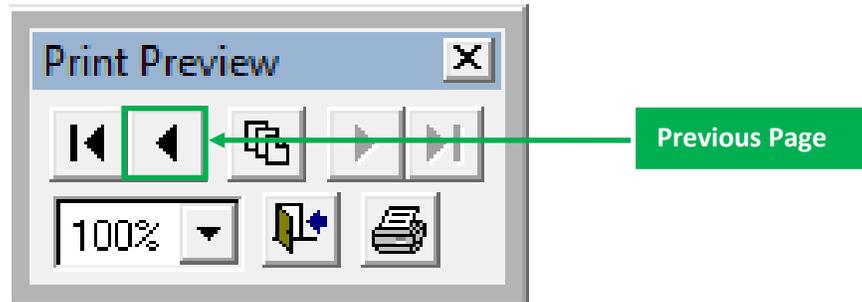


Figure 3-58

The Previous Page icon allows you to navigate to the previous page of the document.

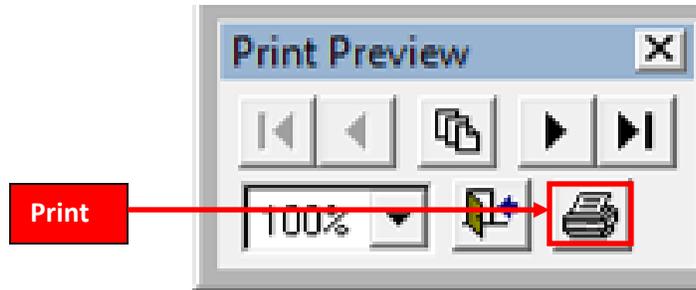


Figure 3-59

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

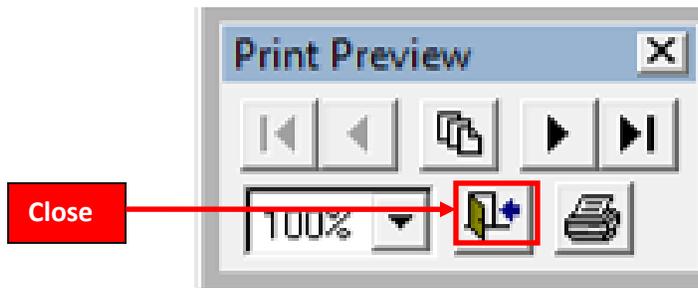
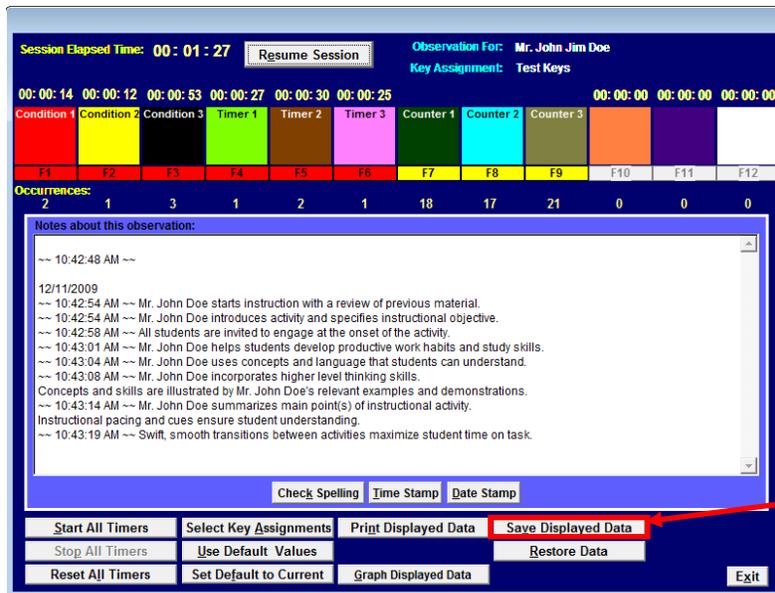


Figure 3-60

The Close 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.**



Save Displayed Data

Figure 3-61

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

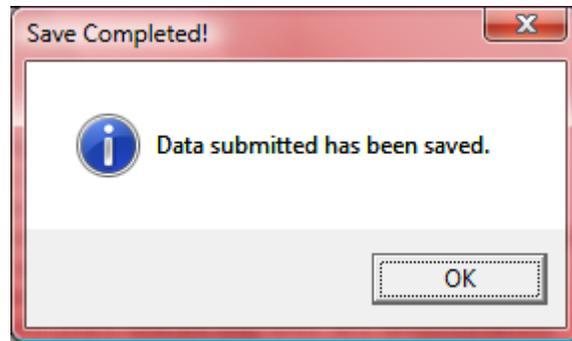


Figure 3-62

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

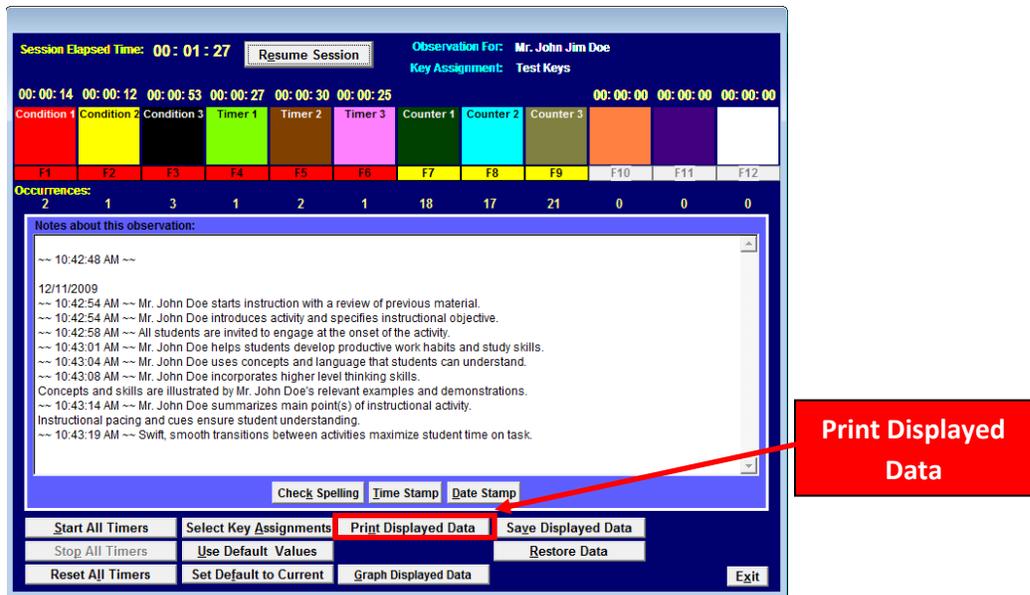


Figure 3-63

You may print your data user to the default printer by left clicking once on the *Print Displayed Data*, command button, or simultaneously press the **ALT** 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.

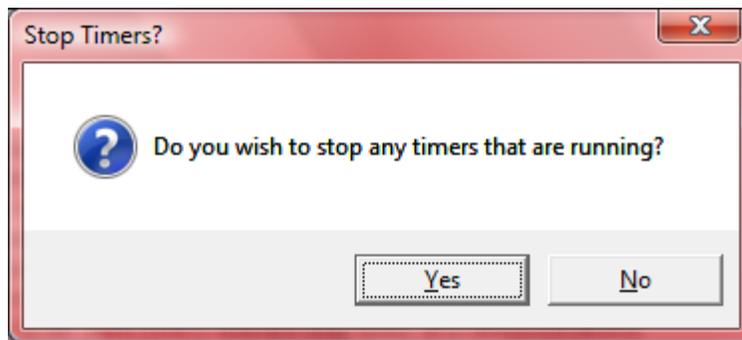


Figure 3-64

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.

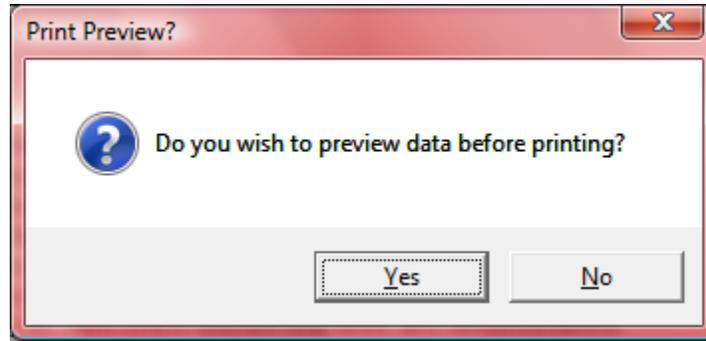


Figure 3-65

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.

Data for Mr. John Jim Doe			Date of Report: 12/11/2009	
Observation by: Master Tester	Date: 12/11/2009	Time: 11:32:02	Total Session Time:	min:sec :01 :27
Timer Definitions	Total Time Engaged in Observed Behavior (hrs: min: sec)	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.

Observation Script		Date of Report: 08/04/2010
Time	Statements /Comments	
08/04/2010	~~ 06:39:38 PM ~~	
	This information was manually entered into the notes section by typing on the keyboard	
~~ 06:39:53 PM	~~ This statement was entered manually after inserting a time stamp using ALT + T	
~~ 06:40:13 PM	~~ Mr. Doe uses concepts and language that students can understand. Concepts and skills are illustrated by Mr. Doe's relevant examples and demonstrations. Instructional pacing and cues ensure student understanding.	
~~ 06:40:14 PM	~~ Swift, smooth transitions between activities maximize student time on task.	
~~ 06:40:15 PM	~~ Mr. 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

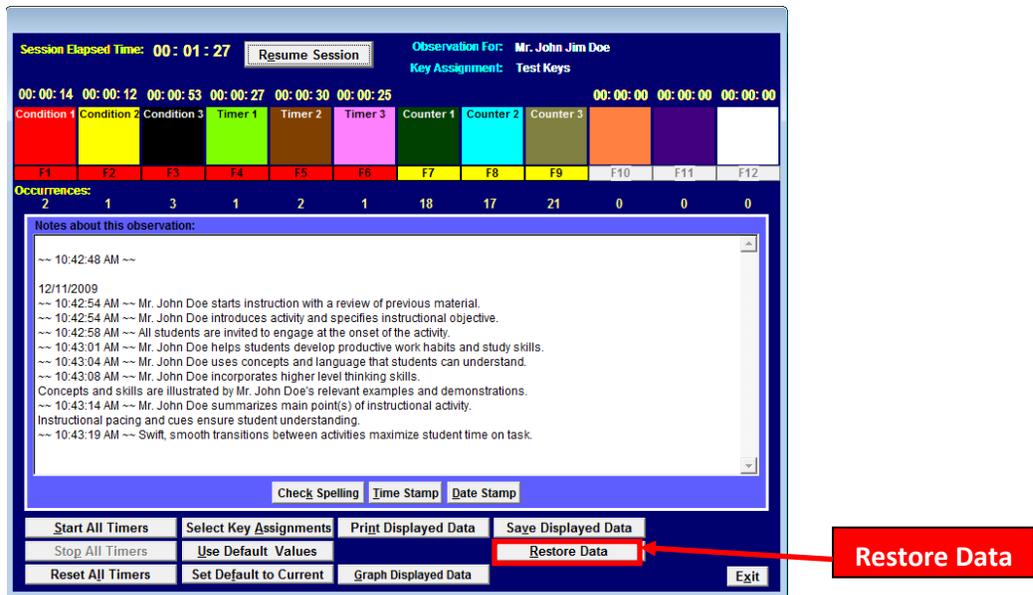


Figure 3-68

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

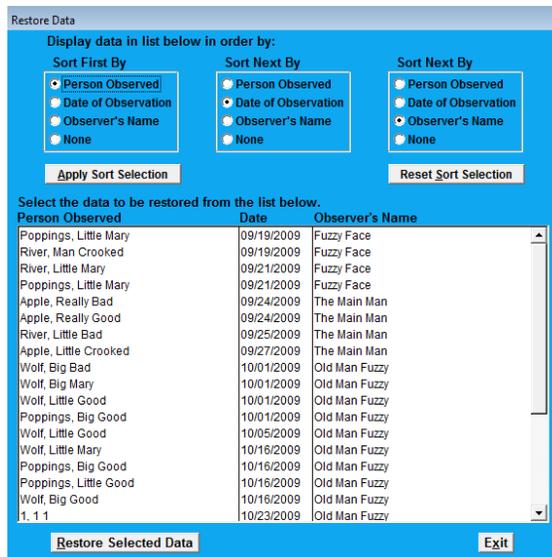


Figure 3-69

This is an example of the Restore Data screen

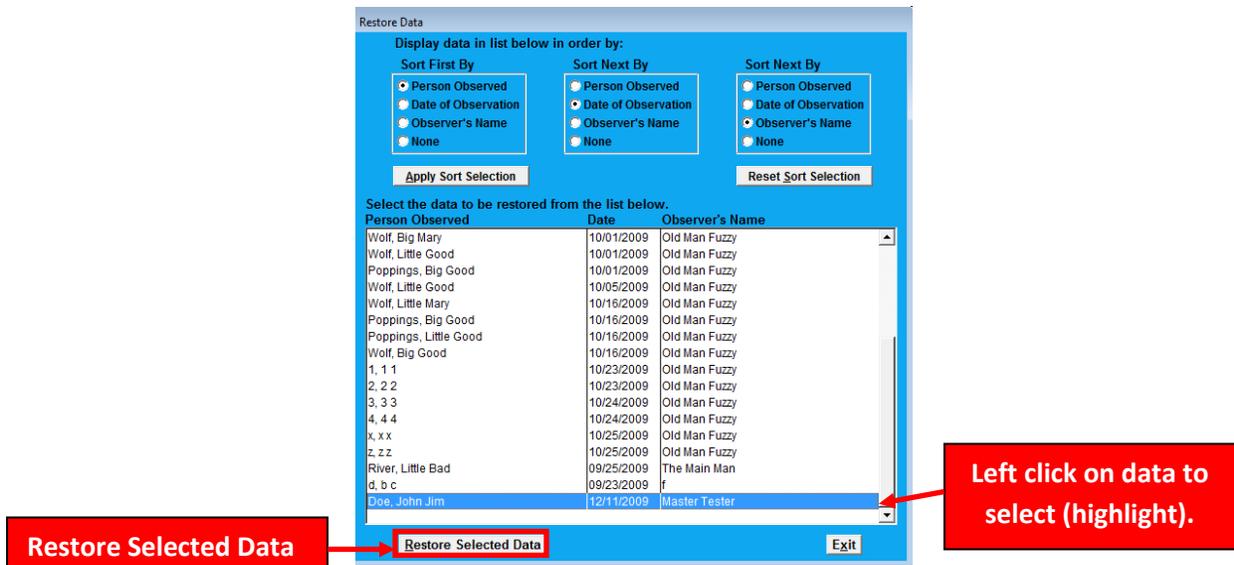


Figure 3-70

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 *Restore Selected Data* button one time.

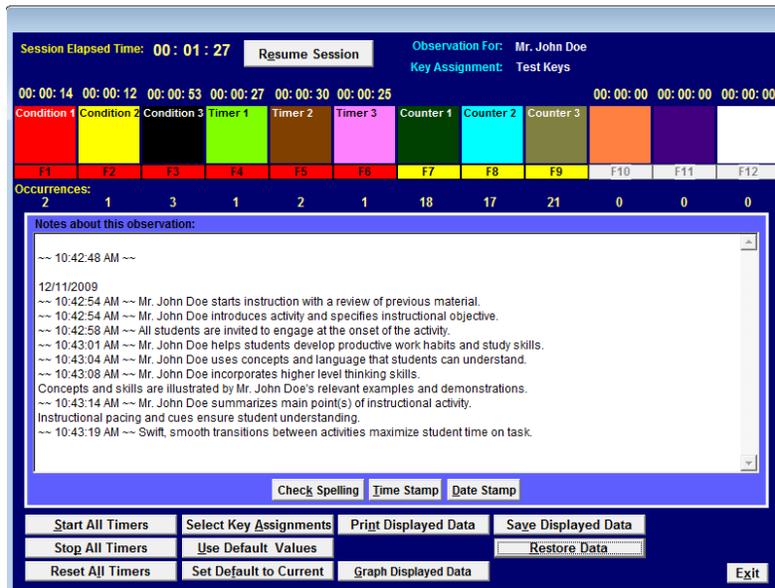


Figure 3-71

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

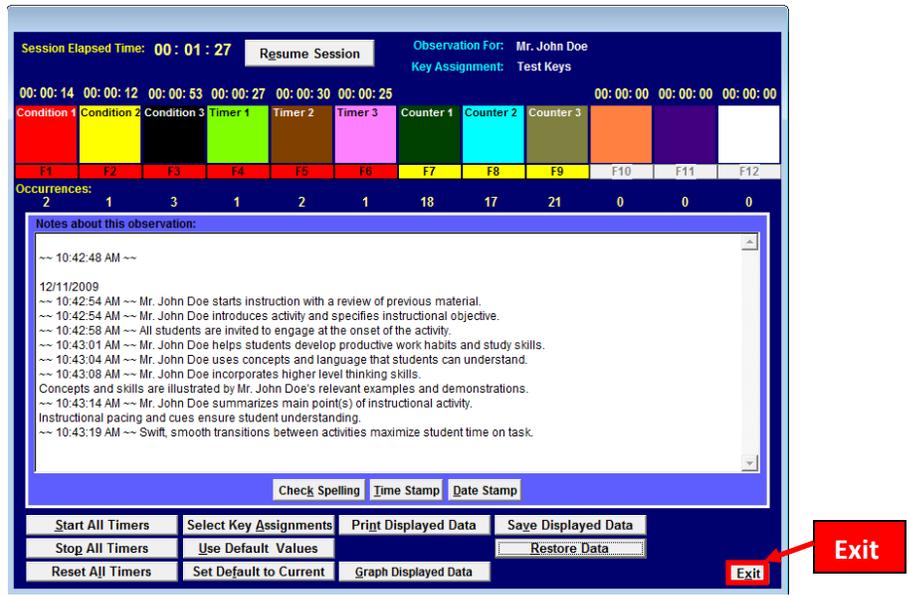


Figure 3-72

At this point, you have several options; you can click on the *Print Displayed Data* 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 *Resume Session* button. When finished if you made changes to the data, you should click on the *Save Displayed Data* button, if not; simply click on the *Exit* button to return to the Main Menu.

## Report or Graph Observation Data

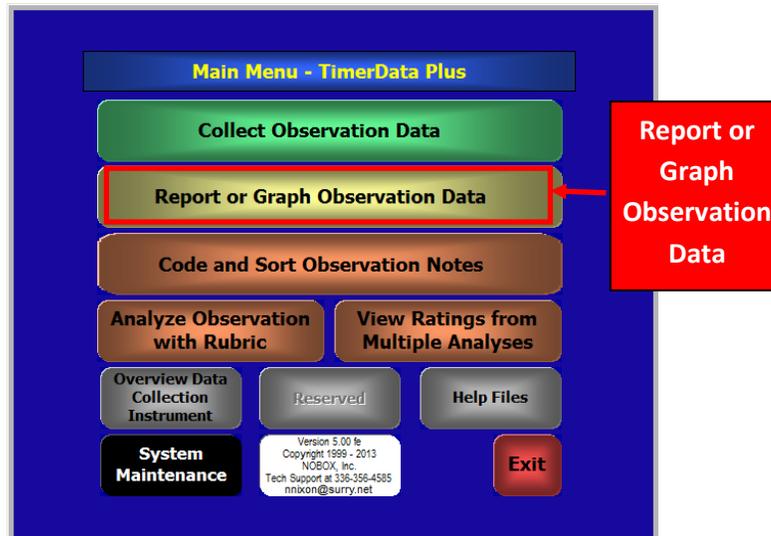


Figure 4-21

To report data from the timers, left click once on the ***Report or Graph Observation Data*** 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 report:**

**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

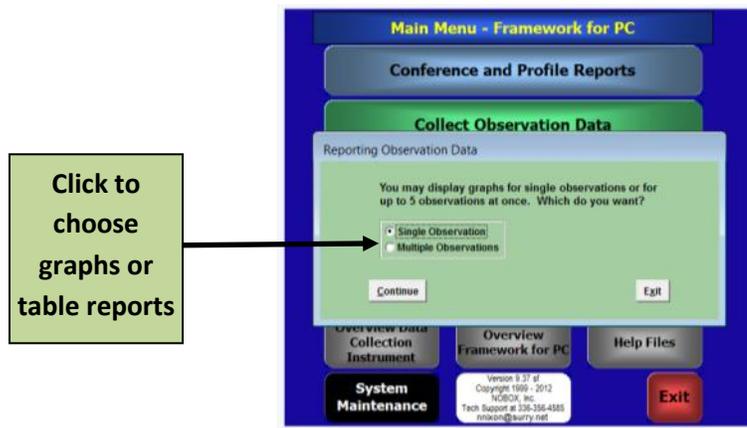


Figure 4-2

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.

**Graphs-** Select the “graphical” radio button

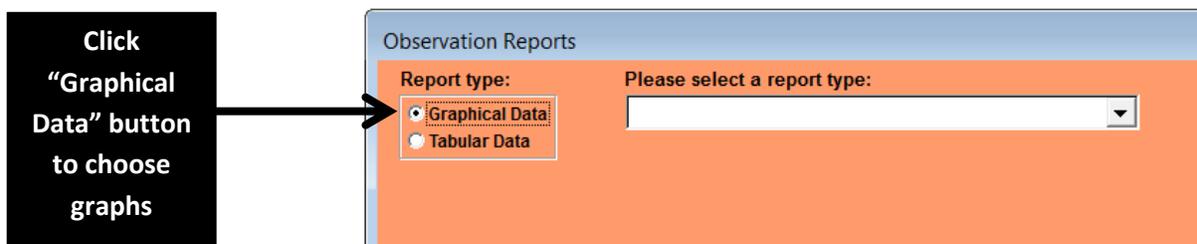


Figure 4-3

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

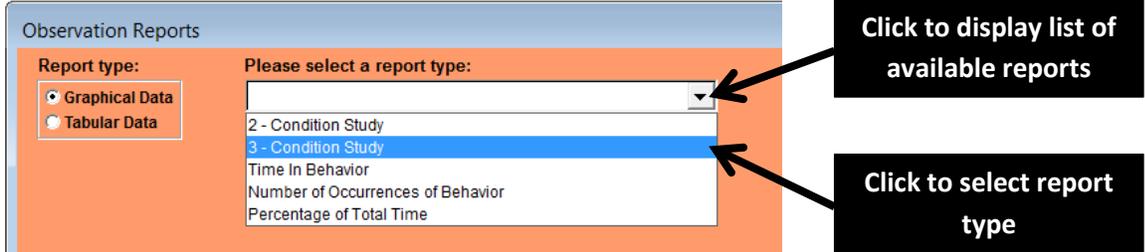


Figure 4-4

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 Selection returns the sort criteria to the last setting chosen.

Person Observed	Date	Observer's Name	Observation ID	Key Assignment	Selected
Cook, Donald Howard	01/09/2012	Richard Welsh	Observation created on 01/09/2012 at 03:26:29	Regular Ed. Sample	
Cook, Donald Howard	01/11/2012	Richard Welsh	Observation created on 01/11/2012 at 03:26:06	Regular Ed. Sample	
Cook, Donald Howard	01/12/2012	Richard Welsh	Observation created on 01/12/2012 at 10:26:10	Regular Ed. Sample	
Cook, Donald Howard	01/13/2012	Richard Welsh	Observation created on 01/13/2012 at 10:44:36	Michael	
Smith, Barney	01/16/2012	Richard Welsh	Observation created on 01/16/2012 at 03:02:36	Regular Ed. Sample	
Smith, Barney	01/21/2012	Richard Welsh	Observation created on 01/21/2012 at 11:44:22	Regular Ed. Sample	
Cook, Donald Howard	01/24/2012	Richard Welsh	Observation created on 01/24/2012 at 11:07:48	Regular Ed. Sample	
Smith, Barney	01/27/2012	Rick	Observation created on 01/27/2012 at 05:30:31	Regular Ed. Sample	
Smith, Barney	01/30/2012	Richard Welsh	Observation created on 01/30/2012 at 08:43:51	ADD/HD Behavioral	Yes

Figure 4-5

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

Click here to open report

Person Observed	Date	Observer's Name	Observation ID	Key Assignment	Selected
Cook, Donald Howard	01/09/2012	Richard Welsh	Observation created on 01/09/2012 at 03:26:29	Regular Ed. Sample	
Cook, Donald Howard	01/11/2012	Richard Welsh	Observation created on 01/11/2012 at 03:26:06	Regular Ed. Sample	
Cook, Donald Howard	01/12/2012	Richard Welsh	Observation created on 01/12/2012 at 10:26:10	Regular Ed. Sample	
Cook, Donald Howard	01/13/2012	Richard Welsh	Observation created on 01/13/2012 at 10:44:36	Michael	
Smith, Barney	01/16/2012	Richard Welsh	Observation created on 01/16/2012 at 03:02:36	Regular Ed. Sample	
Smith, Barney	01/21/2012	Richard Welsh	Observation created on 01/21/2012 at 11:44:22	Regular Ed. Sample	
Cook, Donald Howard	01/24/2012	Richard Welsh	Observation created on 01/24/2012 at 11:07:48	Regular Ed. Sample	
Smith, Barney	01/27/2012	Rick	Observation created on 01/27/2012 at 05:30:31	Regular Ed. Sample	
Smith, Barney	01/30/2012	Richard Welsh	Observation created on 01/30/2012 at 08:43:51	ADOLHD Behavioral	Yes

Figure 4-6

To view the selected report, click on **“Create Report”**.

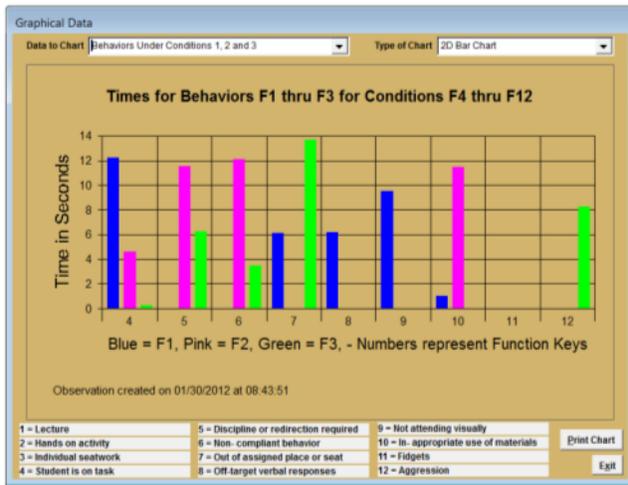


Figure 4-7

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

Click to view data charting options

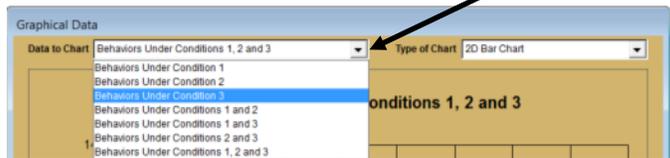


Figure 4-8



Figure 4-9

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

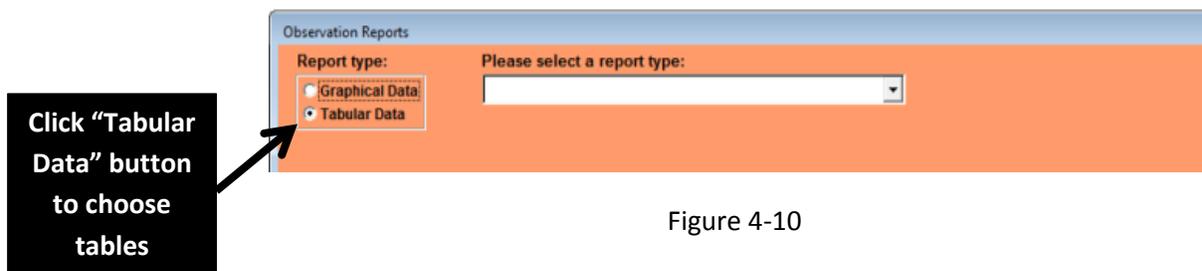


Figure 4-10

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."

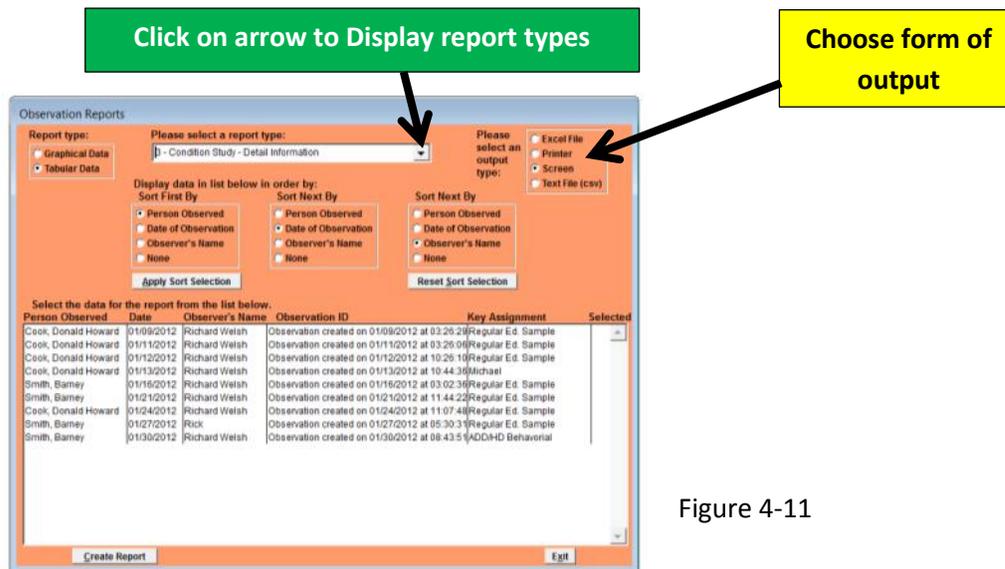


Figure 4-11

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

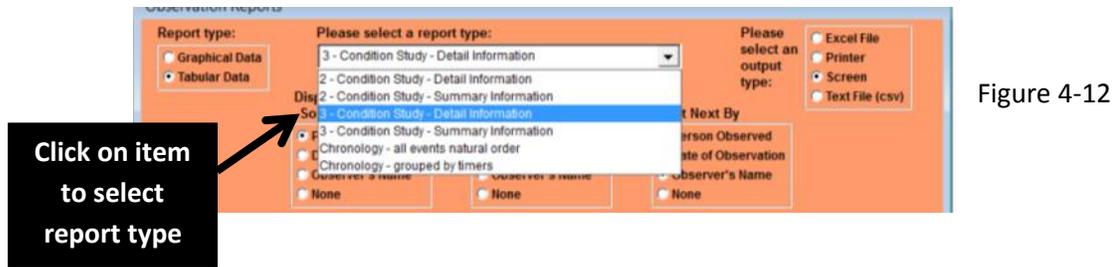


Figure 4-12

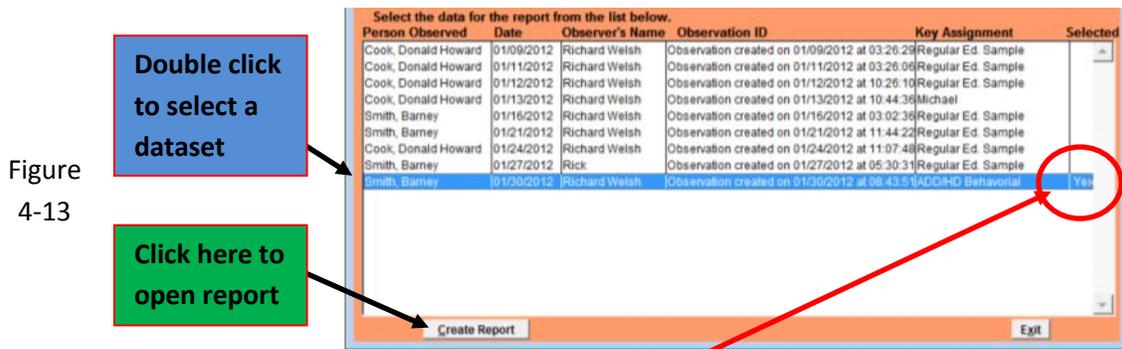


Figure 4-13

Double click a dataset to select it for reporting. A “yes” 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.

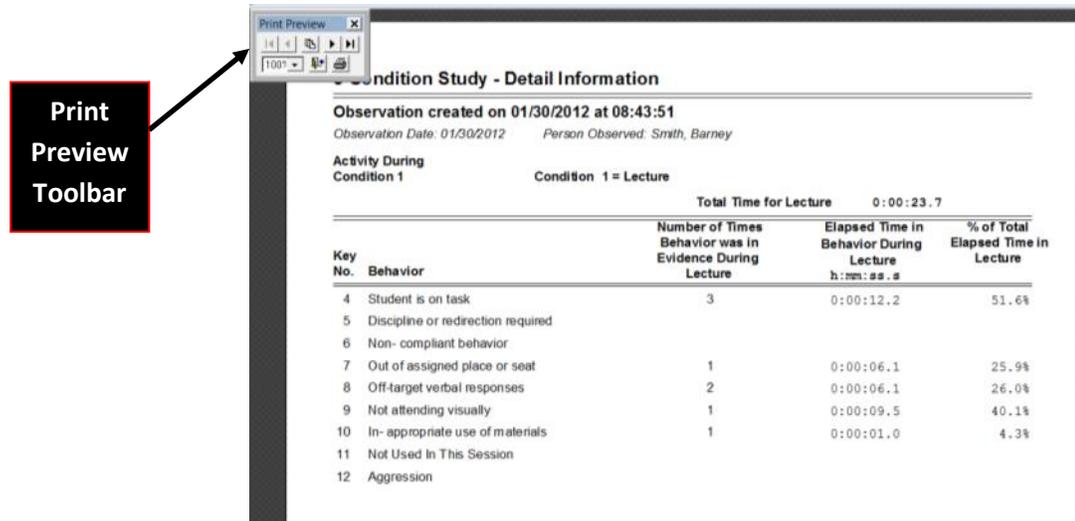


Figure 4-14

## Code and Sort Observation Notes

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

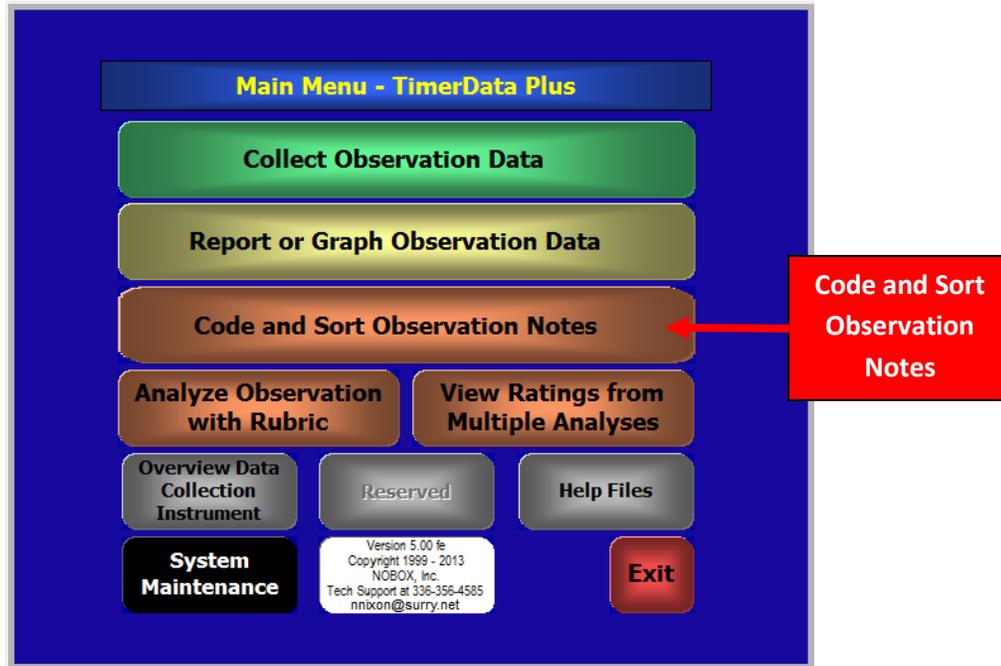


Figure 5-1

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.

The screenshot shows a window titled "Select Observation Script to be Sorted". It contains three radio button menus for "Sort First By", "Sort Next By", and "Sort Next By". Each menu has options: "Person Observed", "Date of Observation", "Observer's Name", and "None". Below these menus are "Apply Sort Selection" and "Reset Sort Selection" buttons. A table below displays data with columns: "Person Observed", "Date", "Observer's Name", "Unsorted Script", and "Sorted Script". At the bottom are buttons for "\_Sort Selected Script" and "Exit".

Callout boxes provide instructions:

- Select the first sort order** (dark blue box) points to the "Sort First By" menu.
- Select the second sort order** (dark red box) points to the "Sort Next By" menu.
- Select the third sort order** (blue box) points to the "Sort Next By" menu.
- Use this button to apply the sort order of your stored data** (olive box) points to the "Apply Sort Selection" button.
- Use this button to reset the sort order of your stored data** (green box) points to the "Reset Sort Selection" button.
- Use this button to sort the script you have selected in the list box.** (purple box) points to the "\_Sort Selected Script" button.

Figure 5-2

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

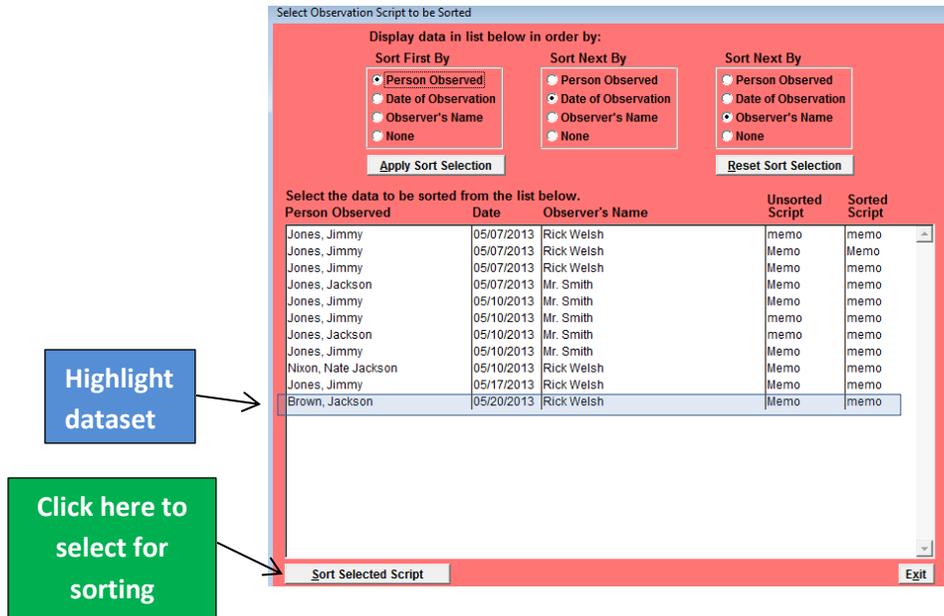


Figure 5-3



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 Code List 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.

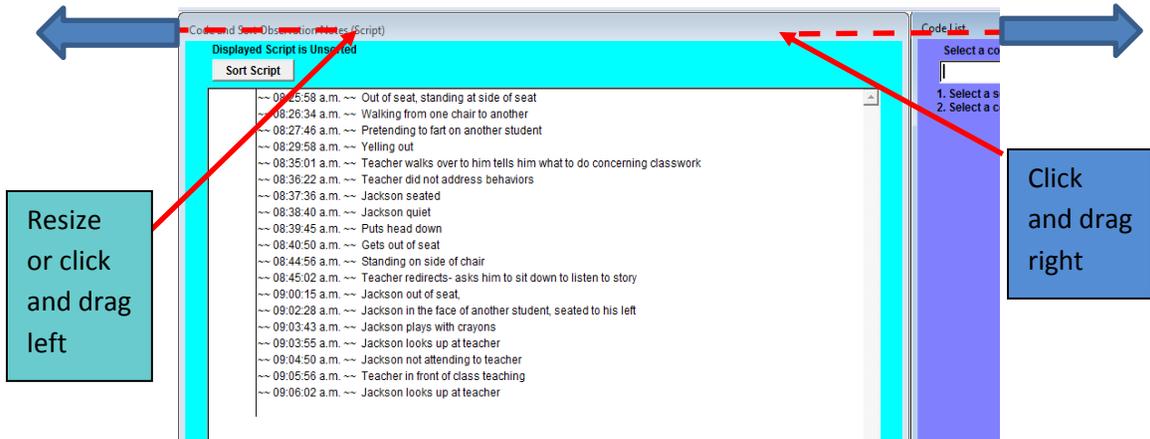


Figure 5-5

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 Code List window. The desired code list (a list of observable components or classes of behavior) is selected from the Code list 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.

Figure 5-6



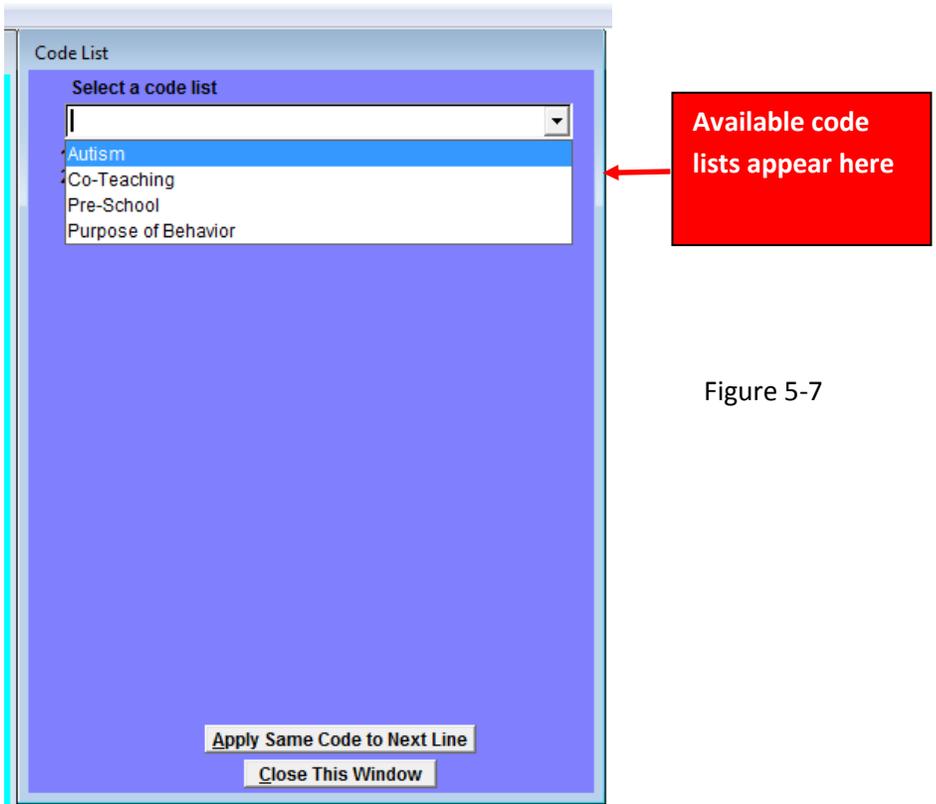


Figure 5-7

Mouse over the desired code list and it will highlight.

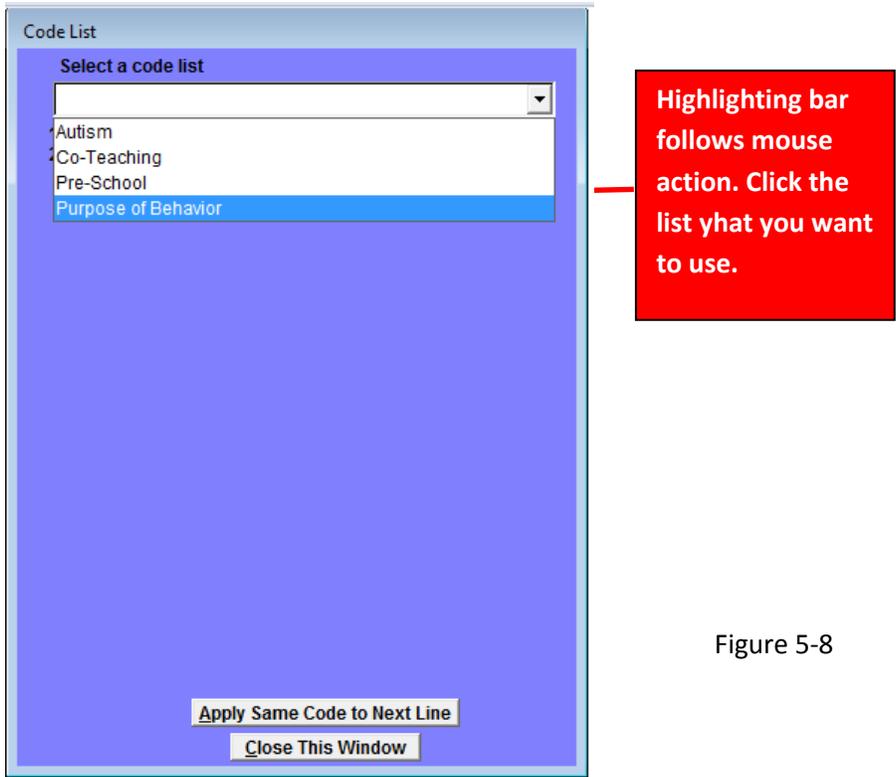


Figure 5-8

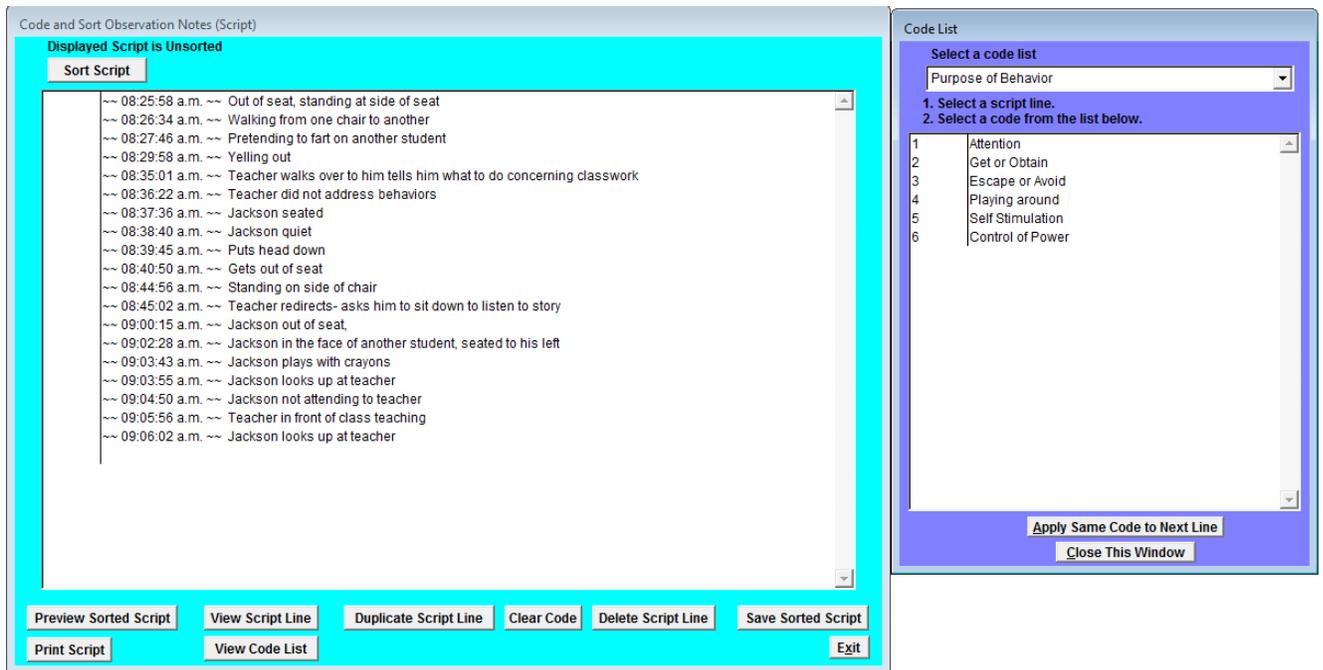


Figure 5-9

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 "1 Attention" 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.

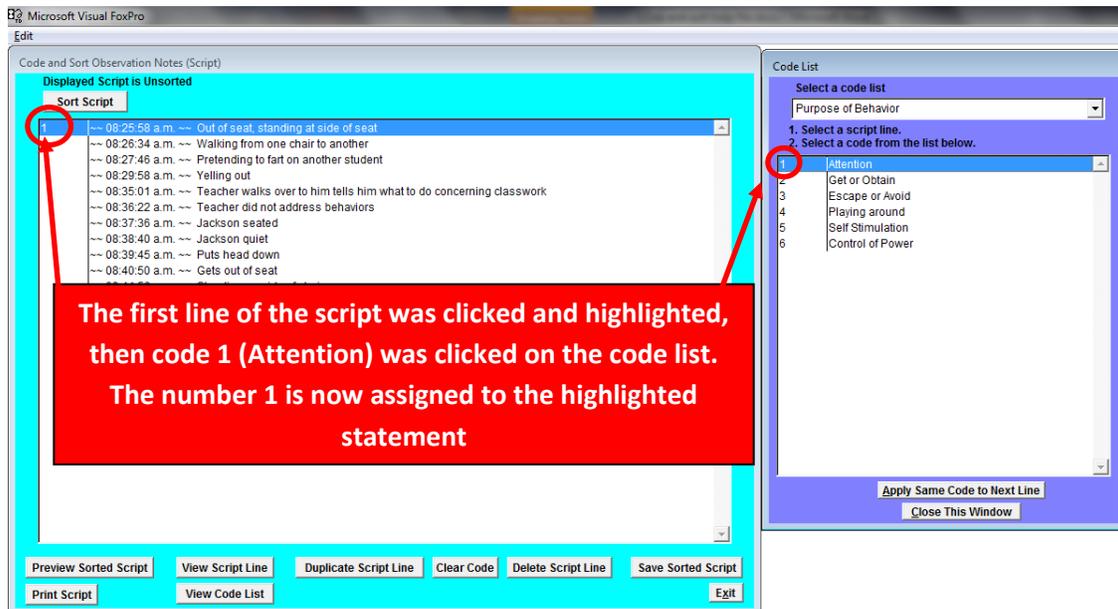


Figure 5-10

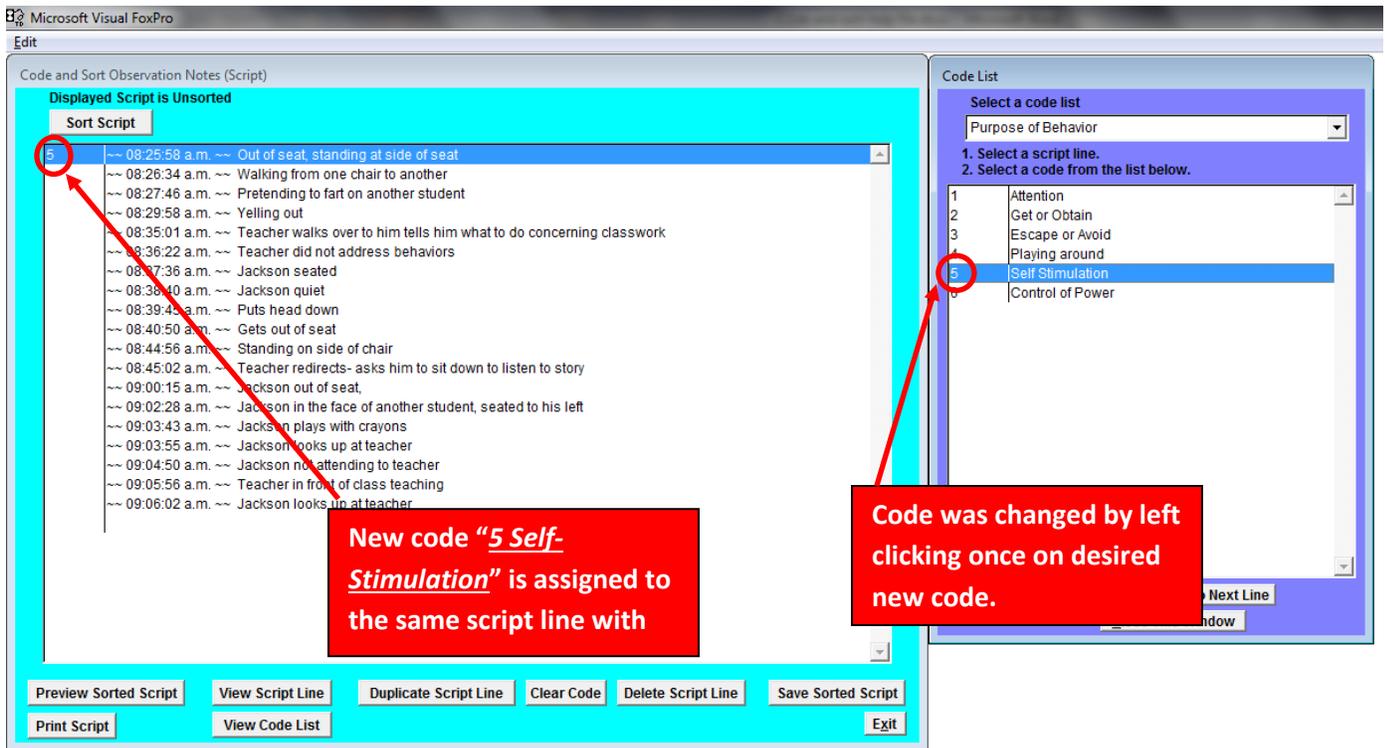


Figure 5-11

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 "5" code from the Code List screen. For directions on how to clear codes SEE FIGURES 5-22 and 5-23

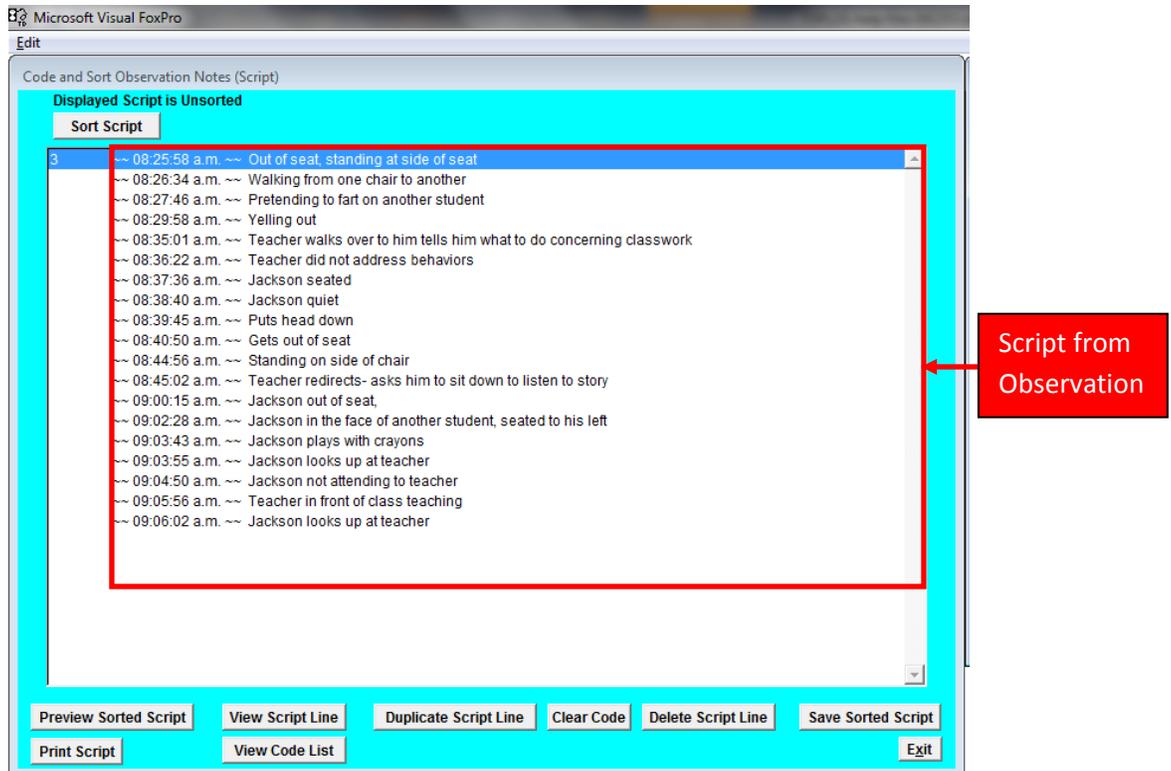
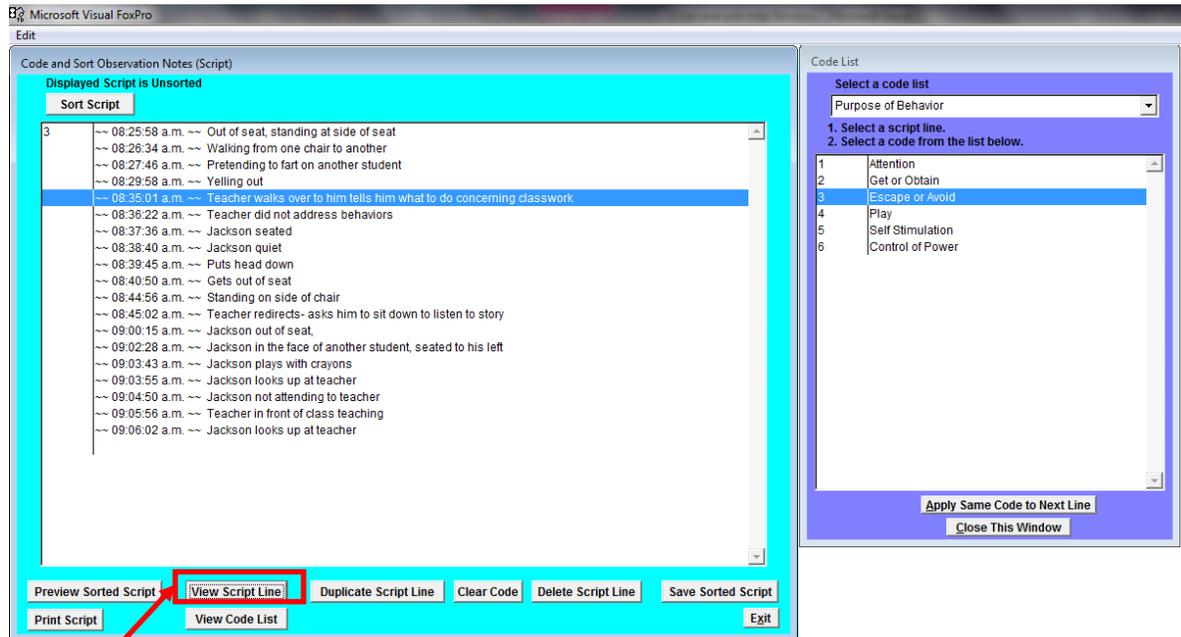


Figure 5-12

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.



**View Script Line**

Figure 5-13

The [View Script Line](#) 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 [View Script Line](#) 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.

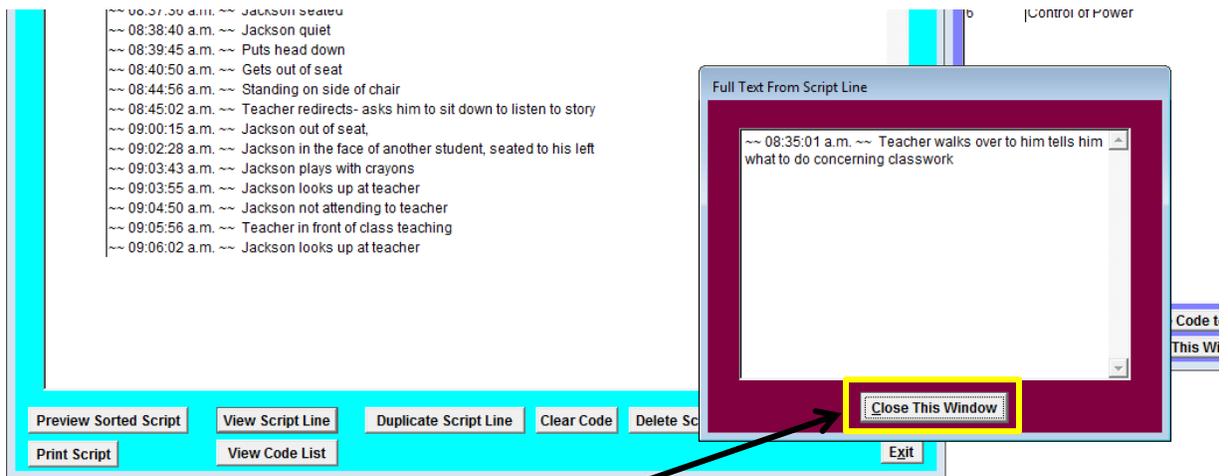


Figure 5-14

Click on [Close this Window](#) button after viewing the script line in the new window.

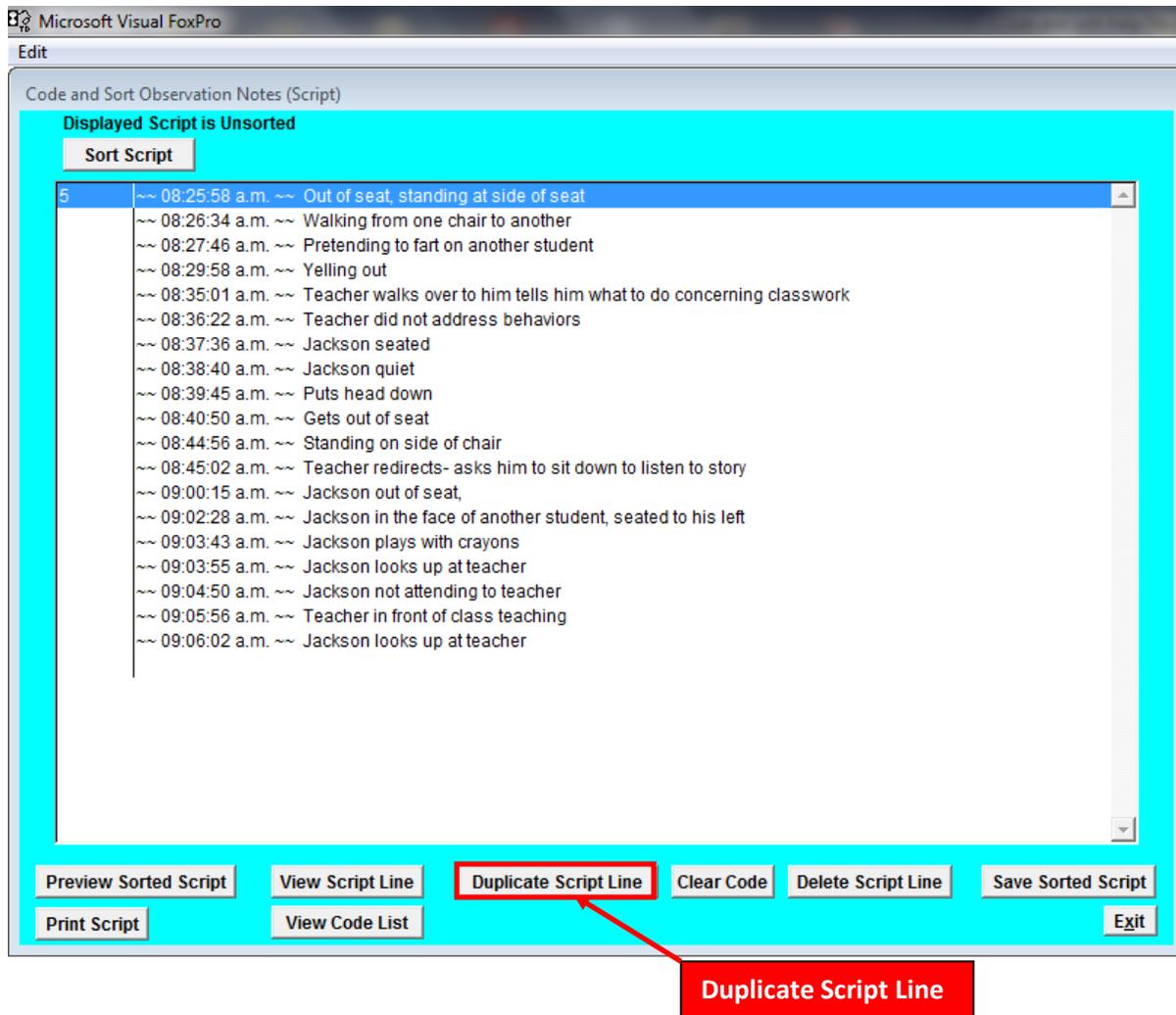


Figure 5-15

If you need to apply more than one code to a particular line of script the *Duplicate Script Line* function can be used. First, highlight the line of script to be duplicated, then left click once on the *Duplicate Script Line* 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.

Figure 5-15 (above), the highlighted script has the time stamp of **08:25:58 AM**. By left clicking on the *Duplicate Script Line* 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).

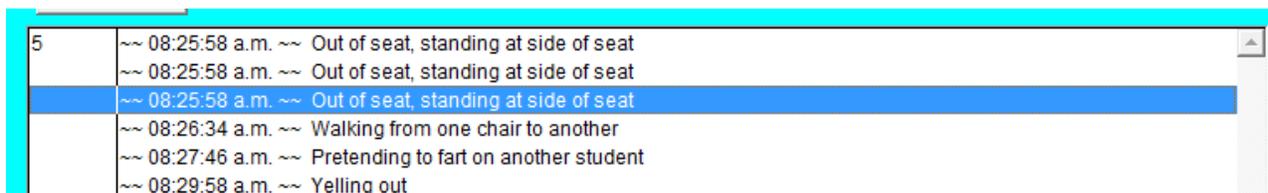


Figure 5-16

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”.

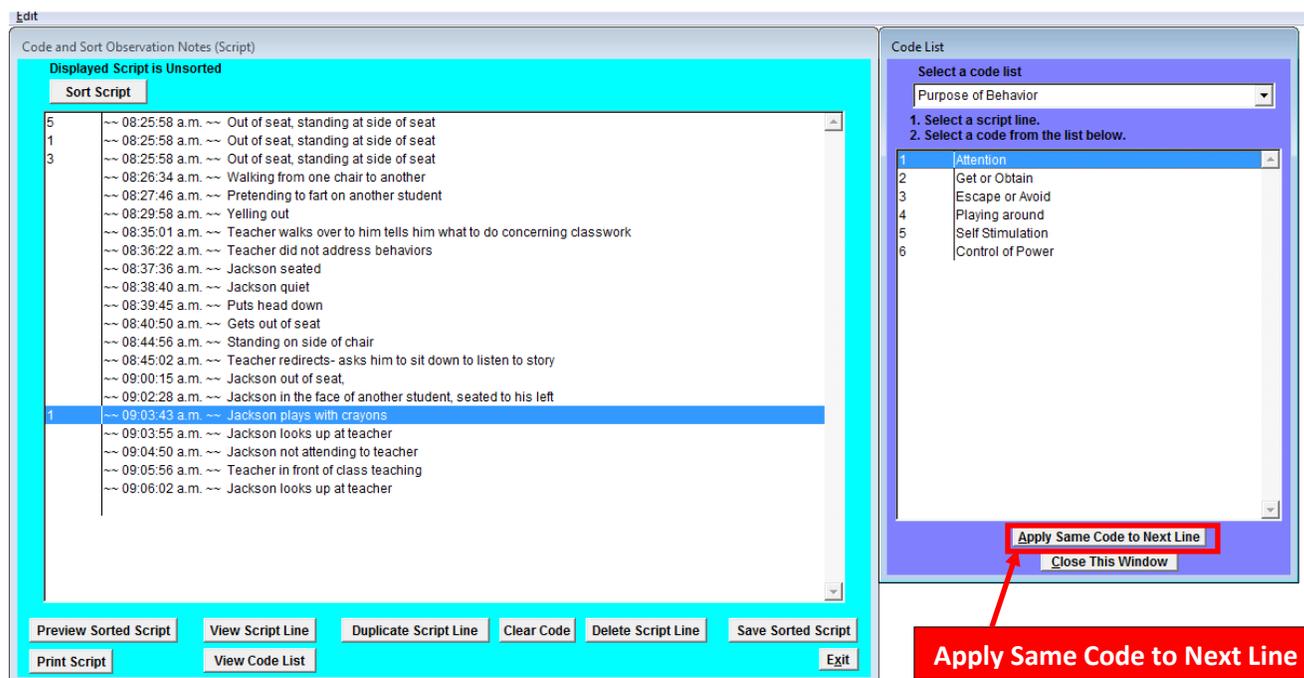


Figure 5-18

If you find that several consecutive lines of script can be associated with the same code, the Apply Same Code to Next Line 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 Apply Same Code to Next Line, 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

Code and Sort Observation Notes (Script)

**Displayed Script is Unsorted**

Sort 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 list
	~~ 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
	~~ 09:05:56 a.m. ~~ Teacher in front of class teaching
	~~ 09:06:02 a.m. ~~ Jackson looks up at teacher

Same code applied to lines below highlighted one

Figure 5-19

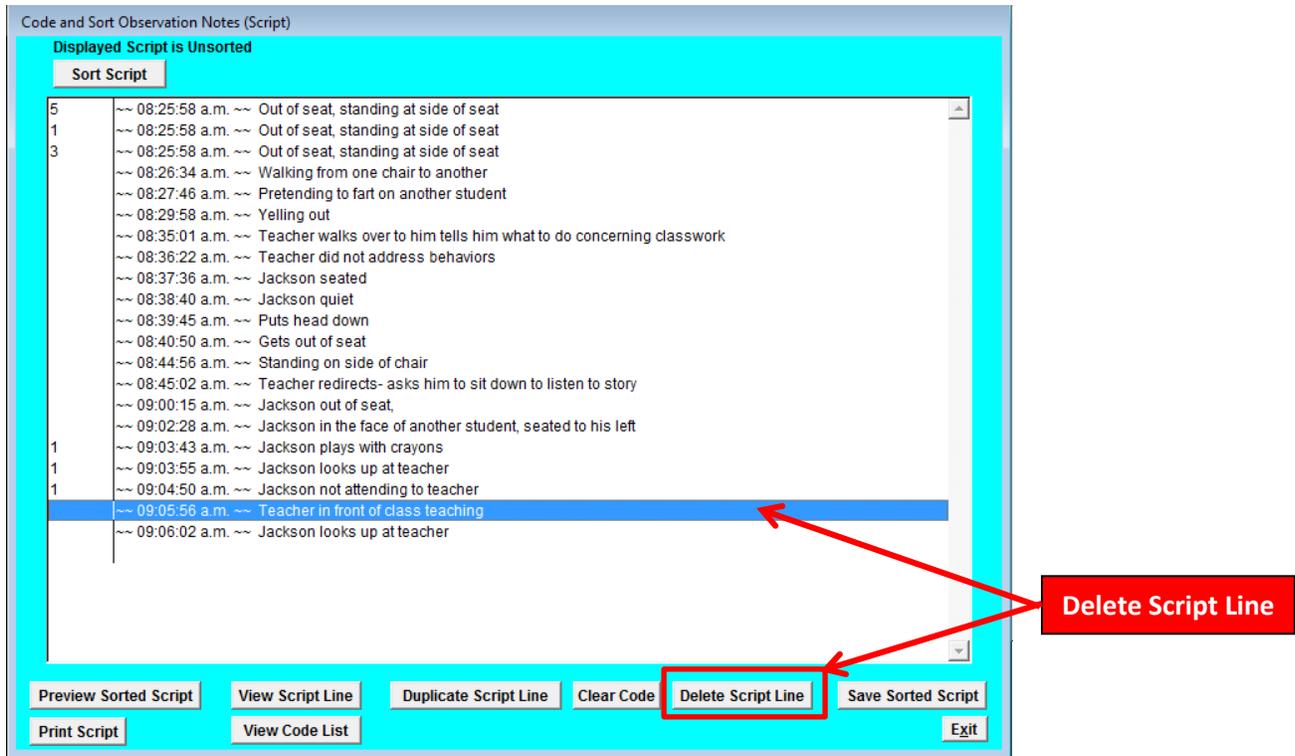


Figure 5-20

If you do not want a line of script to appear in the final report, the Delete Script Line 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 Delete Script Line button at the bottom of the form.

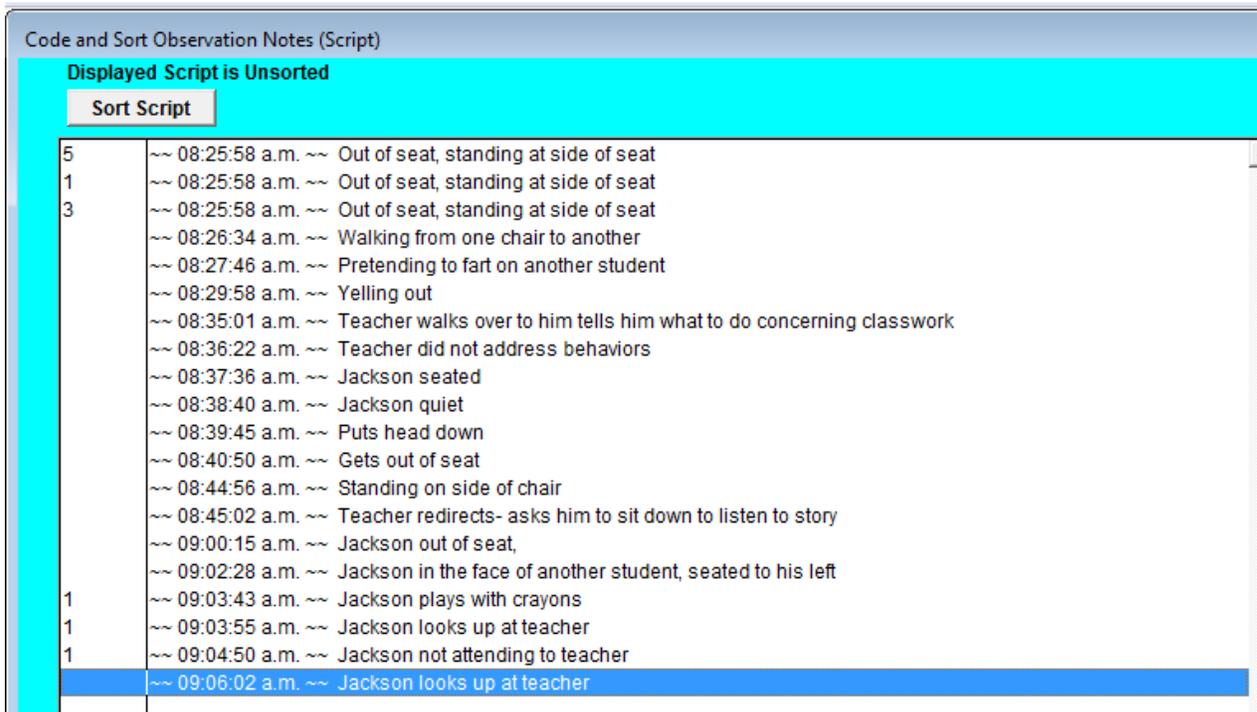


Figure 5-21

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 Clear Code button. In the example below, the first line of the script, "Out of seat, standing at side of desk" was coded "5-self stimulation".

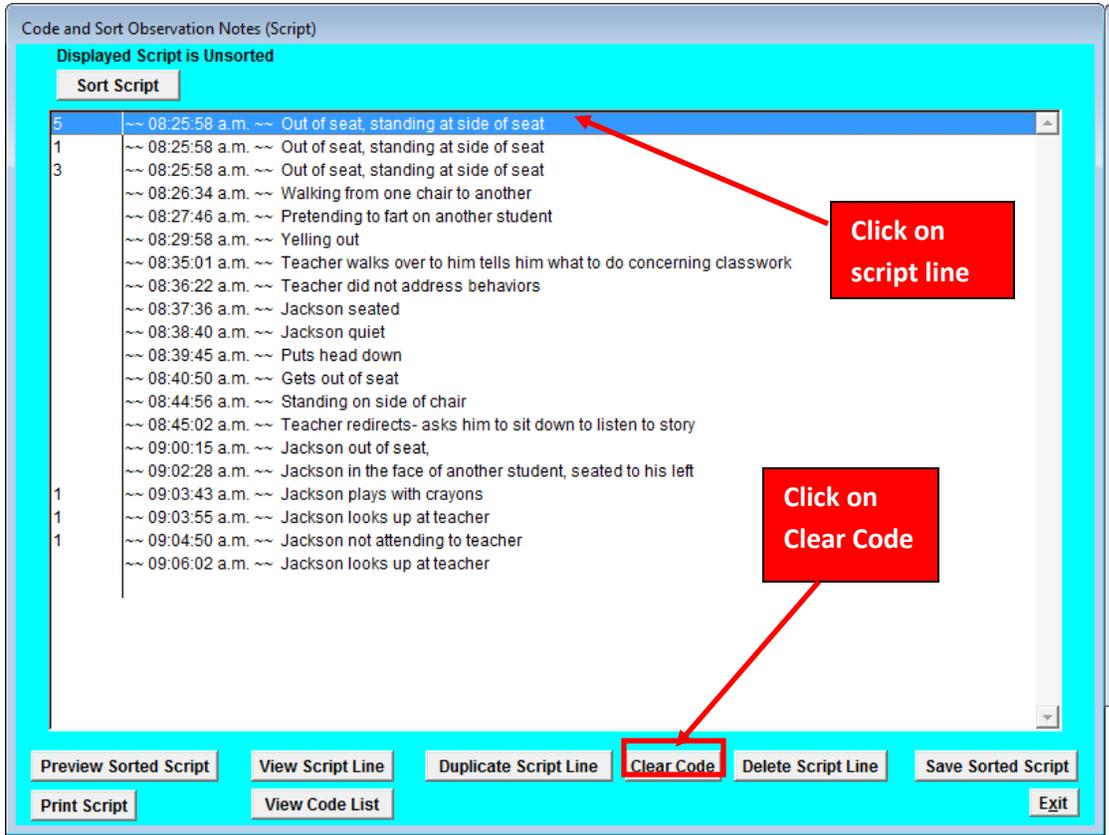


Figure 5-22

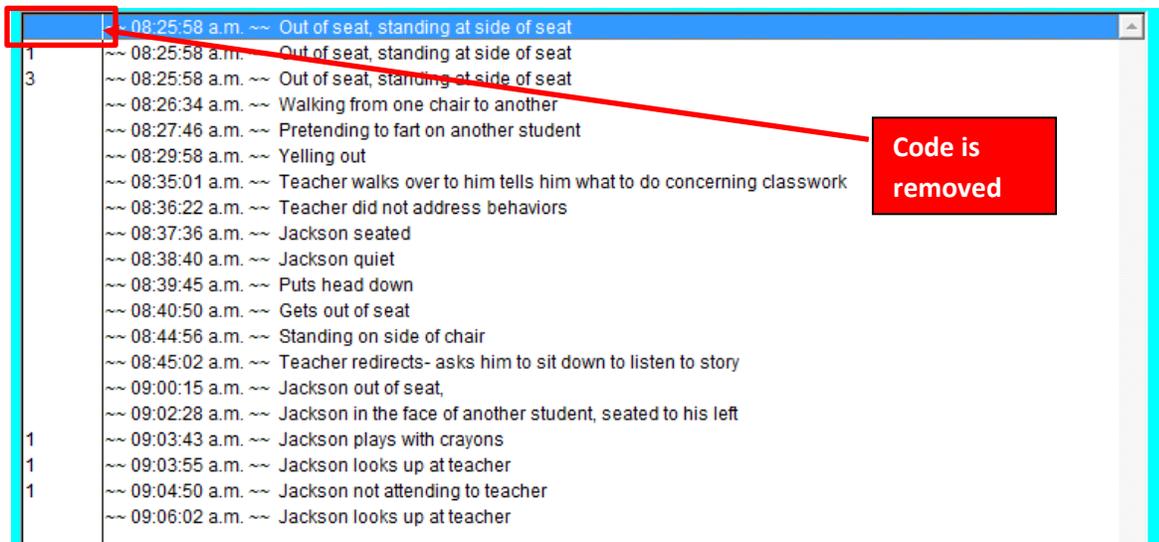


Figure 5-23

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

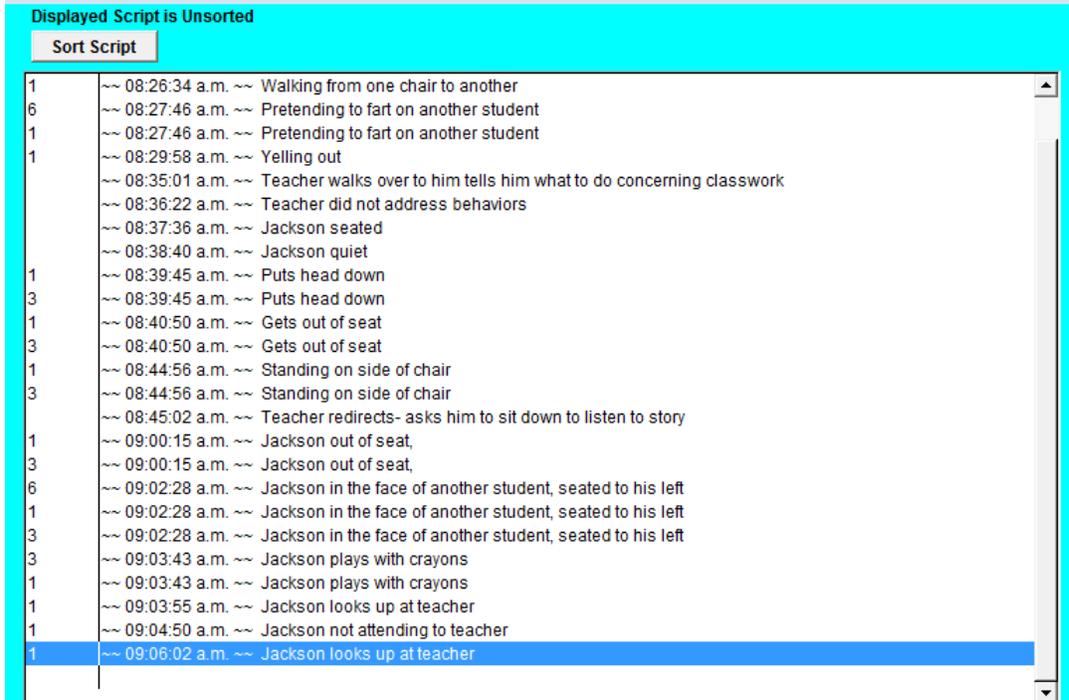


Figure 5-24

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 Sort Script 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.

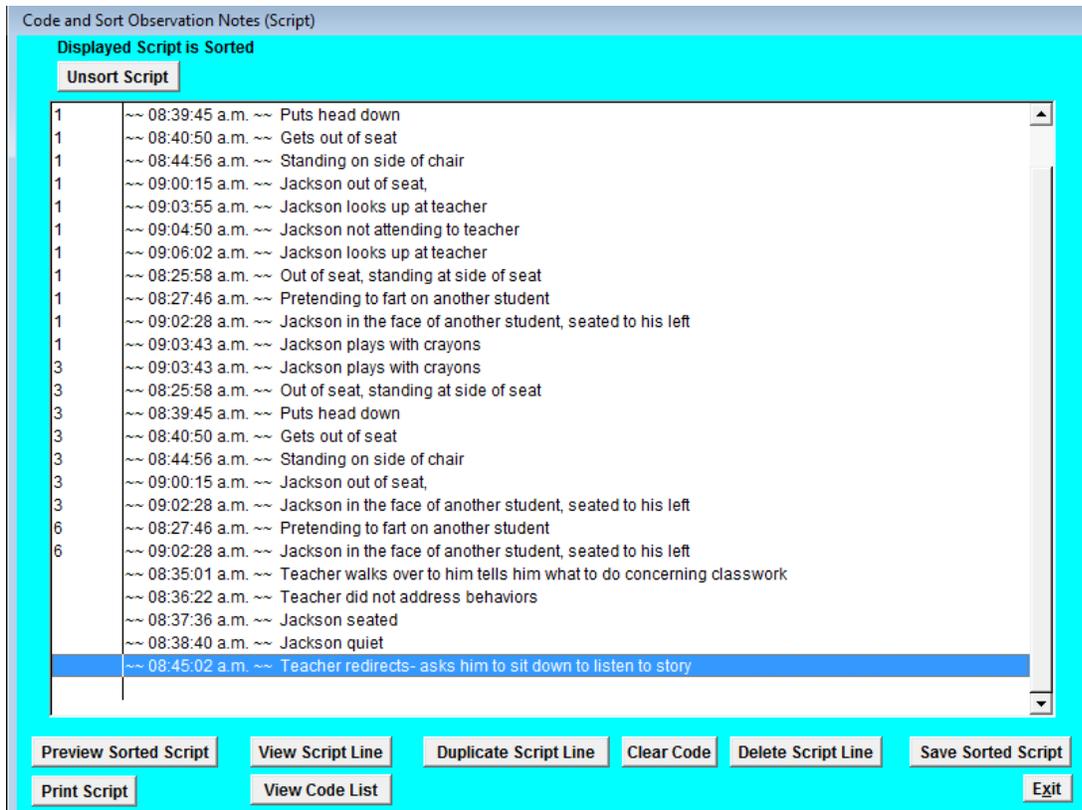


Figure 5-25

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 Preview Sorted Script button at the lower right hand corner of the screen.

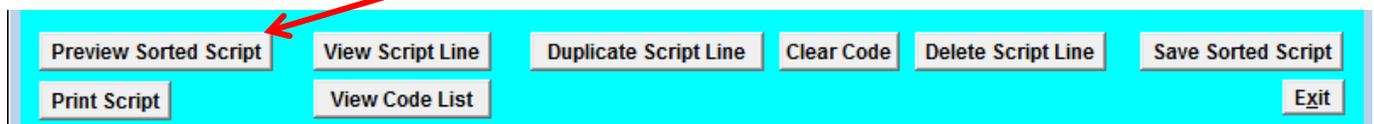


Figure 5-26

The following report will appear on your screen. Statements will appear in sections, based on the codes with which they 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.

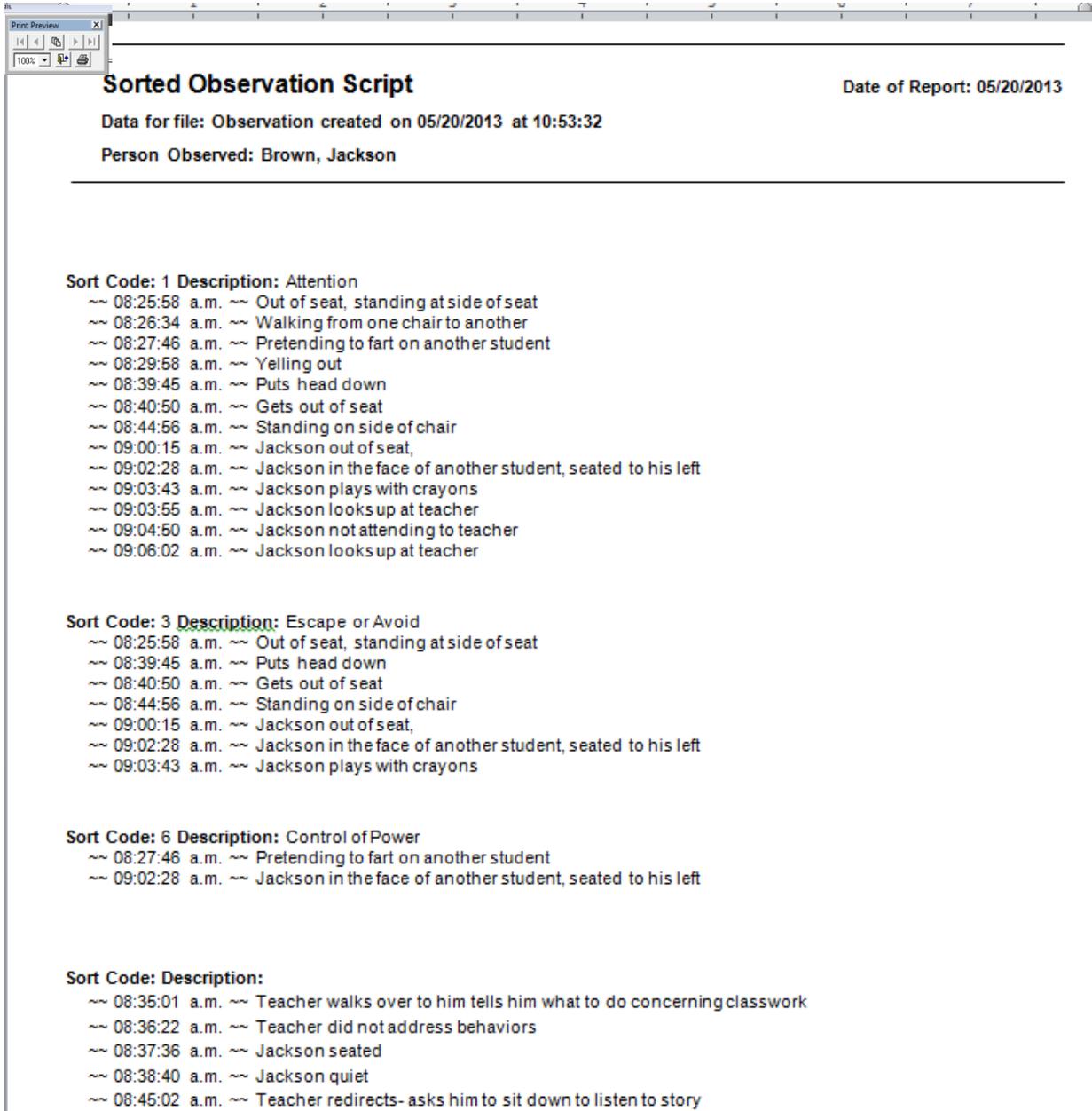


Figure 5-27

### Using Print Preview Menu Icons

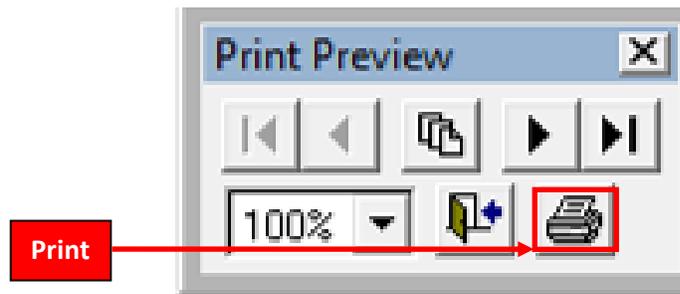


Figure 5-28

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

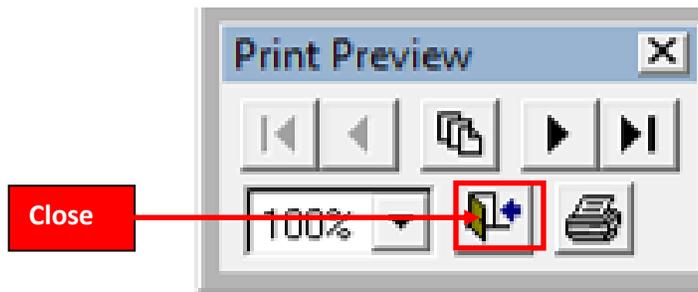


Figure 5-29

The Close 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.**

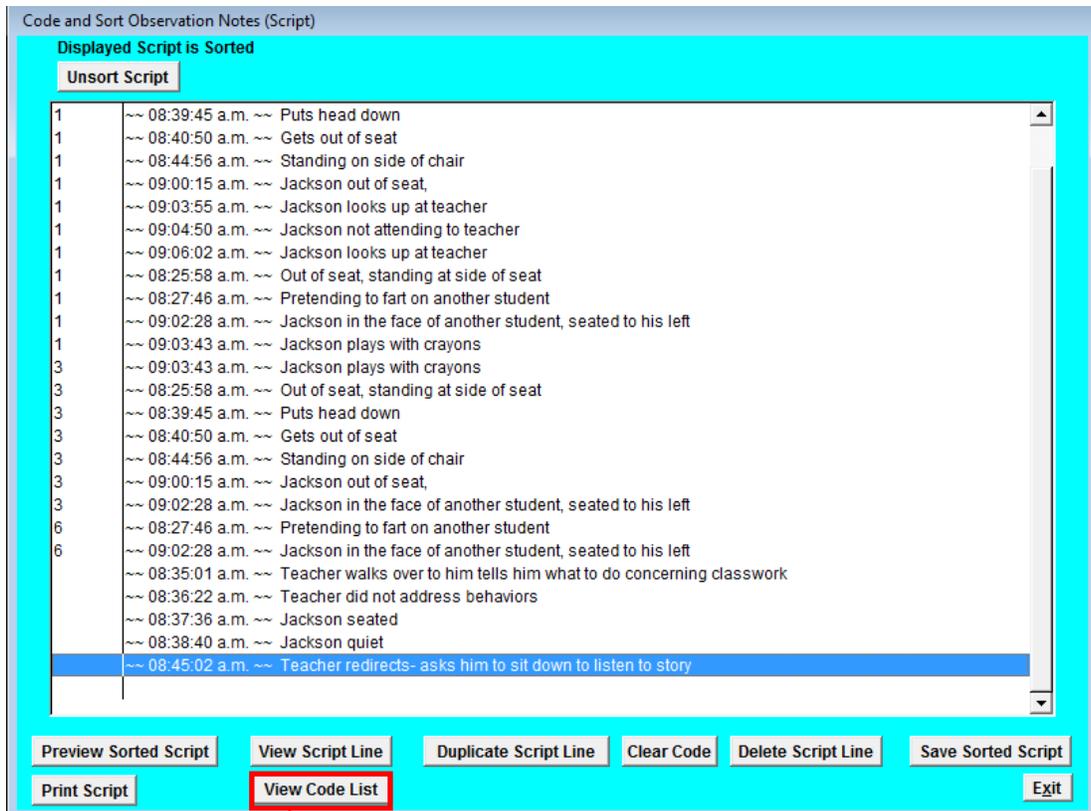


Figure 5-30

**View Code List**

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 View Code List button at the bottom of the Code and Sort Observation Notes screen.

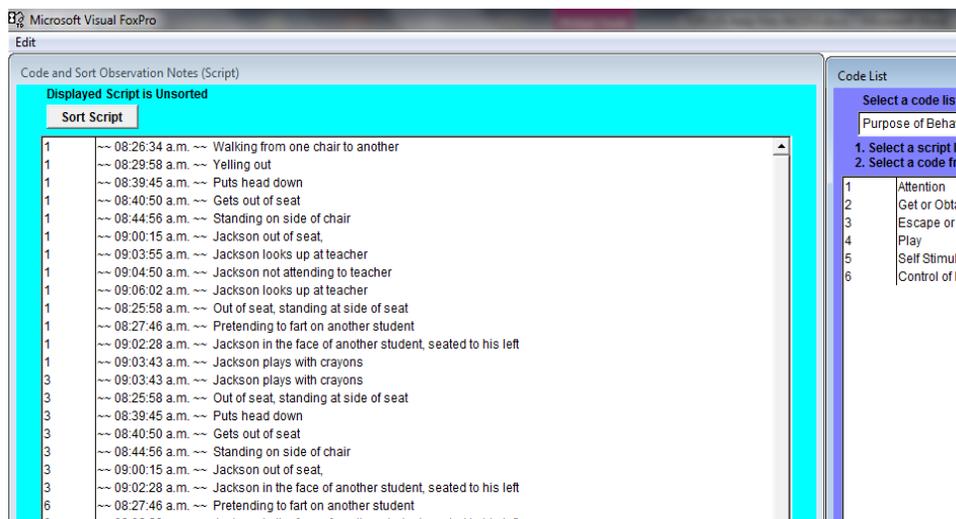


Figure 5-31 Code list screen has been restored

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 *Unsort Script* button at the top of the screen. **\*\*\*PLEASE NOTE – IF CHANGES ARE NECESSARY, YOU MUST UNSORT THE SCRIPT BEFORE ANY CHANGES CAN BE MADE.\*\*\***

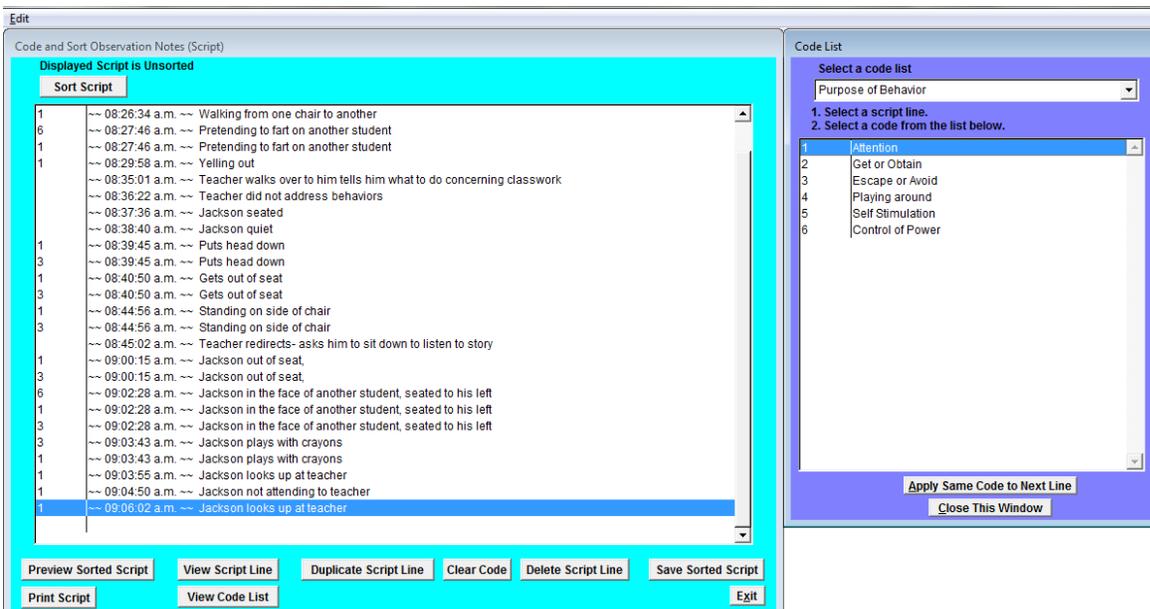
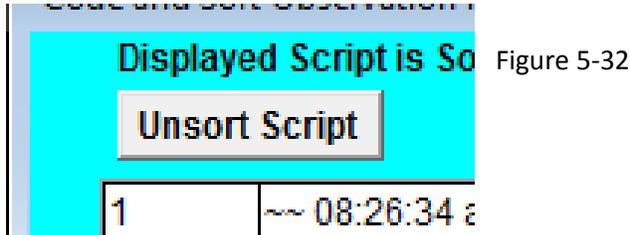


Figure 5-33

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.

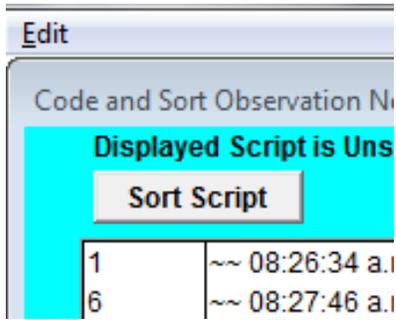


Figure 5-34

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

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

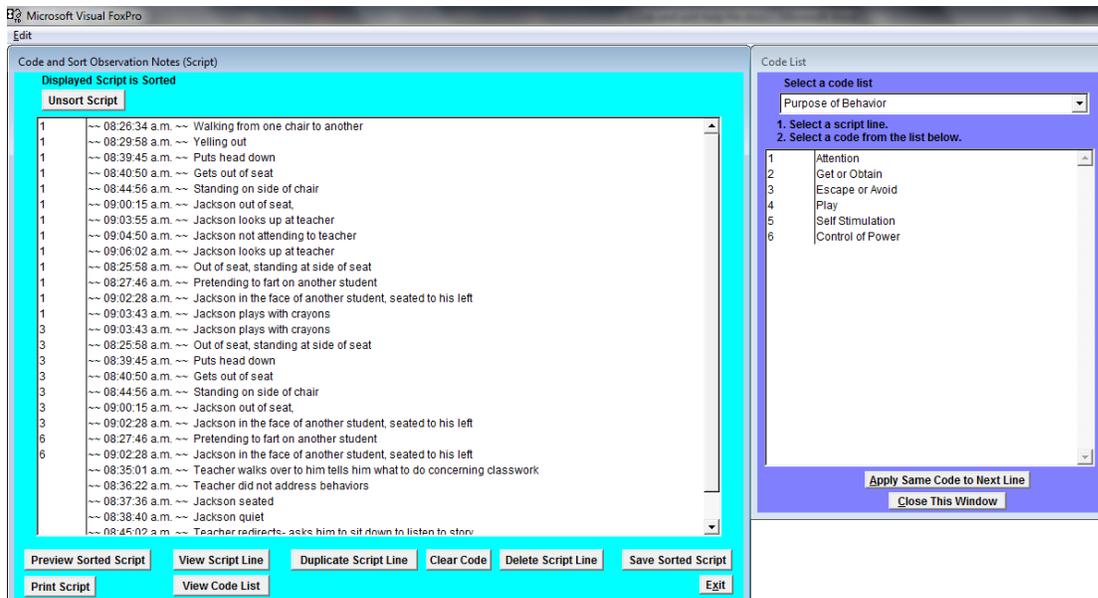


Figure 5-35

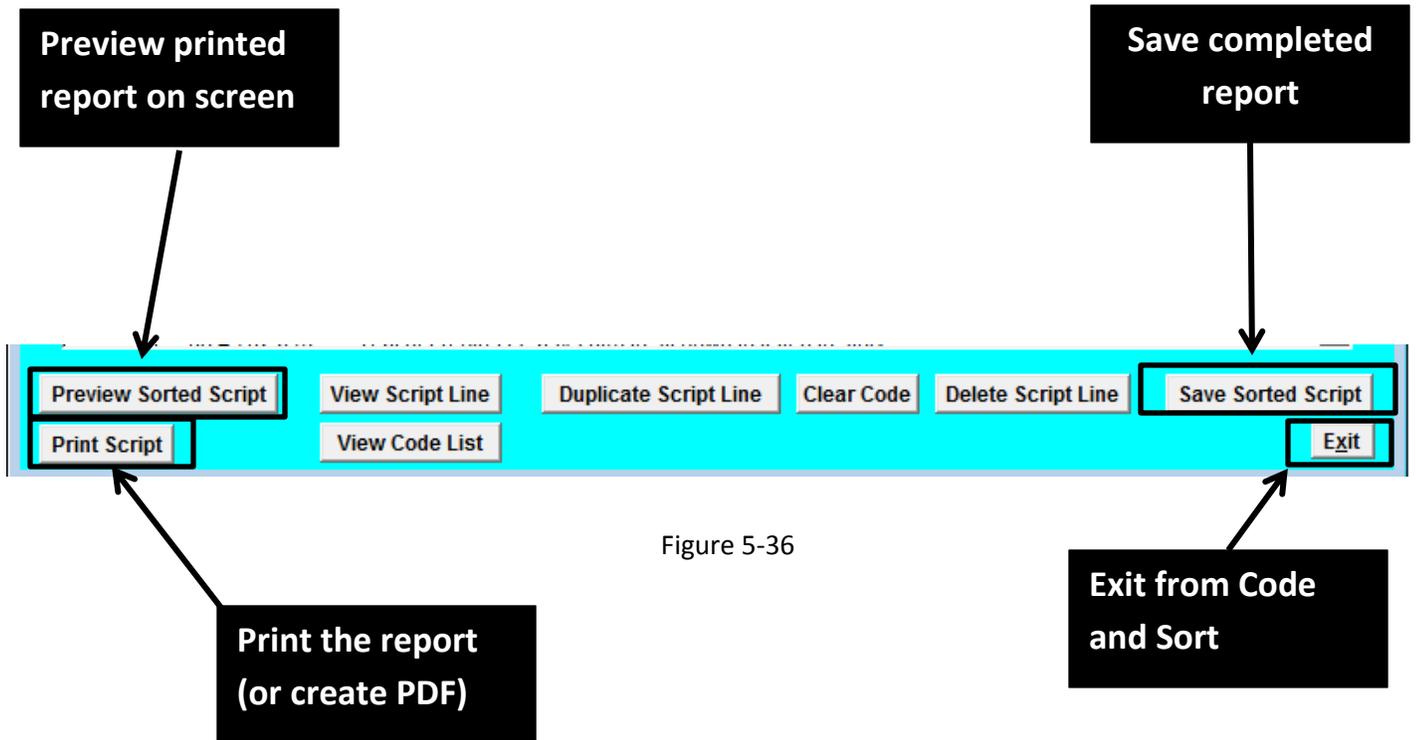


Figure 5-36

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 Print Script 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 Save Sorted Script button. (Figure 5-36)

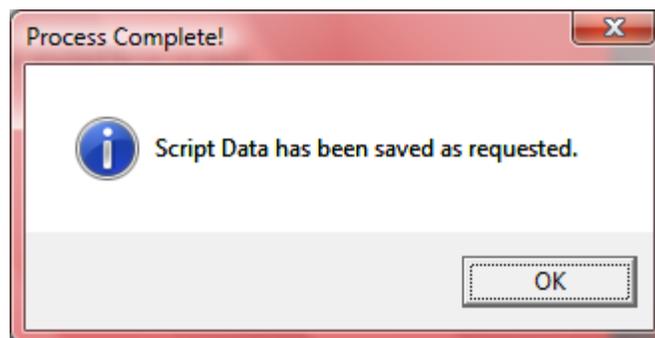


Figure 5-37

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 is 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

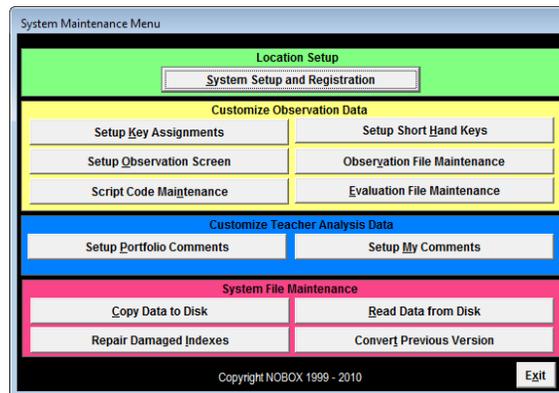
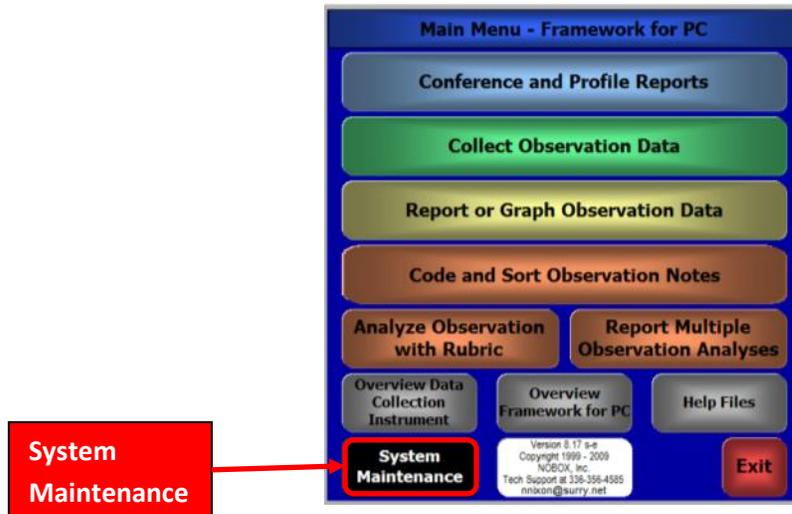


Figure 9-1

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

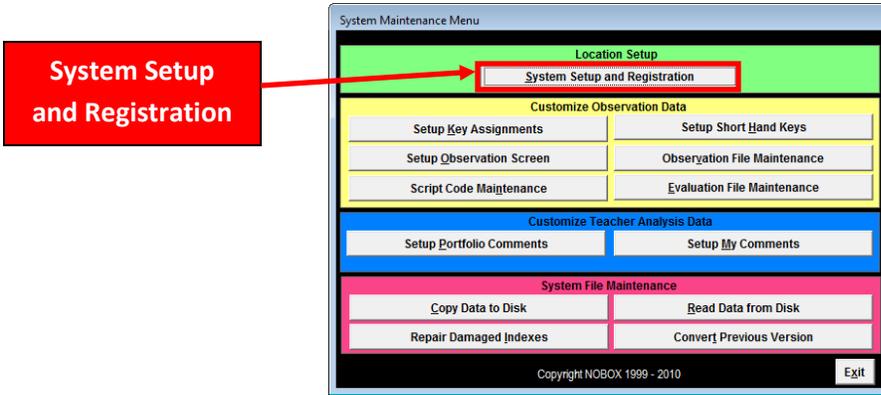


Figure 10-1

The *System Setup and Registration* 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 screenshot shows the 'System Registration' form. It has several input fields: 'Customer' (red label), 'Address' (green label), 'City' (yellow label), 'State' (red label), 'Zip' (brown label), and 'Phone' (purple label). There are also checkboxes for 'Require user to supply password', 'Don't remind me about script length', and 'Show Tool Tips on Forms'. At the bottom, there are radio buttons for 'Use American Date Format (mm/dd/yyyy)' and 'Use European/Canadian Date Format (yyyy/mm/dd)', and buttons for 'Save Changes', 'Enter Validation Code', and 'Exit'. The footer text reads: 'To Register Call TimerData System Technical Support at 336-356-4585 nnixon@surry.net'.

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.

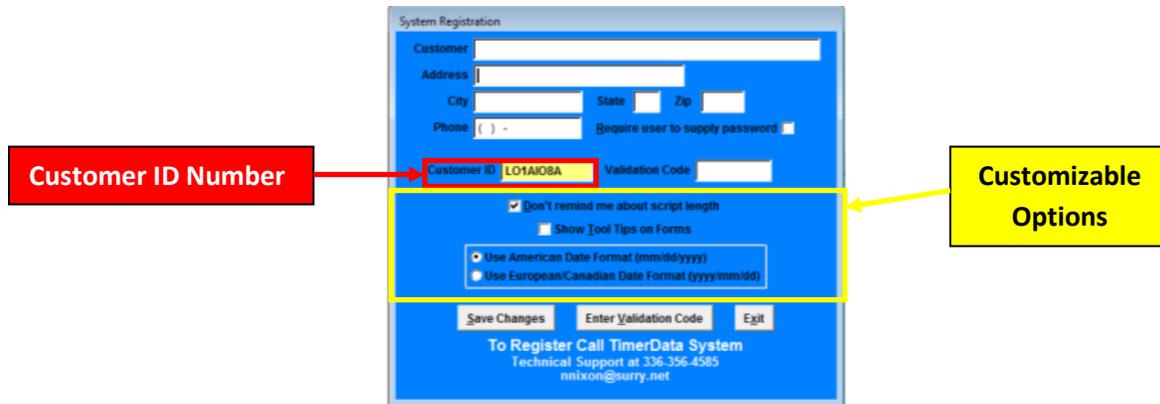


Figure 10-3

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 *Show Tool Tips on Forms* and *Don't remind me about script length* options. If you select the *Show Tool Tips on Forms*, the software will display tips on how to use the software as you are working with the software. If the user selects *Don't remind me about script length*, 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.

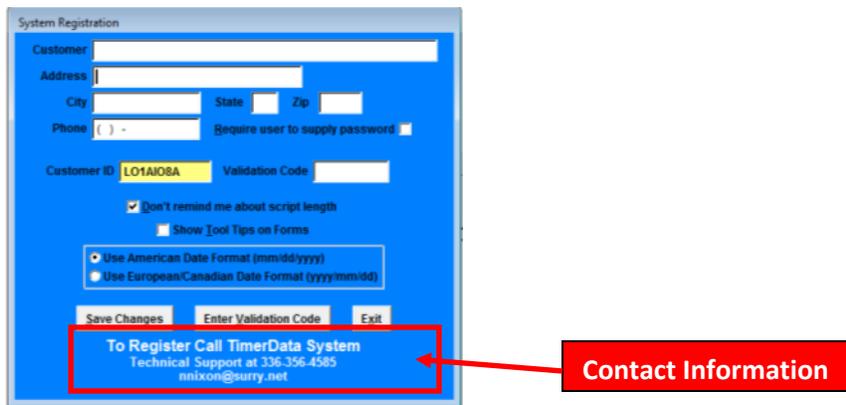


Figure 10-4

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.

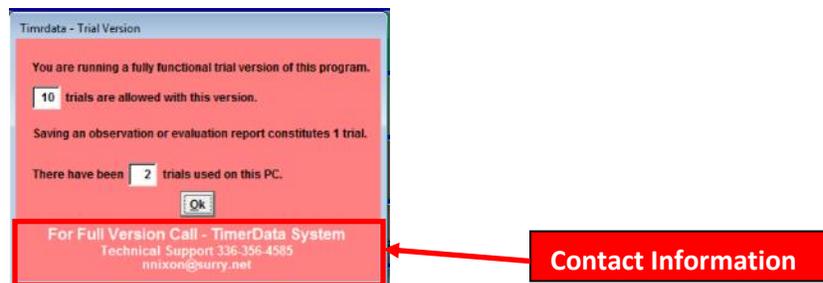


Figure 10-5

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.

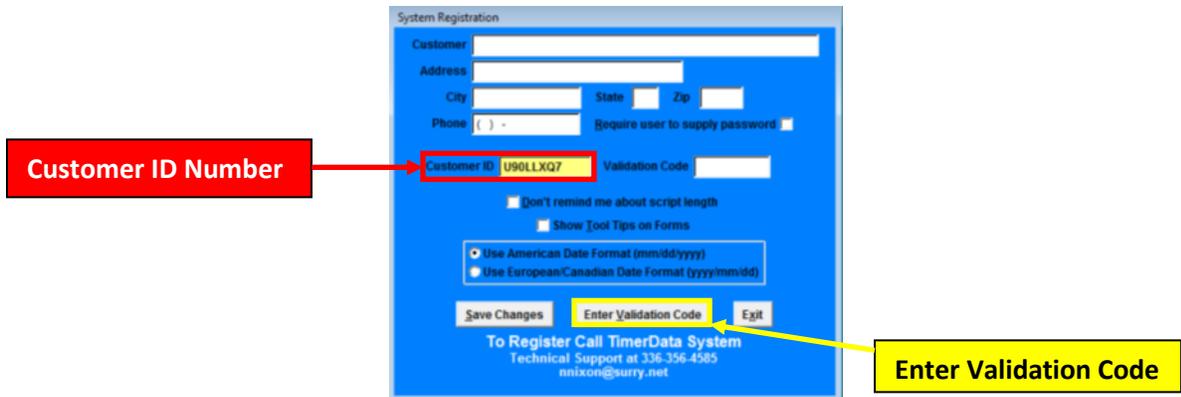


Figure 10-6

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.

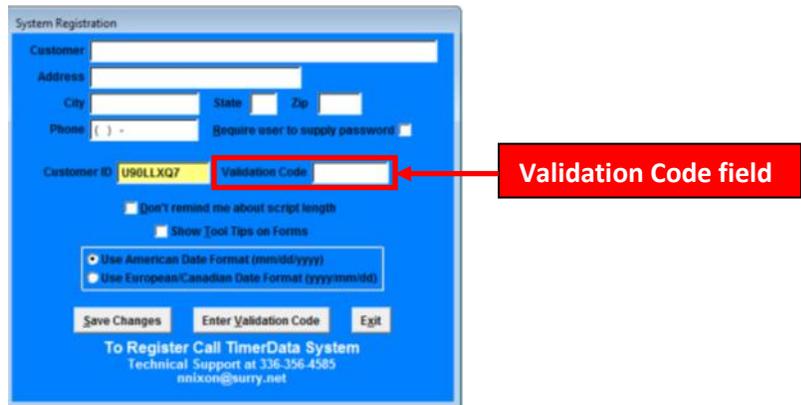


Figure 10-7

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

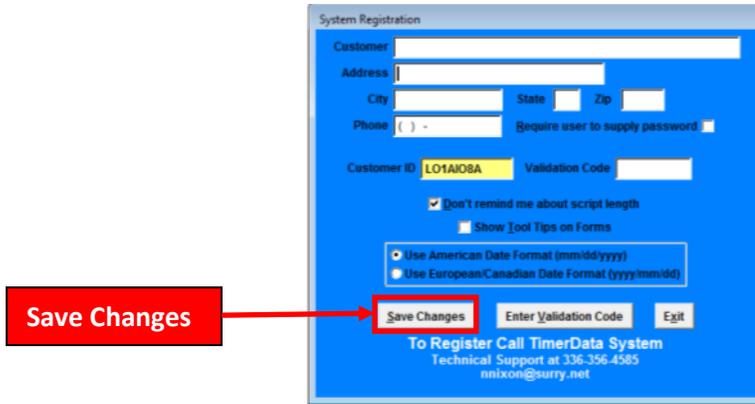


Figure 10-8

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).

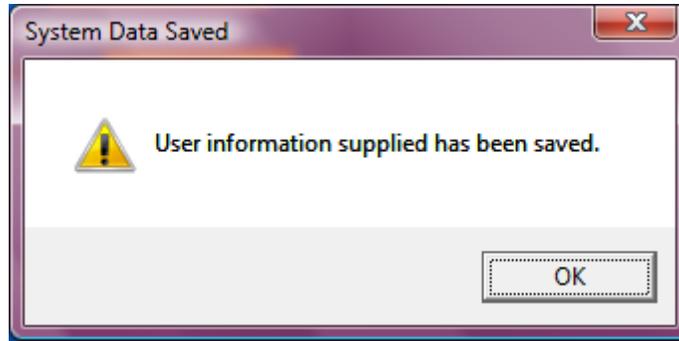


Figure 10-9

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

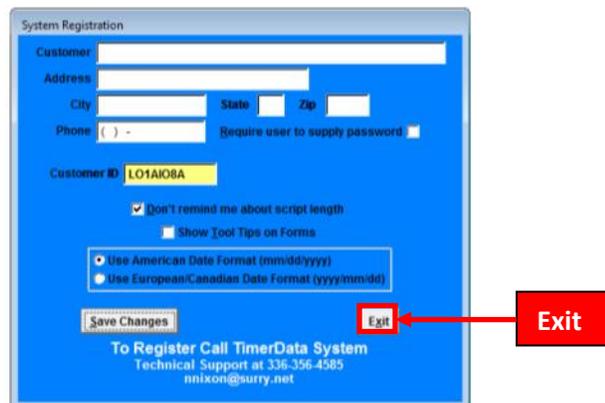


Figure 10-10

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 System Maintenance button in the Main Menu.

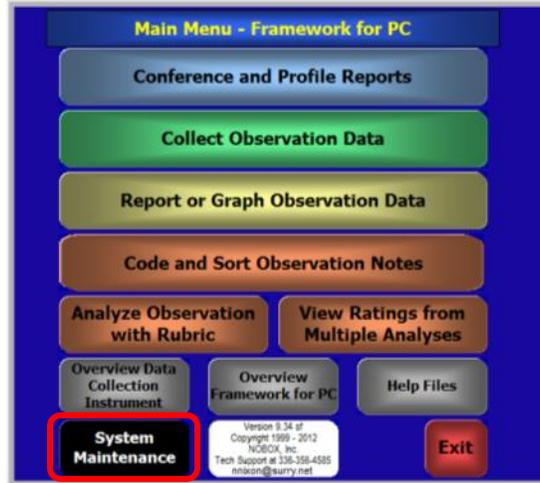


Figure 11-1

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

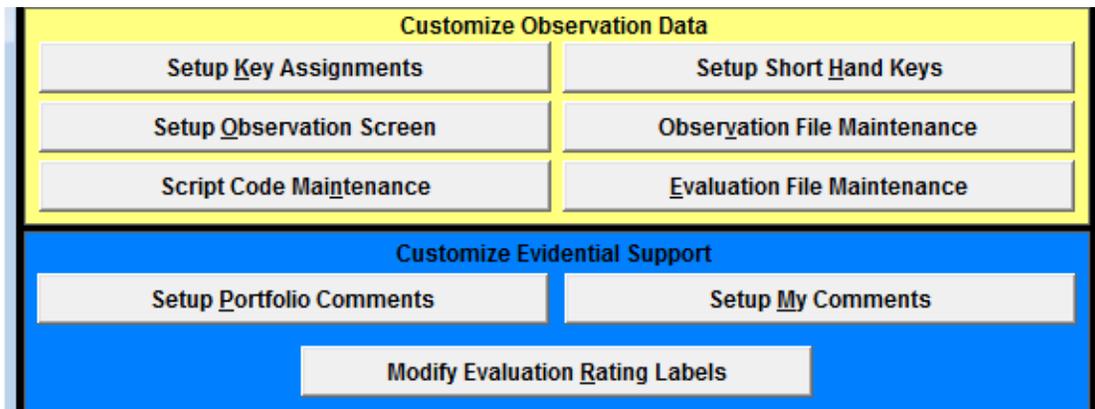


Figure 11-2

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

**Yellow field** - Setup Key Assignments, Script Code Maintenance, Setup Shorthand Keys,

**Blue field** - Set-up Portfolio Comments, Set up My Comments Modify Evaluation Rating Labels

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:

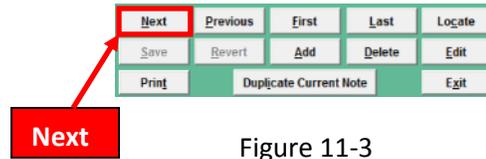


Figure 11-3

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

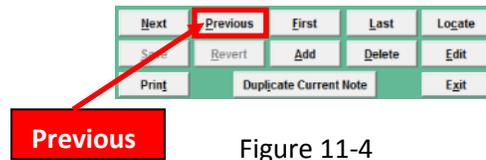
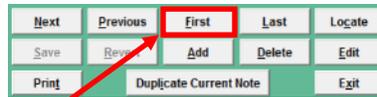


Figure 11-4

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



**First**

Figure 11-5

The First command button navigates to the first record.



**Last**

Figure 11-6

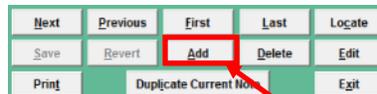
The Last command button navigates to the last record.



**Locate**

Figure 11-7

The Locate 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.



**Add**

Figure 11-8

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



Save

Figure 11-9

Clicking on the Save command button saves the new record to the list.



Revert

Figure 11-10

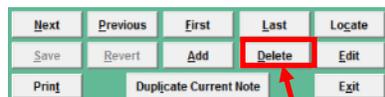
Clicking on the Revert command button takes you back one step in the program and undoes any action taken.



Duplicate Current Note

Figure 11-11

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



Delete

Figure 11-12

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

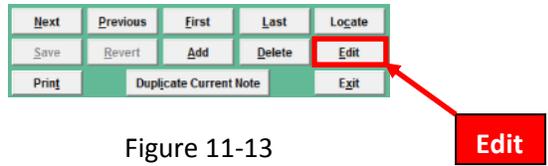


Figure 11-13

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

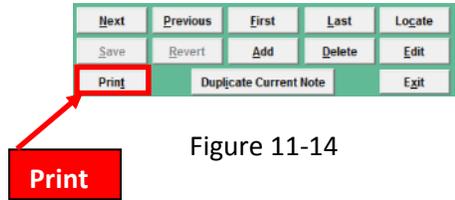


Figure 11-14

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

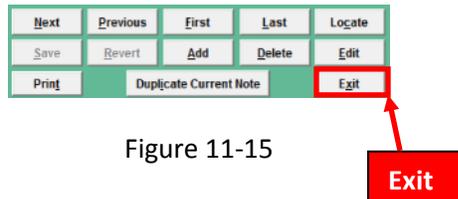


Figure 11-15

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

## Setup Key Assignments

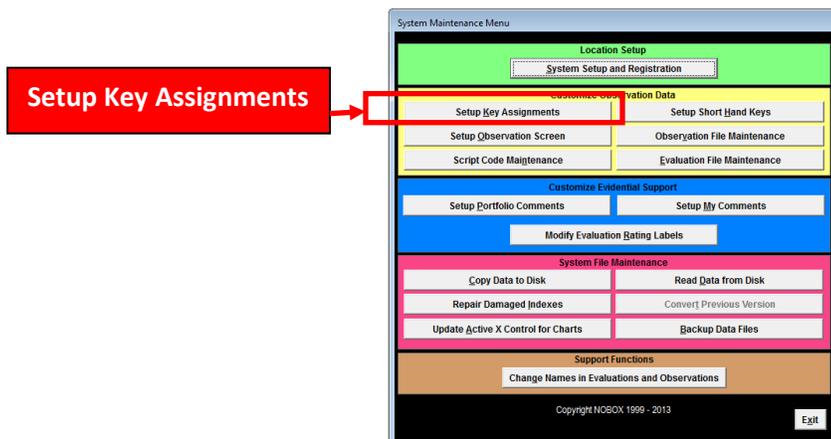


Figure 12-1

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.

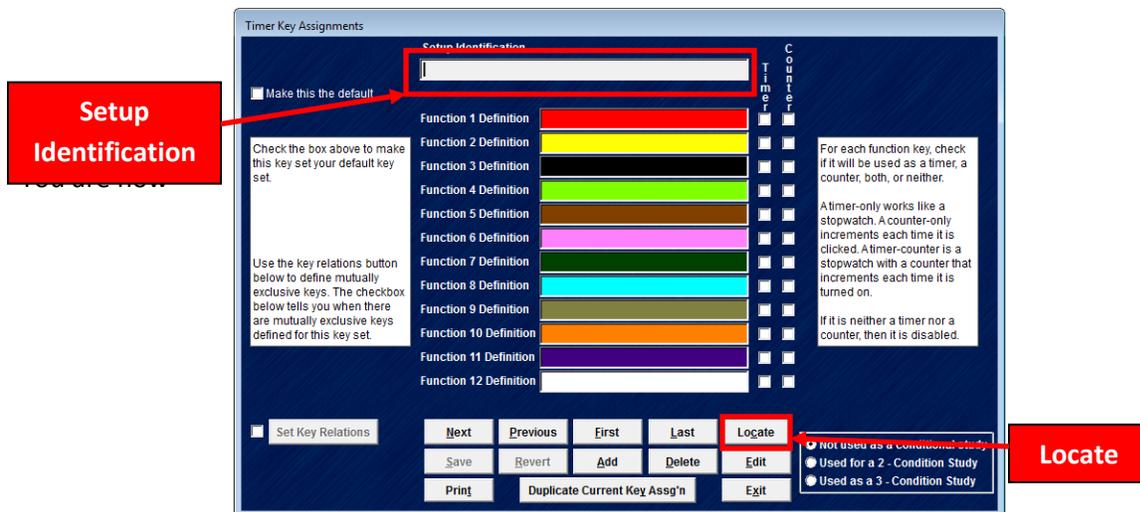


Figure 12-2

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

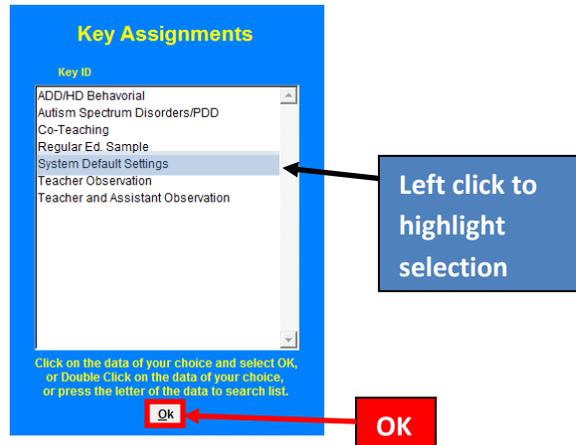


Figure 12-3

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 OK button at the bottom of the screen.

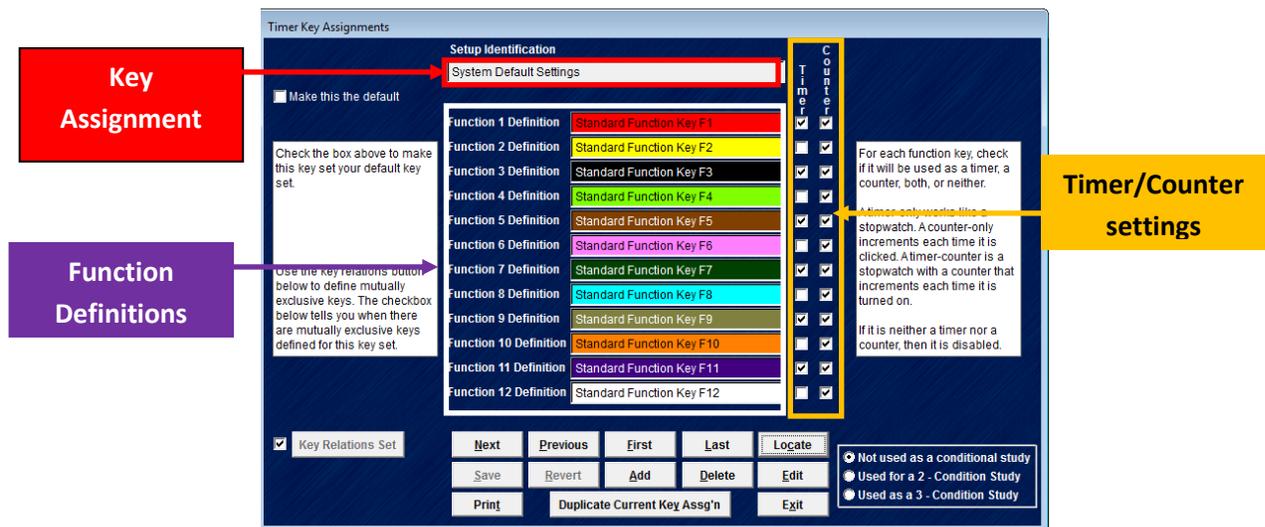


Figure 12-4

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 [Report or Graph Observation Data](#) section of the help files.

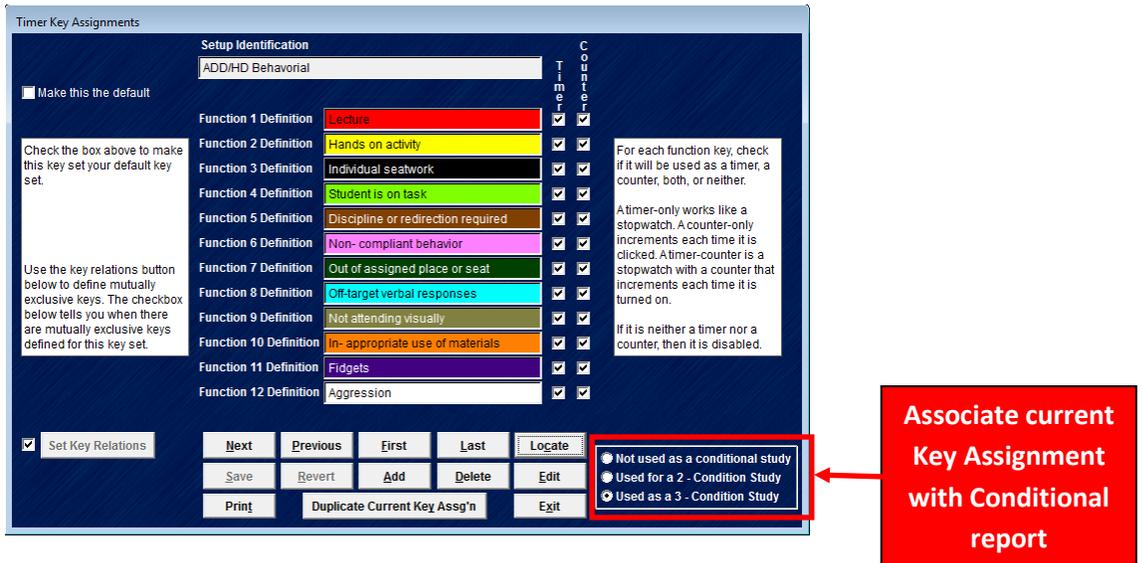


Figure 12-5

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)

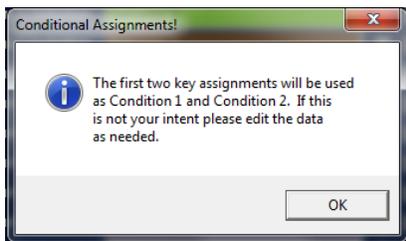


Figure 12-6

Or like this (3 Condition Report)

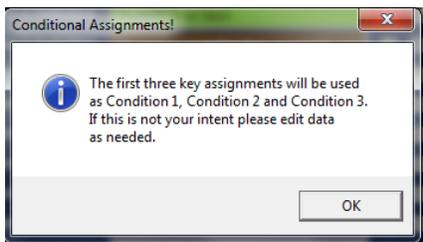


Figure 12-7

If you have made the correct choice, click on the OK button.

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

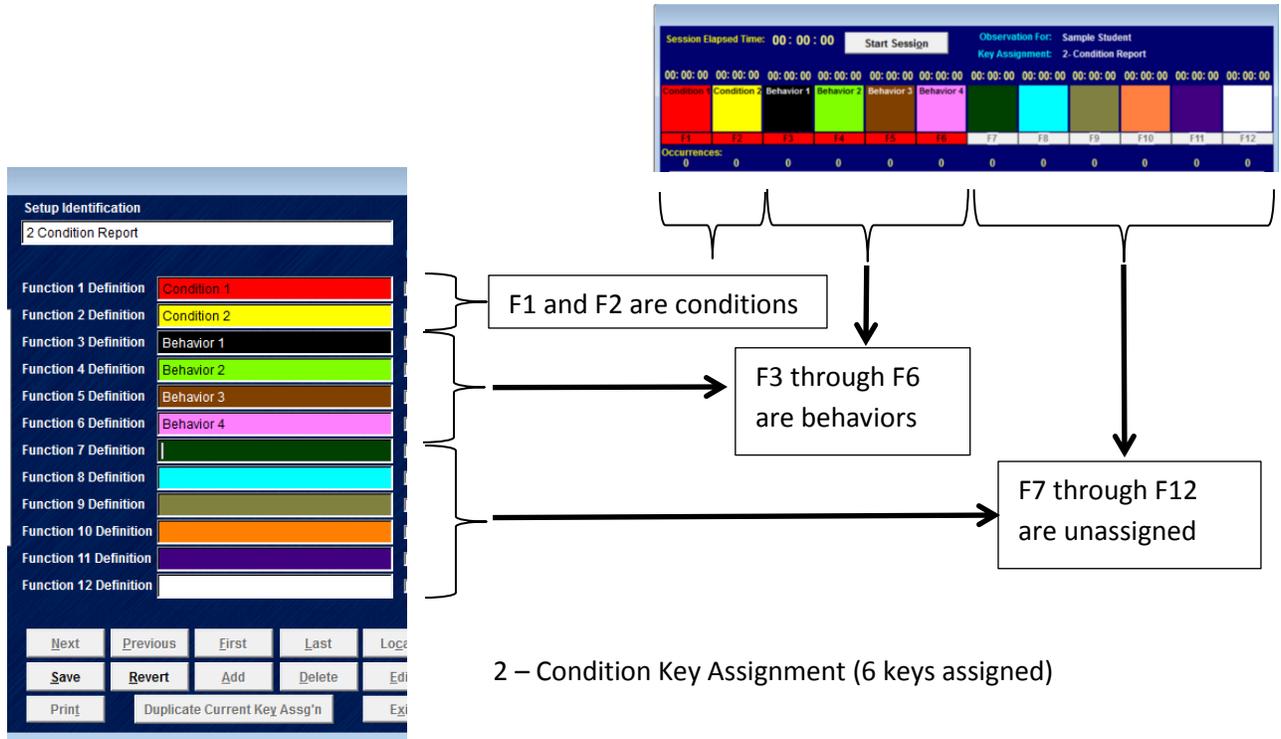


Figure 12-8

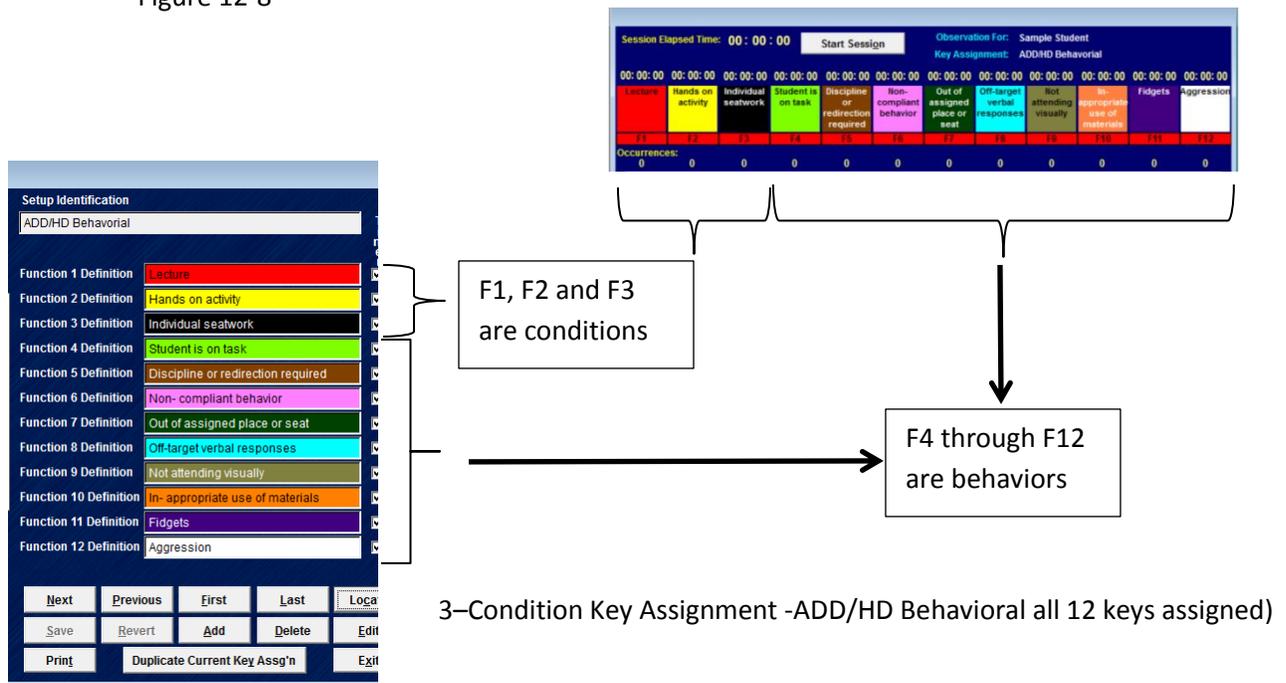
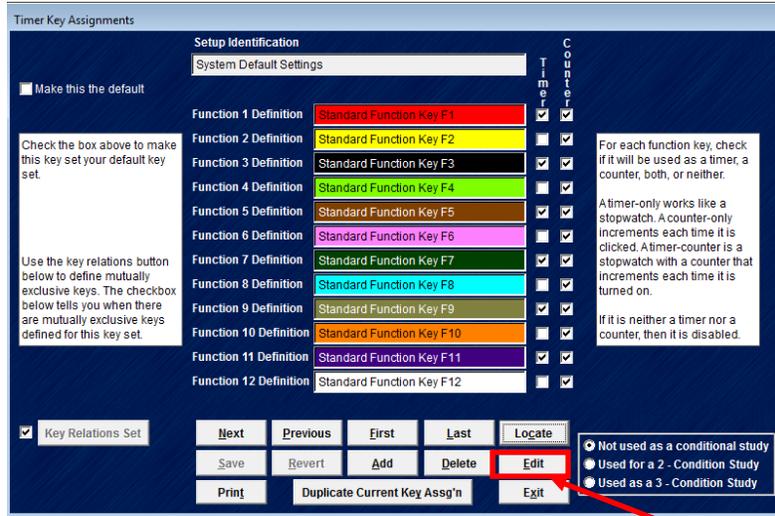


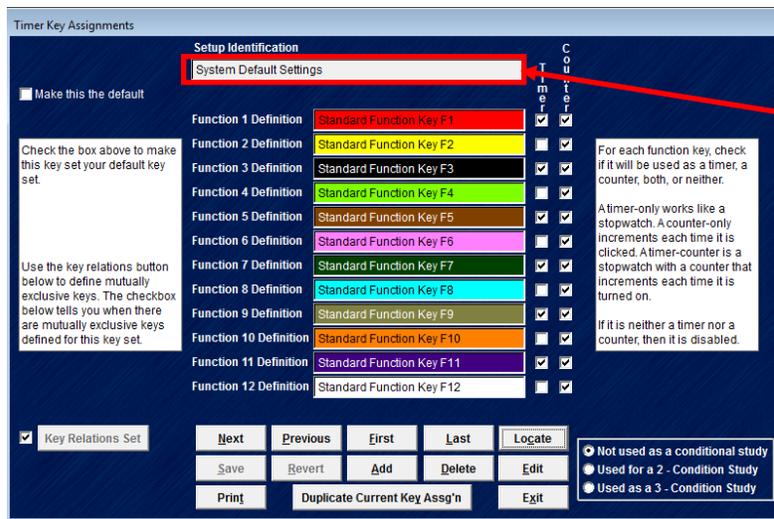
Figure 12-9



**Edit**

Figure 12-10

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.



**Highlighted for editing**

Figure 12-11

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

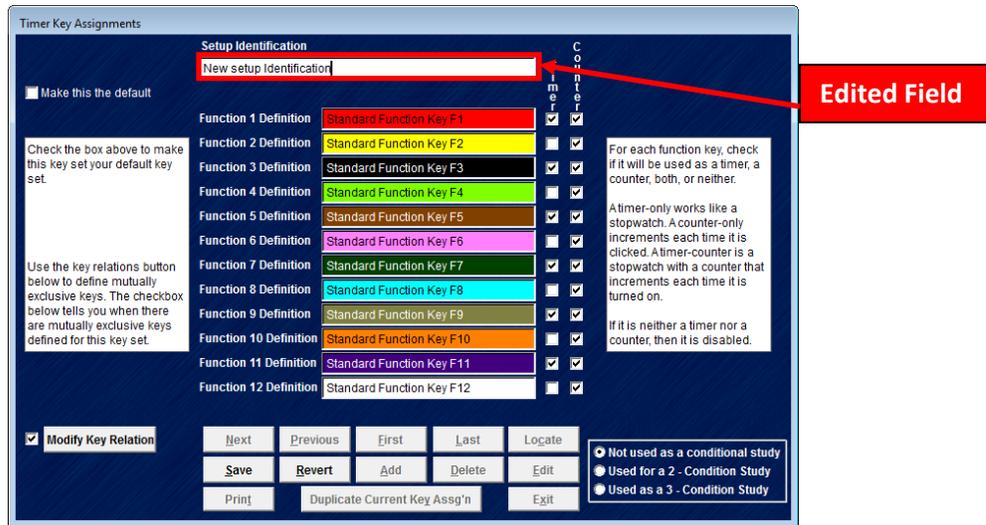


Figure 12-12

Setup Identification has been changed to “New setup identification.”

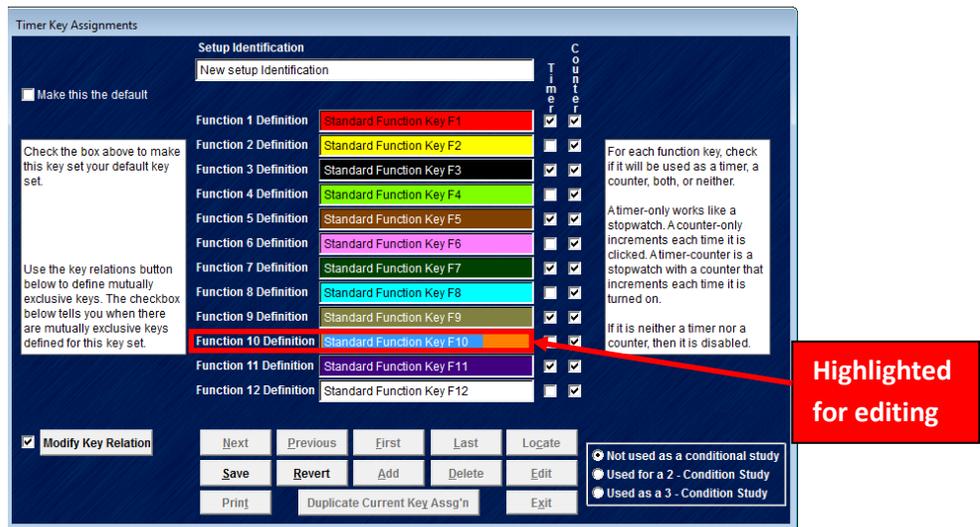


Figure 12-13

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

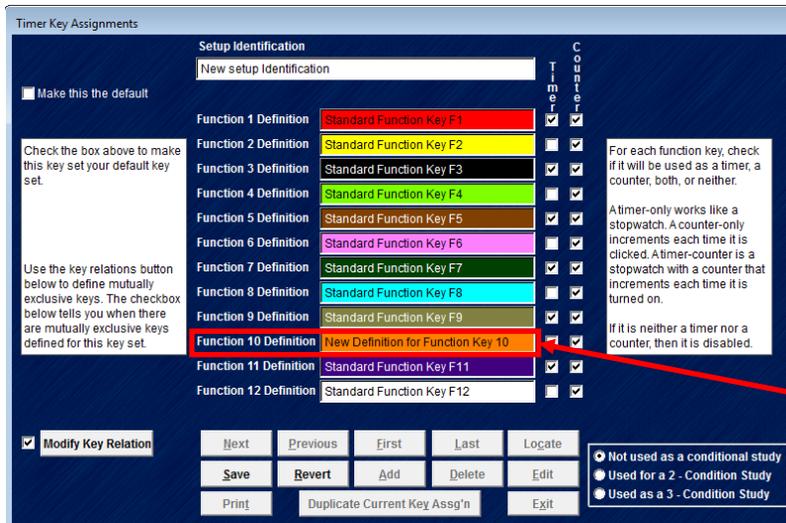


Figure 12-14

This figure shows the Function 10 Description edited.

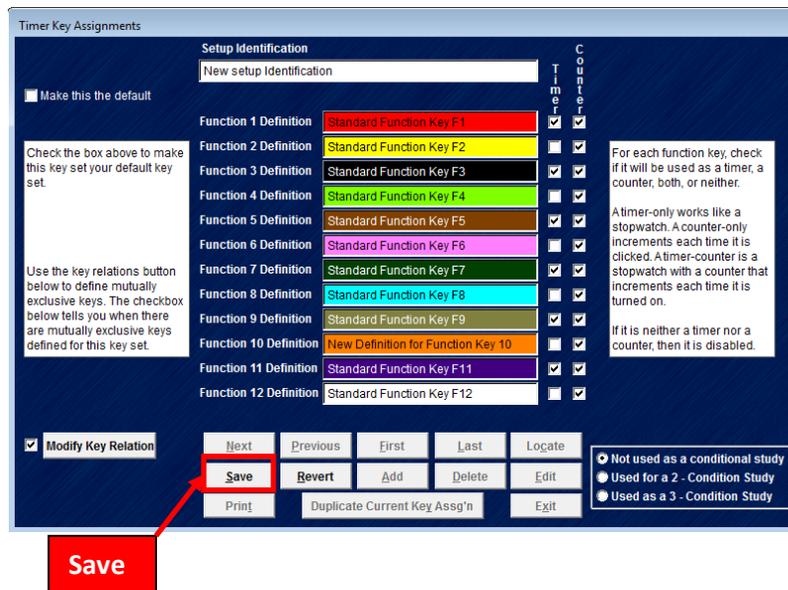


Figure 12-15

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

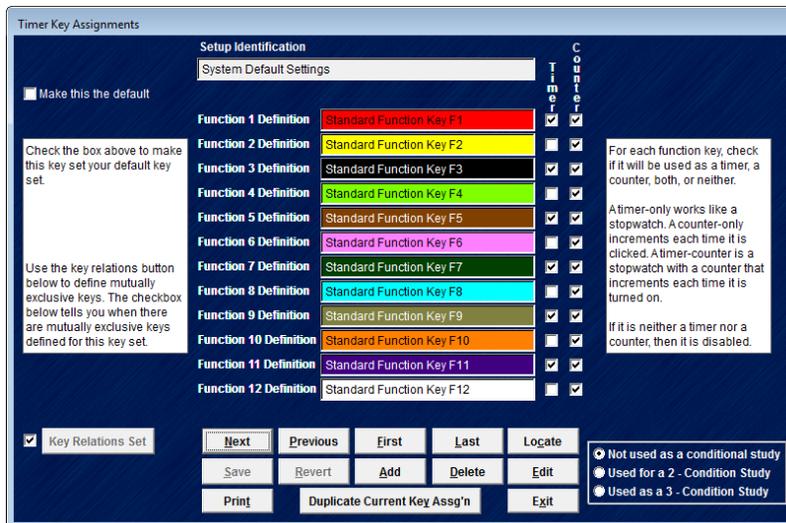


Figure 12-16

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

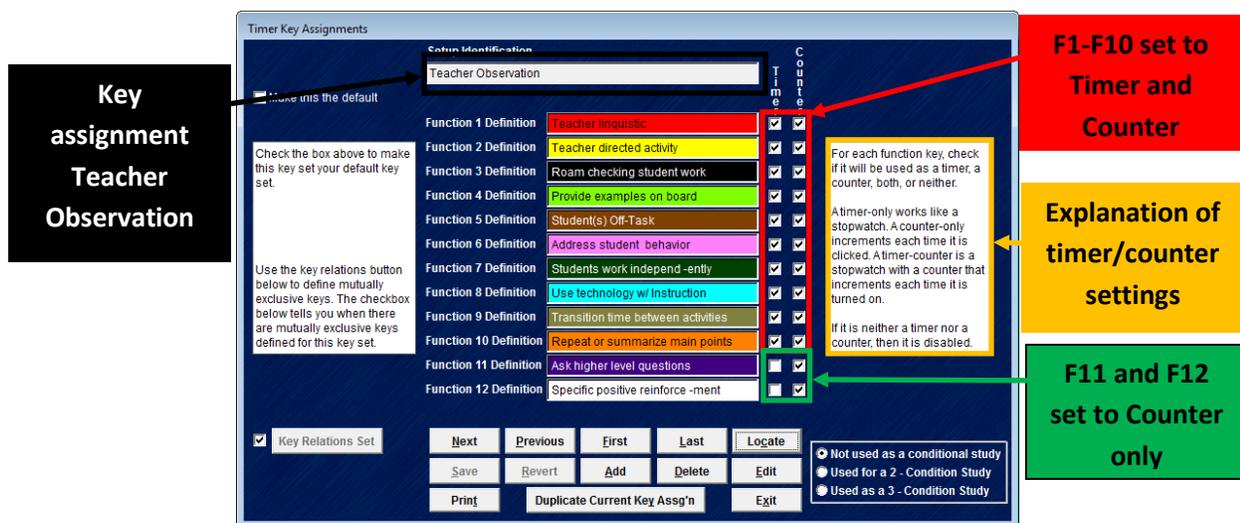


Figure 12-17

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 Save 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 Observatation Key Assignment.



Figure 12-18

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.

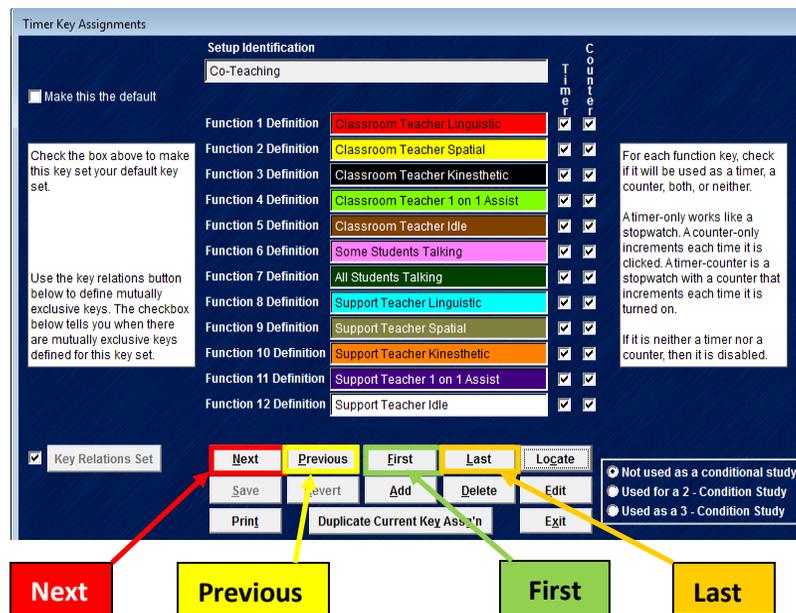
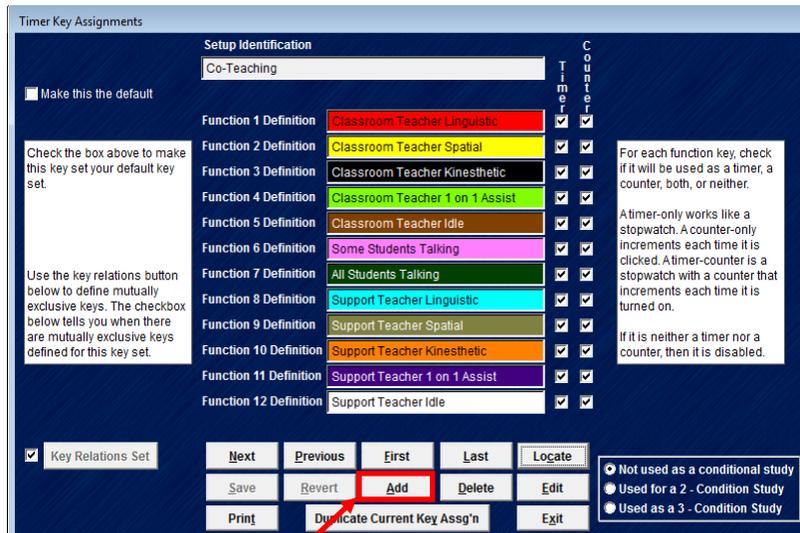


Figure 12-19

You may use any of the buttons at the bottom center of the form to navigate through the list of Timer Key assignments. *You may refer back to the Common Edit Buttons section (SECTION 11), to see the functions of these buttons.* The Next 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 Previous button allows you to back up to the previous Timer Key assignment. The First button allows you to skip from the current Timer Key assignment to the first in the list. The Last button allows you to skip from the current Timer Key assignment to the last in the list.



**Add** Figure 12-20

The Add 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.

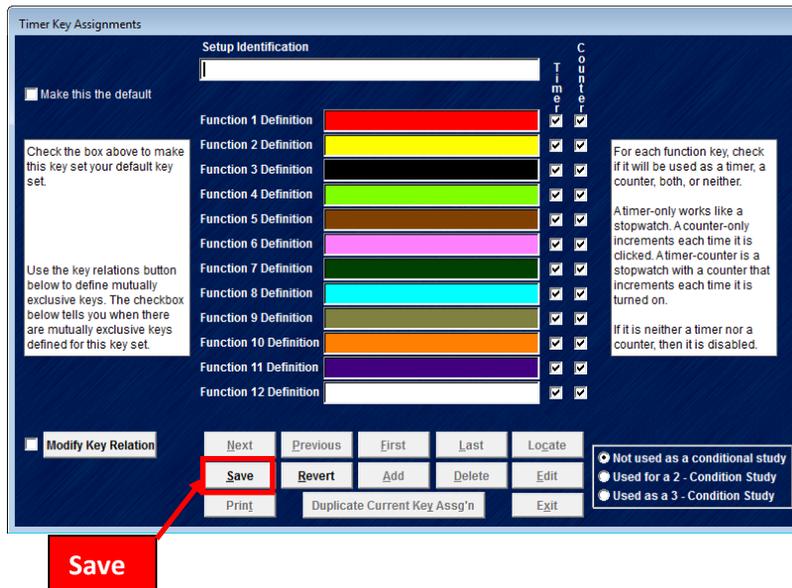


Figure 12-21

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 Save to save the Timer Key Assignment.

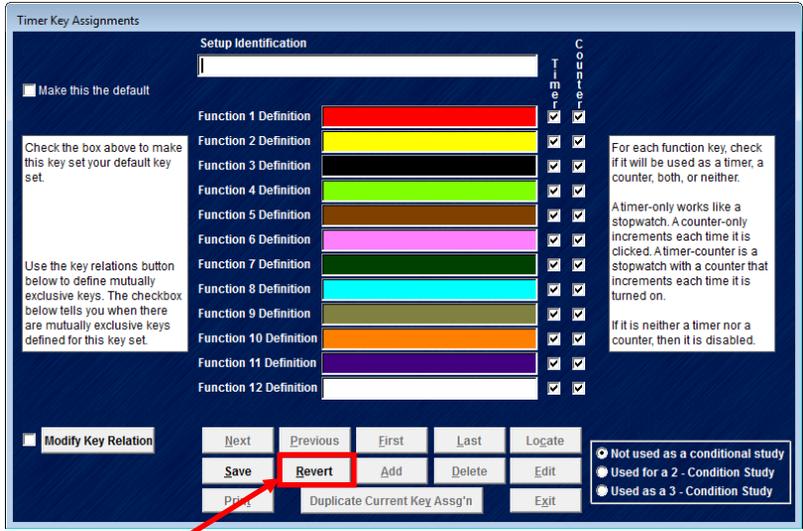


Figure 12-22

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

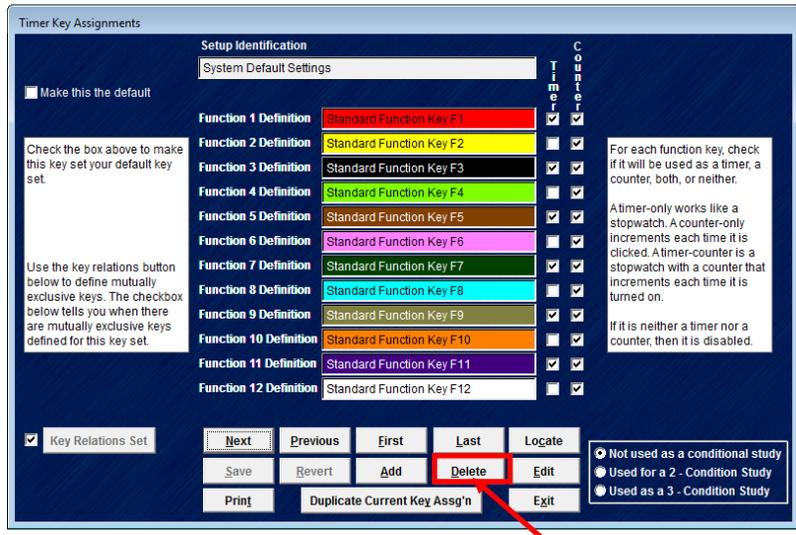


Figure 12-23



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

Figure 12-24

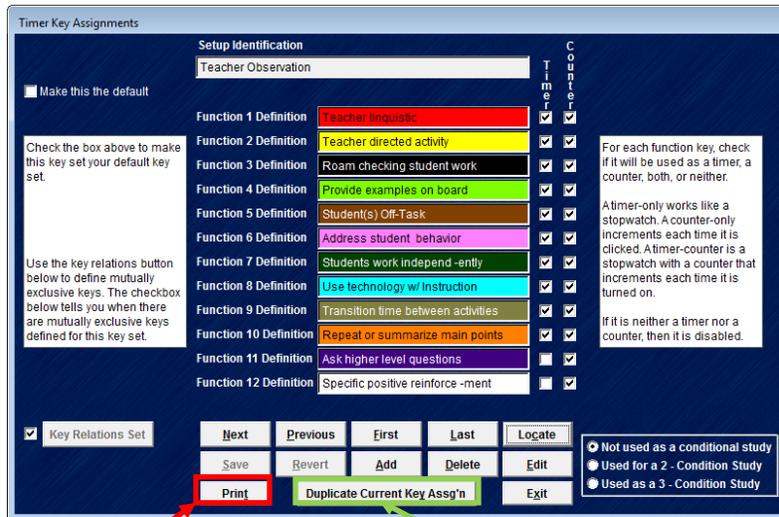


Figure 12-25

The *Print* button allows you to print the screen form with the Setup Identification information to the local printer. The *Duplicate Current Key Assig'n* 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.

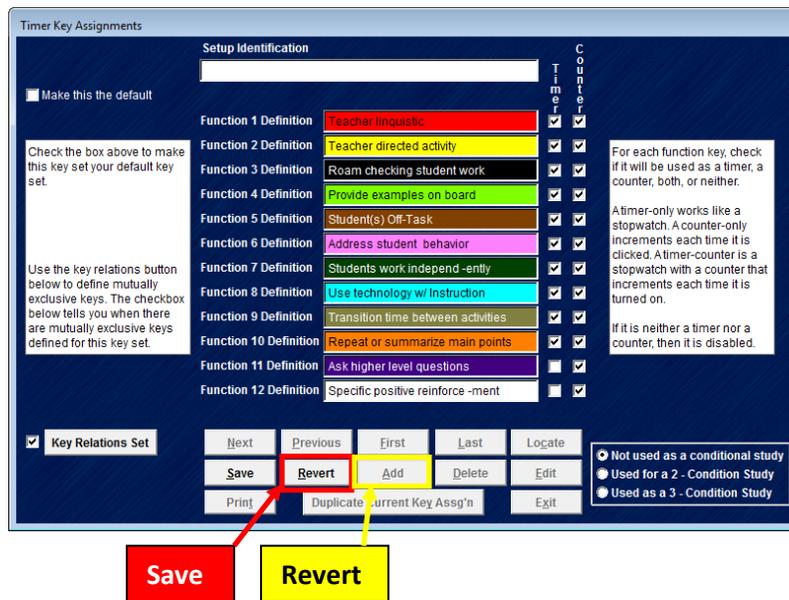
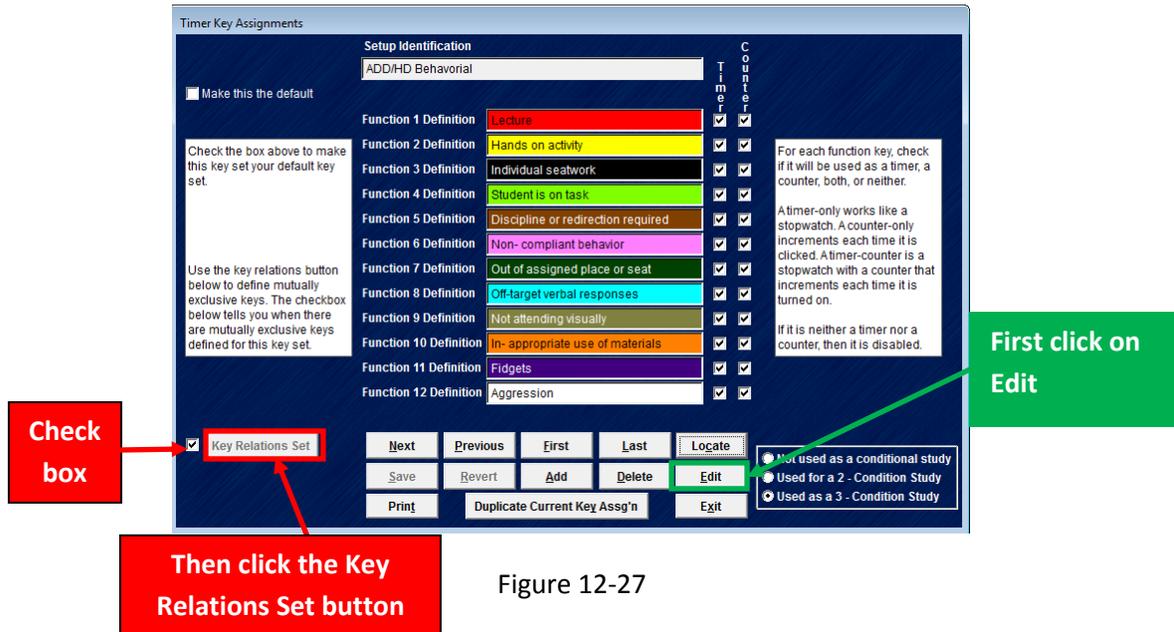


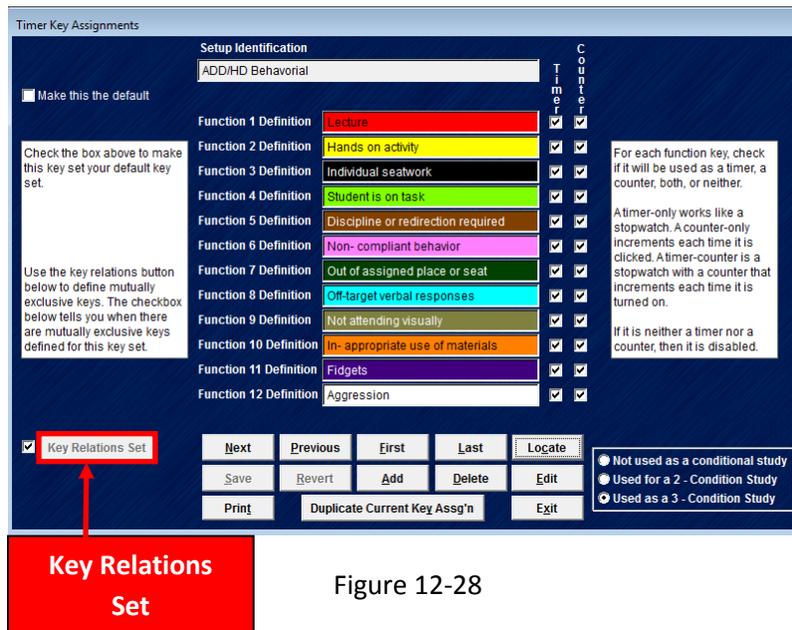
Figure 12-26

When clicking *Duplicate Current Key Assig'n* 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 *Duplicate Current Key Assig'n* activates the *Save* and *Revert* 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.

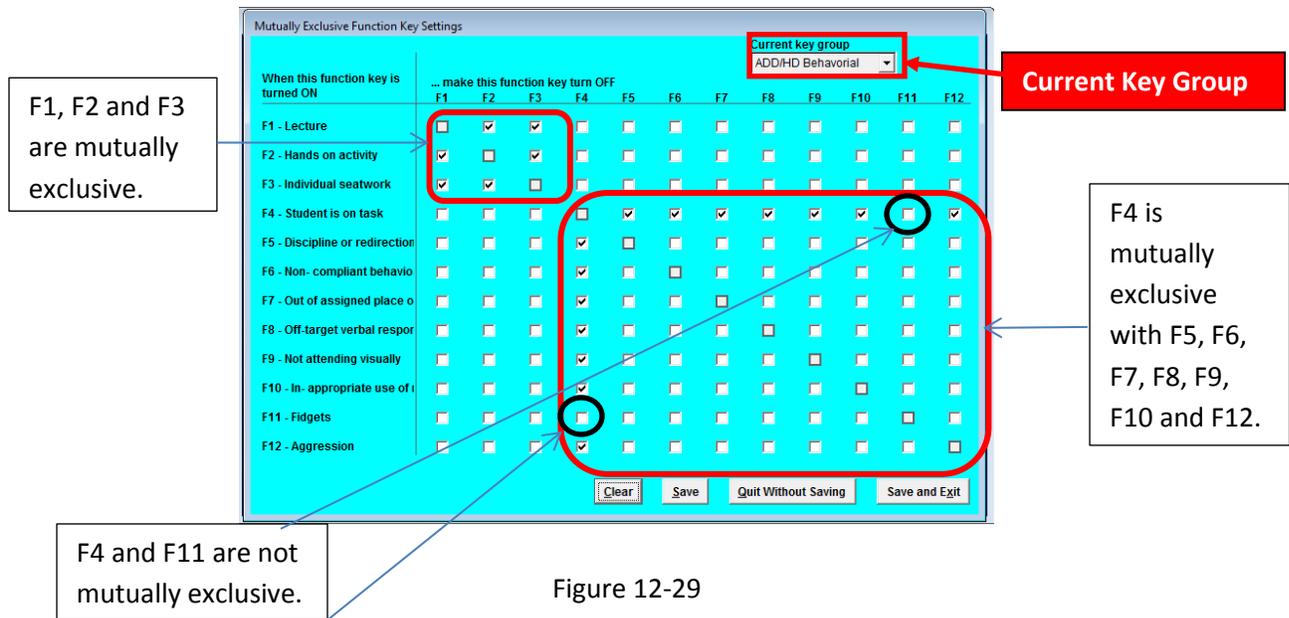
## Mutual Exclusivity



The Timer Keys (F1-F12) can be programmed to turn off automatically in response to each other. This feature is called Mutual Exclusivity. The *Key Relations Set* 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 *Edit* button, then click on the *Key Relations Set* button.



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 Current key group (Timer Key Assignment)

Look at the upper left hand section of the matrix. Timer Keys F1, F2 and F3 represent 3 different teaching 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.

Mutually Exclusive Function Key Settings

Current key group: ADD/HD Behavioral

When this function key is turned ON	... make this function key turn OFF											
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
F1 - Lecture	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F2 - Hands on activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F3 - Individual seatwork	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F4 - Student is on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F5 - Discipline or redirection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F6 - Non-compliant behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F7 - Out of assigned place or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F8 - Off-target verbal response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F9 - Not attending visually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F10 - Inappropriate use of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F11 - Fidgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
F12 - Aggression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Clear, Save, Quit Without Saving, Save and Exit

External labels: Clear, Save, Quit Without Saving, Save and Exit

Figure 12-30

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

## Setup Observation Screen

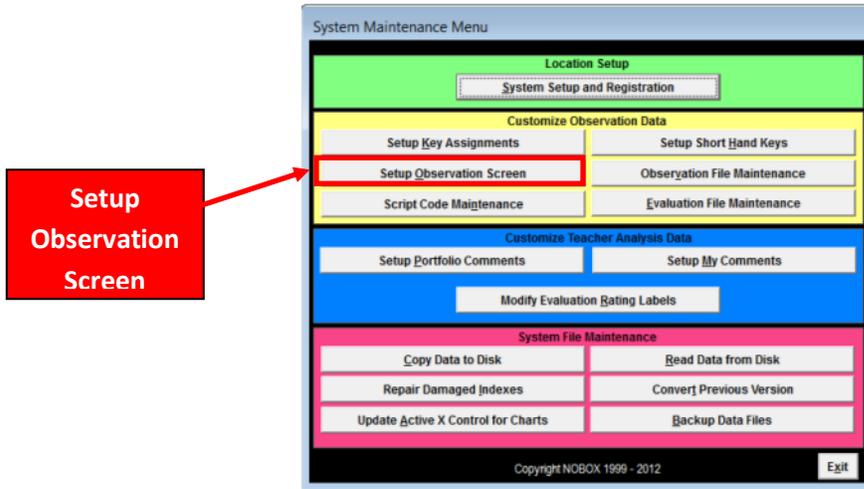
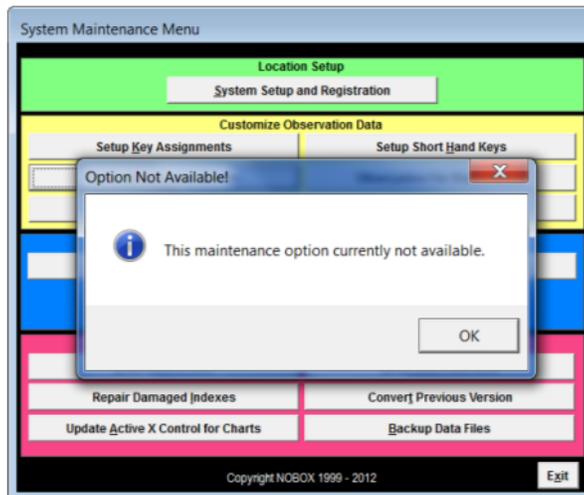


Figure 13-1

This section is no longer applicable to the software.

Figure 13-2



## 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).

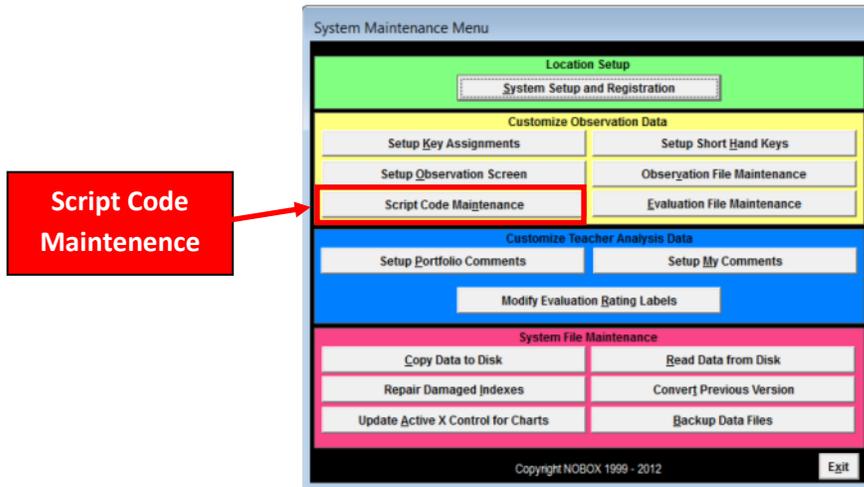


Figure 14-1

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

The screenshot shows the 'Script Sort Code Assignments' form. It has a light blue background and contains the following fields and buttons:

- Name of Code Set: [Text Field]
- Sort Code: [Text Field]
- Sort Order: [Text Field, value: 00.00]
- Code Description: [Text Field]
- Buttons: Next, Previous, First, Last, Locate, Save, Revert, Add, Delete, Edit, Print, Duplicate Current Description, Exit

Figure 14-2

To edit an existing list, click on Locate.

This screenshot is identical to Figure 14-2, but the 'Edit' button is highlighted with a red border.

Figure 14-3

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

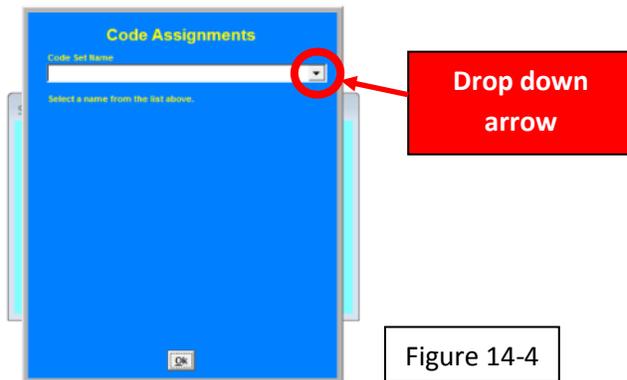


Figure 14-4

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

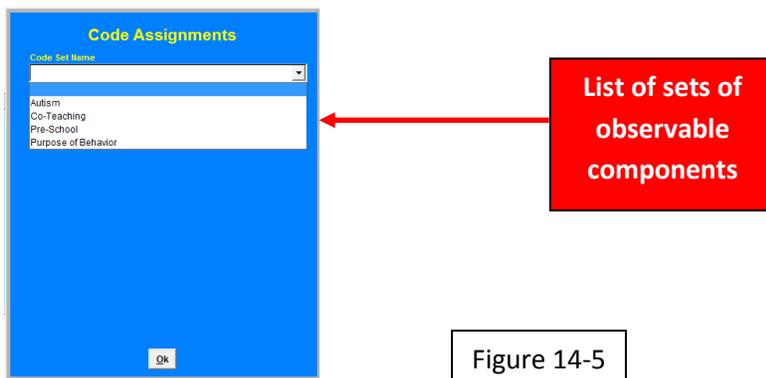


Figure 14-5

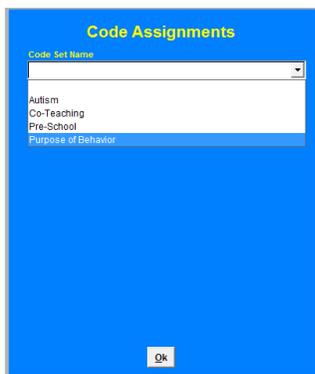


Figure 14-6

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

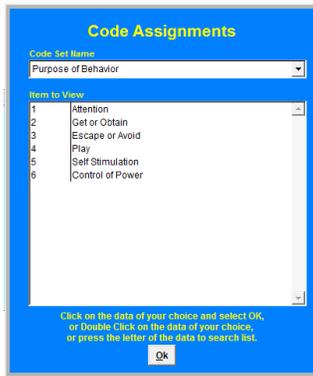


Figure 14-7

You will see the items in the list

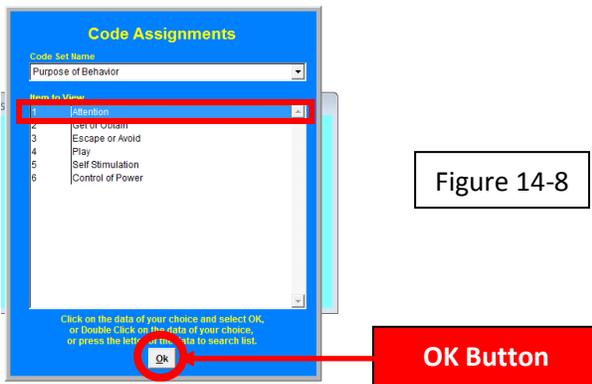
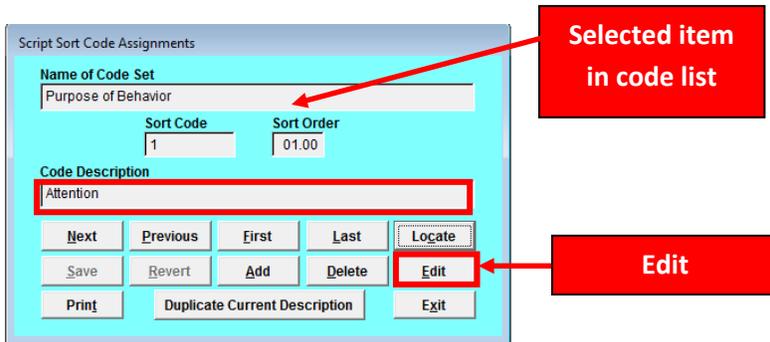


Figure 14-8

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 Attention 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.

Figure 14-9

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.



Figure 14-10

When finished click on the Save button.

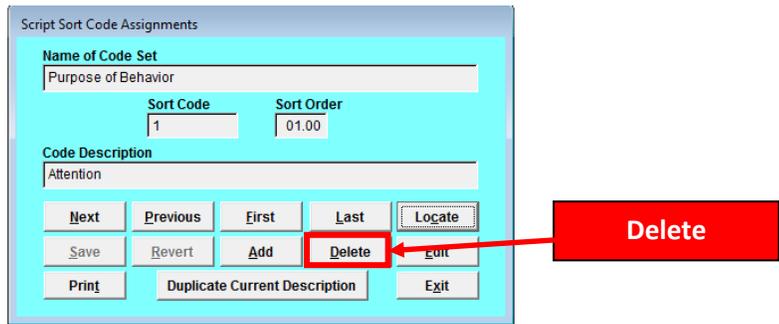


Figure 14-11

To delete an entry, click on the *Delete* button.

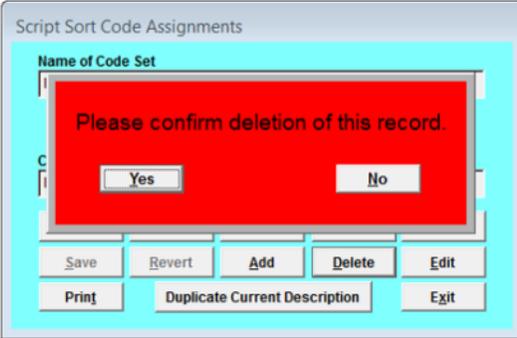


Figure 14-12

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

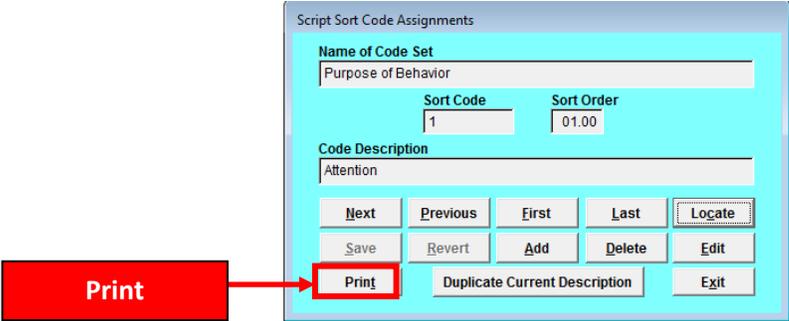


Figure 14-13

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

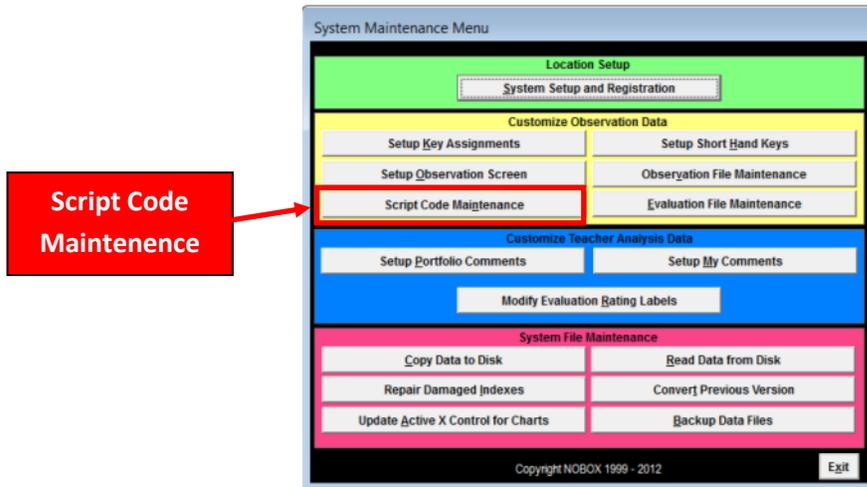


Figure 14-14

You will see the Script Sort Code Assignment screen.

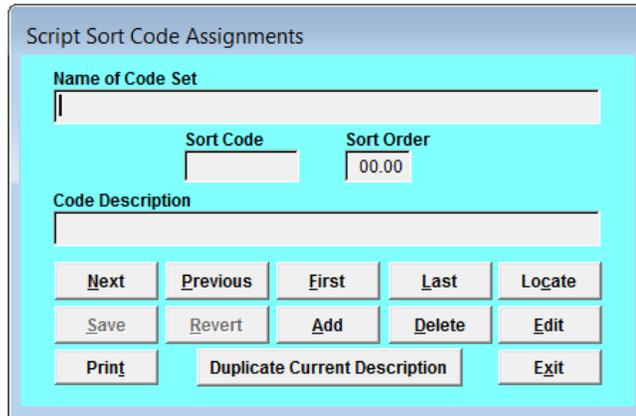


Figure 14-15

Click on Add

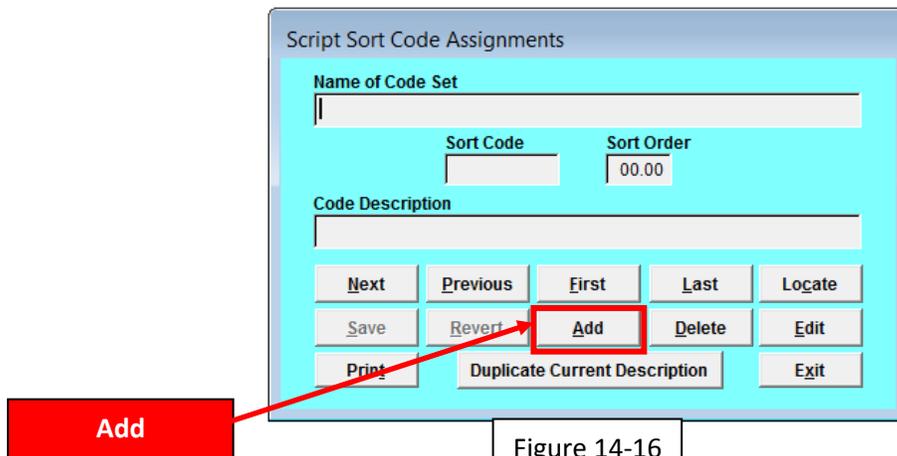
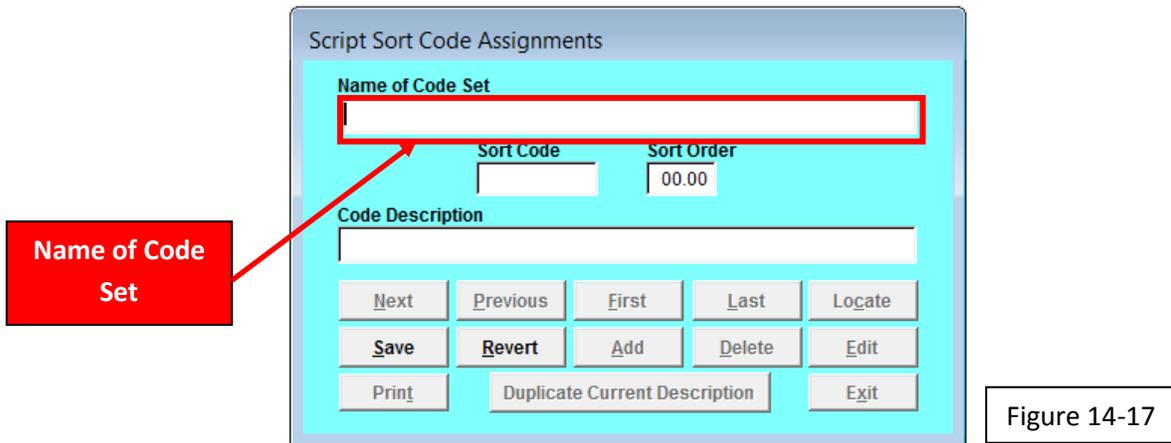
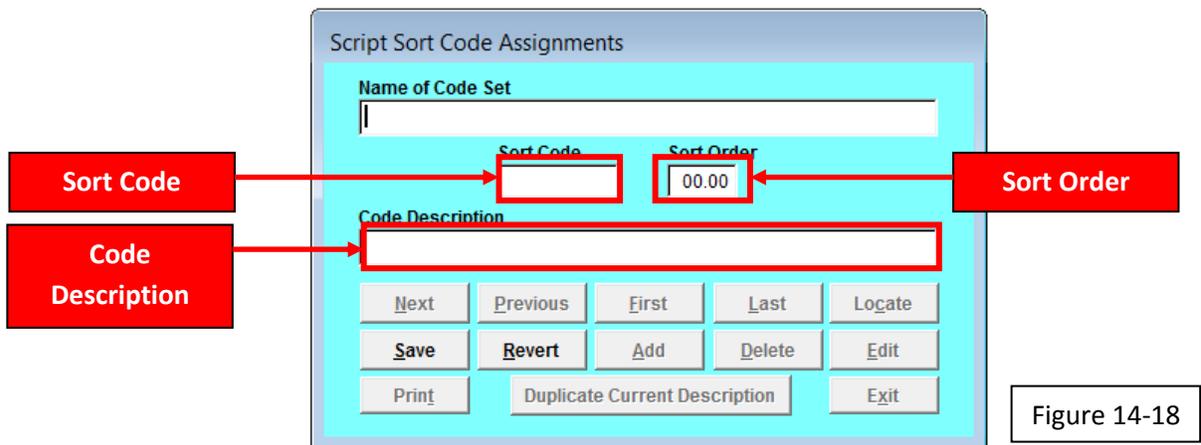


Figure 14-16

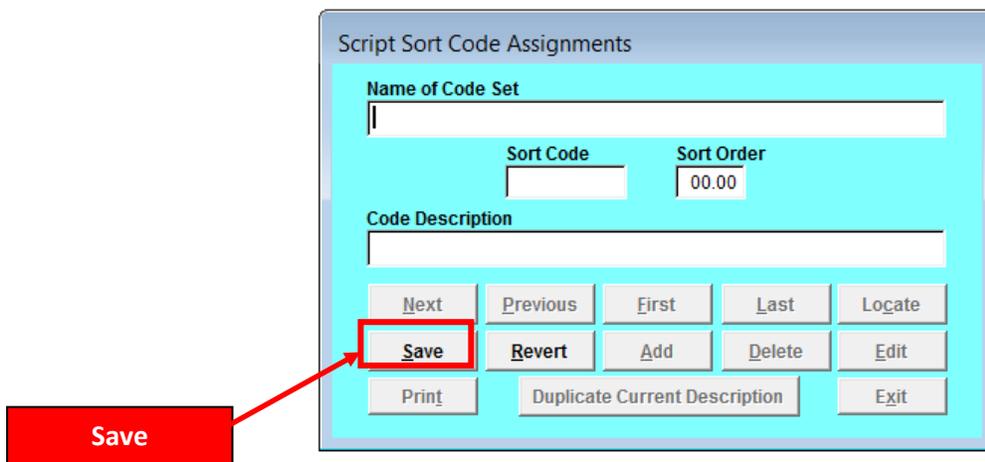
Click into the Name of Code set field and type in the title of the list



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.

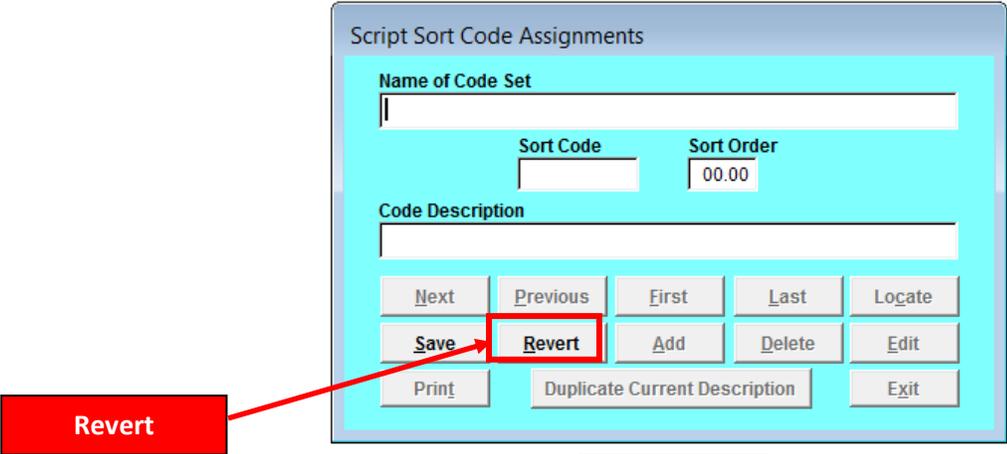


Figure 14-20

## 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 .

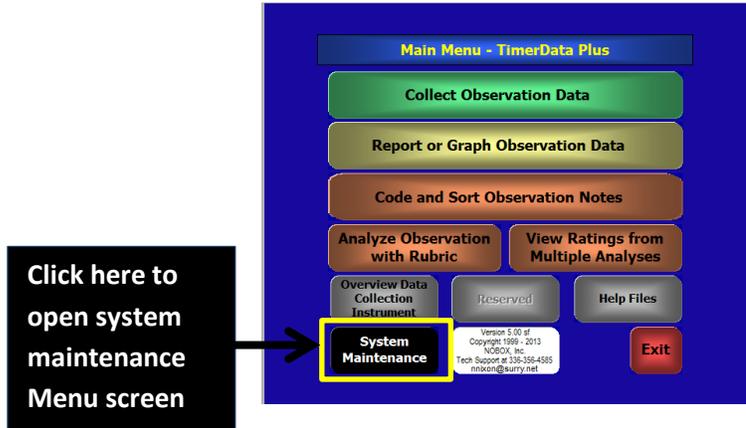


Figure 15-1

Click on the **System Maintenance** button in the Main Menu

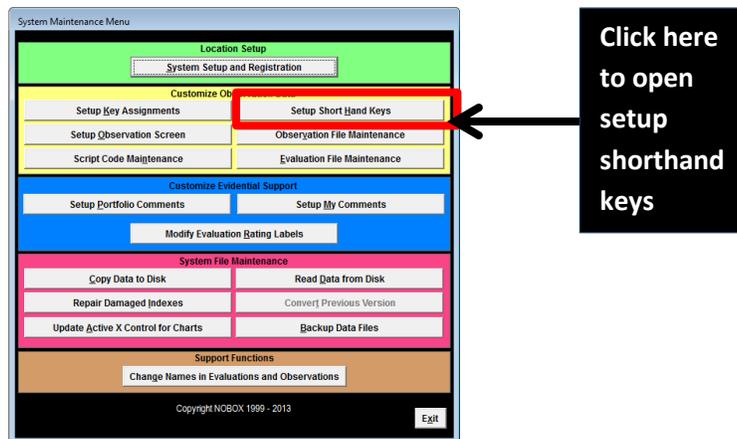


Figure 15-2

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

The Setup Shorthand keys grid displays.

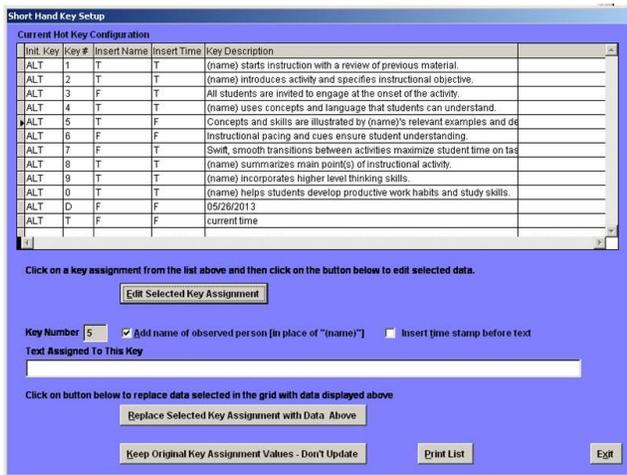


Figure 15-3

**T means function is used. F means it is not.**

**ALT + Key #**

**Text associated with ALT +1 to ALT + 0, and ALT+D and ALT+T**

**Statements used by this staff member**

Init. Key	Key #	Insert Name	Insert Time	Key Description	User Name
ALT	0	T	T	(name) helps students develop productive work habits and study skills.	Copeland, Mrs. Chris
ALT	1	T	T	(name) starts instruction with a review of previous material.	Copeland, Mrs. Chris
ALT	2	T	T	(name) introduces activity and specifies instructional objective.	Copeland, Mrs. Chris
ALT	3	T	T	(name) always invites students to engage at the onset of the activity.	Copeland, Mrs. Chris
ALT	4	T	T	(name) uses concepts and language that students can understand.	Copeland, Mrs. Chris
ALT	5	T	F	Concepts and skills are illustrated by (name)'s relevant examples and de	Copeland, Mrs. Chris
ALT	6	F	F	Instructional pacing and cues ensure student understanding.	Copeland, Mrs. Chris
ALT	7	F	T	Swift, smooth transitions between activities maximize student time	Copeland, Mrs. Chris
ALT	8	T	T	(name) summarizes main point(s) of instructional activity.	Copeland, Mrs. Chris
ALT	9	T	T	(name) incorporates higher level thinking skills.	Copeland, Mrs. Chris
ALT	D	F	F	02/09/2012	Copeland, Mrs. Chris
ALT	T	F	F	current time	Copeland, Mrs. Chris

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.

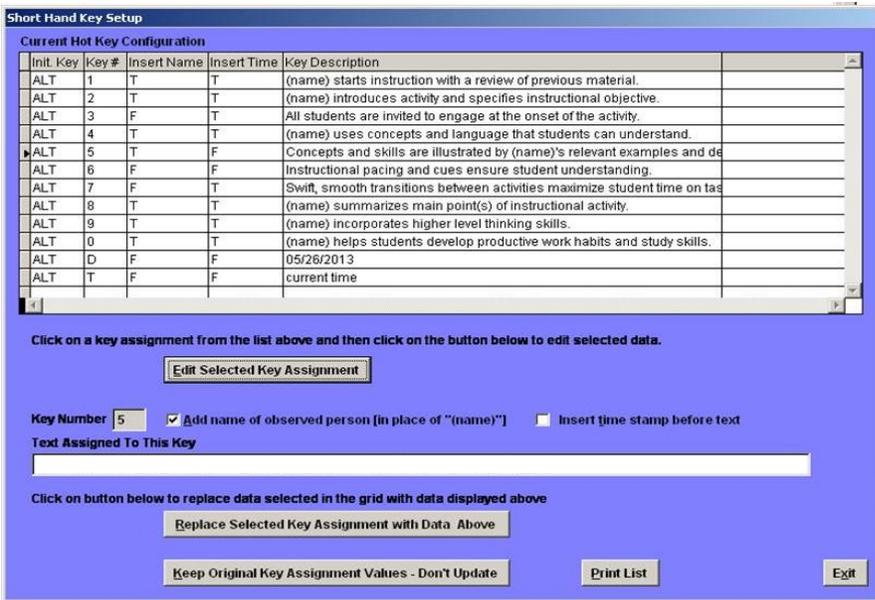


Figure 15-5

Click on the **Print List** button

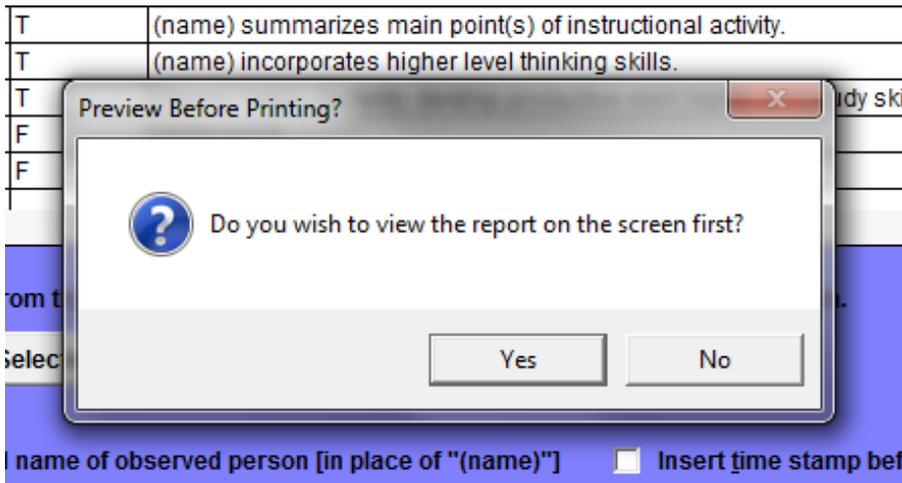


Figure 15-7

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 Key	N*	t*	Description
ALT + 1	T	T	(name) starts instruction with a review of previous material.
ALT + 2	T	T	(name) introduces activity and specifies instructional objective.
ALT + 3	F	T	All students are invited to engage at the onset of the activity.
ALT + 4	T	T	(name) uses concepts and language that students can understand.
ALT + 5	T	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	T	Swift, smooth transitions between activities maximize student time on task.
ALT + 8	T	T	(name) summarizes main point(s) of instructional activity.
ALT + 9	T	T	(name) incorporates higher level thinking skills.
ALT + 0	T	T	(name) helps students develop productive work habits and study skills.
ALT + D	F	F	05/25/2013
ALT + T	F	F	current time

Figure 15-8

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

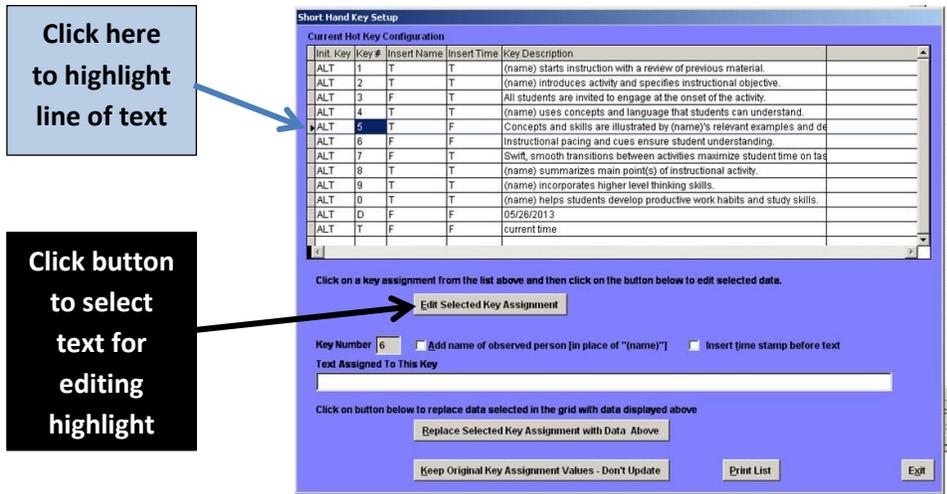


Figure 15-9

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

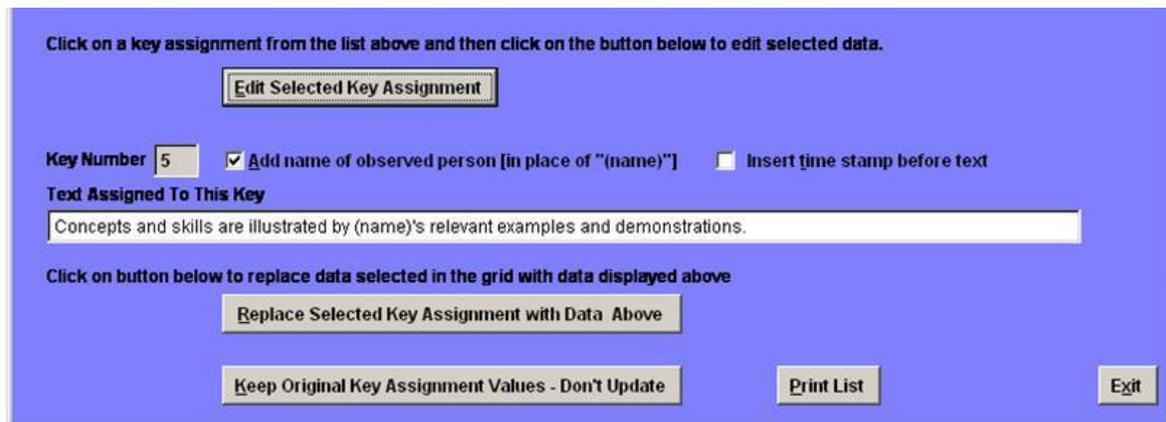


Figure 15-10

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.

Click on a key assignment from the list above and then click on the button below to edit selected data.

**Edit Selected Key Assignment**

Key Number   Add name of observed person [in place of "(name)"]  Insert time stamp before text

**Text Assigned To This Key**

Concepts and skills are illustrated by (name)'s relevant examples and demonstrations.

Click on button below to replace data selected in the grid with data displayed above

**Replace Selected Key Assignment with Data Above**

**Keep Original Key Assignment Values - Don't Update** **Print List** **Exit**

Highlight the text, or portion of the text, to be edited.

Figure 15-11

Retype or edit the statement.

Click on a key assignment from the list above and then click on the button below to edit selected data.

**Edit Selected Key Assignment**

Key Number   Add name of observed person [in place of "(name)"]  Insert time stamp before text

**Text Assigned To This Key**

New text with (name) inserted in statement.

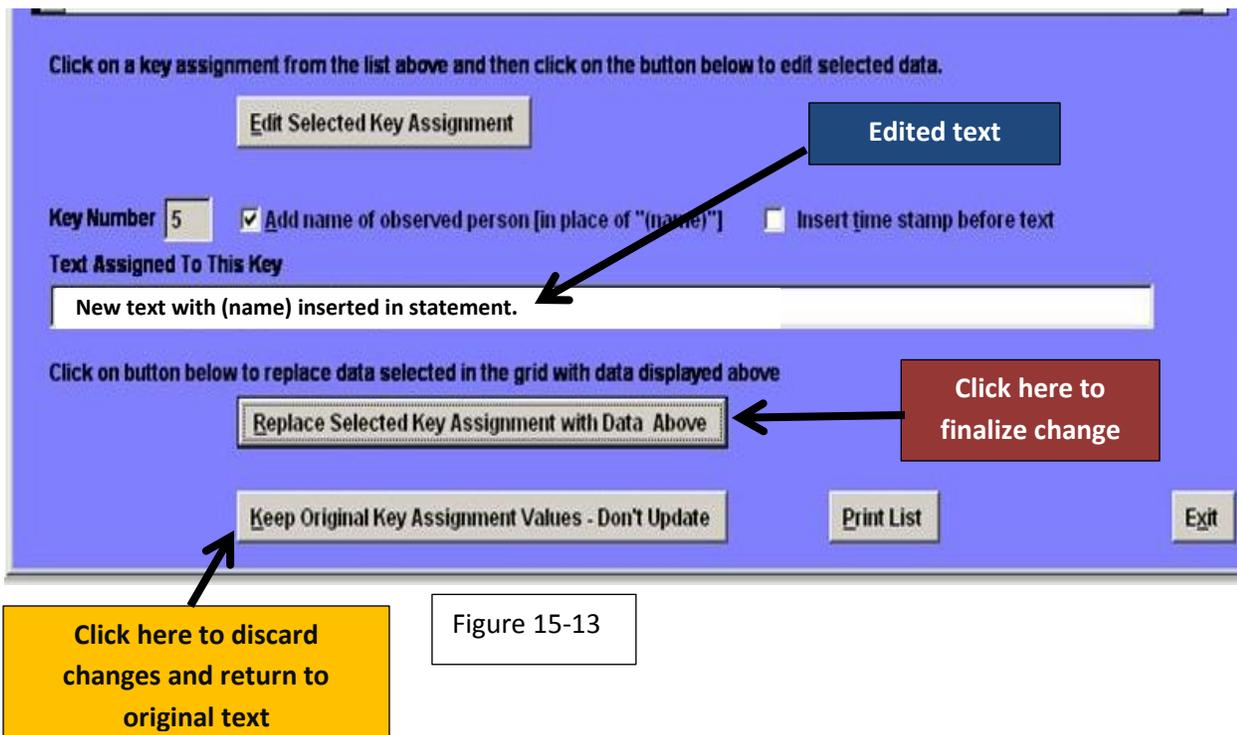
Click on button below to replace data selected in the grid with data displayed above

**Replace Selected Key Assignment with Data Above**

**Keep Original Key Assignment Values - Don't Update** **Print List** **Exit**

Figure 15-12

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 **Replace Selected Key Assignment with Data Above** 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 **Keep Original Key Assignment .....** button. When you have completed working in this module, click on **Exit** to get back to the **System Maintenance Menu** and then click on **Exit** 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	T	T	(name) starts instruction with a review of previous material.
ALT	2	T	T	(name) introduces activity and specifies instructional objective.
ALT	3	F	T	All students are invited to engage at the onset of the activity.
ALT	4	T	T	(name) uses concepts and language that students can understand.
ALT	5	T	F	New text with (name) inserted in statement.
ALT	6	F	F	Instructional pacing and cues ensure student understanding.
ALT	7	F	T	Swift, smooth transitions between activities maximize student time on task.
ALT	8	T	T	(name) summarizes main point(s) of instructional activity.
ALT	9	T	T	(name) incorporates higher level thinking skills.
ALT	0	T	T	(name) helps students develop productive work habits and study skills.
ALT	D	F	F	05/26/2013
ALT	T	F	F	current time

Figure 15-14

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

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

Figure 15-15

## Observation File Maintenance

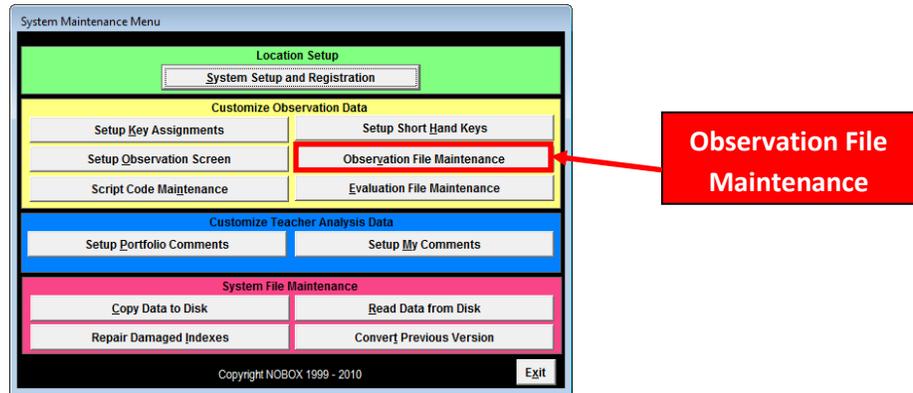


Figure 16-1

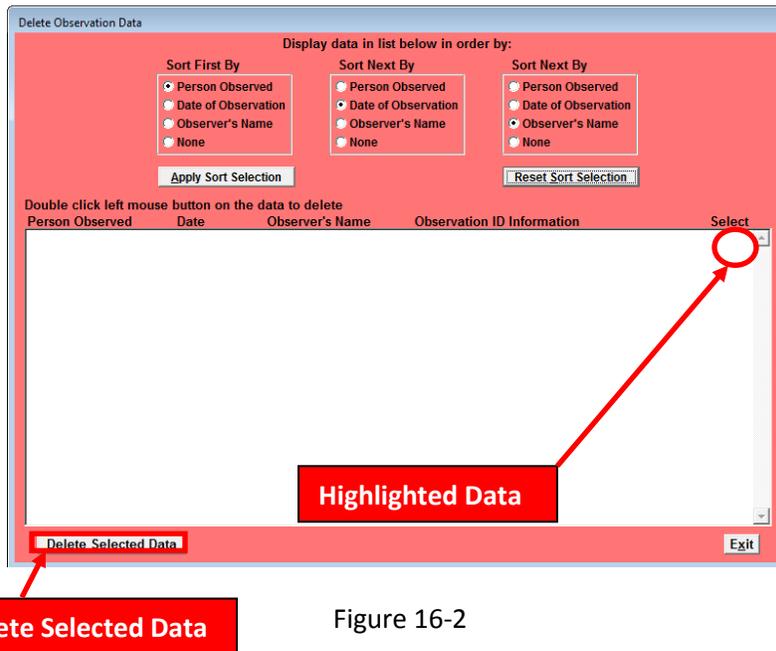


Figure 16-2

Observation 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 Delete Selected Data 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).

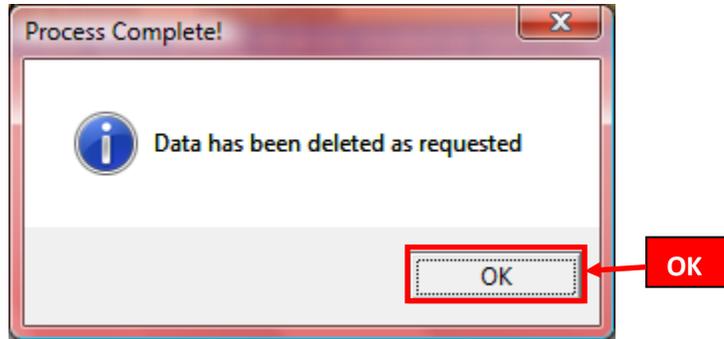


Figure 16-3

This information box tells the user the selected data has been deleted. To exit this information box, press the OK button.



Figure 16-4

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

## Evaluation File Maintenance

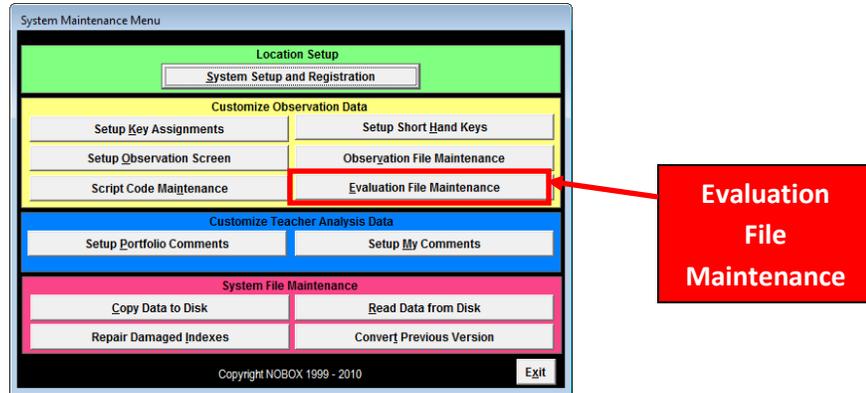


Figure 17-1

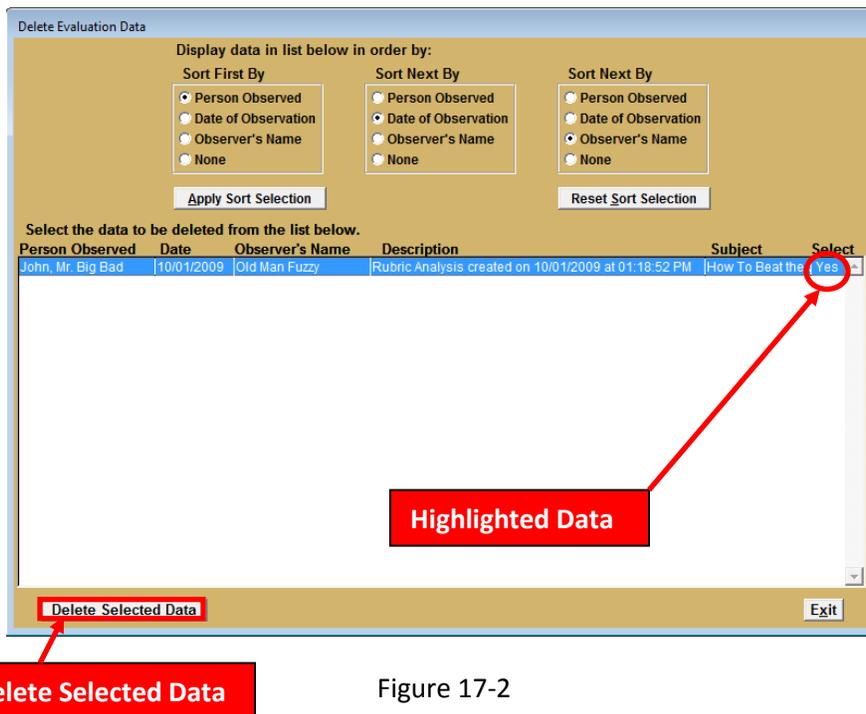


Figure 17-2

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 Delete Selected Data 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).

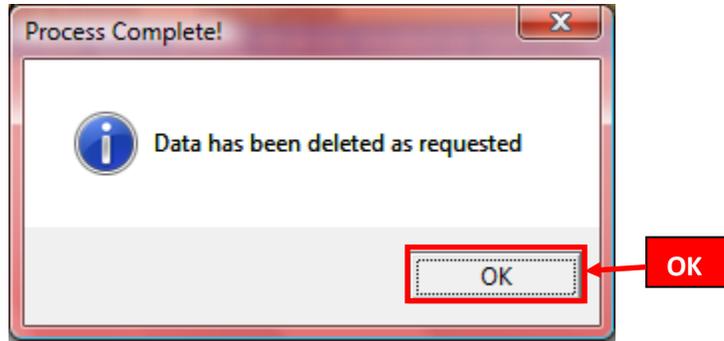


Figure 17-3

This information box tells the user the selected data has been deleted. To exit this information box, press the OK button.

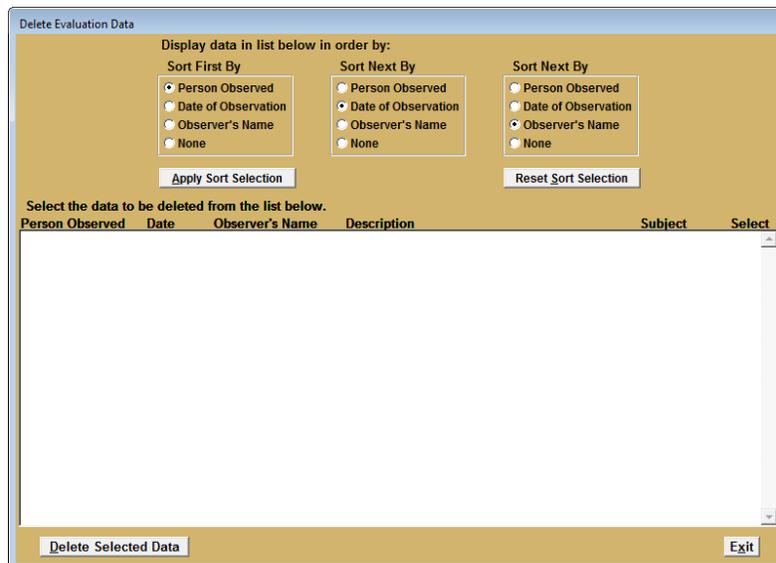


Figure 17-4

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

## Setup Portfolio Comments

This section is under construction

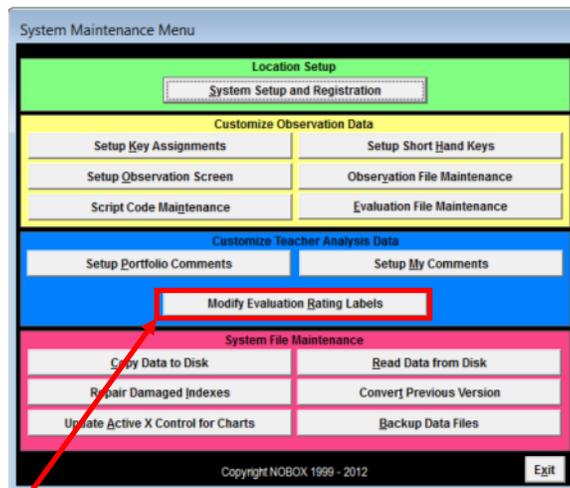
## Setup My Comments

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.



**Modify Evaluation Rating Labels**

Figure 20-1

You will see the Modify Evaluation Rating Labels screen

The screenshot shows the 'Performance Rating System(s)' interface. At the top, there is a dropdown menu labeled 'Select from available rating systems'. Below it is a button that says 'Clear all fields below and type new rating system and labels'. The main section is titled 'Rating System Currently In Use' and contains a text field with 'Co-Teaching'. Below this, a note states: 'The fields below define the labels for ratings in use with the rating system defined above'. There are four rows, each with a label field and a rating code field:

Label for Rating Number	Rating Code
Stage 1	1
Stage 2	2
Stage 3	3
Stage 4	4

To the right of the rating code fields, a note says: 'Rating codes appear in the View Ratings from Multiple Analyses Report'. Below the table are two checkboxes: 'Show Rating Labels on Printed Reports' (checked) and 'Use this rating system and settings in all future reports.' (unchecked). At the bottom, there are four buttons: 'Add displayed rating system to the list of available rating systems', 'Apply this rating system to all previous evaluations', 'Revert to Default Rating Labels', and 'Delete the displayed Rating System'. An 'Exit' button is located in the bottom right corner.

Figure 20-2

**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

This screenshot is identical to Figure 20-2, but with a red circle around the dropdown arrow in the 'Select from available rating systems' field. A red arrow points from a red callout box to this dropdown arrow. The callout box contains the text: 'Select from Available Rating Systems'.

Figure 20-3

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.

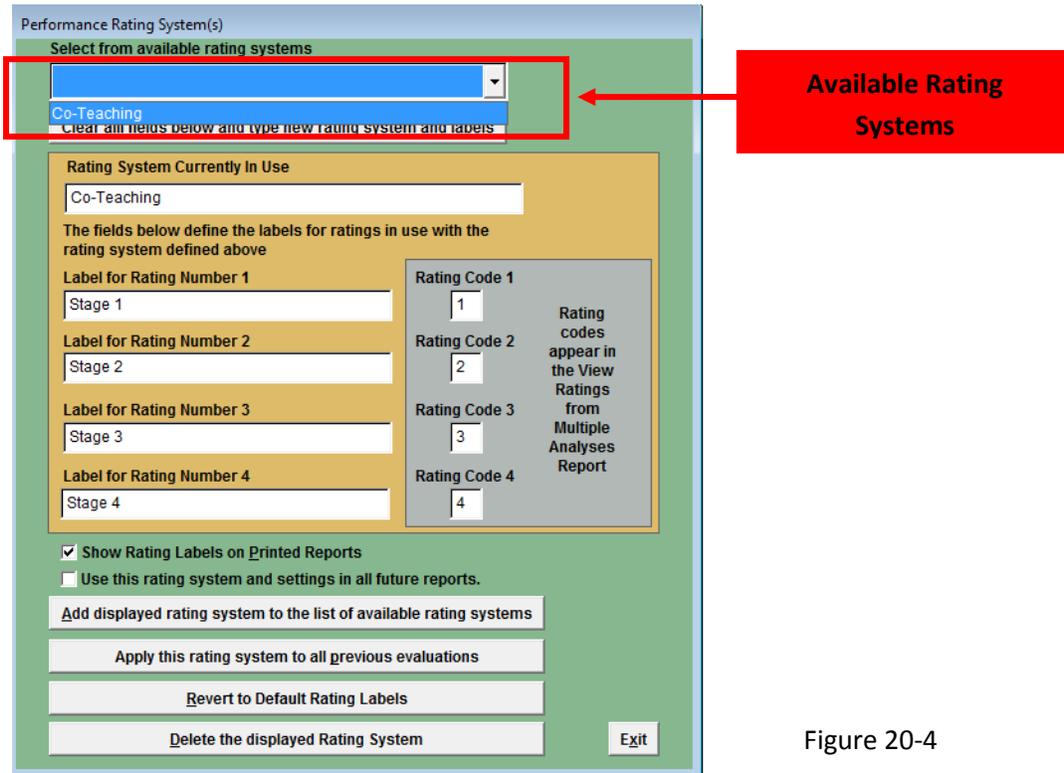


Figure 20-4

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

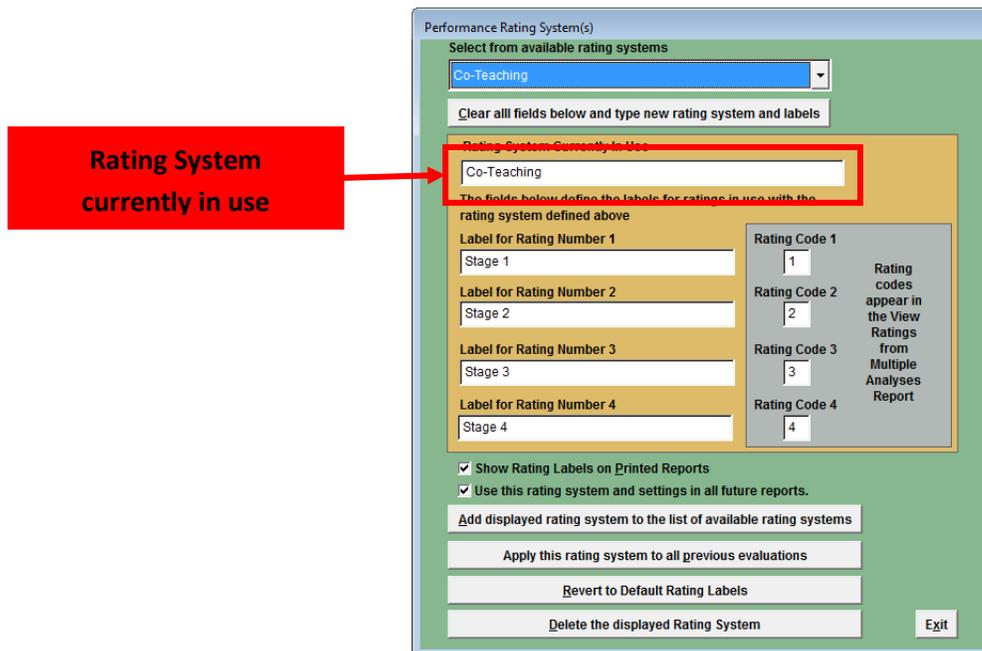


Figure 20-5

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 [Multiple Analyses report](#).

Performance Rating System(s)

Select from available rating systems

Co-Teaching

Clear all fields below and type new rating system and labels

Rating System Currently In Use

Co-Teaching

The fields below define the labels for ratings in use with the rating system defined above

Label for Rating Number 1

Stage 1

Label for Rating Number 2

Stage 2

Label for Rating Number 3

Stage 3

Label for Rating Number 4

Stage 4

Rating Code 1

1

Rating Code 2

2

Rating Code 3

3

Rating Code 4

4

Rating codes appear in the View Ratings from Multiple Analyses Report

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

Exit

Figure 20-6

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

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

Exit

Figure 20-7

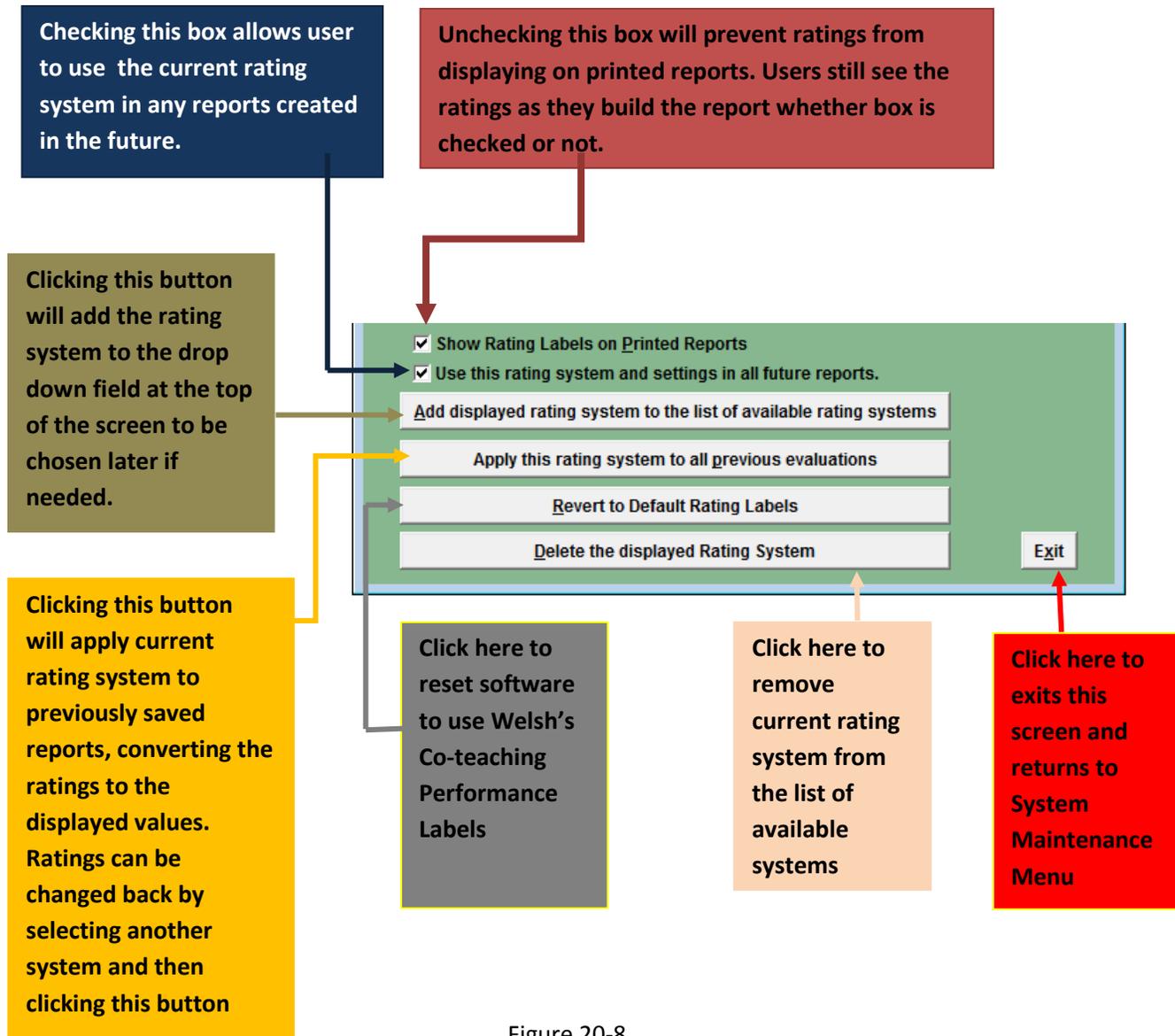


Figure 20-8

### Creating a new Rating System:

Click on the **“Clear all fields below...”** button. Then type in the name for the new system

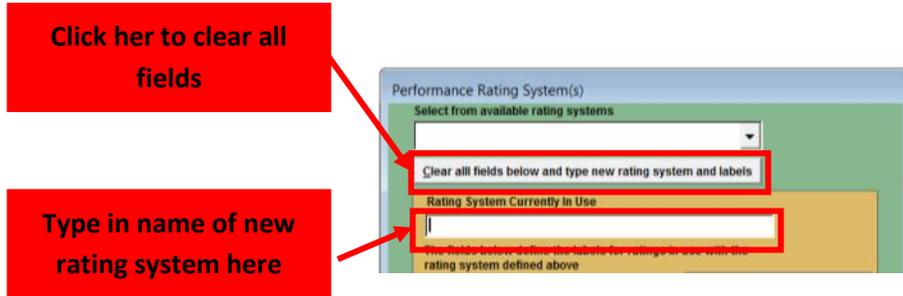


Figure 20-9

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.

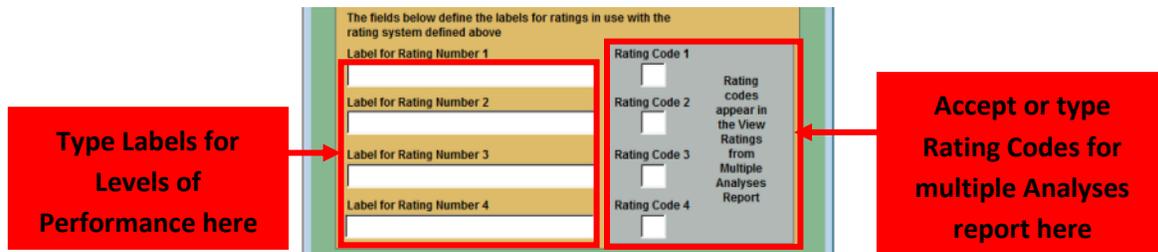


Figure 20-10

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

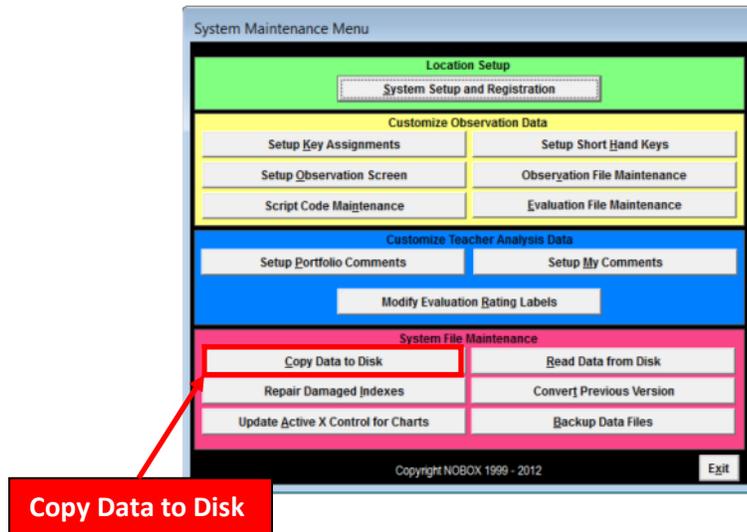


Figure 21-1

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

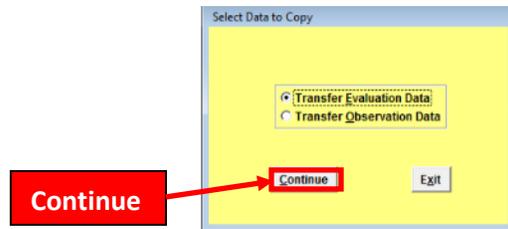


Figure 21-2

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 Continue button.

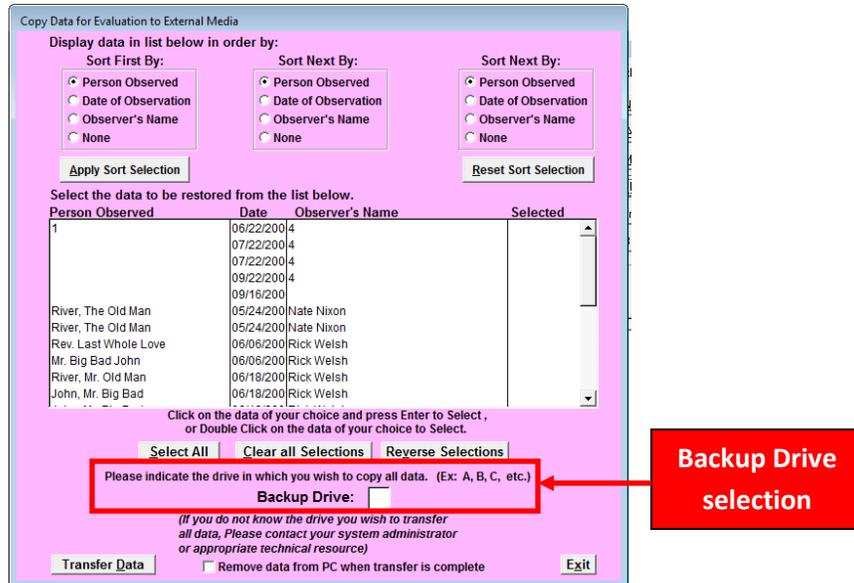


Figure 21-3

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 technical resource.*

Copy Data for Evaluation to External Media

Display data in list below in order by:

Sort First By:  Person Observed  Date of Observation  Observer's Name  None

Sort Next By:  Person Observed  Date of Observation  Observer's Name  None

Sort Next By:  Person Observed  Date of Observation  Observer's Name  None

Select the data to be restored from the list below.

Person Observed	Date	Observer's Name	Selected
1	06/22/2004		<input type="checkbox"/>
	07/22/2004		<input type="checkbox"/>
	07/22/2004		<input type="checkbox"/>
	09/22/2004		<input type="checkbox"/>
	09/16/2000		<input type="checkbox"/>
River, The Old Man	05/24/2000	Nate Nixon	<input type="checkbox"/>
River, The Old Man	05/24/2000	Nate Nixon	<input type="checkbox"/>
Rev. Last Whole Love	06/06/2000	Rick Welsh	<input type="checkbox"/>
Mr. Big Bad John	06/06/2000	Rick Welsh	<input type="checkbox"/>
River, Mr. Old Man	06/18/2000	Rick Welsh	<input type="checkbox"/>
John, Mr. Big Bad	06/18/2000	Rick Welsh	<input type="checkbox"/>

Click on the data of your choice and press Enter to Select, or Double Click on the data of your choice to Select.

Please indicate the drive in which you wish to copy all data. (Ex: A, B, C, etc.)

Backup Drive:

*(If you do not know the drive you wish to transfer all data, Please contact your system administrator or appropriate technical resource)*

Remove data from PC when transfer is complete

Figure 21-4

**Remove data from PC when transfer is 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.

Copy Data for Evaluation to External Media

Display data in list below in order by:

Sort First By:  Person Observed  Date of Observation  Observer's Name  None

Sort Next By:  Person Observed  Date of Observation  Observer's Name  None

Sort Next By:  Person Observed  Date of Observation  Observer's Name  None

Select the data to be restored from the list below.

Person Observed	Date	Observer's Name	Selected
1	06/22/2004		<input type="checkbox"/>
	07/22/2004		<input type="checkbox"/>
	07/22/2004		<input type="checkbox"/>
	09/22/2004		<input type="checkbox"/>
	09/16/2000		<input type="checkbox"/>
River, The Old Man	05/24/2000	Nate Nixon	<input type="checkbox"/>
River, The Old Man	05/24/2000	Nate Nixon	<input type="checkbox"/>
Rev. Last Whole Love	06/06/2000	Rick Welsh	<input type="checkbox"/>
Mr. Big Bad John	06/06/2000	Rick Welsh	<input type="checkbox"/>
River, Mr. Old Man	06/18/2000	Rick Welsh	<input type="checkbox"/>
John, Mr. Big Bad	06/18/2000	Rick Welsh	<input type="checkbox"/>

Click on the data of your choice and press Enter to Select, or Double Click on the data of your choice to Select.

Please indicate the drive in which you wish to copy all data. (Ex: A, B, C, etc.)

Backup Drive:

*(If you do not know the drive you wish to transfer all data, Please contact your system administrator or appropriate technical resource)*

Remove data from PC when transfer is complete

**Transfer Data**

Figure 21-5

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

## Read Data from Disk

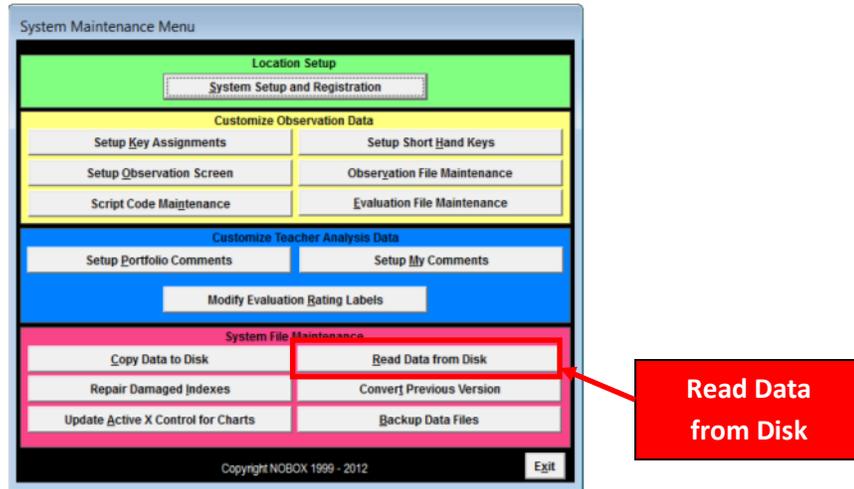


Figure 22-1

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

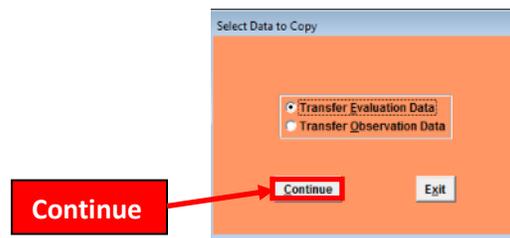


Figure 22-2

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 Continue button.

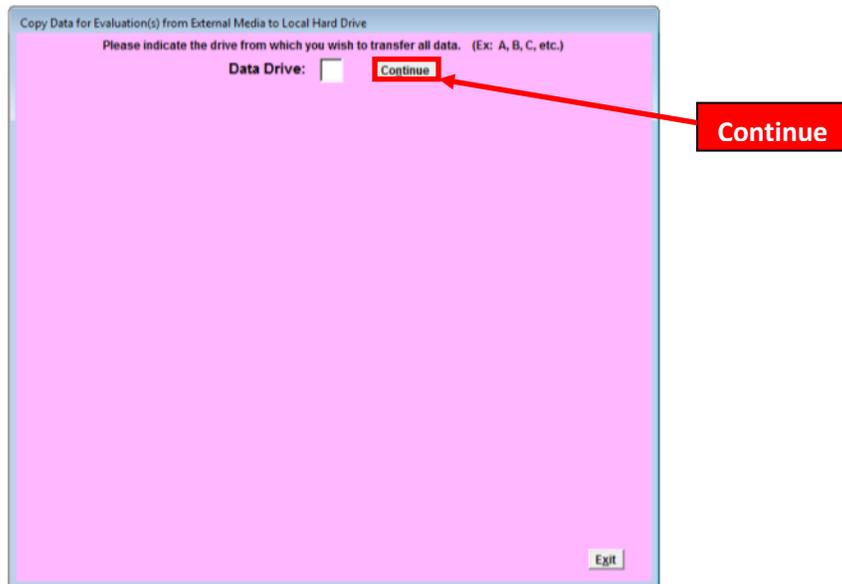


Figure 22-3

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 Continue.

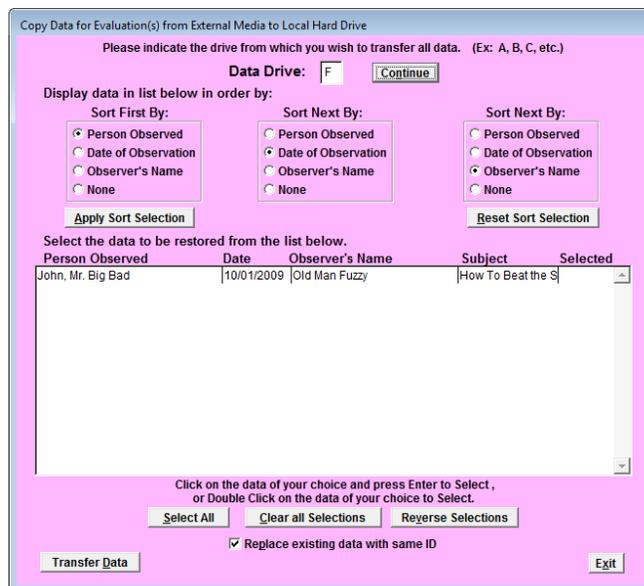


Figure 22-4

Once the user has clicked Continue 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.

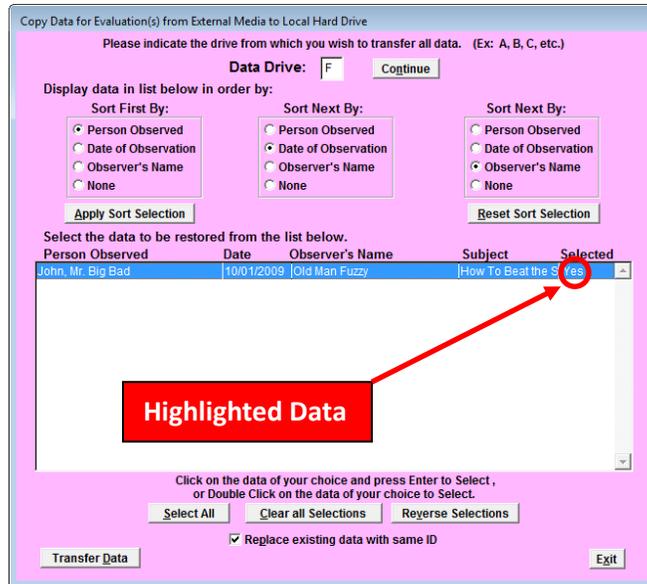


Figure 22-5

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

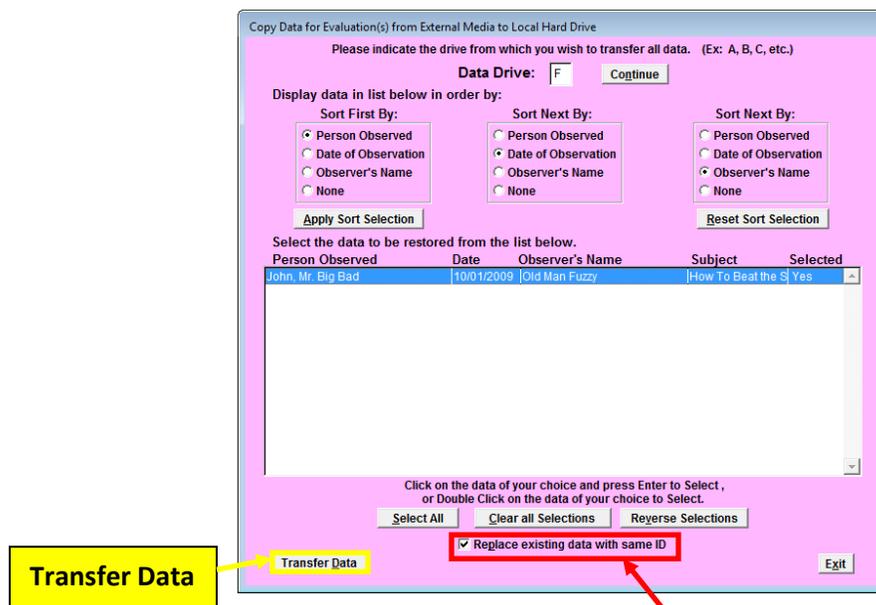


Figure 22-6

Replace existing data with same ID

The user has the option to *Replace existing data with same ID*. 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 *Transfer Data* to continue.

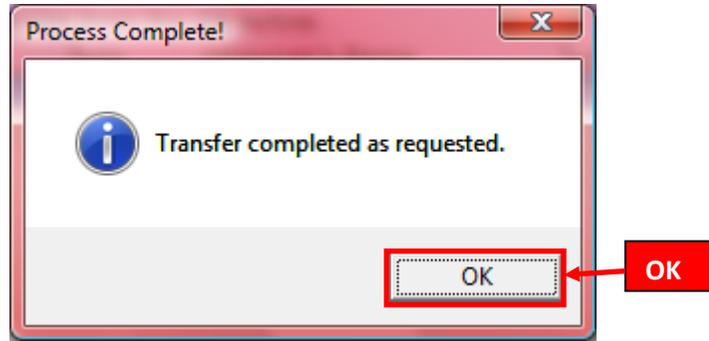


Figure 22-7

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

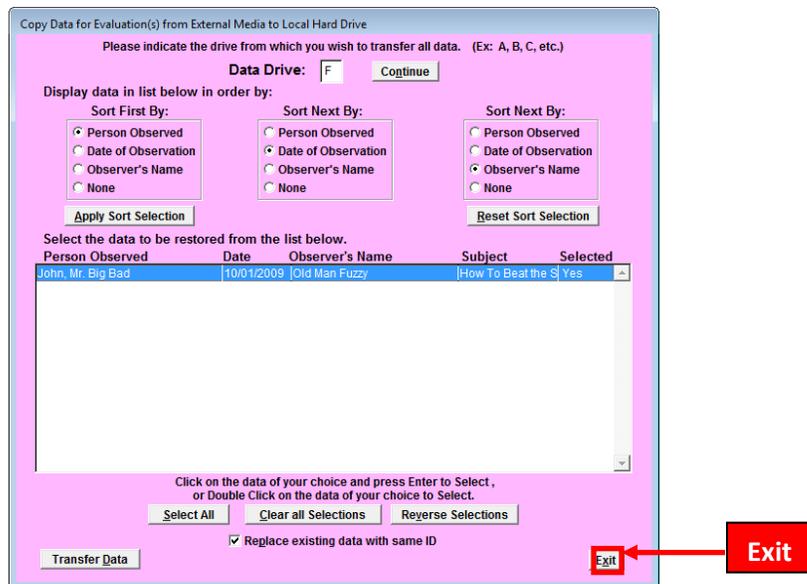


Figure 22-8

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

## Repair Damaged Indexes

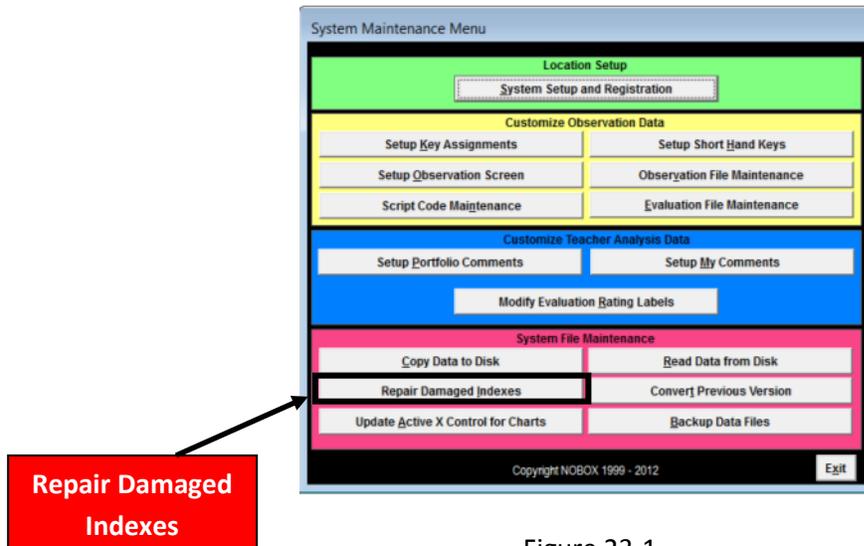


Figure 23-1

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](mailto: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 **“Update Active X Controls for Charts”** button in the pink section”.

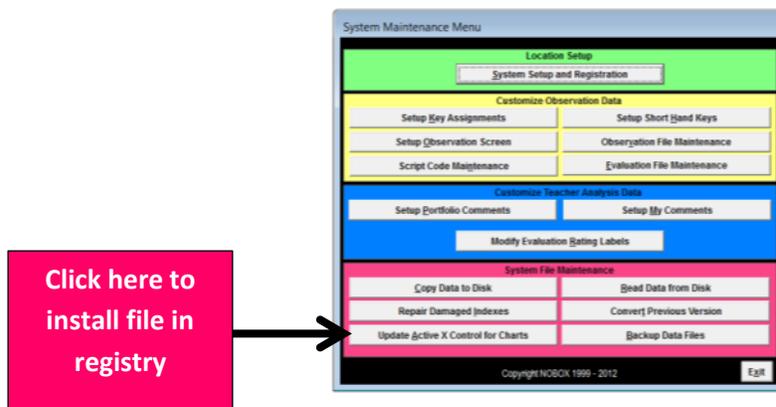


Figure 25-1

You will see this screen. Click on **Yes** to continue. Click on **No** 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..

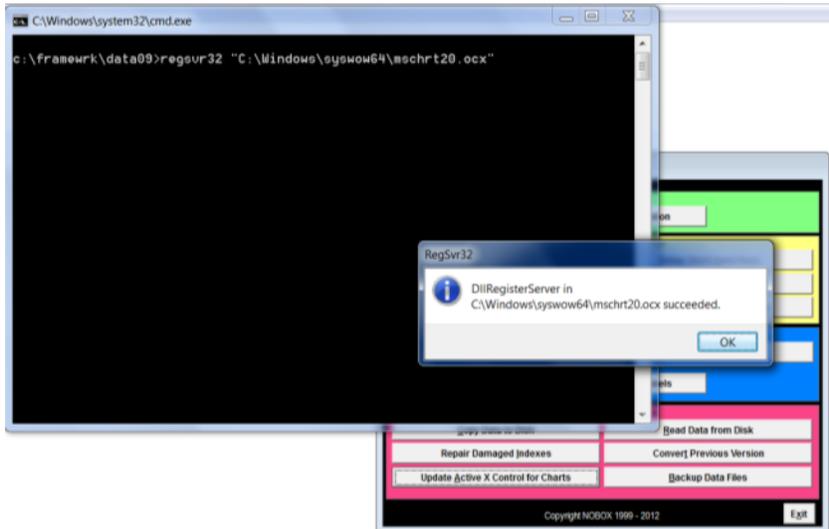


Figure 25-3

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

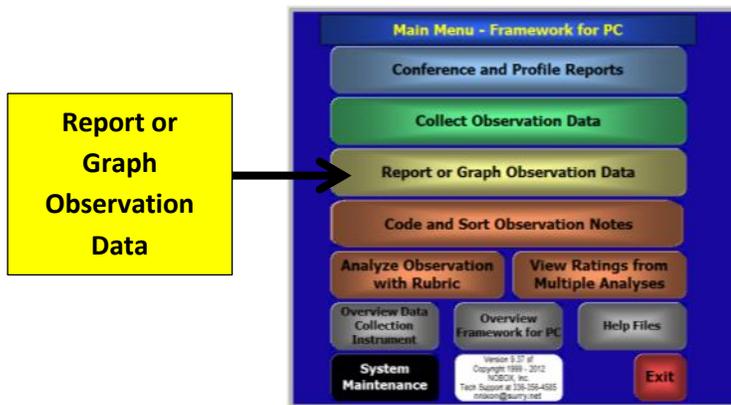


Figure 25-4

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:\framwrk which is located on your C drive. All data for the program (Key Assignments, 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.

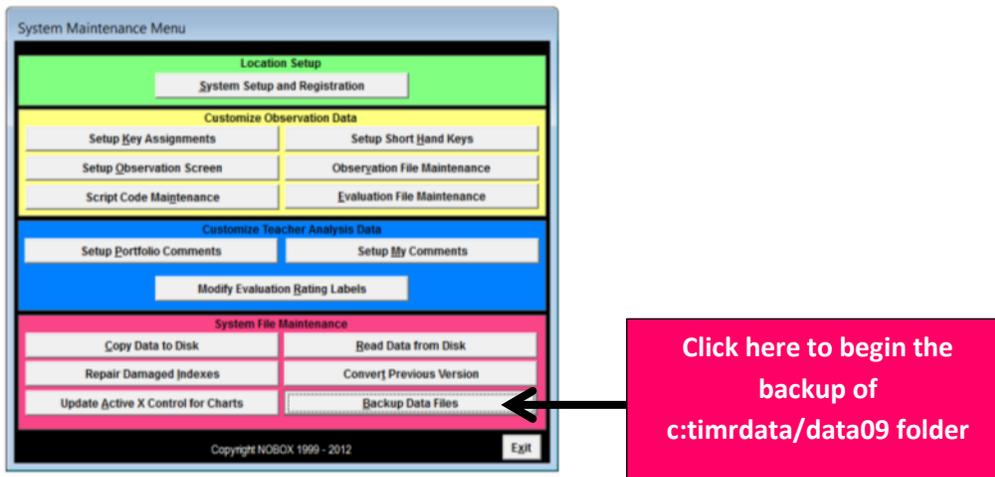


Figure 26-1

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

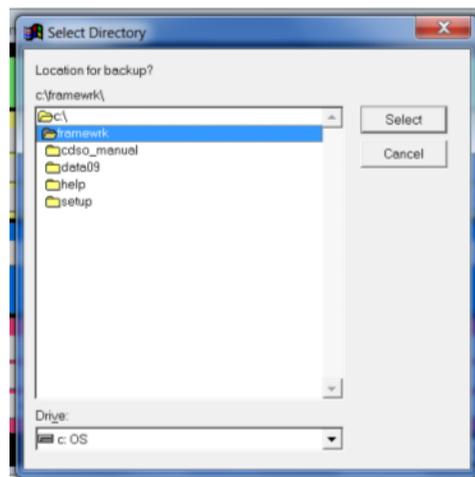


Figure 26-2

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.

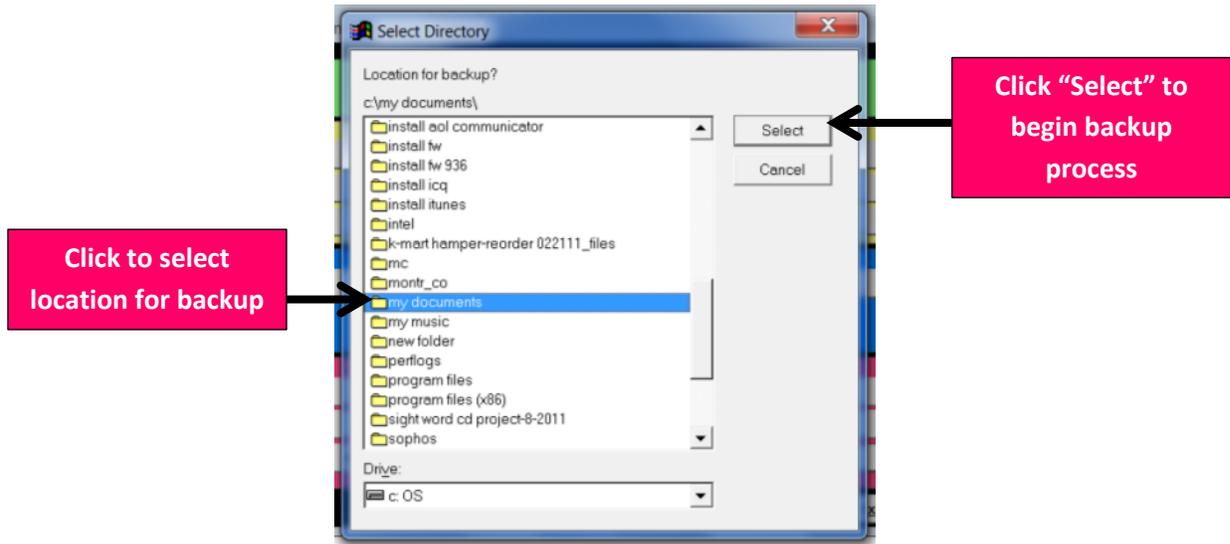


Figure 26-3

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

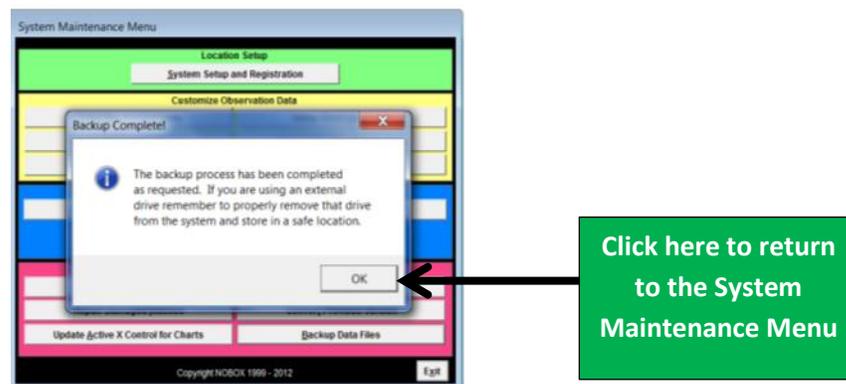


Figure 26-4