User Procedures

Create A User Account

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

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

From the Home Page: first time users should select "Create My User Account."

Complete the resulting form using your **UNIVERSITY EMAIL** address.

Click Activate.

If all goes well, a popup message will indicate that the account was created successfully and a temporary password will be sent to your email account.

There are two possible error outcomes.

1) The email you are using might NOT be preregistered which would require you to request access using an alternate method. Please make sure you are using your University Email address. If your email address is correct, return to the homepage and select "Ask a Question or Report an Issue" to continue.
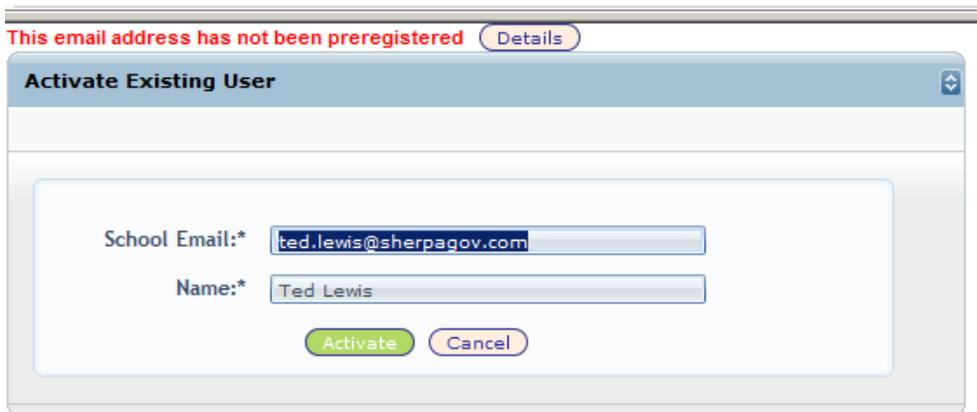
2) The account was already registered, meaning you have already attempted to access your account. If you have this issue and have not attempted access yet, please return to the homepage and select the "Ask a question or Report an Issue" button. You will be contacted by a system administrator.
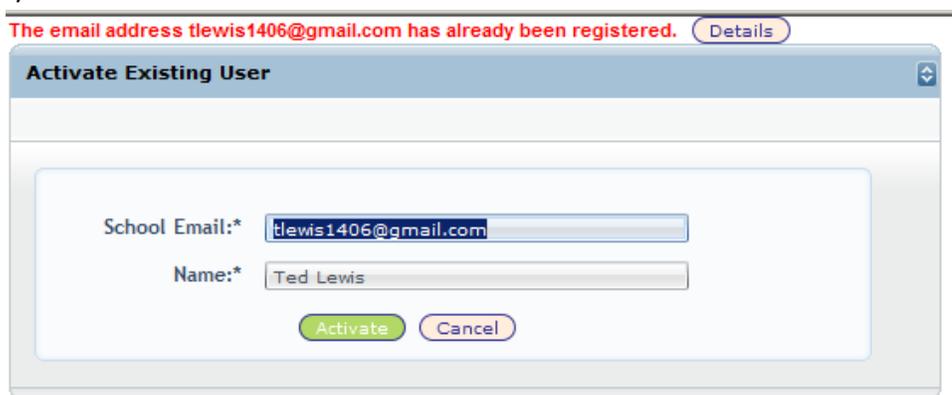
Open your email and review the message you should have received after a few minutes.

From: cobs_admin@sherpagov.com [mailto:cobs_admin@sherpagov.com]
Sent: Tuesday, January 28, 2014 12:58 AM
To: tlewis1406@gmail.com
Cc: lmkenda@ilstu.edu
Subject: Lab Schools: Clinical Observation Account

An account was activated on the Clinical Observation System for:
tlewis1406@gmail.com.
Your temporary password is: 610c1Q6i
You will be prompted to change your temporary password upon login in.

You must return to the site to finish the account activation.

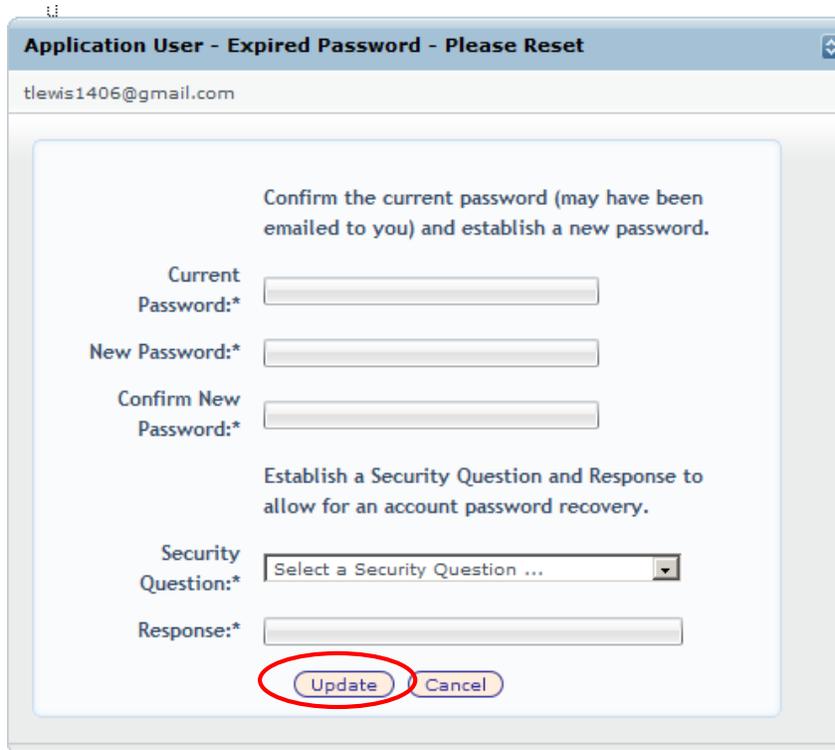Login using the temporary password embedded in the email.
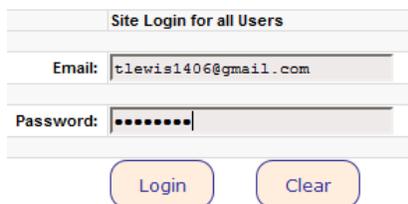
Site Login for all Users	
Email:	tlewis1406@gmail.com
Password:	••••••••

Login   Clear

Click login and you will be greeted with this form that will require you to reset your password and supply some additional information.

Application User - Expired Password - Please Reset

tlewis1406@gmail.com

Confirm the current password (may have been emailed to you) and establish a new password.

Current Password:*

New Password:*

Confirm New Password:*

Establish a Security Question and Response to allow for an account password recovery.

Security Question:*   Select a Security Question ...

Response:*

Update   Cancel

Complete the form and click "Update."

You will now be logged into the site with "Student Access."

Clinical Observation Registration System for University High School and Metcalf | Version 1

Main Menu ▸ | Observation Records | Professors | Students ▸ | Account Administration ▸ | QuickLinks | Log

Welcome: Ted Lewis

Mission and Goals of the Clinical Observation Registration System

It is the goal of this site to be awesome!

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

Having a problem? Complete this survey:

Ask a Question or Report an Issue

Website Support:

UHIGH Inquiries: Jean Gorski
Email: jmgorsk@ilstu.edu

Metcalf Inquiries: Lisa Kendall
Email: lmkenda@ilstu.edu

Metcalf Inquiries: Michelle Meyer
Email: mls_metcalfga@ilstu.edu

Technical Issues:
Complete an Issue Report

Project Sponsor:

Dr. Jeffery Hill, Superintendent
Email: jwhill@ilstu.edu

User Procedures

Reviewing and Updating your Courses Requiring Clinical Observation

Before attempting to register for any observations, all users should review and modify as needed their "enrolled courses."   The purpose of this action is to list all courses you currently taking that have a clinical observation requirement.
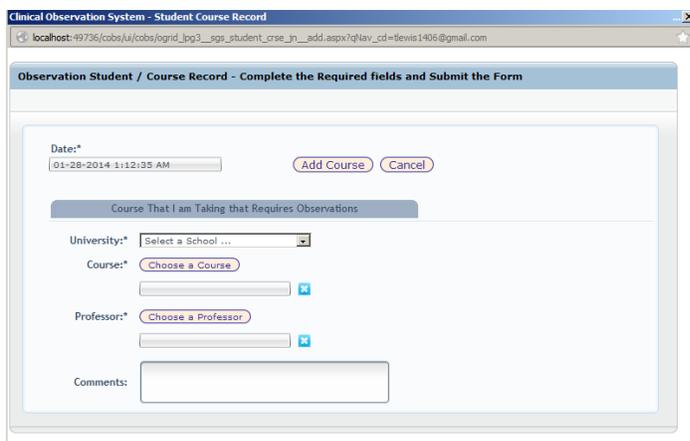
Using the menu system, hover on "Students" then click on "My Enrolled Courses."
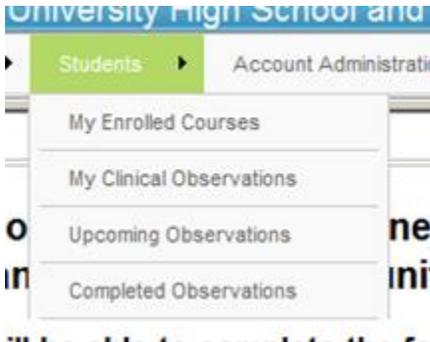
If courses are not listed as shown below, use the "Add Course" button to build the list of courses you are currently enrolled in.
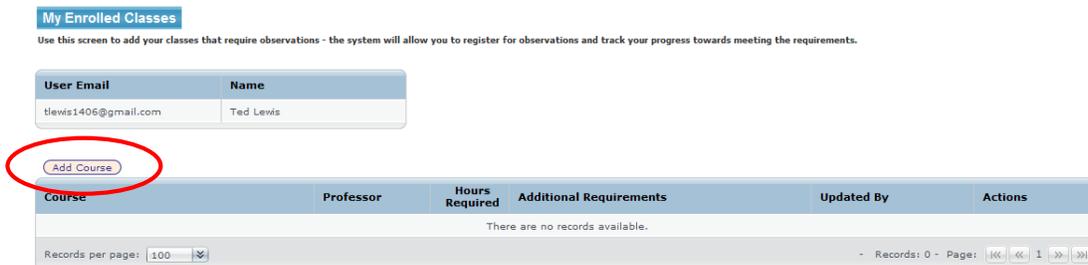
Add Course: Complete the fields from top to bottom. Prior choices create the selection lists that follow.

Select University, Course, and finally, Professor.   In the event you don't know your professor, you may select "Unknown" for that choice. Comments are optional.

Select your University and then click "Choose a Course."

The popup shows only those courses with requirements for observation.

Choose one.   If you class does not appear and you think it does require observations, please return to the homepage and fill out the "Ask a question or report an issue" form.

After selecting a Course, use "Choose a Professor" to select your professor. Some professors have different observation requirements. If you don't know your professor, using UNKNOWN will establish a default requirement for that course.

Complete the form by clicking "Add Course" (see above)

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

User Procedures

Registering for Observations

Before attempting to register for any observations, all users should review and modify as needed their "enrolled courses." The purpose of this action is to indicate all courses you are currently taking that have a requirement for Clinical Observation.   Once that is completed, you can begin to search for and register for observations.

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

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

To look for available observations, click on the "Observation Opportunities Search" button.

Observation Opportunities Search

Search Parameters: Accurately Complete as many fields as possible to limit the range of possible Obseravtions to Select

Building:	Grade Level:	Content Area:	Special Education Type:
All	All	All	All

Start Date:	End Date:	Time of Day:
2/1/2014	3/1/2014	All

Search

Return to my Clinical Observations

Building	Date	Level	Content Area	Start Time	End Time	Course	Teacher	Room	Special Education	Seats Avail	Action
UHIGH	02/03/2014	High School	Science	7:00 AM	7:55 AM	Biology 2	Doellman, Melissa	211	None	3	Register
UHIGH	02/03/2014	High School	Spanish	7:00 AM	7:55 AM	Spanish 2	Erickson, Laura	222	None	3	Register
UHIGH	02/03/2014	High School	Physical Education	7:00 AM	7:55 AM	PE Activities	Hampton, Lester	113	None	3	Register
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Accel Geometry	Johnson, Rachel	216	None	3	Register
UHIGH	02/03/2014	High School	History	7:00 AM	7:55 AM	US Studies	Kelly, Jim	201	None	3	Register
UHIGH	02/03/2014	High School	Music	7:00 AM	7:55 AM	Dance/Orchesis	Merriman, Laurie	MCH	None	3	Register
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Alg 2/Trig	Neisler, John	204	None	3	Register
UHIGH	02/03/2014	High School	Spanish	7:00 AM	7:55 AM	Spanish 1	Potter, Jim	219	None	3	Register
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Adv. Str. & Cond	Klier, Ryan	101	None	3	Register
UHIGH	02/03/2014	High School	English	8:00 AM	8:55 AM	Soph Writing	Anderson, Shyla	244	None	3	Register
UHIGH	02/03/2014	High School	Spanish	8:00 AM	8:55 AM	Spanish 1	Bundy, Molly	306	None	3	Register
UHIGH	02/03/2014	High School	Math	8:00 AM	8:55 AM	Intro to Bus	Burk, Dusty	241	None	3	Register

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

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

Observation Opportunities Search

Search Parameters: Accurately Complete as many fields as possible to limit the range of possible Obseravtions to Select

Building:	Grade Level:	Content Area:	Special Education Type:
All	High School	Math	All

Start Date:	End Date:	Time of Day:
2/15/2014	3/1/2014	Afternoon

Search

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

Make the selections and click "Search."

Observation Opportunities Search

Search Parameters: Accurately Complete as many fields as possible to limit the range of possible Obseravtions to Select

Building:	Grade Level:	Content Area:	Special Education Type:
All	High School	Math	All
Start Date:	**End Date:**	**Time of Day:**	
2/15/2014	3/1/2014	Afternoon	

Search

Return to my Clinical Observations

Building	Date	Level	Content Area	Start Time	End Time	Course	Teacher	Room	Special Education	Seats Avail	Action
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	PreCalculus	Graziano, Vickie	202	None	3	Register
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	Accel Geometry	Johnson, Rachel	204	None	3	Register
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	Alg 2/Trig	Neisler, John	208	None	3	Register
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	College Algebra	Thompson, Kevin	216	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	AP English Lit	Adams, Mark	246	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	AP US History	Fitzgerald, Bob	240	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Art Fundamentals	Henning, Mike	112	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Band	Landes, Jason	103	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Alg 2/Trig	Lancaster, Laura	202	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Algebra 1	Sellers, Laura	204	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Geometry	Sondgeroth, Mike	208	None	3	Register
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Class	Tate, Linda	214	None	3	Register

Records per page: 100   - Records: 184 - Page: |< < 1 > >|

184 records were returned to consider.

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

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

Building	Date	Level	Content	Start Time	End Time	Class	Teacher	Room	Special Education	Seats Remaining	Modify Data
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	PreCalculus	Graziano, Vickie	202	None	3	

School:*	Class:*	Teacher:*	
University High School	PreCalculus	Graziano, Vickie	Confirm Registration Cancel

Scheduling

My Course to Credit:* Select a Course to credit for this Observation ...

Date: 02/18/2014   Observation Credit: 1.00

Start Time: 12:00 PM   Seats Remaining: 3

End Time: 12:55 PM   Special Ed Type:* None

Building:* UHIGH - University High School

Room Number: 202

Please Read and Verify the Following Information

I am registering for an Observation and will attend and update this system accurately following my attendance.

This screen will appear with the details of the selected class including the amount of credit that will be received.   Select the "My Course to Credit" dropdown menus to select the course that this observation will apply to.

Choose "Confirm Registration" when completed.

Click OK to the verification message if you agree and would like to sign up for this observation.

The My Clinical Observations Dashboard will now reappear with the new observation listed.   The summary data will also recalculate to show the credit in the correct status.

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

The statuses are:

Registered – Observation is reserved and will occur in the future. The system sets this status.

Student Cancelled – Observation has been cancelled by the student.

Admin Cancelled – Observation has been cancelled by the admin.

Missed – The student did not attend the observation. The student or admin can set this status.

Completed – The student attended the observation.   The student or admin can set this status.

Once a status has been set to Cancelled, it can't be changed.   If this was done by mistake, you must make a new registration record or complete an issue report to have it changed.

To change a status, click on "Update Registration"

Then select the "Registration Status" tab.

Using the New Status drop down, choose a new status. Comments are required when you are updating the status.

In the prior example we are cancelling the registration.   Click "Update Registration."
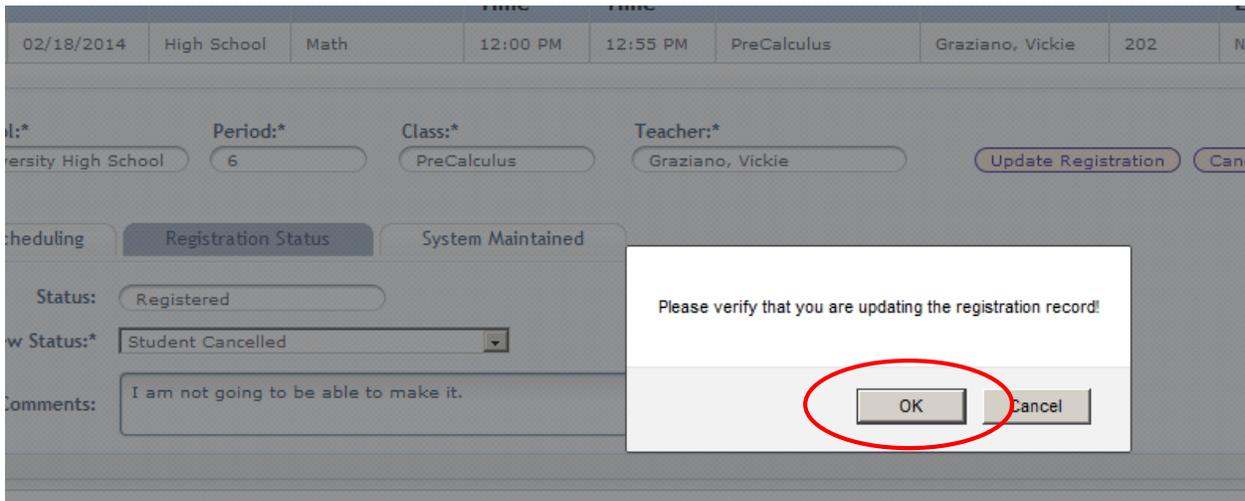
You are prompted to be sure you want to make the update.

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

You can produce a report of any one registration record. From the dashboard, click on the icon in the "Rgst Report" column for the record report that you would like to create.

The following page will appear.

Clinical Observation Registration Report

Student Name: Ted Lewis   tlewis1406@gmail.com   COBSSystem Record ID: 27

This report is proof that the above student has made a reseravtion in the system of record for Clinical Observation credit for a course they are enrolled at. To receive full credit the student must attend the class at the designated designated date, time, and location below. They must revisit the clinical observation system and indicate their attendance. If they did not attend, the system must be updated with a status and reason. If you have questions about this report please contact the Clinical Observation Cooridnators.

Attendance Date:	02/18/2014	Teacher:	Graziano, Vickie
Attendance Time:	12:00 pm	Class:	PreCalculus
Location:	University High School	Room:	202
Attendance Period:	6	Special Education:	None

Observation Credit: 0.00

Observation Record Date: 1/27/2014 4:35:57PM

Observation Record Comments:

My Comments During Observation:

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

Use the first icon in the tool bar to do this.

Select PDF and click OK. You will be prompted to save the document to your computer.