

# 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."

Clinical Observation Registration System for University High School and Metcalf Version 1.0  
Logoff

Site Login for all Users  
Email:   
Password:

Welcome to the Clinical Observation Registration System for Illinois State University.

START HERE!

Notes from the Administrator:  
• **This system will be open for use beginning September 4th.**  
• Observation window: September 8th – December 4th (Unavailable dates listed below)  
**In Order for Everything to Work Well:**

• **Supported browsers are Mozilla Firefox or IE 8 / 9 / 10 / 11**  
• Use a Windows-based PC. (Sorry, no phones or Ipads)  
• Enable pop-ups.  
• Check your junk folder! Mail from this site appears as "COBS Admin"

Website Support:  
UHIGH Inquiries: Jean Gorski  
Email: jmgorsk@ilstu.edu  
Metcalf Inquiries: Lisa Kendall  
Email: lmkenda@ilstu.edu  
Metcalf Inquiries: Michelle Meyer  
Email: mis\_metcalfga@exchange.ilstu.edu  
Technical Issues:  
Complete an Issue Report  
Project Sponsor:  
Dr. Jeffery Hill Superintendent  
Email: jwhill@ilstu.edu

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

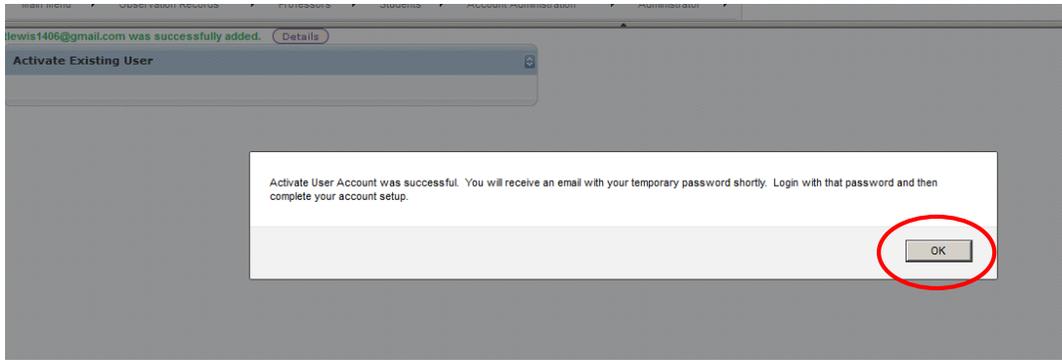
**Activate Existing User**

School Email:\*

Name:\*

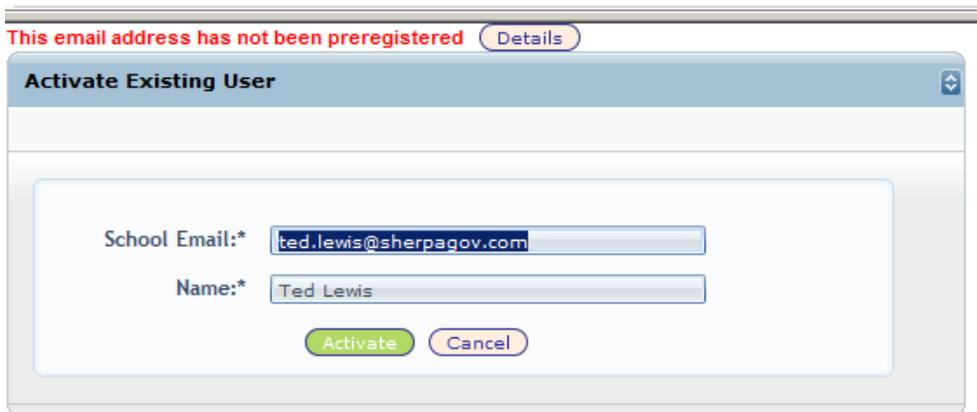
Click Activate.

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.

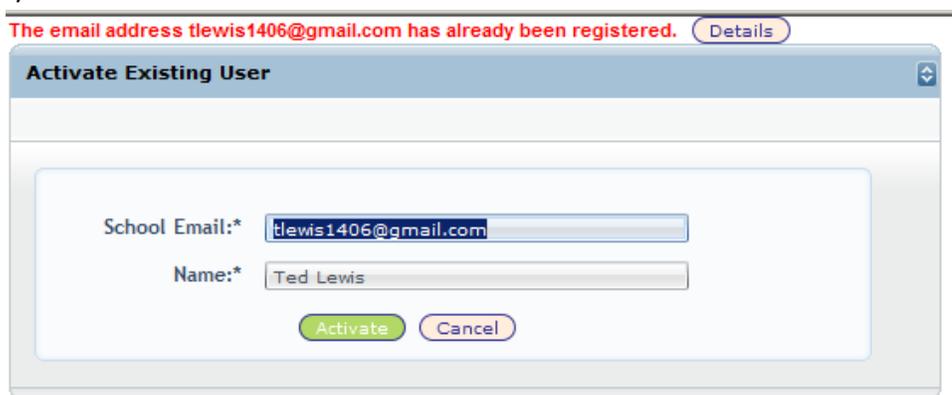


There are two possible error outcomes.

- 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.



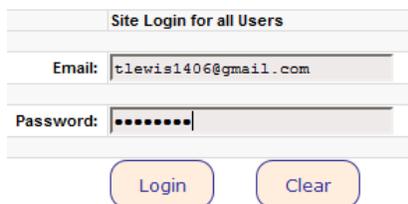
Open your email and review the message you should have received after a few minutes.

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

An account was activated on the Clinical Observation System for:  
[tlewis1406@gmail.com](mailto: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.

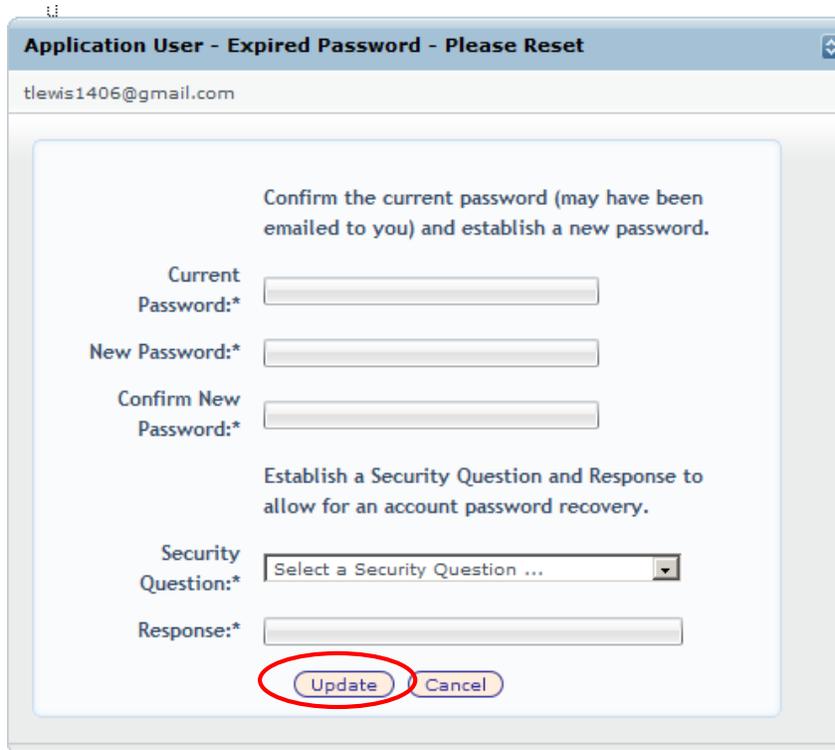


Site Login for all Users

Email:

Password:

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:\*

Response:\*

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](#)

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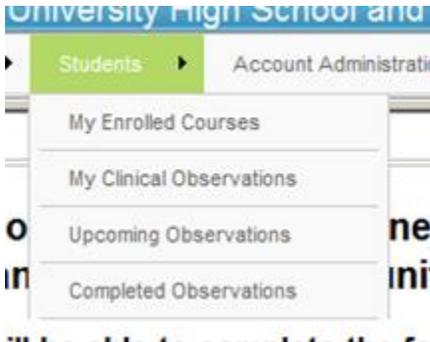
<p>Welcome: <b>Ted Lewis</b></p>	<p><b>Mission and Goals of the Clinical Observation Registration System</b></p> <p>It is the goal of this site to be awesome!</p> <p>As a lab school, our partnership with the College of Education at Illinois State is an essential component to our success.</p> <p><b>Having a problem? Complete this survey:</b></p> <p style="text-align: center;"><a href="#">Ask a Question or Report an Issue</a></p>	<p><b>Website Support:</b></p> <p><b>UHIGH Inquiries:</b> Jean Gorski Email: <a href="mailto:jmgorsk@ilstu.edu">jmgorsk@ilstu.edu</a></p> <p><b>Metcalf Inquiries:</b> Lisa Kendall Email: <a href="mailto:lmkenda@ilstu.edu">lmkenda@ilstu.edu</a></p> <p><b>Metcalf Inquiries:</b> Michelle Meyer Email: <a href="mailto:mis_metcalfga@ilstu.edu">mis_metcalfga@ilstu.edu</a></p> <p><b>Technical Issues:</b> Complete an Issue Report</p> <p><b>Project Sponsor:</b> Dr. Jeffery Hill, Superintendent Email: <a href="mailto:jwhill@ilstu.edu">jwhill@ilstu.edu</a></p>
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# User Procedures

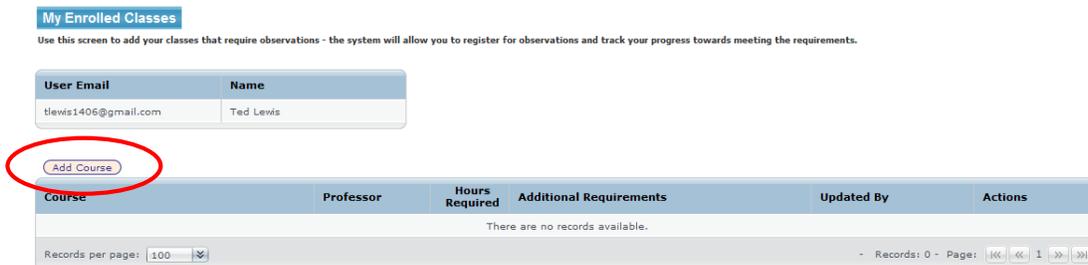
## Reviewing and Updating your Courses Requiring Clinical Observation

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.

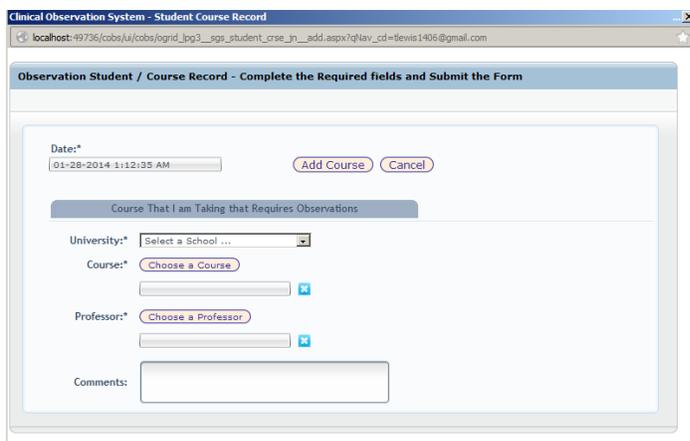
Using the menu system, hover on “Students” then click on “My Enrolled Courses.”



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."

Course That I am Taking that Requires Observations

University\*

Course\*

Professor\*

Select a Course for the selected School - Mozilla Firefox

localhost:49736/cobs/ui/editlisttopsearch.asp?rid=SuperForm1\_sgs\_course&scrw=725&scrh=450&key 1=Illinois State University&Grch

Quick Search:  
Enter search criteria here...

Code selected: TCH 210

Select	Code	Name
<input type="checkbox"/>	MUS 117	Percussion Methods
<input type="checkbox"/>	MUS 261	Band Methods
<input type="checkbox"/>	MUS 266	Choral Methods I
<input type="checkbox"/>	MUS 267	Choral Methods II
<input type="checkbox"/>	MUS 330.25	MUS 330.25
<input type="checkbox"/>	SED 201	SED 201
<input type="checkbox"/>	SED 247	Field Work in Deaf Education
<input type="checkbox"/>	SED 248	Field Work in Deaf Education
<input type="checkbox"/>	SED 353	Education of Students Who are Deaf
<input type="checkbox"/>	TCH 210	Child Growth and Development
<input type="checkbox"/>	TCH 216	Principles of Teaching
<input type="checkbox"/>	THD 280	Drama in Instruction

Records: 1 - 14 of 14 - Pages: 1

The popup shows only those courses with requirements for observation.

Choose one. If your 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.

Date:\*  
01-28-2014 1:33:33 AM

Course That I am Taking that Requires Observations

University:\*

Course:\*

Professor:\*

Comments:

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.

Select a Professor - Mozilla Firefox  
localhost:49736/cobs/ii/editlistpopsearchaspID2Key.aspx?id=SuperForm1\_sgs\_teacher&scrw=725&scrh=450&key

Search For A Professor:  
Enter search criteria here...

Name Selected: Select Professor

Select	Name	University
<input type="checkbox"/>	Holt, Angela	Illinois State University
<input type="checkbox"/>	Hunt, Carolyn	Illinois State University
<input type="checkbox"/>	Jadallah, May	Illinois State University
<input type="checkbox"/>	Kinkelaar, Diana	Illinois State University
<input type="checkbox"/>	Miller, Kyle	Illinois State University
<input type="checkbox"/>	Nourie, Terrie	Illinois State University
<input type="checkbox"/>	UNKNOWN,	Illinois State University
<input type="checkbox"/>	White, Elizabeth	Illinois State University

Records: 1 - 8 of 8 - Pages: |<< 1 >>|

Observation Student / Course Record - Complete the Required fields and Submit t

Date:\*  
01-28-2014 1:53:25 AM Add Course Cancel

Course That I am Taking that Requires Observations

University:\* Illinois State University

Course:\* Choose a Course  
TCH 210

Professor:\* Choose a Professor  
Miller, Kyle

Comments:

Complete the form by clicking “Add Course” (see above)

#### My Enrolled Classes

Use this screen to add your classes that require observations - the system will allow you to register for observations and track your progress towards meeting the requirements.

User Email	Name
tlewis1406@gmail.com	Ted Lewis

Add Course

Course	Professor	Hours Required	Additional Requirements	Updated By	Actions
TCH 210 - Child Growth and Development	Miller	9.00	6 hours at Metcalf, 3 hours at UHigh	tlewis1406@gmail.com	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Drop Class</span>

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

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.”



**My Clinical Observations**

Use this screen to track your progress towards meeting your observation requirements for all courses active for your account.  
 Use Search for Observation Opportunities to Register for a Clinical Observation  
 After completing a Registration record, you may update the status to indicate if you are cancelling, missed, or completed the observation.

[Search for Observation Opportunities](#)

User Name	Course Requiring Observation - Professor	Hours Required	Hours Registered	Hours Completed	Percent Registered	Percent Completed
Ted Lewis	TCH 210 - Professor Miller	9.00	0.00	0.00	0.00 %	0.00 %
Ted Lewis	MUS 261 - Professor Snyder	3.00	0.00	0.00	0.00 %	0.00 %

Date	Start Time	End Time	Course Receiving Credit for Observation	School	Level	Content Area	Hours Credit	Status	Rgst Report	Actions
There are no records available.										

Records per page: 100

Records: 0 - Page: 1

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 Observations to Select

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

Start Date:  End Date:  Time of Day:

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	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Spanish	7:00 AM	7:55 AM	Spanish 2	Erickson, Laura	222	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Physical Education	7:00 AM	7:55 AM	PE Activities	Hampton, Lester	113	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Accel Geometry	Johnson, Rachel	216	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	History	7:00 AM	7:55 AM	US Studies	Kelly, Jim	201	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Music	7:00 AM	7:55 AM	Dance/Orchesis	Merriman, Laurie	MCH	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Alg 2/Trig	Neisler, John	204	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Spanish	7:00 AM	7:55 AM	Spanish 1	Potter, Jim	219	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Math	7:00 AM	7:55 AM	Adv. Str. & Cond	Klier, Ryan	101	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	English	8:00 AM	8:55 AM	Soph Writing	Anderson, Shyla	244	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Spanish	8:00 AM	8:55 AM	Spanish 1	Bundy, Molly	306	None	3	<input type="button" value="Register"/>
UHIGH	02/03/2014	High School	Math	8:00 AM	8:55 AM	Intro to Bus	Burk, Dusty	241	None	3	<input type="button" value="Register"/>

Records per page:  - Records: 2656 - Page:

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 Observations to Select

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

Start Date:  End Date:  Time of Day:

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 Observations to Select

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

Start Date:  End Date:  Time of Day:

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	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	Accel Geometry	Johnson, Rachel	204	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	Alg 2/Trig	Neisler, John	208	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	College Algebra	Thompson, Kevin	216	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	AP English Lit	Adams, Mark	246	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	AP US History	Fitzgerald, Bob	240	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Art Fundamentals	Henning, Mike	112	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Band	Landes, Jason	103	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Alg 2/Trig	Lancaster, Laura	202	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Algebra 1	Sellers, Laura	204	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Geometry	Sondgeroth, Mike	208	None	3	<input type="button" value="Register"/>
UHIGH	02/18/2014	High School	Math	1:00 PM	1:55 PM	Class	Tate, Linda	216	None	3	<input type="button" value="Register"/>

Records per page:  - Records: 184 - Page:

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:\*

**Scheduling**

My Course to Credit:\*

Date:

Start Time:  Observation Credit:

End Time:  Seats Remaining:

Building:\*  Special Ed Type:\*

Room Number:

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.

My Course to Credit:\*

Date: TCH 210 - Professor Miller  
MUS 261 - Professor Snyder

Start Time: 12:00 PM

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

School:\*  Class:\*  Teacher:\*

Scheduling

My Course to Credit:\*

Date:  Observation Credit:

Start Time:  Seats Remaining:

End Time:  Special Ed Type:\*

Building:\*  Room Number:

Please Read and Verify the Following Information

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

Choose "Confirm Registration" when completed.

Please verify that you are signing up for this Observation Opportunity and will attend the observation!

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

### My Clinical Observations

Use this screen to track your progress towards meeting your observation requirements for all courses active for your account.  
Use Search for Observation Opportunities to Register for a Clinical Observation  
After completing a Registration record, you may update the status to indicate if you are cancelling, missed, or completed the observation.

[Search for Observation Opportunities](#)

User Name	Course Requiring Observation - Professor	Hours Required	Hours Registered	Hours Completed	Percent Registered	Percent Completed
Ted Lewis	TCH 210 - Professor Miller	9.00	1.00	0.00	11.11 %	0.00 %
Ted Lewis	MUS 261 - Professor Snyder	3.00	0.00	0.00	0.00 %	0.00 %

Date	Start Time	End Time	Course Receiving Credit for Observation	School	Level	Content Area	Hours Credit	Status	Rgst Report	Actions
02/18/2014	12:00 PM	12:55 PM	TCH 210 Professor - Miller	University High School	High School	Math	1.00	Registered		<a href="#">Update Registration</a>

Records per page: 100 - Records: 2 - Page: 1

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.

### My Clinical Observations

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After completing a Registration record, you may update the status to indicate if you are cancelling, missed, or completed the observation.

[Search for Observation Opportunities](#)

User Name	Course Requiring Observation - Professor	Hours Required	Hours Registered	Hours Completed	Percent Registered	Percent Completed
Ted Lewis	TCH 210 - Professor Miller	9.00	1.00	0.00	11.11 %	0.00 %
Ted Lewis	MUS 261 - Professor Snyder	3.00	0.00	0.00	0.00 %	0.00 %

Date	Start Time	End Time	Course Receiving Credit for Observation	School	Level	Content Area	Hours Credit	Status	Rgst Report	Actions
02/18/2014	12:00 PM	12:55 PM	TCH 210 Professor - Miller	University High School	High School	Math	1.00	Registered		<a href="#">Update Registration</a>

Records per page: 100 - Records: 2 - Page: 1

To change a status, click on "Update Registration"

Observation Registration Record

localhost:49736/cobs/lu/cobs/ogrid\_lpg3\_sgs\_obsv\_schd\_user\_jn\_edit.aspx?qNav\_id=278qMode=nav\_edit

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

School:\* University High School    Period:\* 6    Class:\* PreCalculus    Teacher:\* Graziano, Vickie    [Update Registration](#)    [Cancel](#)

Scheduling    **Registration Status**    System Maintained

My Course to Credit:\* TCH 210 - Professor Miller    Observation Credit: 1.00

Date: 02/18/2014    Special Education Type:\* None

Start Time: 12:00 PM

End Time: 12:55 PM

Building:\* UHIGH - University High School

Room Number: 202

Then select the "Registration Status" tab.

Observation Registration Record

localhost:49736/cobs/lu/cobs/ogrid\_lpg3\_sgs\_obsv\_schd\_user\_jn\_edit.aspx?qNav\_id=278qMode=nav\_edit

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

School:\* University High School    Period:\* 6    Class:\* PreCalculus    Teacher:\* Graziano, Vickie    [Update Registration](#)    [Cancel](#)

Scheduling    **Registration Status**    System Maintained

Status: Registered

New Status:\* **Select a Registration Status ...**

Comments:

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

New Status:\* **Select a Registration Status ...**

Comments:

Building	Date	Level	Content	Start Time	End Time	Class	Teacher	Room
UHIGH	02/18/2014	High School	Math	12:00 PM	12:55 PM	PreCalculus	Graziano, Vickie	202

School:\* University High School    Period:\* 6    Class:\* PreCalculus    Teacher:\* Graziano, Vickie    [Update Registration](#)

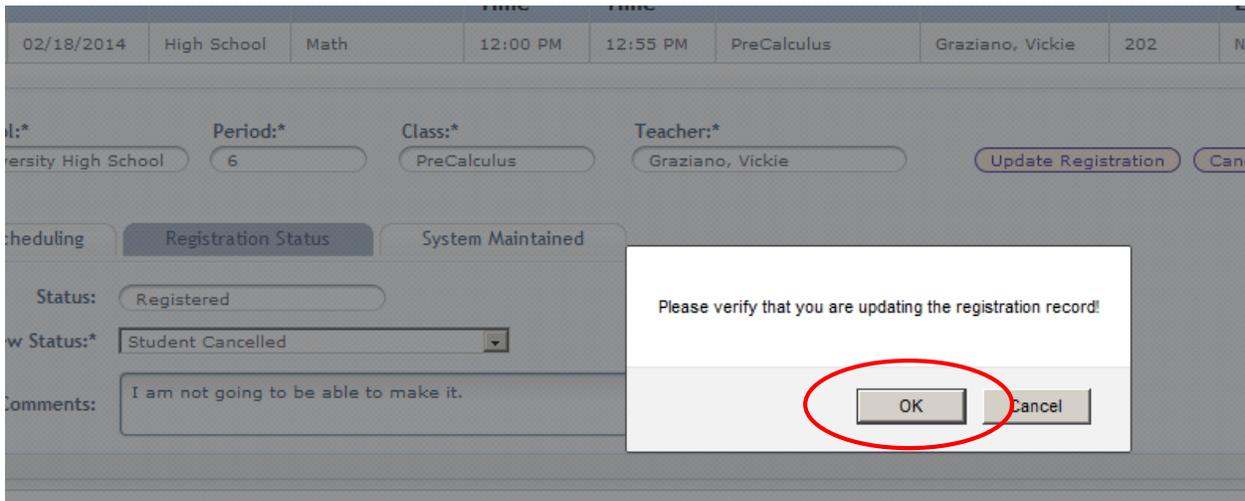
Scheduling    **Registration Status**    System Maintained

Status: Registered

New Status:\* Student Cancelled

Comments: I am not going to be able to make it.

In the prior example we are cancelling the registration. Click "Update Registration."



You are prompted to be sure you want to make the update.

**My Clinical Observations**

Use this screen to track your progress towards meeting your observation requirements for all courses active for your account.  
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 After completing a Registration record, you may update the status to indicate if you are cancelling, missed, or completed the observation.

[Search for Observation Opportunities](#)

User Name	Course Requiring Observation - Professor	Hours Required	Hours Registered	Hours Completed	Percent Registered	Percent Completed
Ted Lewis	TCH 210 - Professor Miller	9.00	0.00	0.00	0.00 %	0.00 %
Ted Lewis	MUS 261 - Professor Snyder	3.00	0.00	0.00	0.00 %	0.00 %

Date	Start Time	End Time	Course Receiving Credit for Observation	School	Level	Content Area	Hours Credit	Status	Rgst Report	Actions
02/18/2014	12:00 PM	12:55 PM	TCH 210 Professor - Miller	University High School	High School	Math	0.00	Student Cancelled		<a href="#">Update Registration</a>

Records per page: 100

Records: 2 - Page: 1

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.

**My Clinical Observations**

Use this screen to track your progress towards meeting your observation requirements for all courses active for your account.  
 Use Search for Observation Opportunities to Register for a Clinical Observation  
 After completing a Registration record, you may update the status to indicate if you are cancelling, missed, or completed the observation.

[Search for Observation Opportunities](#)

User Name	Course Requiring Observation - Professor	Hours Required	Hours Registered	Hours Completed	Percent Registered	Percent Completed
Ted Lewis	TCH 210 - Professor Miller	9.00	0.00	0.00	0.00 %	0.00 %
Ted Lewis	MUS 261 - Professor Snyder	3.00	0.00	0.00	0.00 %	0.00 %

Date	Start Time	End Time	Course Receiving Credit for Observation	School	Level	Content Area	Hours Credit	Status	Rgst Report	Actions
02/18/2014	12:00 PM	12:55 PM	TCH 210 Professor - Miller	University High School	High School	Math	0.00	Student Cancelled		<a href="#">Update Registration</a>

Records per page: 100

Records: 2 - Page: 1

The following page will appear.

Return to My Clinical Observations

**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 reservation 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 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 Coordinators.

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.

Firefox

localhost:49736/aspnet\_client/System\_Web/2\_0\_50727/CrystalReportWebFormViewer4/html/crystalexportdialog

Export Options

Please select an Export format from the list.

Acrobat Format (PDF)

Enter the page range that you want to Export

All  
 Pages

From: 1 To: 1

OK

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