



Nova Scotia Student Information System

Nova Scotia Public Education System

Observation Survey

Quick Reference Guide

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Please note: The screen shots in this user guide may contain some slight variations to the screens you see in your board.

1 OVERVIEW

- The Observation Survey will be administered to all grade 1 students at the beginning of the year (September) and again at the end of the year (June).
- Deadline for data entry in the fall is October 15: all surveys should be entered and their status set to **Complete**.
- In order to maintain accuracy in data entry, it is strongly suggested that teachers enter survey data as soon as possible after the survey is administered (e.g. on a daily basis).
- If a student transfers into class in October or later, do not enter an Observation Survey into PowerSchool. If a student transfers out of class before June, the data under the section **End of Year Assessment** are not required.

2 CREATING AND EDITING AN OBSERVATION SURVEY

- Log into PowerSchool and select the school for this student.
- From the start page of PowerSchool type the student's "last name, first name" or just "last name" into the search window and select the student.
- From the student's menu (left hand side) under the section **Academics**, select **Observation Survey**.
- Click the button "Create new Observation Survey record for this Student."

Academics

- Attendance
- Graduation Plan Progress
- Graduation Plan Selection
- Historical Grades
- Honor Roll
- Teacher Comments
- Term Grades
- Truancies
- Provincial Assessments
- Early Literacy Support
- Observation Survey
- Provincial Assessments

Observation Survey - Student Home Page

Create new Observation Survey Record for this student

Student Records Copy | Excel | Print

Record ID	Student Number	Student Name	School	Grade	Program	Assessment Resource	Modified By	Modified On
No Observation Survey Records Found								

* Showing total 0 records

- To edit an existing record (e.g. add results from another survey task, correct an error), navigate back to this survey page (**Academics**, select **Observation Survey**) and click the pencil icon.

Observation Survey - Student Home Page

Student Records Copy | Excel | Print

Record ID	Student Number	Student Name	School	Grade	Program	Assessment Resource	Modified By	Modified On
34774			Oxford Regional Education Centre	1	English	French Immersion (FLA)	Curry, Sarah	08/27/2015

* Showing total 1 records

2.1 BEGINNING OF YEAR ASSESSMENT

Status

- **In progress:** By selecting In Progress you are able to enter any task and return to the survey later (not all the fields are required).
- **Complete:** By selecting Complete, you must enter results for all survey tasks for this student and press the Submit button to complete the record.
- **Exempt:** A survey status may be set to Exempt in special circumstances (if the student cannot participate in any part of the survey).

Observation Survey - New Student Record

Observation task: Running Record


- All the fields in this section are required to complete the survey.
- Choose the assessment resource (Fountas & Pinnell or French Immersion), Instructional Text Level, Accuracy (%) and Self-Correction Ratio from the dropdowns. All must be filled in to complete the survey.
- The software will return a warning if your selections are outside the parameters of the survey.

Warning: - The value 93 for Accuracy % is out of the acceptable range for the Instructional Text Level 26 (Q).

✚ Observation Tasks

- All the remaining Observation Survey Tasks are checked **Applicable to Student** by default, indicating they are all to be filled in before the survey is completed.
- If a student is exempted from a particular task, uncheck the box under “Applicable to Student.” This will grey out the task and it will not be required to complete the survey.
- Fill in the **Assessment Date** and **Raw Score** for each task that is checked off.
- Stanines are automatically calculated based on raw score, grade, and time of year.

Observation Tasks	Applicable to Student?	Date Assessed (mm/dd/yyyy)	Raw Score	Stanine ?
Letter ID	<input checked="" type="checkbox"/>	<input type="text"/>	(none) ▼	<input type="text"/>
Concepts about Print	<input checked="" type="checkbox"/>	<input type="text"/>	(none) ▼	<input type="text"/>
Word Reading	<input checked="" type="checkbox"/>	<input type="text"/>	(none) ▼	<input type="text"/>
Writing Vocabulary	<input checked="" type="checkbox"/>	<input type="text"/>	(none) ▼	<input type="text"/>
Hearing & Recording Sounds	<input type="checkbox"/>	<input type="text"/>	(none) ▼	<input type="text"/>



✚ Comments (optional)

- Comments should be related to the assessment information and can be viewed by anyone who has access to the Observation Survey record.

✚ Click **Submit** to save your data. You will return to the Student Home Page.

✚ **Deadline for data entry: October 15.** All data must be filled in before this deadline and survey status set to Complete or Exempt for each student in grade 1.

2.2 YEAR END ASSESSMENT

- ✚ Search for and select the student.
- ✚ From the student's menu under the section **Academics**, select **Observation Survey**.
- ✚ Click **Year End Assessment**.
- ✚ The **Year End Assessment** tab will be active.
 - Enter the required data on the page.
 - Some of the data are prefilled based on the information entered in the Beginning of Year Assessment. If any data are to be corrected, click on either the Beginning of Year Assessment or the Year End Assessment tab to make the correction.
 - The calculated fields in the Year End Assessment tab will be adjusted accordingly.

3 SEARCHING FOR STUDENTS THAT HAVE AN OBSERVATION SURVEY

- ✚ From the start page of PowerSchool, under the section Functions, click on Observation Survey.
- ✚ Click **Search for students with an Observation Survey**.
 - By default, this page will display all students that had an Observation Survey during the currently selected academic year.
 - Use the drop down menus to set any of the filters you need to narrow down your search results.
 - Click **Search**. The page will refresh and display only those records that match your filter criteria.
- ✚ Click on the pencil icon to open any of the records you wish to view or modify.

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
- Alert Solutions
- Early Literacy Support
- Observation Survey**
- Incident Tracking