

Caseload Management

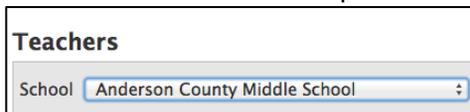
Principals are automatically granted permission to observe all teachers at their schools in CIITS. However, other administrators and peer observers must be assigned to teachers through a caseload in order to observe them. Those with the appropriate permissions can add teachers to caseloads through the Caseload Manager functionality.

Assign an Observer to a Teacher:

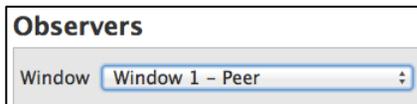
1. Roll your cursor over Educator Development on the navigation bar and click **Caseload Manager**.



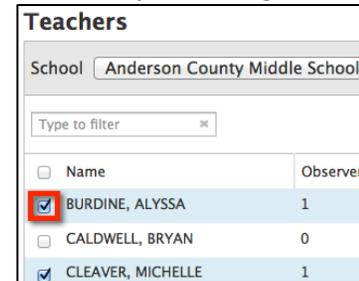
2. Use the drop-down to select the school for the teacher you are assigning observers to. You can type in the **Type to Filter** box to search for specific teachers at the school.



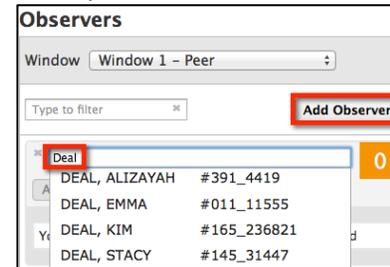
3. Select a window for the observation. Once assigned to a teacher in a window, observers will be able to select the window in Observation Caseloads to perform an observation.



4. Select one or more teachers in the list under **Teachers** on the left by checking the box by each teacher's name.

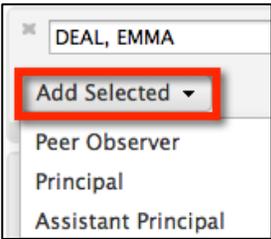


5. Optional: If you are assigning teachers to a new observer not yet on the list, click **Add Observer** and type his/her name, and select from the search results.

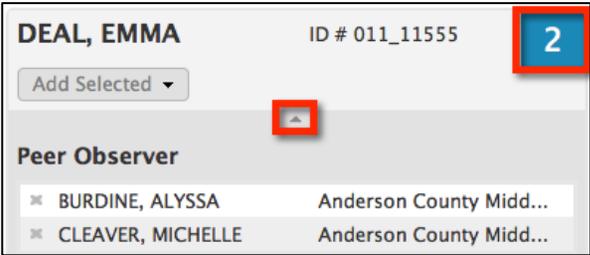


6. Use the **Add Selected** drop-down under the observer you are assigning the teachers to and select the observer type they will use to observe the teacher(s).

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- Observers with assignments will have a blue box beside their names with the number of assignments. Click the arrow beneath their names to view their caseload.

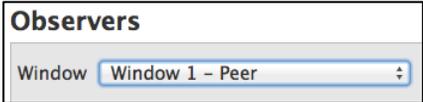
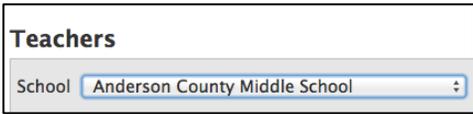


Remove a Teacher from an Observer's Caseload

- Roll your cursor over Educator Development on the navigation bar and click **Caseload Manager**.



- Select the school and window for the observation caseload using the drop-downs.



- Use the dropdown arrow to view the list of teachers on an observer's caseload. Click the 'x' icon to remove the teacher-observer association from that window's caseload. As soon as a teacher is removed from this caseload, the observer will not be able to observe them for the given window.



Note: Any scheduled observations have to be cancelled before an observer-teacher association is removed from the caseload. If the observer has started an observation for the teacher, the teacher-observer association cannot be removed.