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).
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

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

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

3. Use \( \times \) to view the list of teachers on an observer’s caseload. Click \( \times \) 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.