

Learning Lenses

Lesson Observation Software

User Guide

Learning Lenses: Lesson Observation App & Website

- Seven 'lenses' to focus your observations
- Pre-loaded with England's Ofsted criteria
- Option to change criteria to your own with up to 10 grades - ideal for schools outside England
- Image capture - ideal for photographs of students' work, marking or presentation evidence
- Free iOS app.

Use the website or free iOS app to complete your observations.

Sync the app with the Learning Lenses website to view your observations and produce powerful reports including:

- Teacher performance over time with a summary of strengths and limitations (ideal for follow up observations)
- School strengths and limitations (showing patterns of strengths and limitations in each of the observation lessons).

1. Registration

Contents

1. Registration	1
2. Settings	2
3. Observations	6
4. Editing an observation	9
5. Reports	12
6. Notes: The calculation of strengths and weaknesses	17
7. Using the iOS app	18

Go to www.learninglenses.co.uk

Trial users

If you have signed up for a trial version of the Learning Lenses website, log in to the Registered User section using your email and password and enter your 16 digit access code.

New users

If you are a new user, please register your details in the New User section.



2. Settings

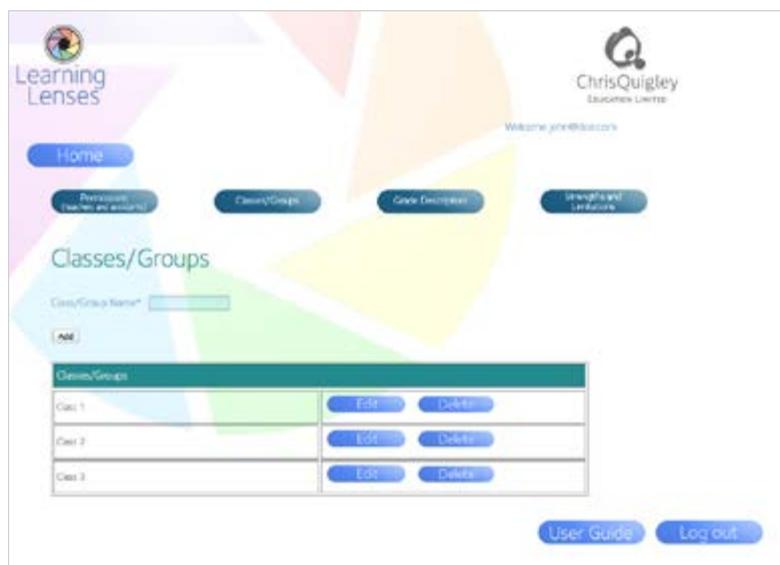
Note: Only the Registered User may access the settings.

Setting up classes or groups

From the Settings tab, select Classes/Groups.

Add the classes/groups that you wish to be included in your observations.

When finished, click Home to return to the main menu.



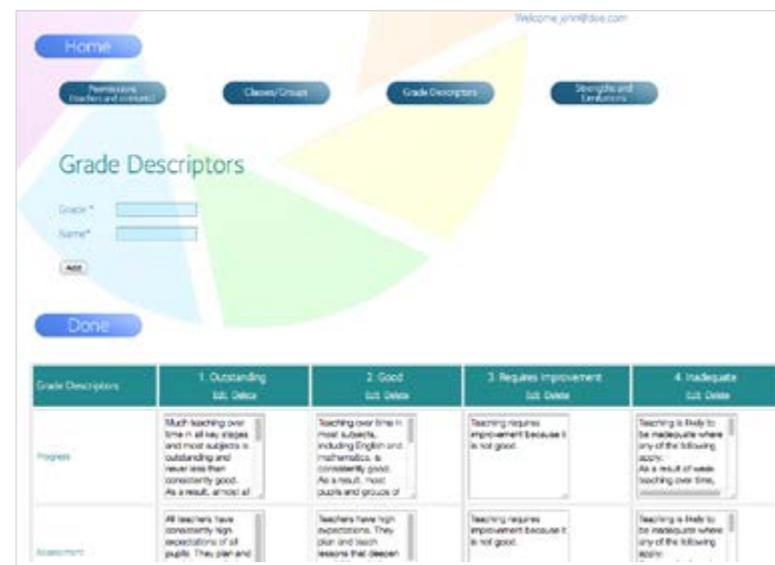
Setting up grade descriptors

From the Settings tab, select Grade Descriptors.

The four grade descriptors for Ofsted are pre-loaded but may be edited or removed as required. For example, you may decide to remove the pre-loaded information and enter your own criteria, e.g. very good, satisfactory, etc.

To edit a grade descriptor select the box you wish to edit, enter the information and click on Done to save.

You may choose up to ten grade descriptors.



Setting up strengths and limitations

From the Settings tab, select Strengths and Limitations.

It is necessary to assign each grade descriptor you have set up as either a strength or a limitation.

Assign a grade and click on Done to save.



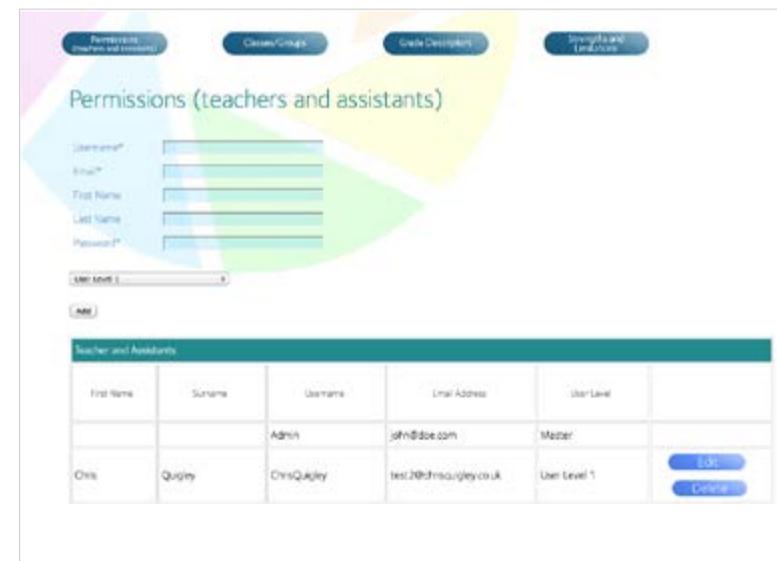
Setting up Teachers and permissions

From the Settings tab, select Permissions (teachers and assistants).

Add observers and teachers and assign them as Level 1 (Observer) or Level 2 (Teacher).

Level 1 users may make observations and view and edit any observation they make. Level 1 users may only view observations made about them by someone else.

Level 2 users can only view observations about themselves.



3. Observations

New observation

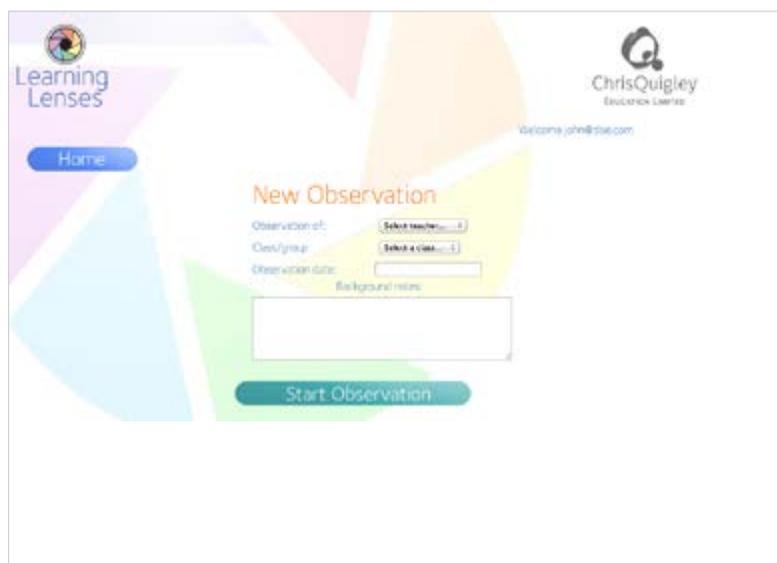
New Observation will only work if set up by the Registered User has been completed, as explained in 2. Settings.

Click the New button on the main menu. Select a teacher and a class/group. Add background notes if you wish then click on Start Observation.

You may also use the free iOS app to make observations. Please see page 18 for details.

Starting the observation

When you click Start Observation you will see the Lens Chooser with the 7 lenses. To enter evidence select a lens.





4. Editing an observation Learning Lenses

Entering evidence

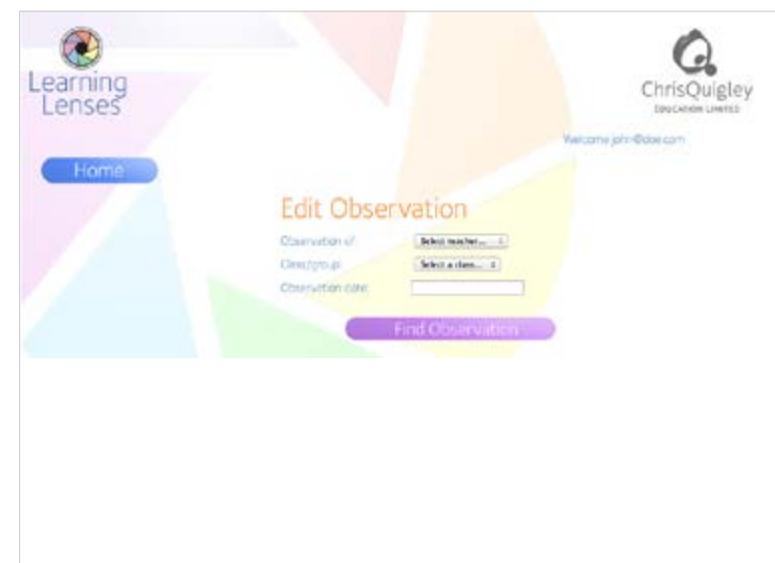
To enter evidence and grades, type in your evidence in the window and then grade it by clicking one of the grade boxes. You can add any photograph that you have saved on your computer to the evidence. Click on the camera icon, choose your photograph and click on a grade.

When you have finished, click on Done. This will return you to the Lens Chooser. You may use each lens as many times as needed. It is not necessary to use every lens, but you must use the progress lens at least once. When you have completed the observation, click End Observation on the Lens Chooser screen.

Finding an observation to edit

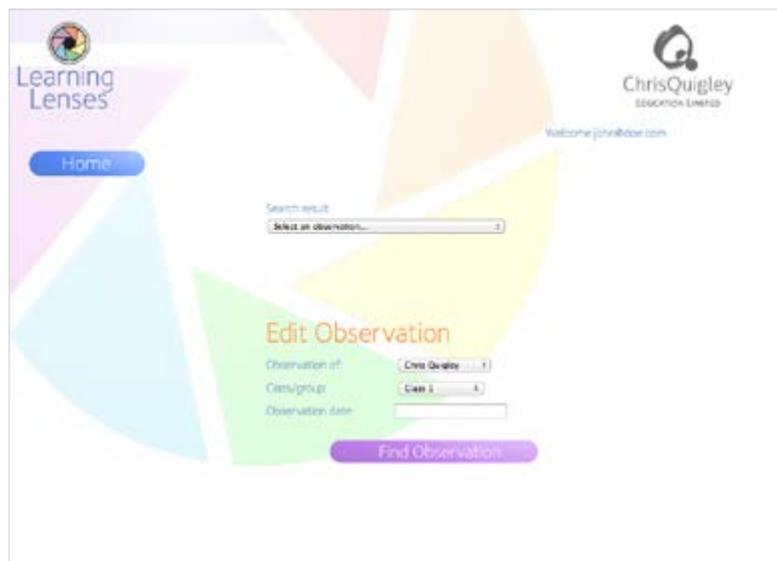
You may wish to add to or delete information from an observation after it has been completed.

From the main menu, click Edit. Select a teacher, a Class/Group or observation date. Click Find Observation. This will return a list of observations.



Selecting an observation

Choose the observation you wish to edit from the drop down window entitled Search results.



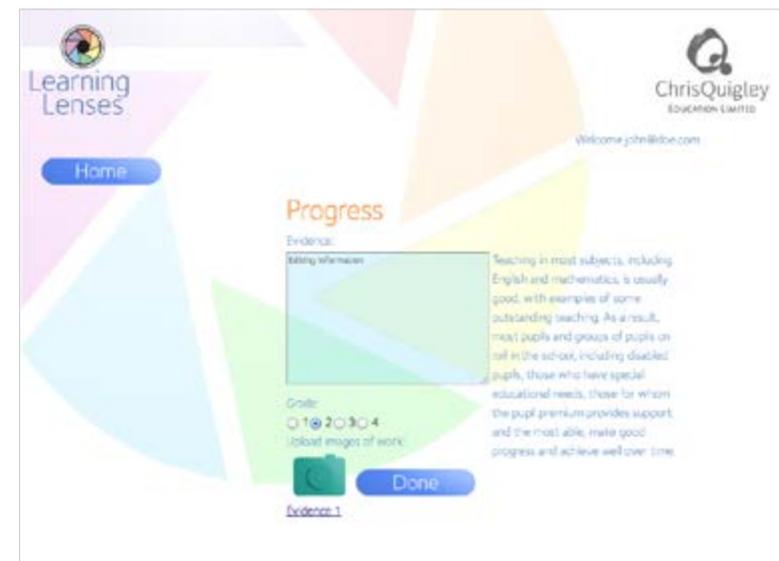
Editing the evidence

Click on any of the seven lenses to reveal the evidence you have collected for that lens.

Each piece of evidence you have collected will appear at the bottom of the screen labelled Evidence 1, Evidence 2, etc.

Click on the evidence you wish to edit.

Click on Done when you have finished and click on Home to return to the main menu.



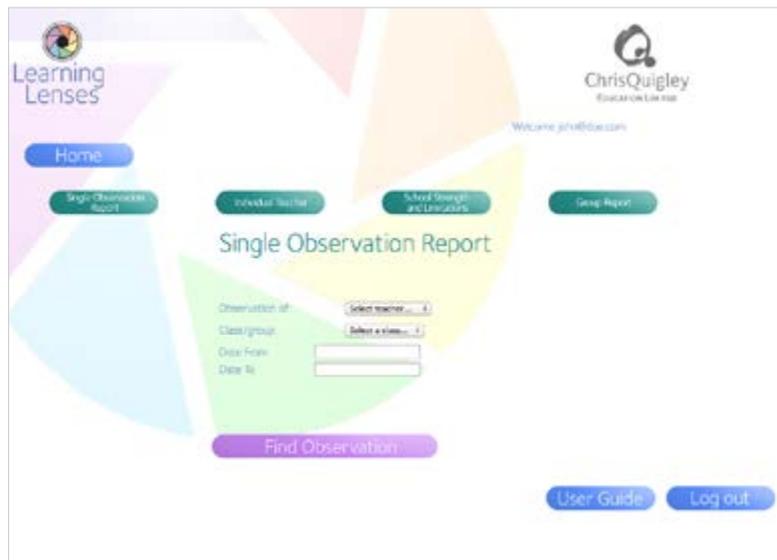
5. Reports

Single Observation Report

This will produce a single lesson observation report that gives strengths, limitations and a summary.

From the main menu click Reports, then select Single Observation Report.

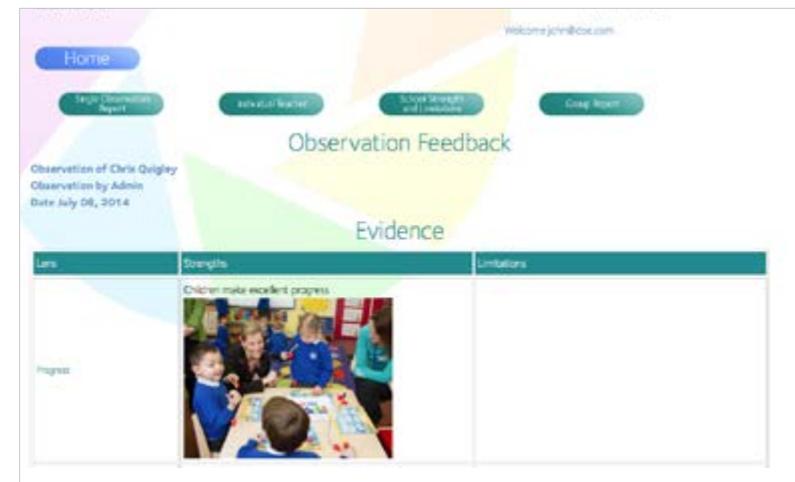
Begin by selecting teachers and/or classes and then click on Find Observation to provide a list of observations.



Select the required observation from the list.



You may view, print or save the report to a PDF.

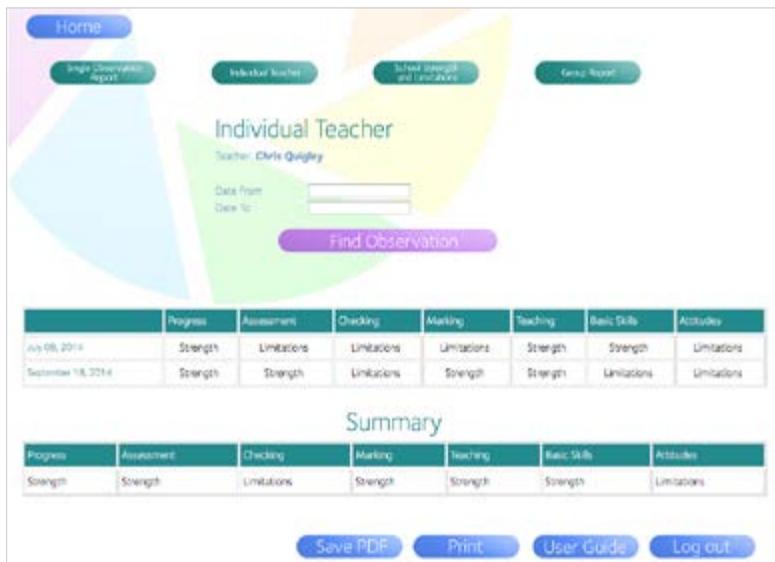


Individual Teacher strengths and limitations

From the main menu click Reports, then select Individual teacher. Select a teacher, enter a date range if required and click on Find Observation. This will show you the observations, and a list of strengths and limitations.

It also provides a summary at the bottom of overall strengths and limitations.

You may view, print or save the report to a PDF.

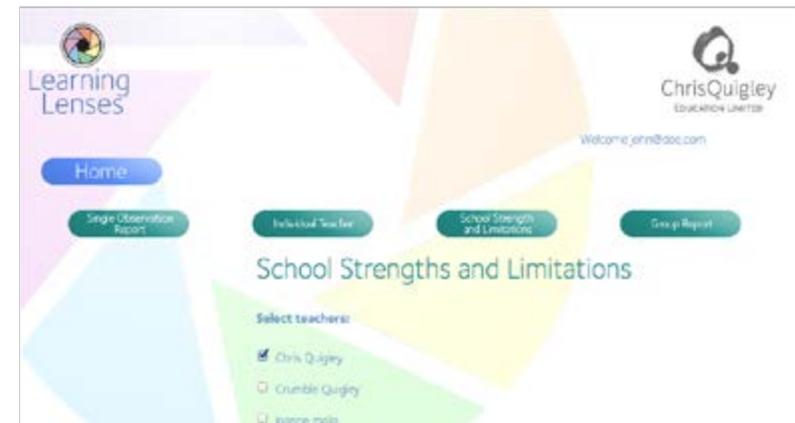


	Progress	Assessment	Checking	Marking	Teaching	Basic Skills	Attitudes
July 09, 2014	Strength	Limitations	Limitations	Limitations	Strength	Strength	Limitations
September 18, 2014	Strength	Strength	Limitations	Strength	Strength	Limitations	Limitations

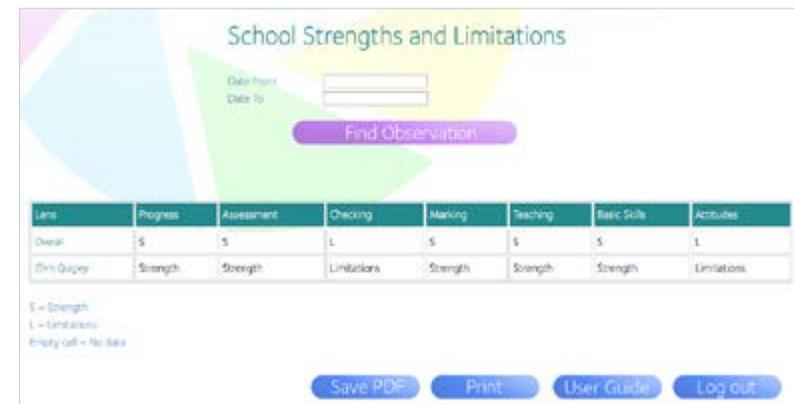
Summary							
Progress	Assessment	Checking	Marking	Teaching	Basic Skills	Attitudes	
Strength	Strength	Limitations	Strength	Strength	Strength	Limitations	

School strengths and limitations

From the main menu click Reports, then select School strengths and limitations. Select the teachers you wish to include in the report, and click on Find Observation.



Enter a date range if you wish and view, print or save the report to a PDF.



Lens	Progress	Assessment	Checking	Marking	Teaching	Basic Skills	Attitudes
Overall	S	S	L	S	S	S	L
Chris Quigley	Strength	Strength	Limitations	Strength	Strength	Strength	Limitations

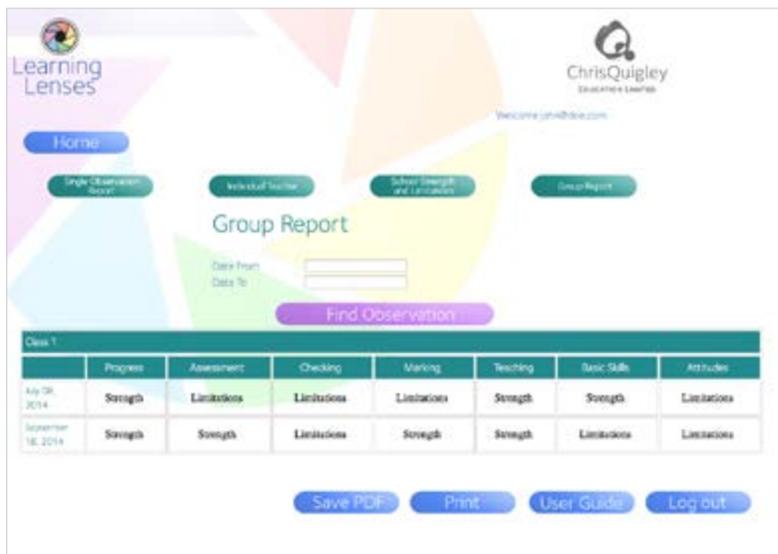
S = Strength
L = Limitations
Empty cell = No data

6. Notes

Group Report

From the main menu click on Reports, then select Group Report. Select the class/group you would like to view a report on.

Enter a date range if you wish and view, print or save the report to a PDF.



Learning Lenses

Chris Quigley
Education Lenses

Welcome jmh@lenses.com

Home

Single Observation Report

Select a Teacher

Select Strength and Limitations

Group Report

Group Report

Data From:

Data To:

Find Observation

Class 1

	Progress	Assessment	Checking	Marking	Teaching	Basic Skills	Attitudes
May 2014	Strength	Limitations	Limitations	Limitations	Strength	Strength	Limitations
September 16, 2014	Strength	Strength	Limitations	Strength	Strength	Limitations	Limitations

Save PDF Print User Guide Log out

Calculation of strengths and limitations

Single Observation Report

For the progress lens, 80 per cent or more of evidence must be graded as a strength to appear in the summary as a strength. For the other lenses 50 per cent of the evidence must be graded as a strength in order to appear as a strength.

Individual Teacher Report and School Strengths and Limitations

The summaries of Strengths and Limitations are calculated as an average from the observations made.

7. Using the iOS app

Please note there is also a free iOS app from the iTunes store for those who wish to carry out observations using an iPhone, iPad or iPod touch. This guide deals with the website but the process is almost identical if you choose to use the iOS app.

Using the iOS app

The iOS app has been designed to be intuitive and needs little explanation. However, the following points must be noted:

A Wifi connection is required for first login.

This will ensure teachers, classes and grade descriptors are downloaded to your device. After initial log in, you may carry out observations without a Wifi connection.

Syncing observations to the website requires a Wifi connection.

Multiple observations may be carried out before syncing.



ChrisQuigley
EDUCATION LIMITED

www.learninglenses.co.uk