Schoolnet: Manage Caseloads

Users with the Manage Caseload operation can use the Observation Caseloads page to match teachers with peer observers for specified observation windows. Users with the "Observe all teachers at an institution" operation (typically principals), are already set up to observe any teacher at the school automatically and do not need to be set up here.

To assign a caseload:

1. Roll your cursor over Educator Development on the navigation bar and under Admin & Setup, click **Caseload Manager**

2. Select a school for the teacher(s) you are assigning observers to

   Optionally, type in the filter box to search for the teacher(s) at the school.

3. Select a window for the observation

4. Select one or more teachers in the teacher list

3. To view the current assignment caseload of an observer, click the number in blue

4. Open the Add Selected menu under the observer you are assigning the teachers to and select the observer type they will use to observer the teacher(s)

If you are assigning teachers to a new observer not yet on the list, click **Add Observer** and type the name of an observer.

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