

User Basics

Below we have provided a general overview of the Home, Records and Reports areas within Sisra Observe!

Home Area

When you log into Sisra Observe, you'll be presented with the **Home** area by default. Below we have provided an overview of the different areas, features and information available within Observe.

The screenshot shows the Sisra Observe Home page. At the top, there is a navigation bar with icons for Home, Records, Actions, and Reports. A callout box points to these icons, stating: "Navigate between the **Home** page, **Records**, **Actions** and **Reports** areas!". On the right side of the navigation bar, there is a "Help" button and the text "SISRA Guide School Bex Support".

The main content area starts with a "Welcome back Bex!" message. Below this is the "Record Stats" section, which contains four colored cards: Observation (orange), Self Evaluation (purple), Coaching (green), and Appraisal (pink). Each card shows the number of records "Assigned to me" and "Created by me". A callout box points to the "+" icons in the top right of each card, stating: "Interactive dashboard – click to view records assigned to you, records you've created or click the + icon to create new records (depending on permissions)".

To the right of the Record Stats is the "Announcements" section. It features a "New Observe Webinars!" announcement from Tuesday 11th January at 12:30, posted by SISRA Admin to Everybody. The announcement lists three webinar topics: Admin / Setup, Template Building, and Reports. A callout box points to this section, stating: "Access your account details (including changing your username, password, and email address), or to log out".

At the bottom of the page is the "Event List" section. It shows "Showing Events for: This Week (1) | Next Week (0) | Overdue". Under "This Week (1)", there is an event for "Wednesday 23 Today" titled "Arrange Peer Observation for Assessment" with a progress bar labeled "Partially Complete". A callout box points to this section, stating: "Your interactive events list – View and filter your outstanding actions! View their progress and click on them to update!".

At the bottom right, there is another announcement titled "Happy New Year!" from Saturday 1st January at 00:00. A callout box points to this section, stating: "Sisra Announcements – See the latest updates, posted by Sisra staff! From new features to handy tips."

Records Area

The Records area is where you can create and view records, as well as access the Resources library (if switched on by your Sisra Admin).

The screenshot shows the 'Records' section of the Sisra Observe interface. At the top, there are navigation tabs for 'Home', 'Records', 'Actions', and 'Reports'. A user profile for 'Sisra Guide School' and 'SISRA Adrian' is visible in the top right corner, along with a 'Help' button. Below the navigation, there are two main tabs: 'Records' and 'Resources'. A callout box points to the 'Resources' tab, stating: 'Switch between viewing your **Records** or **Resources**! Resources can be attached to records as evidence.' To the left, a 'Create Record' button is highlighted with a callout: 'Create new records'. Below this, there are filters for 'Draft' and 'Published' records. A 'Filter By' section includes buttons for 'Quality Assurance', 'Appraisal', 'Professional Growth', and 'Self-Evaluation'. An 'Advanced Search' button is also present. A search bar shows 'Search By: Created Date' selected, with a 'Set Date Range' button and a 'Current Date Range: 2020-2021' display. A callout box explains: 'Filter the records list by status, template type, date ranges or even select Search Options to filter by Staff, Department and more!'. Below the search bar, it says 'Showing: 92 Records for 2020-2021' and includes a 'Next' link and an 'Export' button. The main content is a table with columns: Record Name, Record Date, Category, Department, Observer / Owner, Year Group, and Focus Group. Three records are visible: a 'Self-Evaluation' record for Maths (Observer: Adrian; SISRA (SAD)), an 'Appraisal' record for Science (Observer: Adrian; SISRA (SAD)), and another 'Self-Evaluation' record for Humanities (Observer: Adrian; SISRA (SAD)). A callout box points to the first record, stating: 'See an overview of the records you have access to by default, and click on a record to view, modify or print it!'.

Actions Area

The Actions area is where you can view your outstanding / overdue actions, update your progress on these, or create new actions.

The screenshot shows the 'Actions' dashboard in Sisra Observe. At the top, there is a navigation bar with 'Home', 'Admin', 'Records', 'Actions', and 'Reports'. A 'Help' button and 'SISRA Guide School Bex Support' are also visible. The main content area features a search bar and a summary of action counts: Total (02), Not Yet Complete (02), New (-), Started (01), Partially Complete (01), Complete (-), and Overdue (01). Below this is a table of actions with columns for Privacy, Title, Assigned To, Focus Area, Outcome, Deadline, and Status. Two callouts are present: one pointing to the 'Add Action' button and another pointing to an action item in the table.

Callout 1: Add additional actions (points to the '+ Add Action' button)

Callout 2: Dashboard providing an overview of the actions you're linked or have access to view/update (points to the summary cards)

Callout 3: Click on an action to update it with your progress and notes (points to the 'Find CPD courses - Marking' action item)

Privacy	Title	Assigned To	Focus Area	Outcome	Deadline	Status
Private	Find CPD courses - Marking <small>Created: 22/01/2018 - By:</small>	Support; Bex (BSU)	Not linked to a record		22/03/2022 <small>1 day overdue</small>	Started
Private	Arrange Peer Observation for Assessment <small>Created: Today - By: Support; Bex (BSU)</small>	Multiple	Not linked to a record		23/03/2022 <small>Due Today</small>	Partially Complete

Reports Area

The Reports Area will show you a summary of the data collected in your records, which may be sorted into different tables depending on how your Sisra admin has set this up.

Reports are separated by Type. Simply click on the relevant tab to see those reports.

Enable charts, and switch the figures between Counts and Percentages

Switch between the **Summary** and **Details** views here

Click on a heading to view associated reports!

Click on an outcome count to see the records contributing to this

You can use the Report Filters to filter the data by date, focus and year groups, departments, teams, and more!

Focus Area Name	Sec	Dev	Em	Total	Average Outcome
Challenge	1	0	0	1	● Sec
Progress	0	1	0	1	● Dev
Total	1	1	0	2	● Dev

Thanks for reading!