

## How to ... Record Group Observations

NOTES: This help sheet shows the default icons. Your setting may have chosen different icons and customized the terminology.

<p>1.</p>	<ol style="list-style-type: none"> <li>1. Add additional *students.</li> <li>2. Add a title for the Observation.</li> <li>3. Select the audience for your Observation.</li> <li>4. Add a commentary or notes to your Observation.</li> <li>5. Select Age Band (if appropriate).</li> <li>6. Select icon to record achievements.</li> </ol>	
<p>2.</p>	<p>Depending on your device and screen size this information may be split over two tabs, as shown here.</p>	
<p>3.</p>	<p>When you have finished click <b>SAVE AS NEW OBSERVATION</b></p>	

**\*Under default settings you can change the use of terminology to reflect your establishment.**