**iObservation- 2016 TLE Qualitative Data Report for Oklahoma**

The Oklahoma State Department of Education has set a deadline of **June 15, 2017** for submission of the TLE Qualitative Upload Report. iObservation can help make this submission easier for you. The information below will help you in your preparation. We have made several changes to this year’s report.

1. **Run the Oklahoma Evaluation Score Export v2 Report (Organization Administrators have this privilege).**
	1. In iObservation go to your Reports tab > scroll down to “Oklahoma Evaluation Score Export v2” (towards the bottom of the list)
	2. Select the Category (the report will run for all users in your district with this evaluation category)
	3. Select the Evaluation Type (Final)
	4. Enter a Start Date (when evaluations were starting to be finalized for the 2016-2017 school year)
	5. Enter an End Date
	6. Select whether or not you would like to include any currently Disabled Users who you may have to still report scores for
	7. Click “Create” (the system will work on your report and email you when it is ready to view; you may have to refresh your screen)
	8. If you need more detailed assistance on running reports, please refer to the “Quick Start Guide: Reports” located in the Resource Library of iObservation.
2. **You will need to submit one report per site (building). Each site’s report may include multiple categories, depending on how many Evaluation categories you have configured in iObservation.**
	1. Report preparation will require some manipulation in Excel. You may need to sort, cut/copy and paste to make your document comprehensive for submission.
	2. We have made several updates to this year’s report version to try to help alleviate these manipulations as much as possible.
	3. This year, you will only have to run each evaluation category one time for your entire organization/district, then sort by building in Excel, cut and paste on each individual building site report.
3. **Create the building site reports per the Oklahoma State’s Template.**
	1. Sort the category report by building (column A)
	2. Column E “Exempt”- enter “**True**” if teacher has been exempt from this year’s reporting
	3. Column J Evaluation Type- Change from the category name listed to any of the following:
		1. Teacher
		2. Leader
		3. Non-Classroom Professional
	4. Cut and Paste each site/building(s) users into its own tab or spreadsheet
	5. Delete column A (Building Name)
	6. Repeat for other evaluation categories

**\*Please note that the TeacherCertificationNumber (column B) and EvaluatorCertificationNumber (column F) correspond with the staff members’ UUID in iObservation. This number is required to be at least 6 digits long for the report to successfully upload. Your Account Management Team at Learning Sciences International can help you add leading zeros to the UUID if those numbers are less than six digits long.**