

# Flow of OCCC Classroom Observation for Faculty and Adjuncts



## Process:

- A Supervisor will observe the classroom of a Faculty or Adjunct (in-person or online) using the [fillable PDF Classroom Observation form](#).
- **The form should be:**
  - Downloaded and saved to your computer in Adobe.
- **The form may be:**
  - Filled out on paper:
    - Observer prints and fills out during observation.
    - Observer and Observee sign in-person during the debrief meeting.
    - Observer scans and attaches the form to the Classroom Observation link in OnBase.
  - Filled out electronically (a step-by-step how-to is shown below):
    - Fill out in Adobe during observation.
    - Observer and Observee sign in Adobe with digital ID.
    - Observer attaches to the [Classroom Observation link in OnBase](#).

**TIP:** Create a Performance Appraisal folder on your desktop or in OneDrive where you can store these files for your personal records.

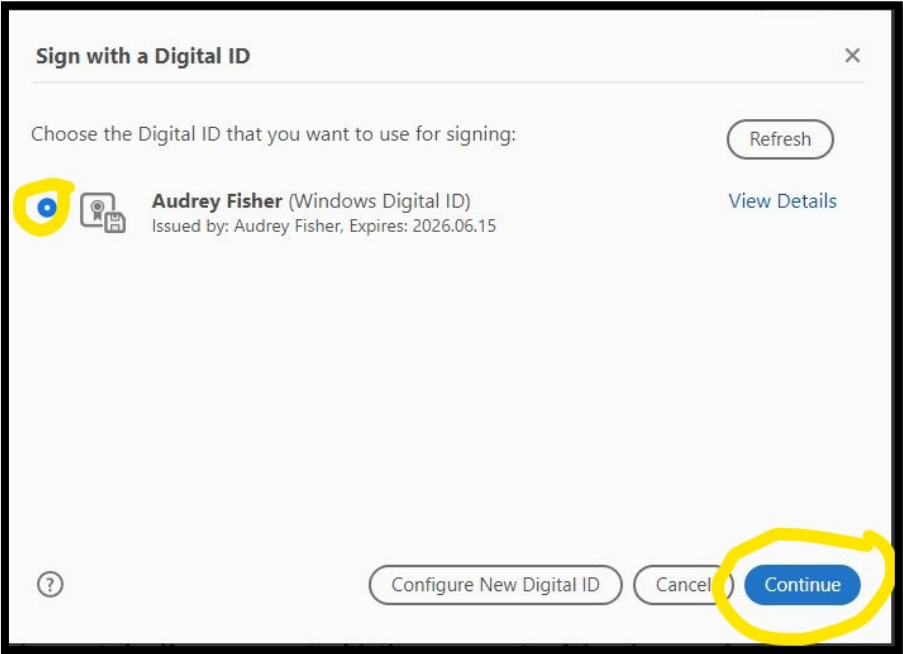
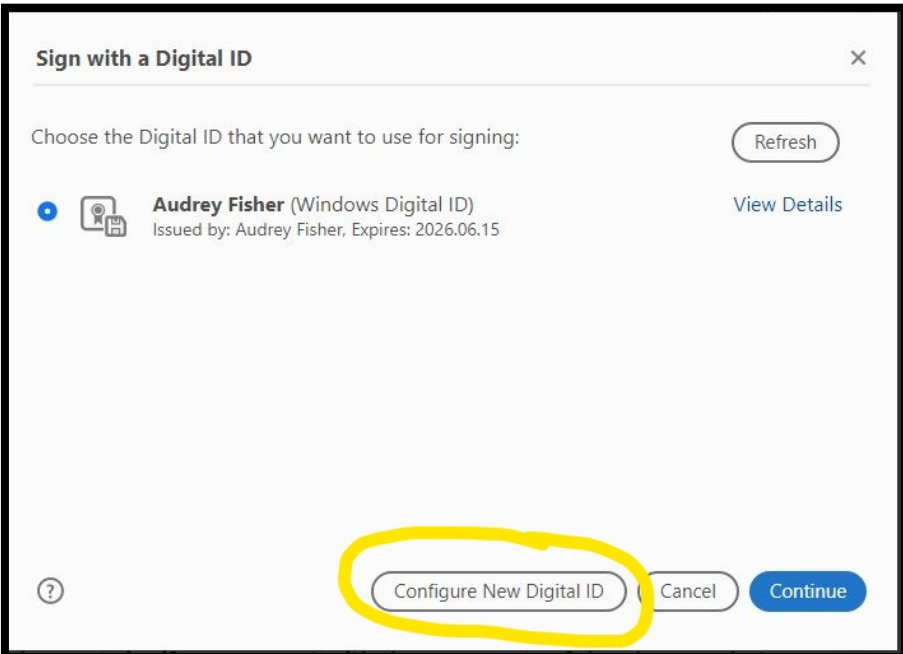
## How to Sign the Classroom Observation Form in Adobe Acrobat DC: The Electronic Flow from Observer to Observee to OnBase

### Observer (Evaluator) Actions:

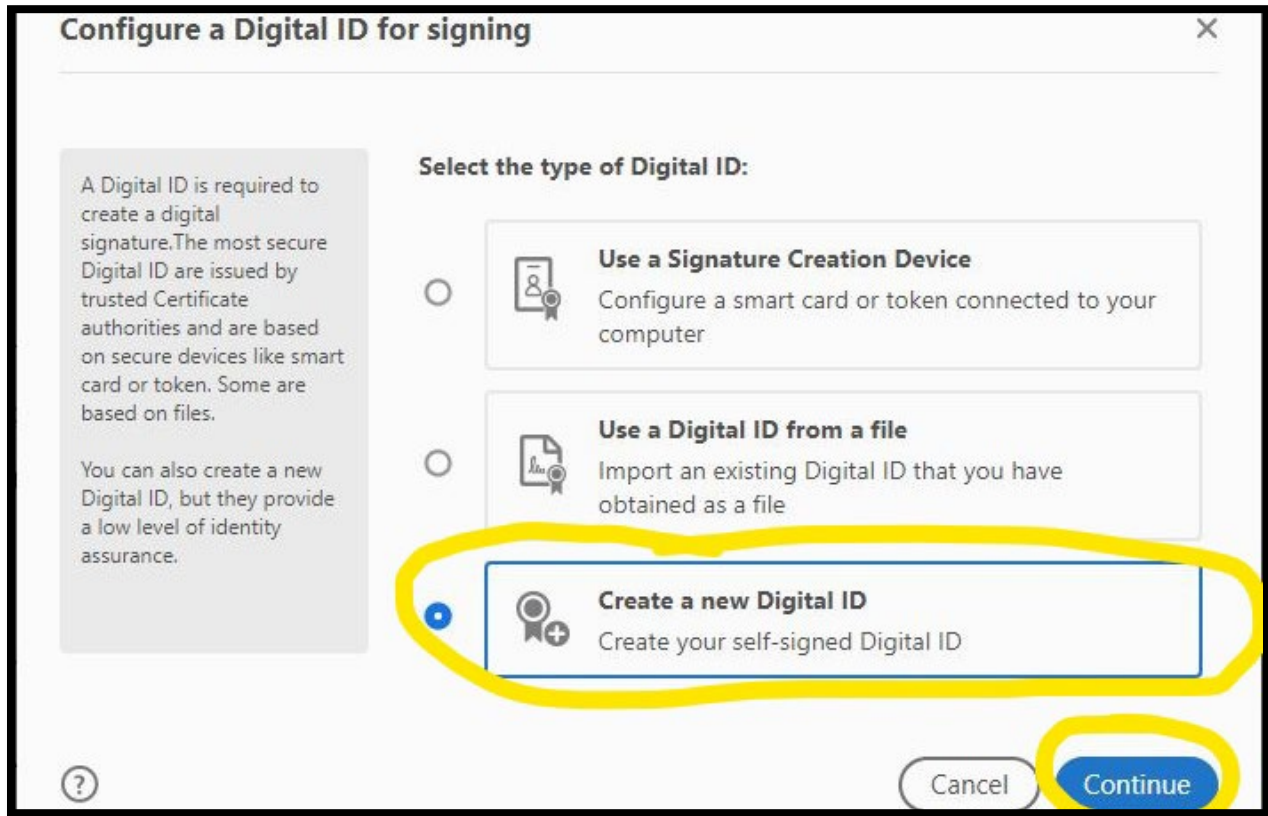
1. Click "Observer Signature."

A screenshot of the Classroom Observation form in Adobe Acrobat DC. The form is white with blue text and light blue input fields. The "Observer Name (Print):" and "Date:" fields are at the top. Below them, the "Observer Signature:" field is highlighted with a yellow rectangle. The "Instructor Name (Print):" and "Date:" fields are below the signature field. The "Instructor Signature:" and "Employee ID#:" fields are at the bottom. At the very bottom, there is a blue link that says "Attach this form to the Faculty Performance Appraisal Classroom Observation form in OnBase." The entire form is enclosed in a black border.

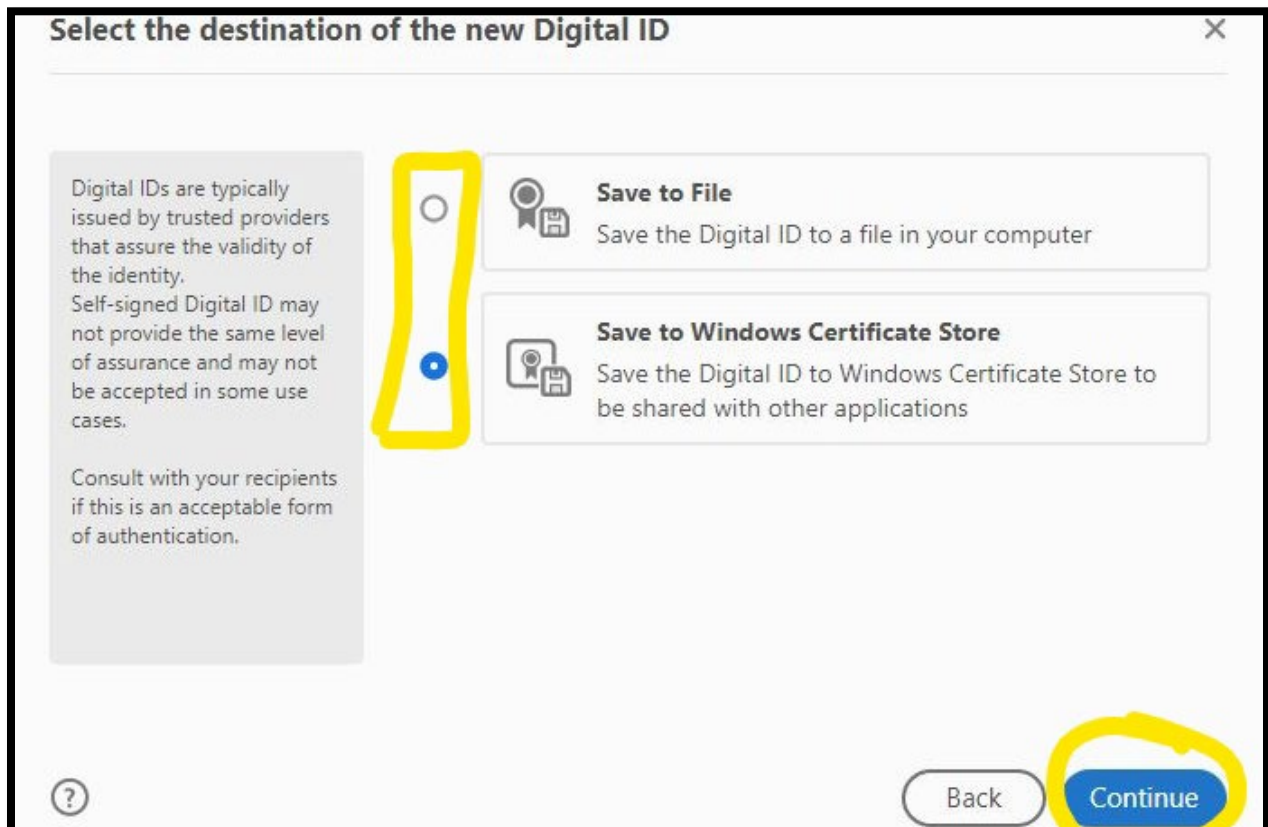
## 2. You have Two Options...

If...	Then...
<p>You have already configured a digital ID...</p>	<p>Select the ID and click "Continue."</p> <div data-bbox="589 407 1487 1056"></div> <p>Then proceed to Step 7.</p>
<p>You have not configured a digital ID...</p>	<p>Click "Configure New Digital ID."</p> <div data-bbox="589 1276 1487 1925"></div>

3. Select "Create a new Digital ID" and click "Continue."



4. Select either option and click "Continue."



5. Fill in the appropriate information with your circumstances and click "Continue."

**Create a self-signed Digital ID**

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Audrey Fisher

Organizational Unit: Human resources

Organization Name: Oklahoma City Community College

Email Address: audrey.fisher@occc.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

6. Save your signature on your computer in a location you will remember.

**Save Digital ID File**

OneDrive - O... > Performance Appraisals

Search Performance Apprais...

Organize New folder

Name	Status	Date modified	Type
Faculty Performance Appraisal	Cloud	11/11/2021 11:06 AM	File fold
Pics for Autofiling Job Aid	Cloud	9/2/2021 8:06 AM	File fold
Staff Performance Appraisal	Cloud	9/28/2021 2:57 PM	File fold

File name: AudreyFisher

Save as type: Digital ID Files (\*.pfx)

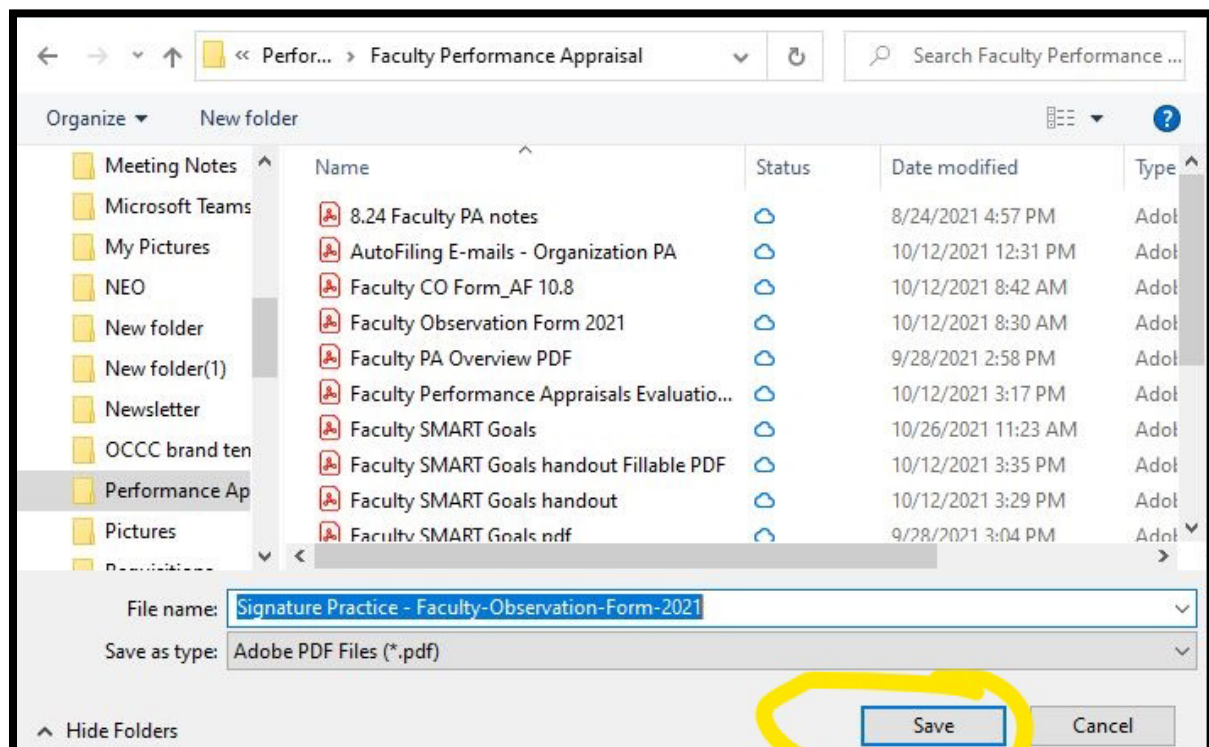
Save Cancel



7. Click "Sign" with your newly created digital signature.



8. Save the file in a location you will remember. **Tip:** Create a Performance Appraisal folder on your computer or OneDrive and save documents related to it there.



9. You have now created a digital signature and digitally signed the classroom observation!

The screenshot shows a classroom observation form with the following fields and content:

- Observer Name (Print): [Redacted]
- Observer Signature: **Audrey Fisher** (highlighted with a yellow box). A digital signature stamp is visible next to the name, stating "Digitally signed by Audrey Fisher Date: 2021.11.11 11:09:22 -06'00'".
- Date: [Redacted]
- Instructor Name (Print): [Redacted]
- Instructor Signature: [Redacted]
- Employee ID#: [Redacted]

Below the signature fields, the text reads: "Attach this form to the Faculty Performance Appraisal [Classroom Observation form in OnBase.](#)"

A disclaimer states: *\*Signature does not signify agreement with the comments of the observer, but only that the faculty understands the comments.*

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10. Email the Observee with the now signed classroom observation form attached, asking them to review and sign.

### **Observee Actions:**

- 11. Follow steps 1-8.
- 12. Email the Observer and attach the signed observation form.

### **Observer Actions:**

- 13. Save the file.
- 14. Attach the document to the OnBase form and submit.

**TIP:** Observers should keep these PDF files saved in a location they will remember for their records.