

## How to ... Record Individual Observations

Notes: This help sheet shows the default hand print icons and uses Emerging, Developing and Secure, but your setting may have chosen different icons and customised the terminology. When you add this observation, an achievement is recorded and a large handprint will be filled on the individual record.

<p><b>1. Add Observation</b></p> <ol style="list-style-type: none"> <li>The title box is automatically filled in but can be edited.</li> <li>Select the audience for your observation.</li> <li>Add a commentary or notes to your observation.</li> <li>Select small handprints to show small step objectives achieved if required.</li> </ol>	
<p><b>2.</b> Depending on your device and screen size, this information may be split over two tabs, as shown here.</p>	
<p><b>3. Adding Leuven Assessments</b></p> <p>If your setting has enabled Leuven Scales, you can add these by clicking the  tab.</p> <p>Choose the scale point 1-5 for Well-being and Involvement.</p>	
<p><b>4.</b> When you have finished, click </p>	