

## How to ... Navigate the Observation Dashboard

Notes: The Tiny Tracker Observation Dashboard can be used to quickly save Observations and Assessments for individual children or groups.

1. Observations in the dashboard are displayed in date order. The page will show all observations recorded on or after the date selected in the Date Picker.

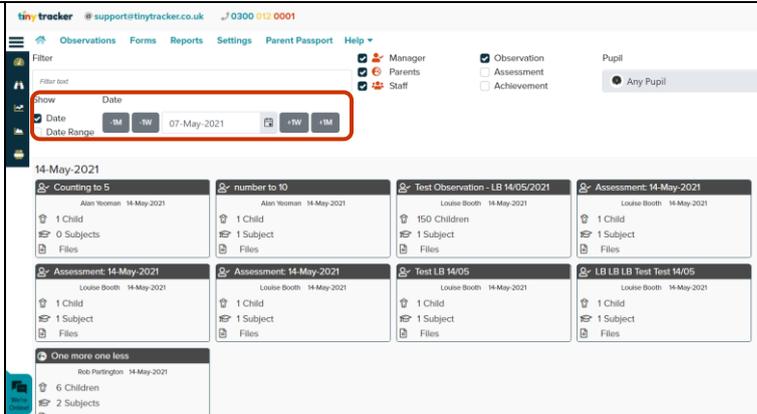
Select a date, or scroll forward and back in time using the buttons.



Alternatively, you may have set up date ranges – for example baseline, topic titles, terms etc.

- Date
- Date Range

Selecting a date range will show all the observations made in that period

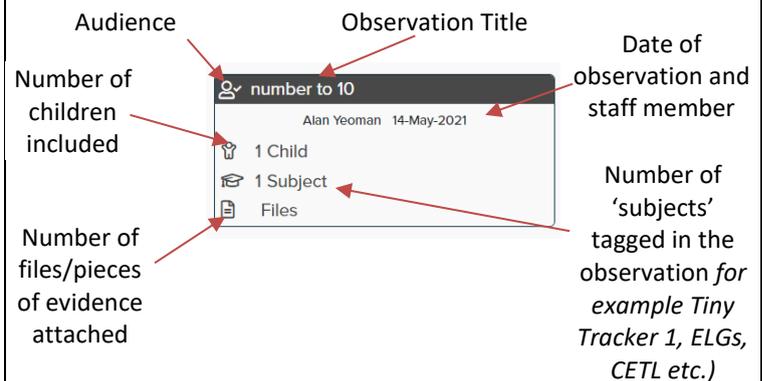


2. **Observation Tiles**  
Each observation tile represents one observation on Tiny Tracker. Clicking on the observation opens the editing screen.

Audience:

- Waiting for manager approval
- Shared with staff and parents
- Only shared with staff

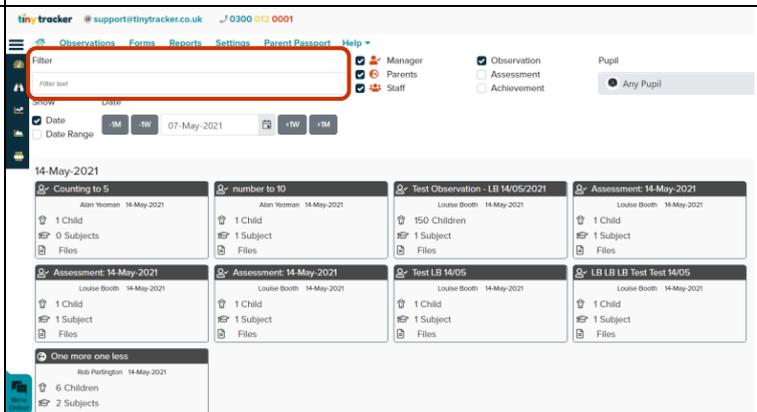
See the “Understanding Audience” help sheet.



3. **Filtering by Keywords**  
Type key words in to filter Observations and Assessments. Filter

Filter text

*Note: You can filter the Observations by any words included in the title or the notes included in the text box. For example, ‘happy’.*

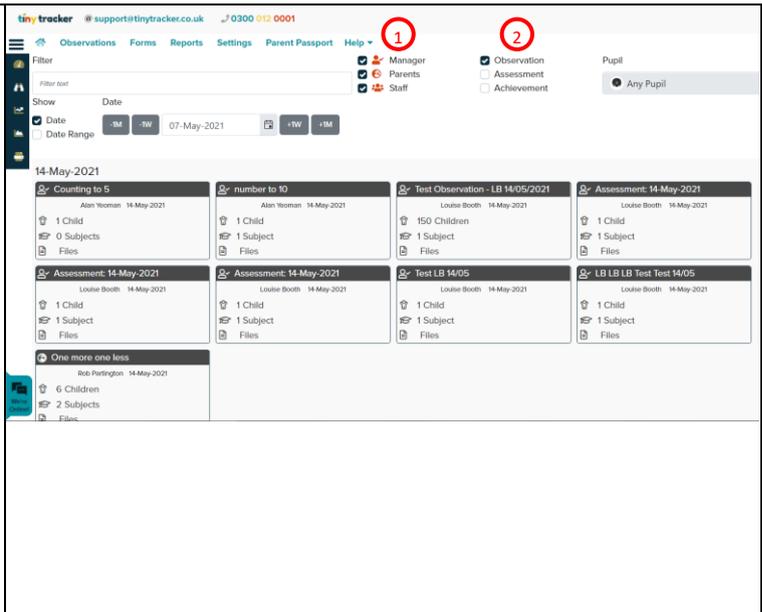


#### 4. Filtering the Records

Records can also be filtered by:

1. Audience
2. Type:
  - **Observations** are any records stored in Tiny Tracker
  - **Assessments** are judgements made against the small steps/descriptors within the curriculum
  - **Achievements** are records with summative judgements (*for example Emerging, Developing, Secure*).

See the "Observation, Assessment, Achievement" help sheet.



#### 5. Searching Children

Select  to view Observations or Assessments for individual children.

Select  to search by: Name, DOB or UPN.

