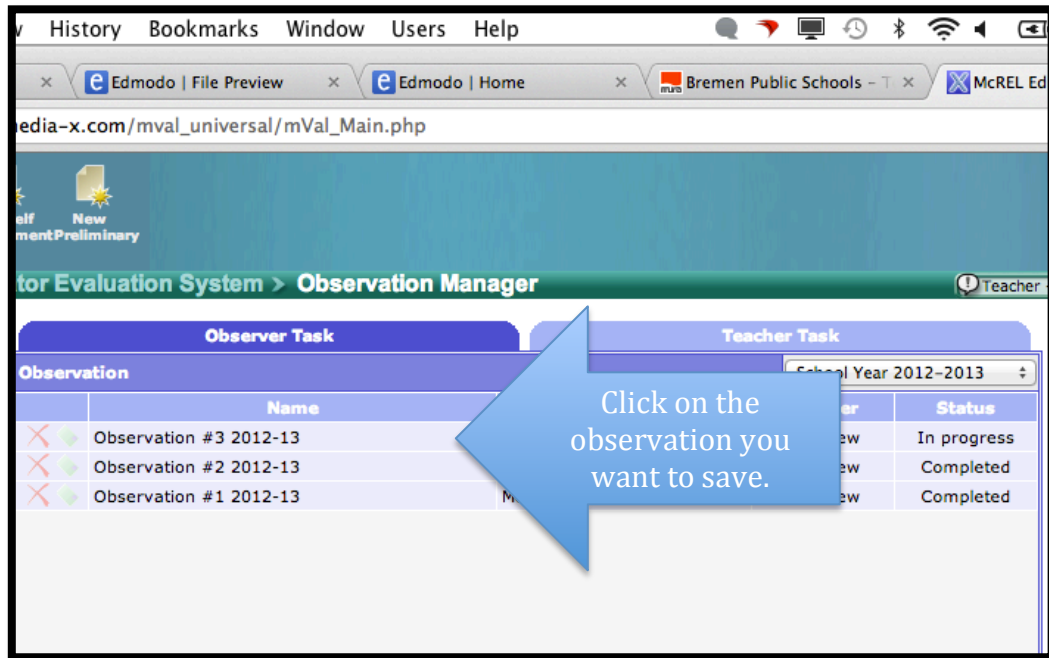
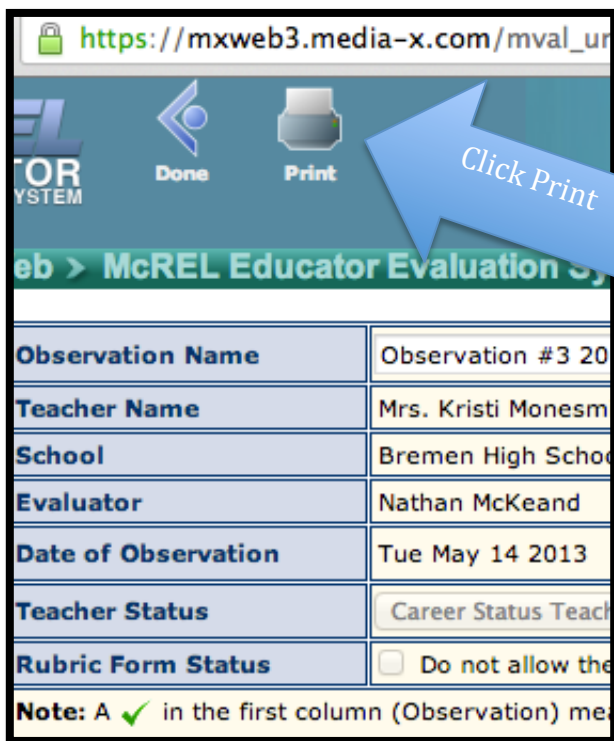


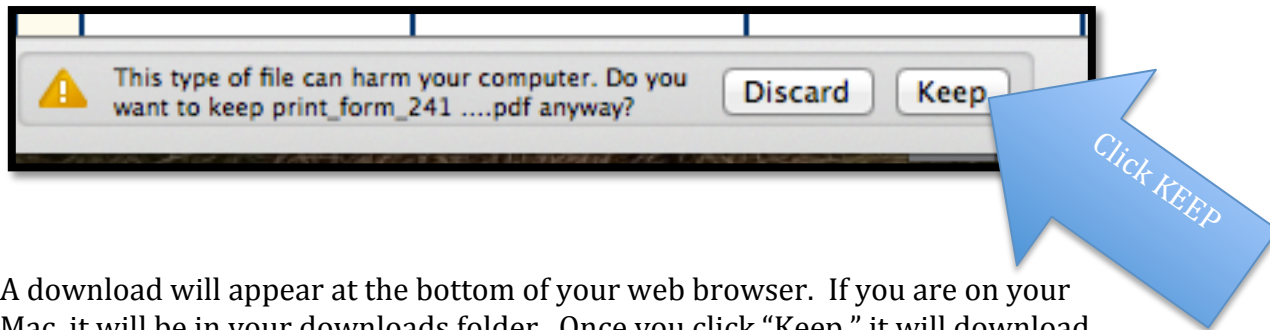
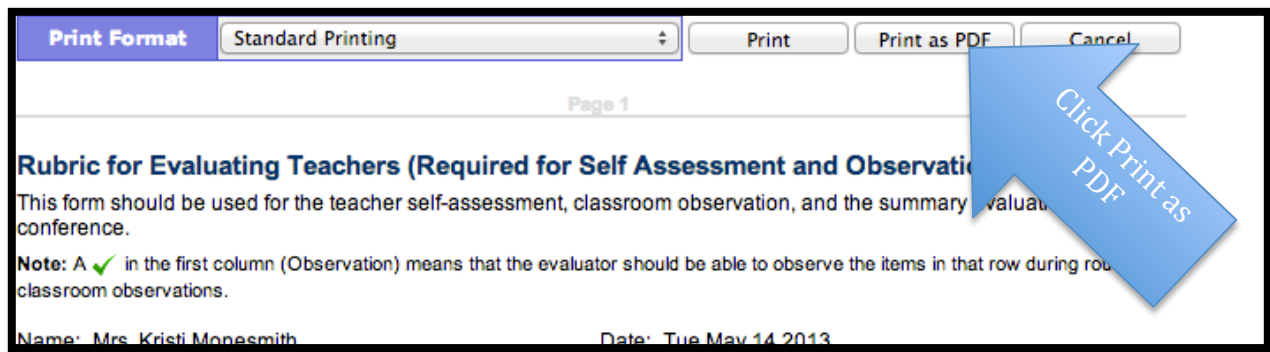
How to print/save your observations/evaluations from McRel:



Click on Observer Task >> Observation Manager, click on the observation you want to view.



Doing these steps will just save it as a PDF, but you can then print that PDF, if you want a paper copy to save as well. Next year, you won't be able to view these observations, only your summative evaluation.



A download will appear at the bottom of your web browser. If you are on your Mac, it will be in your downloads folder. Once you click "Keep," it will download. After the download is complete, you can actually drag it from the bottom of your browser to your desktop. Click on the icon to re-name it before you do this with the next observation because they will all be named the same thing.