UNIVERSITY OF CALIFORNIA | Learning Center

Observer Checklist

Review and assess observation checklists

1. Log in to UC Learning Center.
2. In the header menu, click SELF
3. Navigate to Learning > Observer Checklist
4. (Optional) Type an activity or user name in the search boxes to limit results to that activity.
5. Select View Users to see the learner(s) whose checklist is ready for review. Each user's name and assignment date displays.
6. Click Start next to a user's name to access their Observation Checklist Details.
7. Select a Learner Rating for each task and enter Learner Notes if applicable.
8. Required tasks are marked with an asterisk (*). You need to provide a Rating and Notes for all required tasks before you can submit the checklist.

Statuses

- **Pending:** Checklists awaiting your approval.
- **Completed:** Checklists you have approved.
- **Rejected:** Checklists you have rejected.
- **Expired:** Checklists that have expired or been decertified. If an expired or decertified checklist requires your approval, it displays under both Expired and Pending.

Completion Workflows

An observation checklist is a list of tasks assigned to a learner. Each task can be rated based on the learner's proficiency in it. Checklist tasks are sometimes self-assessed by the learner and are always assessed and approved by one or more designated observers.