

## How to Use the TDOP Website

The web-based version of the TDOP can be used by two types of users: administrators and individual observers. Each study or set of observations will need an administrator to set up observation protocols, customize the TDOP if desired, and to generally handle all IRR testing and data functions. Users will not have access to the administrative functions of the website such as creating new groups and studies, deleting observations, and so on.

**Administrator functions.** To sign up as an administrator go to the TDOP website (<http://tdop.wceruw.org>) and scroll to the bottom of the page. Click on the link for administrator sign ups. This will direct you to a page titled “Create a new administrator account” where you fill out the form, selecting a user name and password. Once on the website, you should go immediately to the “**Studies/Groups**” page where you will see links for group and study management. The difference between groups and studies is important for the use of this website. Basically, groups are collections of researchers that can be assigned to multiple studies, whereas studies are collections of observations that are linked to a particular group. Thus, a single group can collect data for multiple studies (e.g., CCHER study, TPDM study, etc.), but the data for each study will be managed separately. From the observation end, each observation will be linked to a specific study name and ID number, and each study will be linked to a group of researchers. Thus, each group (e.g., Joe, Amanda, and Matt) can have multiple studies (i.e., sets of observations) linked to them. Calculating IRR and downloading data is done by accessing the group page, where each of the studies linked to that group (e.g., CCHER study, TPDM study, etc.) can be accessed.

**Groups.** Groups are collections of users that can be assigned to one or more studies. A group is given an ID number and name that you provide. Once on the “Studies/Groups” page you can click on “Add Group” to create, edit, or manage groups. At the “Add a New Group” page you can add new groups, which requires assigning a group name and users. To add users to the group click on the “add user” button. If the user is already in the system, you can search for their username or create a new user for the group.

**Studies.** Studies are collections of observations. Details about creating and managing studies are described below.

**Basic functions.** Each page of the website has the following tabs at the top: “My Observations,” “Resources,” “News and Events,” and “Studies/Groups.” Each of these tabs will direct you to the key areas of the website. Some of the specific functions you will want to utilize are described in greater detail below.

**Creating new studies and customizing the TDOP.** From the “Studies/Groups” page you can click on “Add Study” to create a new study. At the “Add Study” page you can add new studies, which requires assigning a study name and assigning the study to a group of users (see above). You will want to create new “studies” for each set of observations conducted for a particular research project, evaluation, or assessment. Also, if for some reason you wish to delete or remove a study, click on the link next to the study name.

When you create a new study you have the option of customizing the TDOP to include or exclude particular codes. On this page the entire TDOP code bank (i.e., default codes) are included. If you want to remove codes within a given category (e.g., LVIS in teacher-focused instruction), simply check the box and click on “Remove.” If you want to add a new code to a category, click on “add” and you will be prompted to add a “Custom code” for that category.

- To edit or add codes later by clicking on the pencil icon link next to each study that is listed on the main study page.
- To archive the study so that you no longer see it active on your “Studies/Groups” page, click on the file cabinet icon.
- To remove the study permanently, click on the trash can.

**Creating a new observation.** Navigate to the “my observations” page by clicking on the tab at the top of the website. This is the page where you will create new observations, manage your observations, and initiate the data collection process (i.e., coding an actual class). First you will click on the “ADD” button to the right of the page to create a new observation – you will need one for each class that you observe. Here, fill in all fields that are relevant to your study, making sure to select the appropriate study for which the particular observation is being conducted (i.e., the Study ID field). Once you hit “save,” the observation is now active and can be used.

**Conducting an observation.** At the “my observations” page you will see your newly created observation organized by description, instructor name, class name, course level, department, and date created. You will also see the following functions next to each observation: “edit info” for editing these attributes, “begin,” “edit codes” for returning to your coded data for checking or alteration, and “finalize” which is clicked when you are completely done with the observation.

Start the observation by clicking on the “begin” link, which takes you to the protocol itself. You will see at the top right two sets of timers and a box indicating the current interval. The timer on the left is for the entire class session and will continue running as long as you are collecting data. The timer on the right is for the 2-minute interval only, and will refresh at the end of each interval. At that point, the interval box will also change from “1” to “2.” Using these functions will help you keep track of the length of the class, your location within each interval, and the number of intervals being coded. **For the student time-on-task category, the box surrounding that category will flash red one-minute into each interval – code this category only once per interval at this time.** Also note that at the end of each 2-minute interval all coded data will clear.

As you observe the class, simply click on the observed code. If you make a mistake and wish to “uncode,” just click twice. To take notes, click on the box and begin typing notes regarding that interval. If taking notes, be aware of your location in the interval itself, since all data (and typing) will clear at the end of each 2-minute interval.

If you wish to cancel the observation and not store any data, hit the “cancel observation” button at the bottom of the page. The cancel function will stop the observation and erase all data.

If the observation has proceeded according to plan, click on the “end observation” button when you are done. This will save all data and send you back to the “my observations” page. If you wish to check your work or alter any codes prior to “finalizing” the observation, click on “edit codes” to review your work. When you are ready to completely finish the observation, click on “finalize,” which will move the observation from the active to the finalized state where no further information can be edited. These finalized observations are located at the bottom of the “my observations” page.

**Downloading results and computing IRR.** Administrators will need to click on “Studies/Groups.” Next to each study you will see the following links:

- Class Info: click here to export data about the class (e.g., course level, instructor name) for the entire study
- Observation Data: click here to export data about the observations themselves for the entire study.
- Site-Level Data: click here to go to a page where each of the study sites within a given study (for multi-site studies only!) is listed, whereupon you can export class and observation data at that smaller level.
- Stats: click here to compute IRR between any pair of users within a group. On this page, select two users (and salient observations) to compare and then click on the link for “calculate.” The new page will appear to be the same as the last, but scroll to the bottom and you will see the results of your IRR test for two types of statistics: Cohen’s kappa and Jaccard similarity. For each of the 6 categories in the TDOP, you can download results into .csv files to examine which specific codes are the most problematic for each pair of users.
- Reports: click here to see automated reports for your data. These reports include (a) the % of time each code was observed across the entire group, (b) the % of time different code categories were observed, and (c) a time-series graph where code incidence per interval is indicated.

To do any of the above-mentioned functions for the individual observation level (especially reports) simply click on the “Observations” icon under each study and a list of individual observations will appear, with the options to view reports or delete the observation.

**Removing observations, studies, or groups.** You may wish to delete observations, studies, or groups at some stage of the process. This is especially true in cases where you create a set of observations for IRR testing and wish to delete them prior to actual data collection. To delete individual observations, navigate to the “Studies/Groups” page and click on the appropriate trash can icon.

**Data storage and confidentiality.** All data collected via the TDOP website will be stored on secure servers at WCER. All data will be held on these servers for 1 year, so please make sure to download your data as soon as possible. At no time can anyone see the data collected for your study – only the project administrator can view data for any given study.