



Completion Workflows

Assigned observation checklists require assessments and approvals on each of the checklist's tasks before they can be marked complete.

When you submit your observation checklist, designated observers will be able to assess your progress.

Observation Checklist

View and submit your observation checklist

You can view all of your assigned checklists from the My Observation Checklists page.

1. Log in to UC Learning Center.
2. In the header menu, click SELF
3. Navigate to Learning > My Observation Checklists
4. When you are ready, click Start.
5. Select a Learner Rating for each task and enter Learner Notes if applicable.
6. Click Save to save your progress or click Submit to submit your observation checklist.

Statuses

- **In Progress:** In Progress means you've saved changes but haven't submitted it yet.
- **Submitted for Review:** You've submitted the checklist and it's pending observer approval.
- **Completed:** You finished the checklist and the observer(s) approved it.
- **Rejected:** You finished the checklist but the observer(s) did not approve it.
- **Expired:** You finished the checklist at least once, but it expired and you need to retake it.