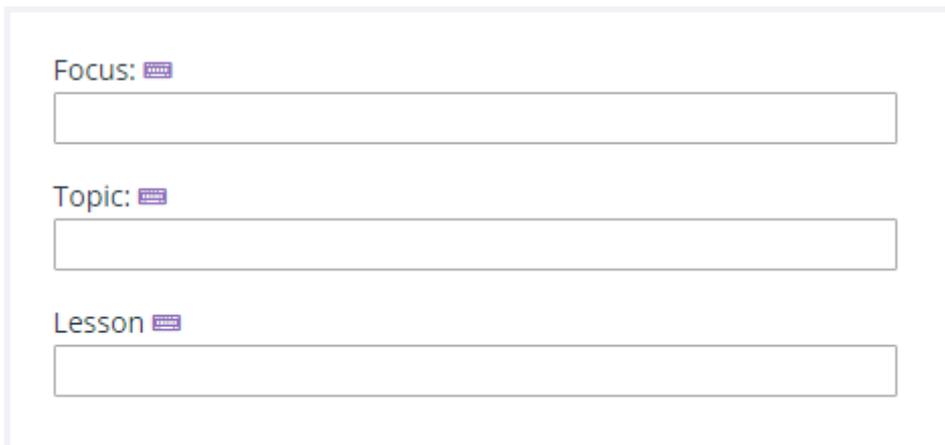




Using Smart Text Boxes in Lesson Observations

What is a Smart Text Box?

A Smart Text Box provides suggestions based on previous entries. These could have been entered by yourself or another user within your school. Smart Text Boxes are labelled with this icon: , e.g.



The screenshot shows a light blue bordered box containing three text input fields. Each field is preceded by a label and a small purple keyboard icon. The labels are 'Focus:', 'Topic:', and 'Lesson:'.

Type 3 characters and you'll be presented with a list of relevant suggestions.

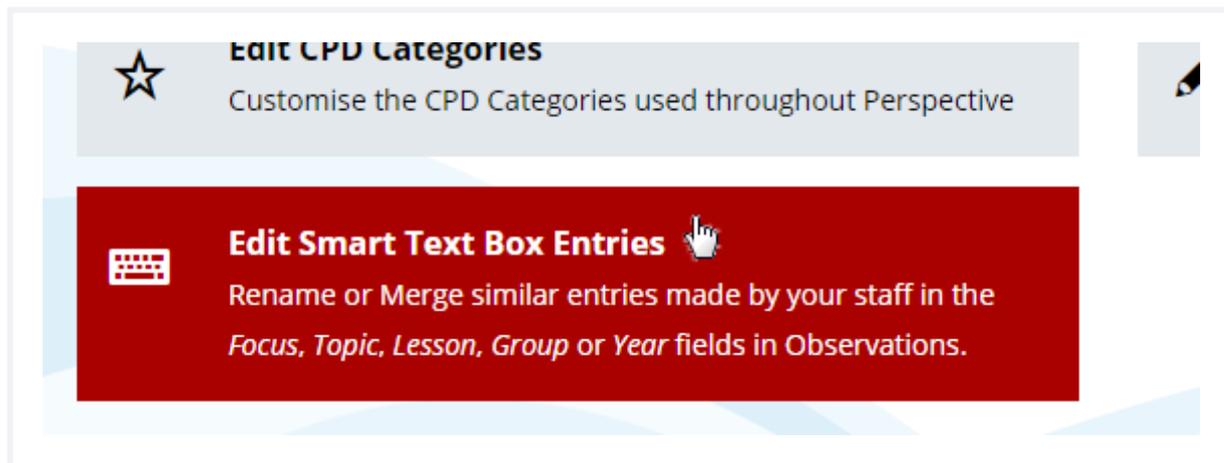
Then you can do one of the following:

- Choose one of the suggestions
- Continue typing
- Add the current text as a new entry

These are here primarily to save you time but also to ensure that entries are consistent across the system.

Editing Smart Text Box Entries

Step one: Click the Cog icon in the menu to access Settings, and then select **Edit Smart Box Text Entries**.



Step two: Click on the tab for the type of Smart Box Text Entry you would like to edit.



Edit a single entry

Step one: In the first section, select the entry that you would like to edit.

Search Lessons		
All	Lesson	No. of Entries
<input type="checkbox"/>	Joint Obs Lesson	6
<input type="checkbox"/>	Single Obs Lesson	3
<input checked="" type="checkbox"/>	French Vocab Advanced	1
<input type="checkbox"/>	French Vocab Intermediate	1
<input type="checkbox"/>	French Vocab Intro	1

 Tip: Use the search box to filter the available list of entries.

Step two: In the second section, edit the text of the chosen lesson. Then click the green **Save Edited Text** button

French Vocab Advanced

Edit the above Lesson:

French Vocab Advanced 2

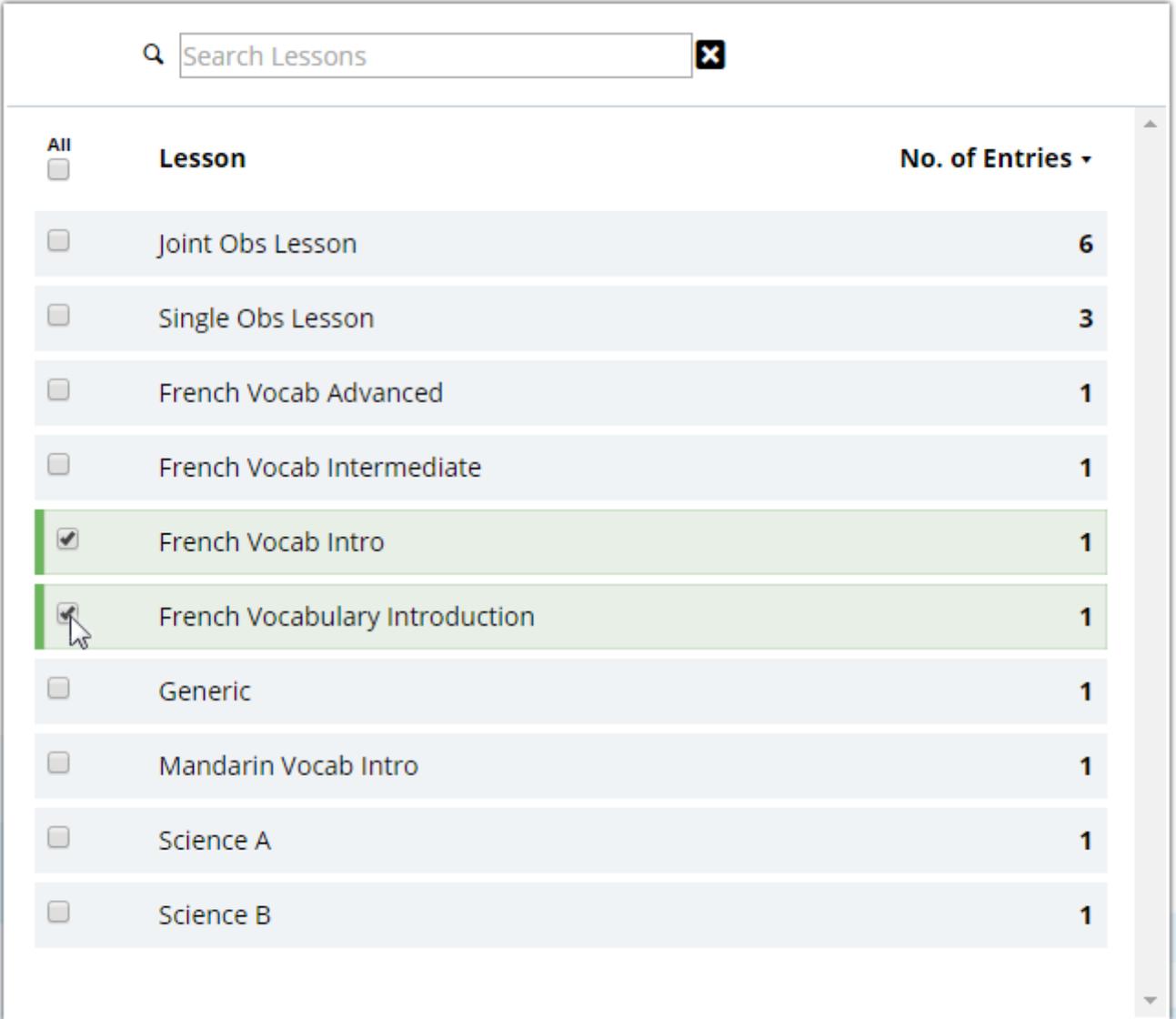
3. Confirm changes to this Lesson

The lesson "*French Vocab Advanced*" is currently used in **1 observations**.

Are you sure you want to replace all instances with your edited text?

Merge Multiple Entries

Step one: In the first section, select of all the entries that you would like to merge together.



The screenshot shows a user interface for selecting lessons. At the top, there is a search bar with the text "Search Lessons" and a clear button (X). Below the search bar is a table with the following columns: "All" (with a checkbox), "Lesson", and "No. of Entries" (with a dropdown arrow). The table lists several lessons, with two rows highlighted in green and their checkboxes checked. A mouse cursor is pointing at the checkbox for "French Vocabulary Introduction".

All	Lesson	No. of Entries
<input type="checkbox"/>	Joint Obs Lesson	6
<input type="checkbox"/>	Single Obs Lesson	3
<input type="checkbox"/>	French Vocab Advanced	1
<input type="checkbox"/>	French Vocab Intermediate	1
<input checked="" type="checkbox"/>	French Vocab Intro	1
<input checked="" type="checkbox"/>	French Vocabulary Introduction	1
<input type="checkbox"/>	Generic	1
<input type="checkbox"/>	Mandarin Vocab Intro	1
<input type="checkbox"/>	Science A	1
<input type="checkbox"/>	Science B	1

Step two: In the second section, write or choose the outcome text for the merged entries, and then click the green **Merge** button.

Please choose an outcome for the merged entries:

- Write a new entry
- French Vocab Intro
- French Vocabulary Introduction

3. Confirm Merge

You are about to merge your chosen **2 Lessons** into the following Lesson:

"French Vocab Intro"

 CANCEL

 MERGE 2 LESSONS



Step three: Confirm the change by clicking the green **Confirm** button in the pop-up window.

CONFIRM MERGE



Are you sure you want to replace all chosen Lessons with:

"French Vocab Intro"

 CANCEL

 CONFIRM

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