**Rating Sheet**

| **Rating for (tool name or link to tool)** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Your Rating** | **1** | **3** | **5** | **Comments** |
| **1. Provided observers with appropriate instructions (know what to do)** |  | **Poor** | **Acceptable** | **Superb** |  |
| **2. Provide ways to document factual data (i.e., numbers or check marks for completed)** |  | **Poor** | **Acceptable** | **Superb** |  |
| **3. Provided ways to document insights, questions and soft data (data without a number)** |  | **Poor** | **Acceptable** | **Superb** |  |
| **4. Document was professional in look and language** |  | **Poor** | **Acceptable** | **Superb** |  |
| **5. This observation tool helped observers focus on and capture the right data** |  | **Poor** | **Acceptable** | **Superb** |  |