

# !Observe

*When Data Runs, We Catch It*

Dear Customer,

Thank you for choosing the Psychsoft !Observe data collection software. I am sure that you will be pleased with your purchase and will find this software an important and useful tool.

The !Observe was developed by people that observe behavior professionally every day. We understand the unique needs of this demanding task and the !Observe has been extensively tested in the field. In the process of field-testing we have found new and exciting ways to use this software and are sure that you, the user, will find many more. We invite you to share your new methodology on our web page at [www.psychsoft.com](http://www.psychsoft.com).

Again, thank you for purchasing this product. If you have any questions or comments, please contact us through the web page or at 1-800-536-4996.

Thank you,

Dr. Sander Martin  
President  
Psychsoft Inc.

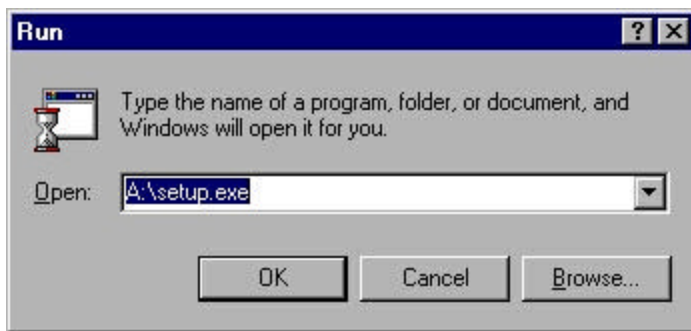
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## 1-Installation

### 2-4 Installation with Windows 95, Windows NT or better

Installation is very simple with the !Observe software. Simply insert the diskette into your floppy disk drive. Then click on the Start button, then on the Run icon. After you click on the Run icon, a small window should appear on your screen. Click on the white dialog box in the middle of the window and type: A:\Setup.exe. When you finish you should have something like this on your screen.



Follow the rest of the installation. To start !Observe, go to your program menu. You may wish to create a shortcut to !Observe with the registration (serial) number when

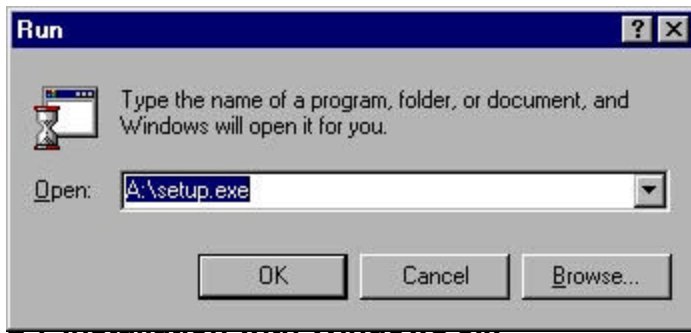
Installation with the older forms of Windows is just as easy. Within Program Manager, click on file and a drop-down menu will appear. After the dropdown menu appears, click on "Run" and type in A:\Setup.exe as shown above. Then all you need to do is follow the simple directions given in the Setup program. Congratulations! You have installed the program.

*Note to Windows 3.x users:*

*The instructions in this manual will assume that the user has Windows 95. The vast majority of the time this will not conflict or interfere with understanding for the 3.x user.*

### 2-6 Installation with Windows 95, Windows NT or better

Installation is very simple with the !Observe software. Simply insert the diskette into your floppy disk drive. Then click on the Start button, then on the Run icon. After you click on the Run icon, a small window should appear on your screen. Click on the white dialog box in the middle of the window and type: A:\Setup.exe. When you finish you should have something like this on your screen.



Follow the rest of the installation. To start !Observe, go to your program folder. You may wish to create a shortcut to !Observe. Note the registration (serial) number when

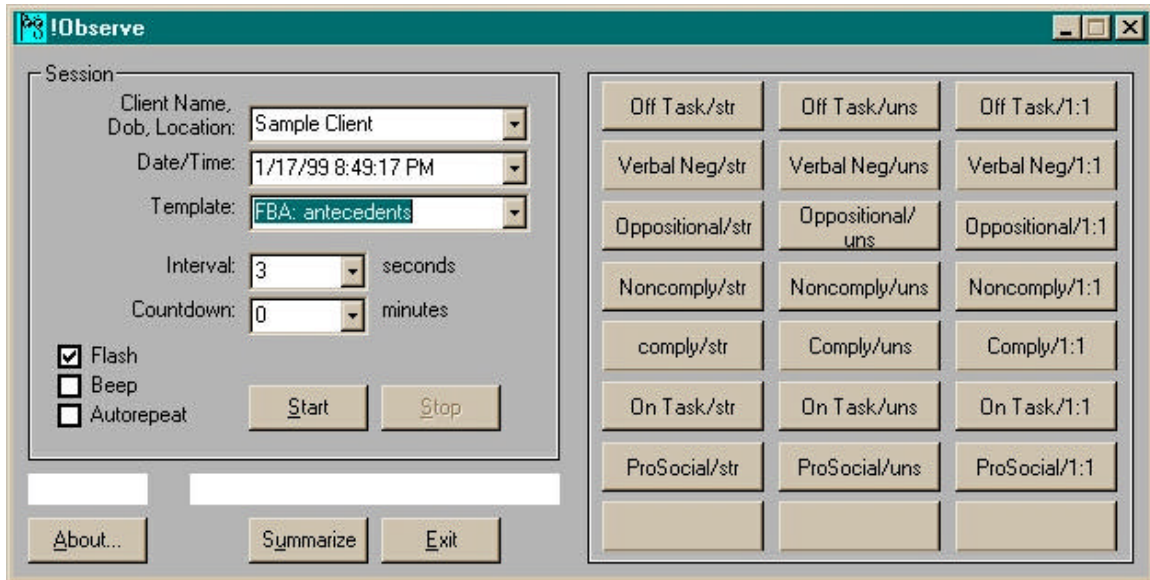
Installation with the older forms of Windows is just as easy. Within Program Manager, click on file and a drop-down menu will appear. After the dropdown menu appears, click on “Run” and type in A:\Setup.exe as shown above. Then all you need to do is follow the simple directions given in the Setup program. Congratulations! You have installed the program.

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## **2-The Operations screen**

After you click on the icon the first time, and enter your product ID number, you will see a prompt to “Create a New Template”. !Observe will ask you this every time you start the program. For your initial view of the program, we suggest that you say “no” to creating a template. Take a minute to look. This is the operations screen. From this screen, you will record your observations. It should look something like this.



## 2-1 Client Information

The client information box is for you to name who or what you are observing. Typically, this box is filled with the name of the individual. Typically, client name, location and demographic information can be entered in the space available.

Once you put information in this box, it is saved automatically. The !Observe software will retain the information until you decide to delete or change it. This is done on the Summary page (Chapter 6-1). If you wish to look through and select a client name that you have already entered into the !Observe software, just click on the small downward pointing arrow to the left of the Client information box. A drop down menu of names will appear and all you need to do is choose the one you wish.

## 2-2 Date/Time

The date and time of your observation is automatically recorded every time you start an observation. However, if you wish you may manually enter the date and time by clicking inside the date and time box. The !Observe software uses the date and time on your computer. If you wish to change your computers time, go to control panel off the Start menu.

After you have taken data on a subject, every time that subjects identifying information is in the Client name box you will have the <All Sessions> option under the Date/Time dropdown menu. The All Sessions option provides a composite summarization of the data on that subject.

### **2-3 Event, and Interval Recording**

The !Observe software has been designed with Event, or Interval observations in mind. In Event recording the observer decides pre determined behaviors of interest and records whenever those events occur during the observation session. In Interval observation, the observer records behaviors at predetermined instants (e.g. every five seconds) and records what the subject is doing at that instant.

The interval cue serves as a reminder to enter your observation, helps to standardize your observation by allowing other functional assessment specialists to better understand the format of your data collection procedures. It is felt that interval observation is an excellent way to get a realistic “snapshot” of the subject’s behavior patterns. The Interval setting on the Operations screen allows you to set intervals in any whole-second increment. Common intervals are on the drop-down menu or you may simply type in the interval you wish.

### **2-4 Countdown**

The countdown area is simply the duration of your observation. Again, you may enter the number of minutes you wish to observe (whole minutes only please) or choose a typical observation time from the dropdown menu.

### **2-5 Flash and/or Beep**

Flash and Beep are methods for the user to be aware of passing intervals. If you select Flash (it should have a check mark next to the word), the background behind the behavior buttons will change color every time an interval passes. If you choose Beep, a light chime will sound when an interval passes. If you so choose, you may have both the flash and the beep on. You may also change this configuration whenever you wish, even during an observation.

### **2-6 Autorepeat**

Autorepeat is a powerful feature of the !Observe software. When you select this feature and are taking data, the last behavior you observed will automatically be repeated at the next interval. You can change this simply by pressing a different behavior button. This feature is most often used when data are being taken repetitive types of behavior. For example, this feature would be useful if taking data on an on task / off task observation.

### 3-Templates

Templates are a very important part of the !Observe software. They are the engines that run the observation. Considering the import of the subject, and possible negative ramifications of not fully understanding the templates used on the !Observe, a bit of an explanation is in order.

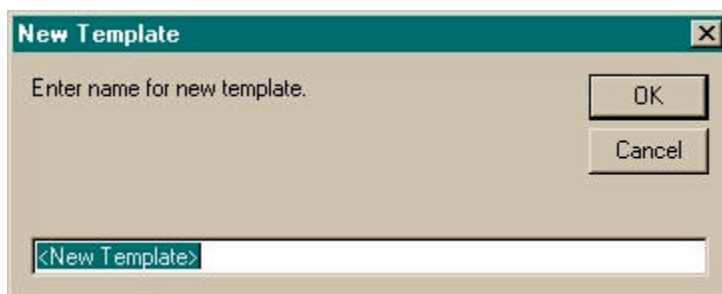
!Observe Templates are groups of pre-made behavior buttons (behavior buttons are the icons on the right side of the operations screen). A template usually consists of a group of behaviors that the observer expects to see during an observation.

!Observe templates are very easy to produce. Because of that ease, many users produce templates for each individual they observe. Other users develop a more generic set of templates associated with behavior disorders. The advantages of creating standardized templates are: (a) it allows the observer to compare client behavior across time and settings; (b) it allows comparisons between different clients and observers; (c) It allows for the building of valuable normative data sets and (d) it provides the opportunity for debate/discussion regarding operational definitions associated with behavior disorders. It is important to note that templates are flexible,, disposable and changeable.

#### 3-1 Creating a new template

There are two ways to create a new template. The first is to follow the prompts when you start your !Observe software. When you start it up, or if you click the <New Template> area under templates, you should receive a prompt asking you if you wish to create a new template.

If you click the “Yes” button, you will receive a prompt that asks you to give the new template a name. It should look like this:

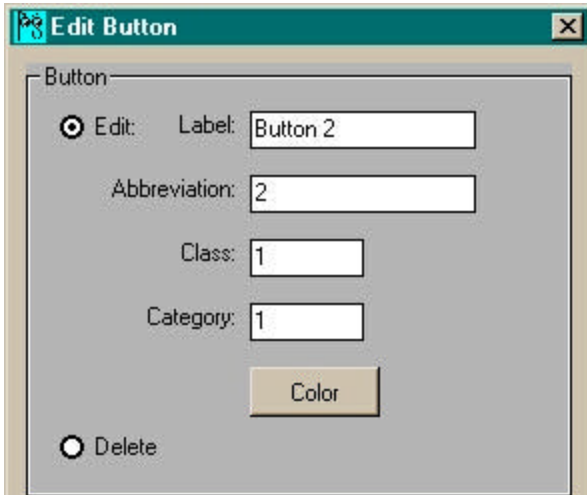


Simply input the name you desire and click OK. (If a field in a text box is highlighted, any keystroke will erase the highlighted area and replace it with the

keystroke. There is no need to erase the highlighted area)

#### 3-2 Behavior Buttons

After you name your new template, the program will prompt you to edit the first behavior button, buttons can be numbers and/or text. Your screen should have the following window appear:

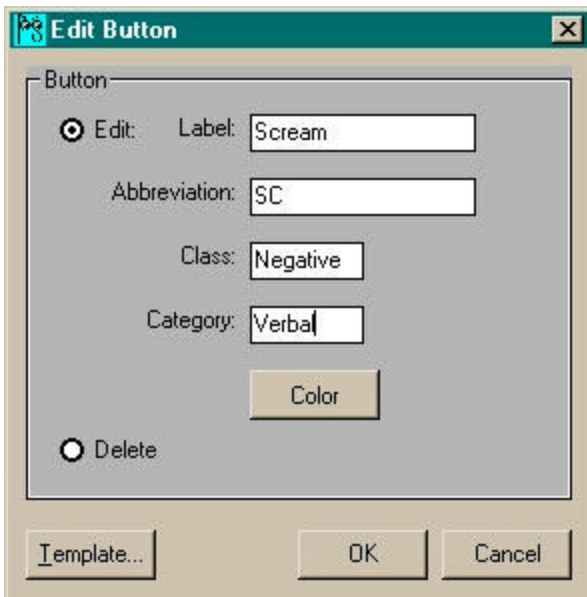


The screenshot shows a dialog box titled "Edit Button". It has a "Button" label at the top left. There are two radio buttons: "Edit" (selected) and "Delete". The "Edit" section contains four text input fields: "Label" with "Button 2", "Abbreviation" with "2", "Class" with "1", and "Category" with "1". Below these fields is a "Color" button. At the bottom left is the "Delete" radio button.

Editing the behavior buttons is as simple as entering the data you want in the necessary box. You must put something in the label box.

Whatever you type in this box will appear on the behavior button for this template. The other boxes are optional. The abbreviation will be used if you wish to look at the "stream of behavior" or the sequence of behaviors because they take less space on your screen and print media. Class and category are simply different ways of differentiating behaviors. They allow

the observer to sort behavior by the variables entered into class or category. If you needed to have "screaming" as one of the behaviors for your observation, you may want to fill in the button box like this:



The screenshot shows the same "Edit Button" dialog box, but with different values: "Label" is "Scream", "Abbreviation" is "SC", "Class" is "Negative", and "Category" is "Verbal". At the bottom of the dialog, there are three buttons: "Template...", "OK", and "Cancel".

The label is obvious. The Abbreviation is whatever you wish. However, most users feel shorter is better. In this case, screaming is classified as a negative behavior (This is not a drill Sergeant) and it most certainly is verbal.

Another button in the same template may be "quiet work" which would look like the following:

Button

Edit: Label: Quiet Work

Abbreviation: QW

Class: Positive

Category: Non-Verb

Color

Delete

Template... OK Cancel

Of course, these are just suggestions. One of the nicest features of the !Observe software is its flexibility. Each of the boxes can be filled with text or numeric information so you may classify and collate your data.

### 3-3 Color Buttons

The !Observe allows you to change the colors of your behavior buttons. Doing this may make it easier to find specific buttons when doing an observation. To change the color of a behavior button just click the color button directly under the Category slot. When you do so, the following should appear on your screen.



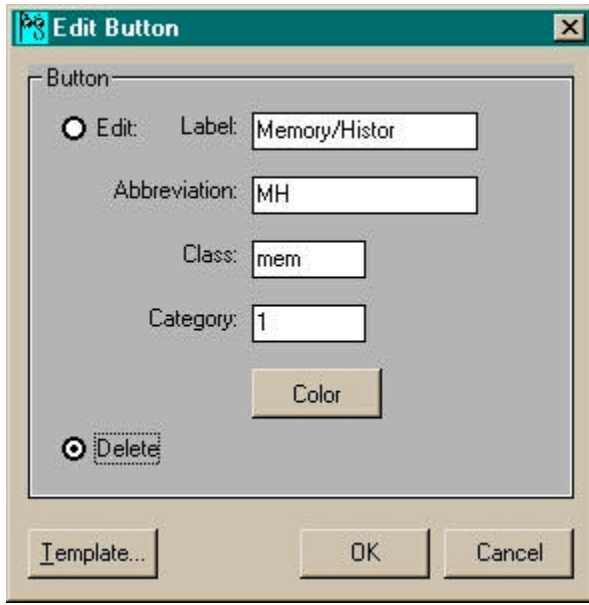
Click on the color you wish the button to be then click "OK." You have just changed the color of that button for that template. You may change the colors as often as you wish. If you wish to have the template revert back to its original color scheme, click the "Reset Buttons to Default Colors" in the Edit Template Window (see below).

### 3-4 Template editing

Templates are automatically saved whenever they are named and they will be retained until you delete them. If you have many templates in your !Observe software, you may have to scroll through them when you choose a template from the operations screen.

You may add behavior buttons to pre-existing templates at any time. All that you need to do is click an empty behavior button and edit it to include the information you wish. After you do so, the button will be retained on the template.

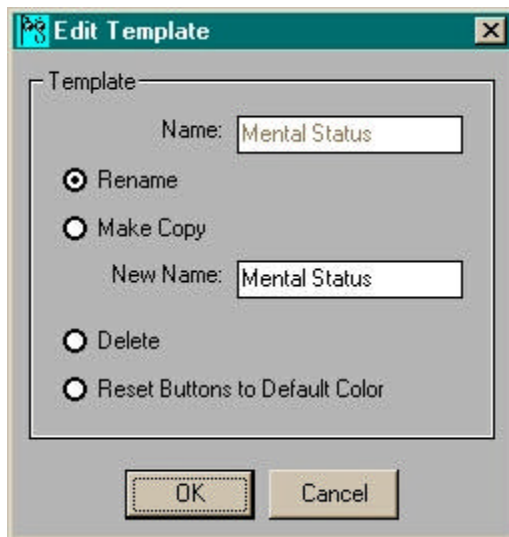
To delete a button from a pre-existing template simply click on the button while not in an observation and highlight delete as shown below:



The button and all of the information about the button will be deleted from the template as soon as you click "OK".

To add, delete, or change a button on a pre-existing template all one needs to do is to click the button that needs to be modified, and edit it. The button will be retained in its modified form on the template. There is no need to resave or rename the template.

To change the name of a template, you need to click the template button on the bottom left corner of the edit button window. (Remember, to get to the edit button window all you need to do is click a button while not in an observation). When you click on the template button you will get this screen:



From this window you may rename, copy, and delete the template as well as reset the behavior buttons to their original color.

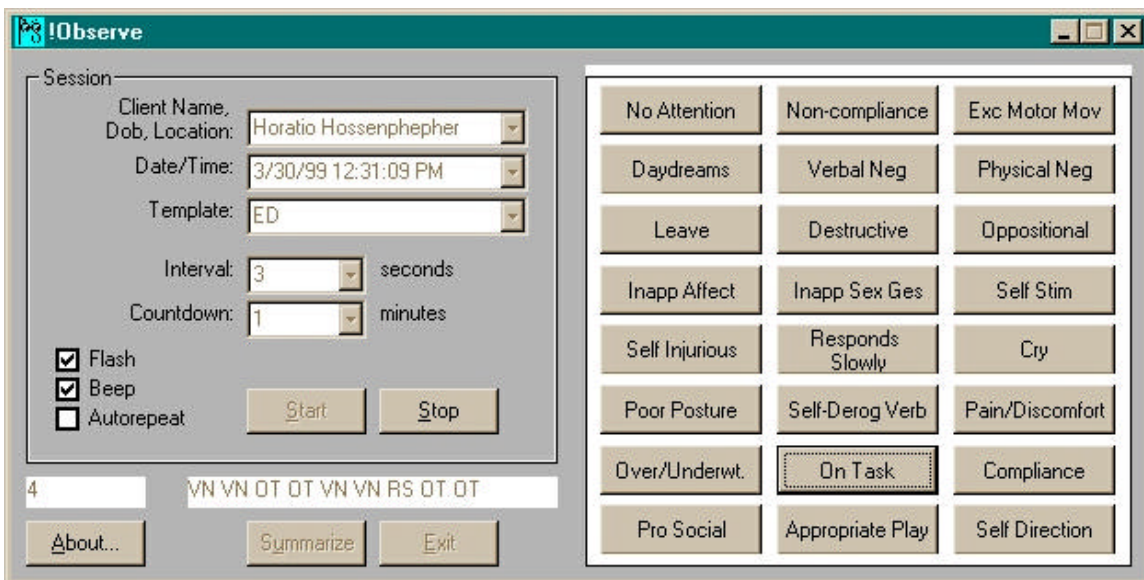
When renaming a template, simply make sure the Rename button is highlighted (as shown above) and type in the new name. Remember that the old template name will no longer be found among your "stable" of templates.

Copying templates is useful if you wish to add a few more behaviors to a pre-existing template for a specific subject but do not want to re-enter the behavior buttons from the older template. Copying is essentially renaming your template without deleting the old version.

Finally, if you don't have need of a template again, it is recommended that you delete the template to "clean" the program and your computer of unnecessary information.

## 4-Taking data

The easiest task with your !Observe software is taking data during an observation. Once you have selected a template, an interval time, the duration of the observation, and added the client name all one needs to do is click the start button on the operations screen. A countdown clock will immediately appear and your computer will begin observation intervals by changing the color of the background of the behavior buttons if the “flash” setting is chosen and/or beep at you if the “beep” setting is chosen. When your computer beeps or flashes at you, look at your subject and record what they are doing by pressing a behavior button. You may do this until the countdown clock reaches zero or you can stop the observation at any time by clicking the stop button on your operations screen. While taking an observation, your screen may look something like this:

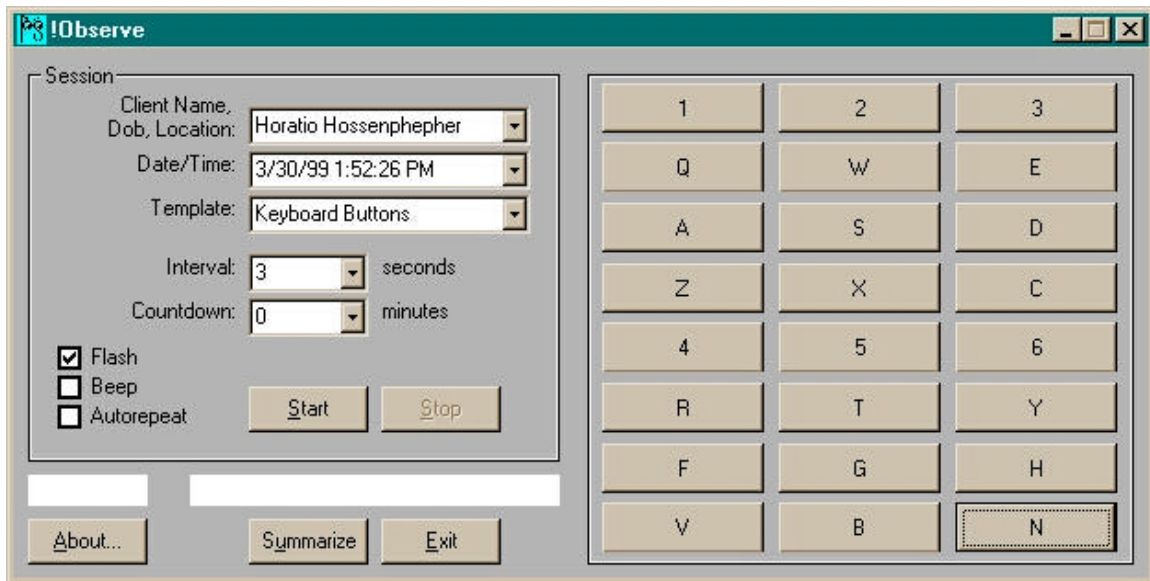


Note the countdown clock in the lower left-hand corner (right above the “About” button). This tells you how many seconds are left in the observation. Immediately to the right of the countdown clock is the stream of behavior window. This gives a running list of the behavior codes during the observation, as well as letting the observer know which behavior has just been recorded. This feature has been included to allow the observer a “feel” of what is occurring with the data during the observation. Also the background of the behavior buttons is white because the flash box is checked.

Once the observation has begun, the template may not be modified until the observation period has been completed or stopped.

## 4-1 Mouse vs. Keyboard

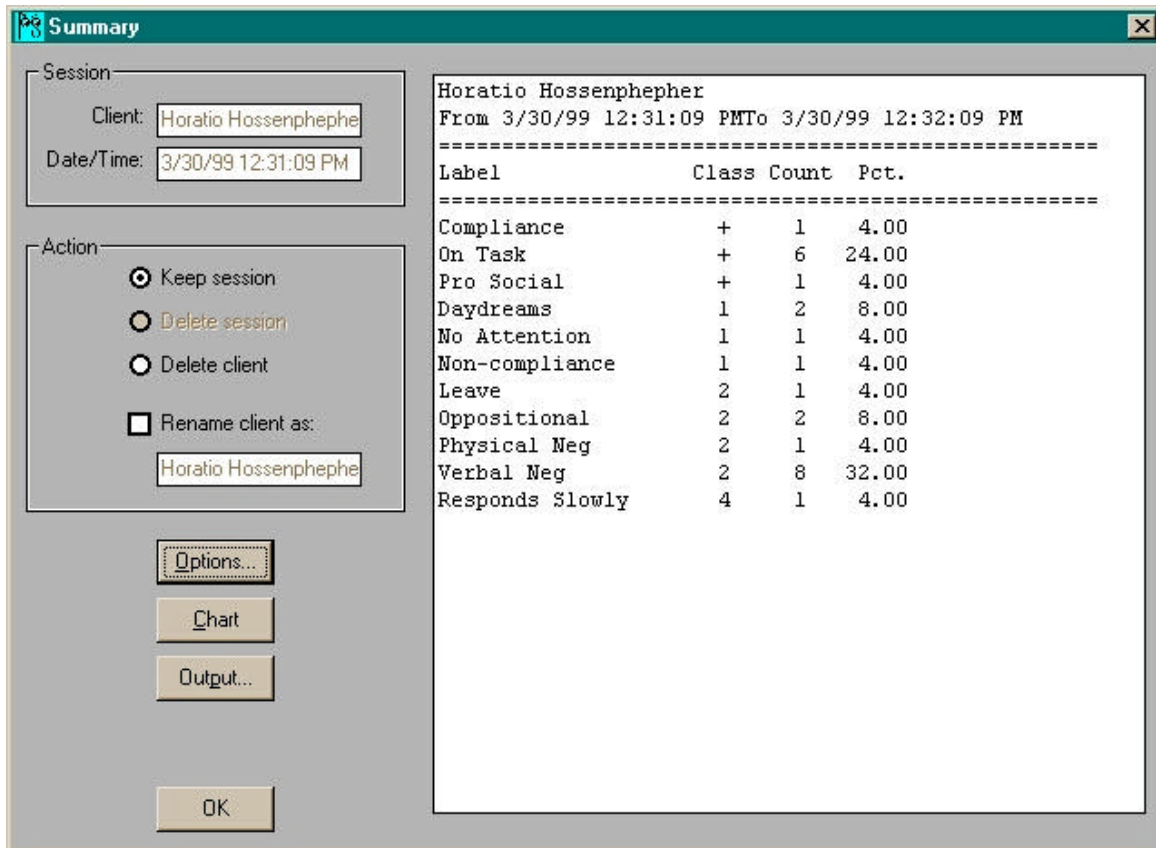
With the !Observe you have two options for how you wish to record your observations. You may either click the appropriate behavior button with the mouse or you may use the keyboard. There are 24 behavior buttons and 24 keyboard keys that correspond to each behavior button. Below is a template outlining how each key is linked to an on screen behavior.



So, if you had a template that had behavior buttons on the first row, you could simply push the 1, 2, or 3 keys to cause record your observations.

## 5 - The Summary Screen

After you have completed your observations, the results instantly appear on your screen. If you want to summarize at a later time, simply enter the correct client and time on the Operations screen and then hit the Summarize button at the bottom of the screen. Below is an example summary screen:



The screenshot shows a window titled "Summary" with a teal header. On the left, there are two sections: "Session" and "Action".

**Session:**

- Client:
- Date/Time:

**Action:**

- Keep session
- Delete session
- Delete client
- Rename client as:

Below the Action section are buttons for "Options...", "Chart", "Output...", and "OK".

**Right-hand side data:**

Horatio Hossenphephe  
From 3/30/99 12:31:09 PM To 3/30/99 12:32:09 PM

Label	Class	Count	Pct.
Compliance	+	1	4.00
On Task	+	6	24.00
Pro Social	+	1	4.00
Daydreams		2	8.00
No Attention		1	4.00
Non-compliance		1	4.00
Leave		1	4.00
Oppositional		2	8.00
Physical Neg		1	4.00
Verbal Neg		8	32.00
Responds Slowly		1	4.00

This is the default summary screen. On it we see the session data (Client and Date/Time) on the left-hand side and actual data from the session on the right-hand side. The action box lists a number of functions you can do while on this screen. The default action is to keep the session. If you wish to keep the session in your computer's memory, do nothing and it will be saved in the !Observe folder. If you wish to delete the session, simply highlight that option and click OK. Be warned that when you do so the session will be lost forever and may not be recovered.



## **5.1 Deleting session**

Deleting the session will remove this particular session from the sessions that are associated with this client.

## **5.2 Deleting client**

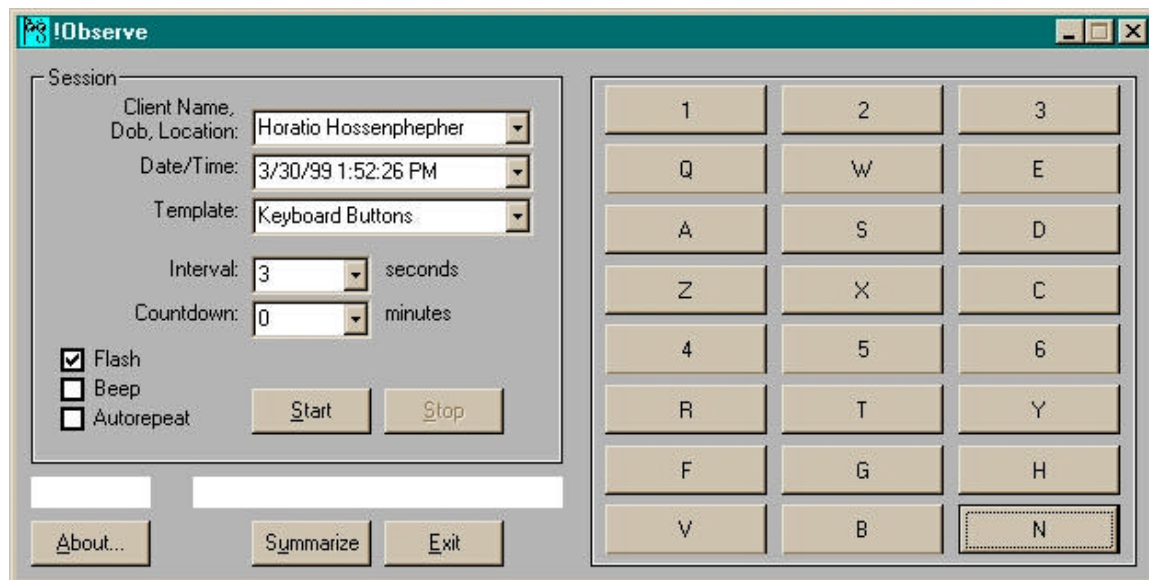
Deleting the client will remove the Client Name, DOB, and Location information that is associated with this observation. After the name has been deleted, it will not appear in the drop down menu on the operations screen.

## **5.3 The Summary display screen**

Whenever you summarize information using the !Observe software you will want to look to the Summary display screen to see the results of the observation. Three things will remain constant on the Summary Display screen no matter what display options you choose. First, you will see the behaviors listed on the right hand side. The behaviors are listed in the order they occurred during the observation, so the first button you hit will be first on the list no matter how many times you hit other behavior buttons. The count is the number of times each button was pushed. The last constant is the percentages.

Class is a moderating variable, which the observer may use to create subsets of the observational data. If you put nothing in the Class box while editing the behavior buttons for this template nothing will appear in this column.

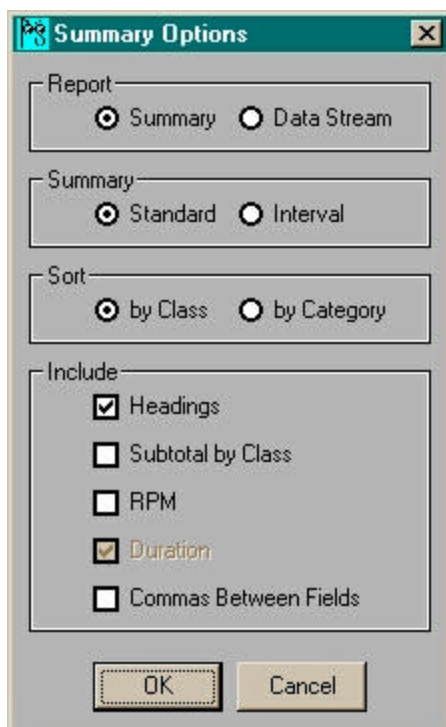
The percentage is based upon the number of times the behavior button was pushed in relation to all of the other behavior buttons that were pushed during that session. It does not necessarily reflect the exact amount of time that the behavior occurred during the observation.



So, if you had a template that had behavior buttons on the first row, you could simply push the 1, 2, or 3 keys to cause record your observations.

## 6-Options

If you click the Options button on the Summary screen, this window will appear



This window provides you with options for setting up your summary screen, how it will look, and how the data will be sorted. It will use whatever settings you used last time as the default settings.

### 6-1 Summary vs. Data Stream

Summary data is a compilation of the data you have collected. When you summarize an observation you can use the options detailed in the rest of this chapter to sort the information in the way that works best for you. A summary of an observation brings together the entire observation for ease of understanding and communication.

Data stream is an extensive list of *every* behavior that was observed and *the exact instant* when that behavior was observed.

The majority of behavior observers are interested in the summary of the observation. However, looking at the data stream allows a detailed analysis of the observation. Stream of behavior analysis is an excellent way to determine cause and effect relationships in behavior.

As with all of the summary options, simply click on the options you wish to use and then click "OK" on the summary options window. The summary screen on your computer will display the data using the options you have chosen.

### **6-2 Standard vs. Interval**

Summarizing your data in Standard or Interval form is a subtle distinction but one that is important to many observers of behavior. Simply put, interval summarization is based upon the number of intervals during a particular observation (based on the length of observation and interval length). When summarizing by interval, !Observe counts the number of intervals in which the observer coded the particular behavior. Standard summarization is based on the actual number of times you pushed the behavior buttons during the observation (no matter how many times you were supposed to push the buttons). If this distinction does not mean anything to you or confuses you, simply leave the setting on Standard.

### **6-3 Class and Category**

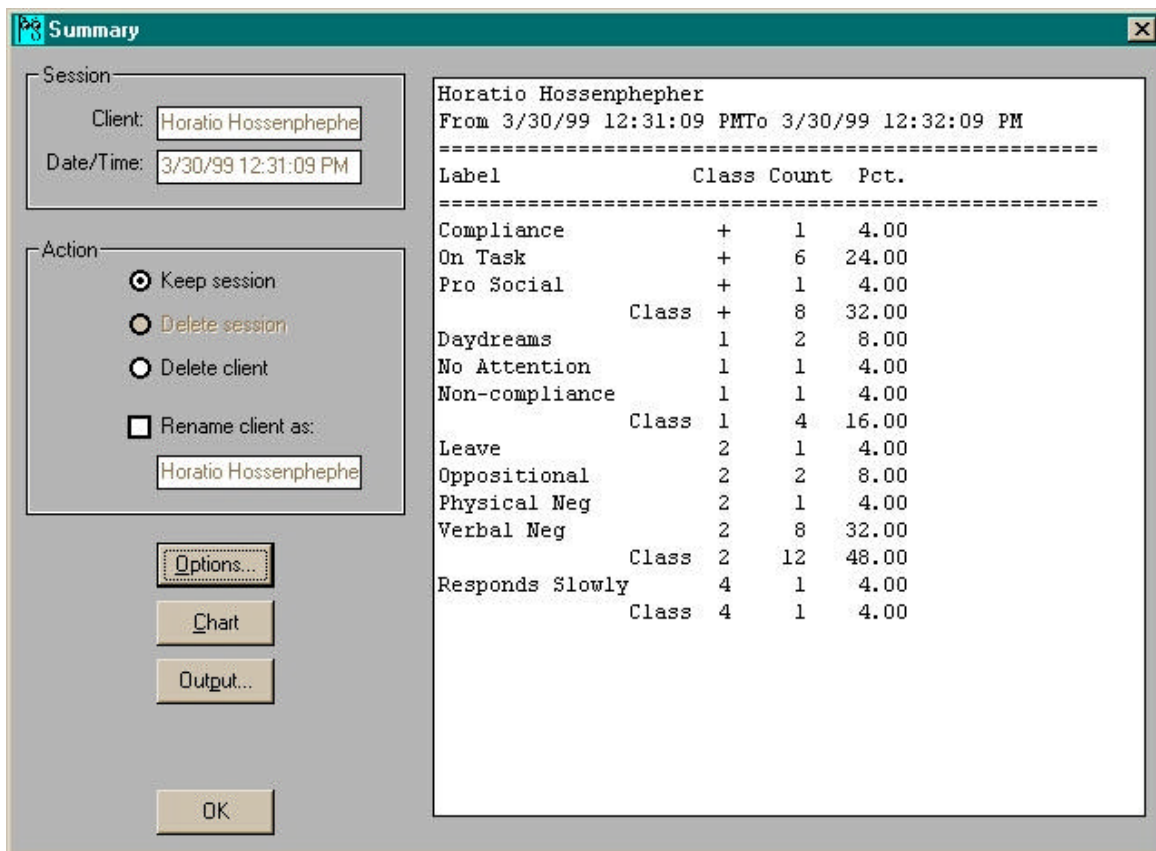
Class and Category are flexible ways to separate your data. If you'll remember back to when we were looking into how to edit the behavior buttons, we classified our data as Positive or Negative and categorized our data as Verbal or Non-Verbal. This option will show us the behaviors in a list that is separated by the class or the category.

### **6-4 Heading**

The heading option will include the demographic data on the Summary Screen. If you do not choose this option, there will not be identifying information on the summary screen when you choose to save or print the file.

## 6-5 Subtotaling by Class or Category

When this option is chosen, your summary screen will automatically total the count and percentage of each class or category. To change between class and category, you must choose what you wish to sort. When you subtotal by Class or Category your Summary Screen should look like the following:



The screenshot shows a software window titled "Summary" with a teal header. On the left, there are two sections: "Session" and "Action".

**Session:**

- Client: Horatio Hossenphephe
- Date/Time: 3/30/99 12:31:09 PM

**Action:**

- Keep session
- Delete session
- Delete client
- Rename client as:  
Horatio Hossenphephe

Buttons below the Action section: Options..., Chart, Output..., and OK.

**Main Content Area:**

Horatio Hossenphephe  
From 3/30/99 12:31:09 PM To 3/30/99 12:32:09 PM

=====

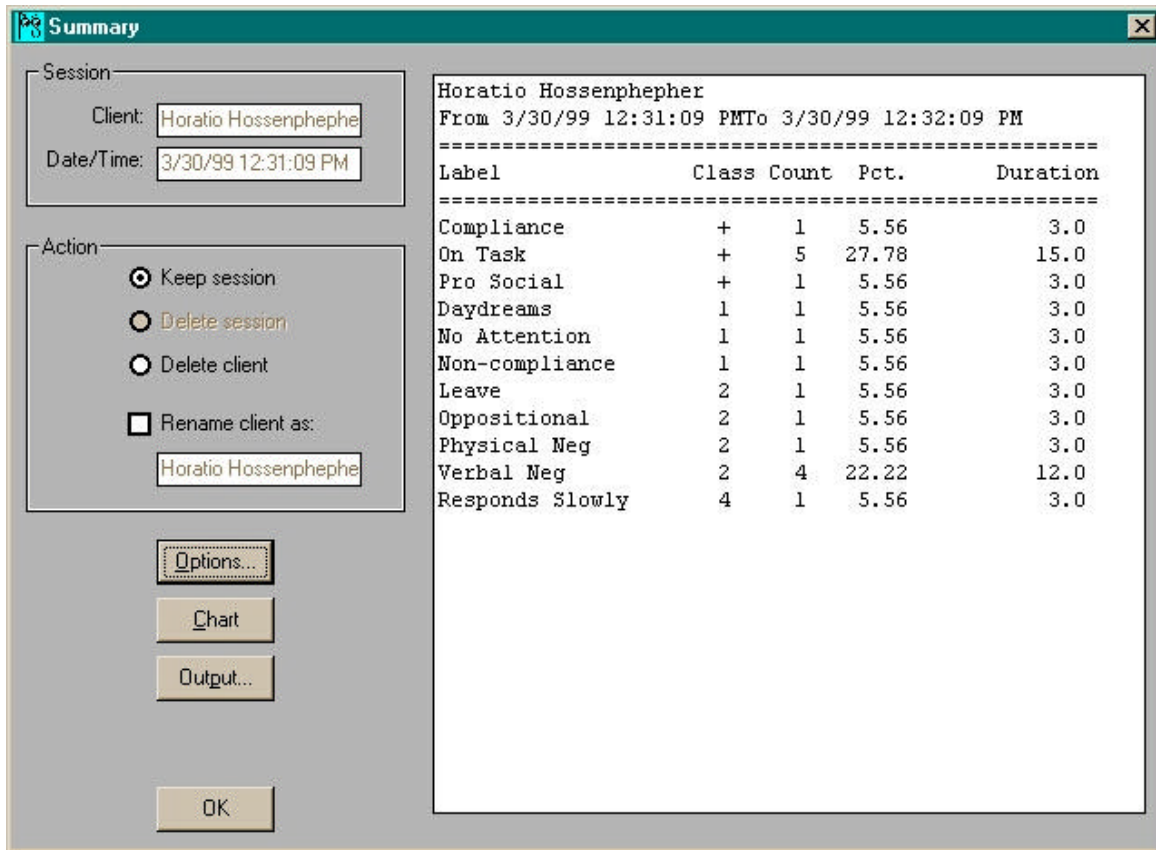
Label		Class	Count	Pct.	
Compliance		+	1	4.00	
On Task		+	6	24.00	
Pro Social		+	1	4.00	
		Class	+	8	32.00
Daydreams			1	2	8.00
No Attention			1	1	4.00
Non-compliance			1	1	4.00
		Class	1	4	16.00
Leave			2	1	4.00
Oppositional			2	2	8.00
Physical Neg			2	1	4.00
Verbal Neg			2	8	32.00
		Class	2	12	48.00
Responds Slowly			4	1	4.00
		Class	4	1	4.00

## 6-6 RPM (Rate or Event per Minute)

Rate or Event per Minute will give an estimate of how many times you can expect a given behavior every minute based upon the observation. Note that this is only an estimate and should not necessarily be used as a sole predictor of future behavior.

## 6-7 Duration

Duration is only available when the data are summarized in interval format. Duration provides a count, in seconds, of how long each behavior was displayed *during this observation*. This assumes that the behavior was being engaged in during the entirety of each interval when that button was pushed, therefore, it is strongly suggested that you keep your intervals very short in order to not over estimate behaviors. When the duration option is chosen the summary screen should look like this:



The screenshot shows a window titled "Summary" with a client name "Horatio Hossenphephe" and a date/time of "3/30/99 12:31:09 PM". The "Action" section has "Keep session" selected. The main area displays a table of behavior counts and durations.

Label	Class	Count	Pct.	Duration
Compliance	+	1	5.56	3.0
On Task	+	5	27.78	15.0
Pro Social	+	1	5.56	3.0
Daydreams		1	5.56	3.0
No Attention		1	5.56	3.0
Non-compliance		1	5.56	3.0
Leave		2	5.56	3.0
Oppositional		2	5.56	3.0
Physical Neg		2	5.56	3.0
Verbal Neg		2	22.22	12.0
Responds Slowly		4	5.56	3.0

## 6-8 Commas between fields

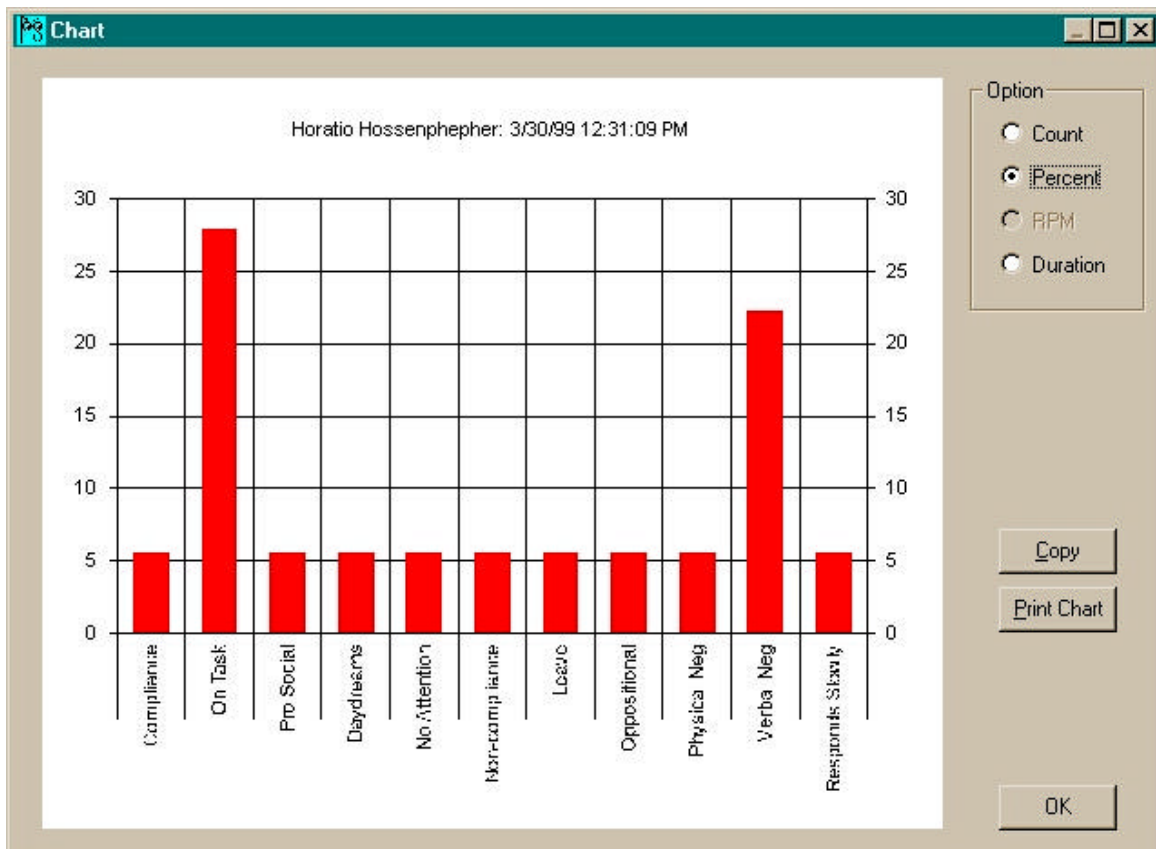
Commas between fields are a useful option when you are going to export the summary screen to a spreadsheet or database. The commas between the fields will allow most database programs to separate the information quickly and efficiently.

## 6-9 Multiple options

You may choose as many or as few options as you wish to display. The !Observe software allow you to configure your data in a way that is best for you and your needs.

## 7- Charts

With the !Observe you have the option to chart the summary from the summary screen. The summary options will effect the data that is charted. If you have chosen to subtotal by category or class, the chart will only display the subtotals. If you do not subtotal, the chart will include individual behaviors. When you click the chart button from the summary screen your computer will display the following screen.



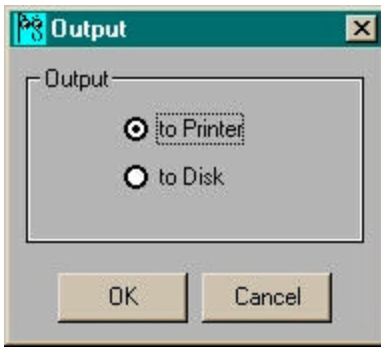
You may change the chart instantly by highlighting the Count, Percentage, RPM and Duration circles displayed in the upper right hand corner of the chart.

If you wish to print the chart, simply click the “Print” button and !Observe will print the chart as you see it from the Windows default printer. If you wish to copy the chart, to paste onto a different program, click the “Copy” button and it will be placed onto your Windows clipboard. When exporting a copied chart

look under the “Edit” header at the top of your screen and use “paste special” or “paste graphics” when exporting to a document.

## 8-Output

The output button allows you to configure what you wish to print and how you wish to save your data electronically. When you click on the output button, you should get the following screen. You may choose one or both options. After you have chosen what you wish to do, click “OK.”

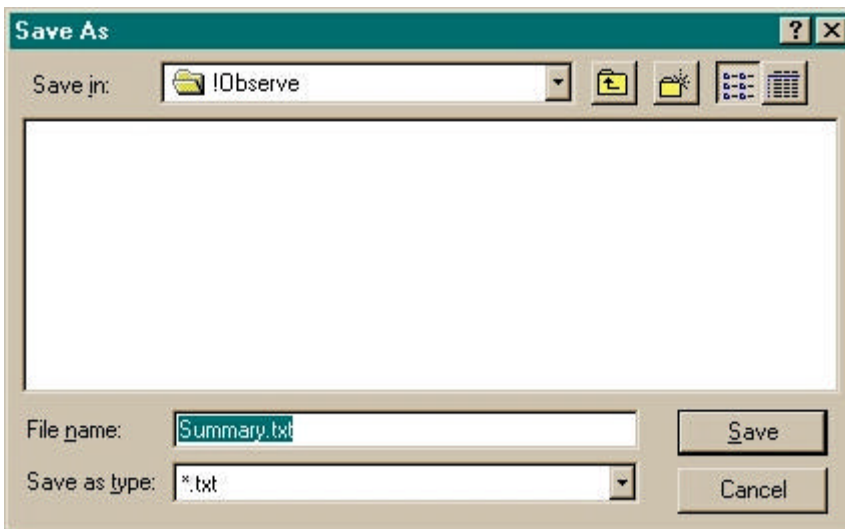


### 8-1 to Printer

To print your data simply choose the options you wish in the output screen (stream or summary) and click OK. !Observe will use the Windows default printer settings to print your data.

### 8-2 to Disk

You may wish to save the observation to a separate disk. Although the !Observe automatically saves every observation, there are times when you may wish to delete the session from the computer but save it electronically (i.e. for confidentiality). If you wish to do so, highlight the “to Disk” circle and click “OK.” When you do so, a screen similar to this should appear.

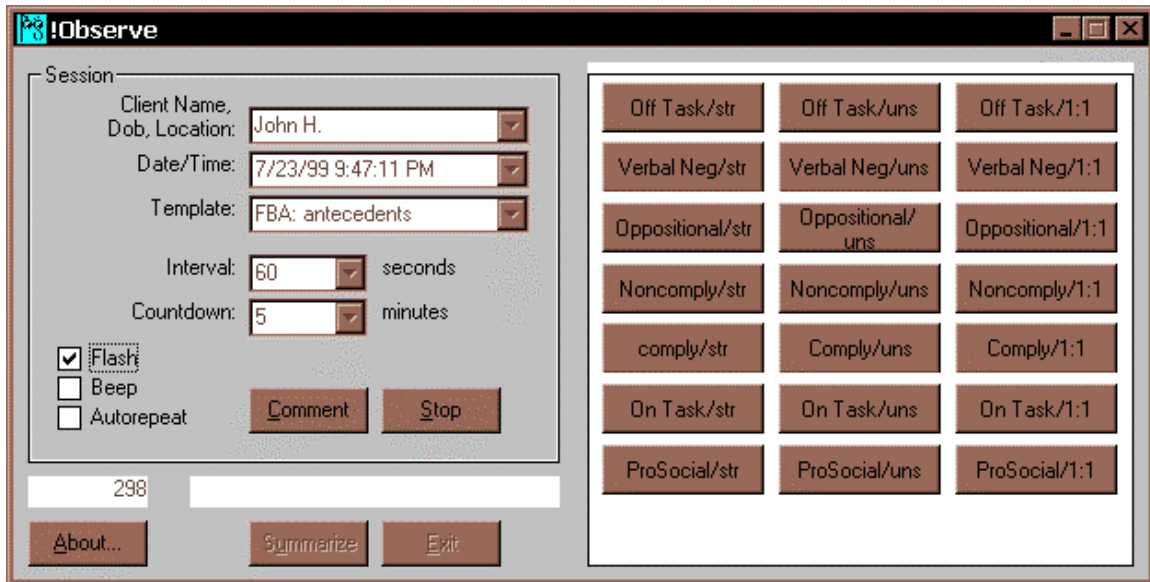


Type in the name you wish to save the file as in the box with “Summary.txt” in it and click save. The file will be saved in a text format that most spreadsheets and word processing programs can read and use.

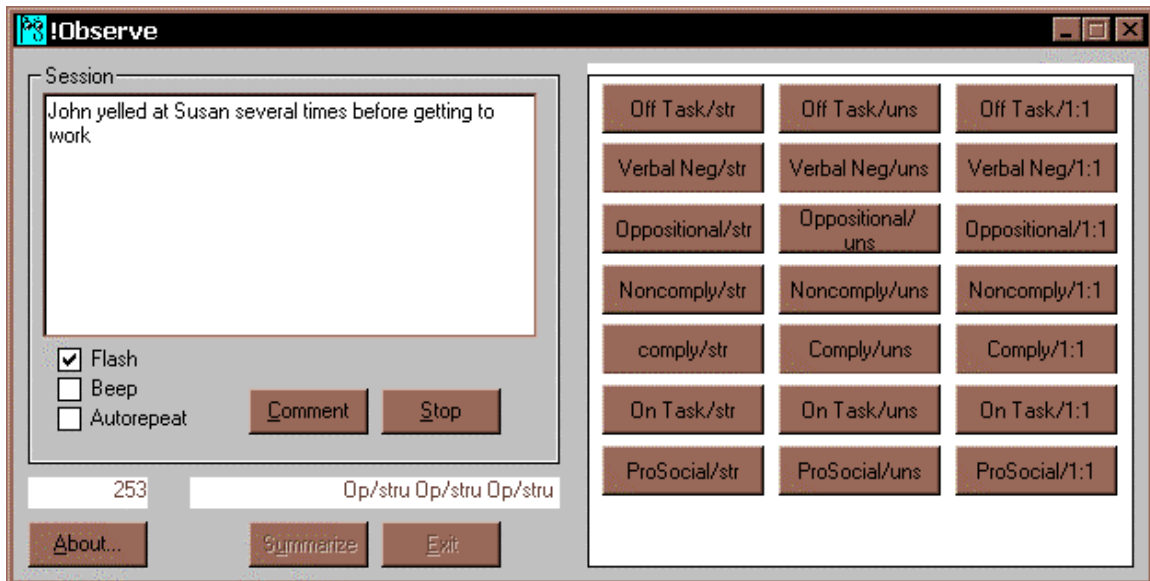
## 9 – New features for Version 3

### 9.1 Making Notes During Your Observation

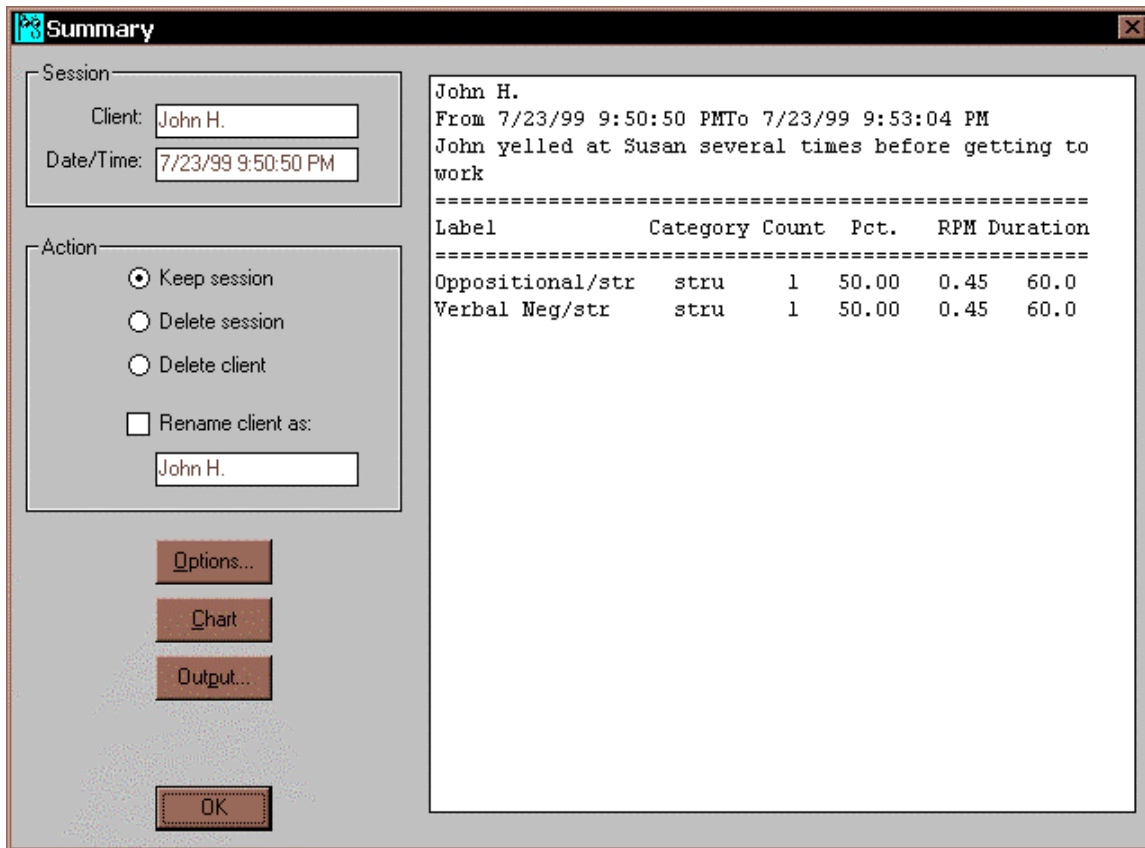
With the !Observe 3 you can take anecdotal notes during your observation. To take notes during the observation click the “comment” button on the lower left side of the operations screen as seen below.



After the “comment” is pushed move your mouse over the text box (see below) and type the comment you wish to.



The comments will appear in the order they appeared on the summary screen as seen here.

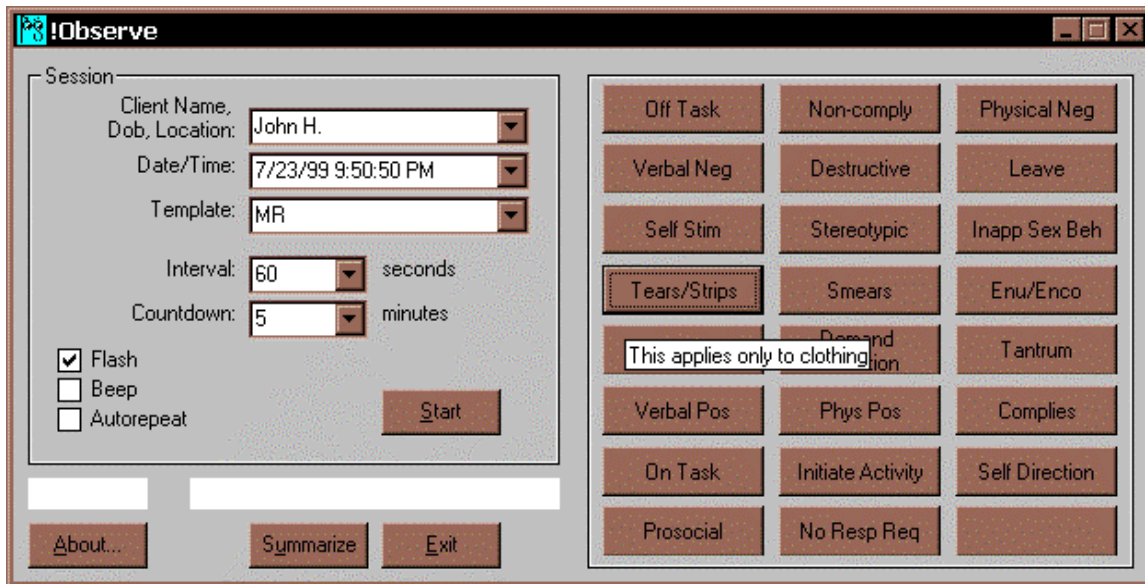


You may toggle between the comment screen and the normal operation screen by clicking the "comment" button whenever you wish during your observation.

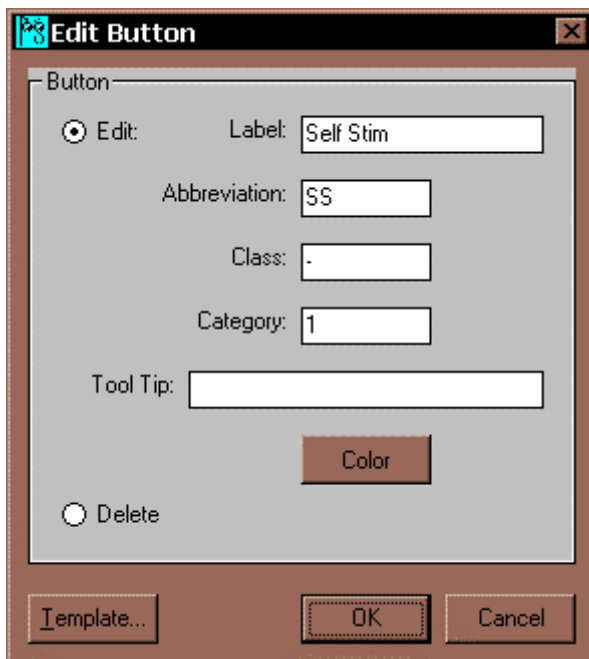
## 9.2 Tool Tips

Tool tips are a feature that is designed to help !Observe users to remember behavior button definitions. To use Tool tips, place your cursor over a behavior button and do not move it for 1 second. The description of the button will appear if Tool Tips are being used.

The screen shot below was captured when the cursor was placed over the "tears/strips" button (*cursor is not shown*). The words "*This applies only to clothing*" appeared after the cursor rested over the button.



To add or edit tool tips, click on the necessary button while not taking data. The edit behavior button screen will appear as shown below.



Type in the tool tip you wish to appear in the box to the right of the words Tool Tip. Those words will appear over that button every time that template is used.

