The Observation Template can be used to capture observation data in spaces around your institution. It is a tool for learning more about where people go and what they do when they are there. The tool can help you get out of your home base to learn more about the used (and unused) areas of your institution in order to get a better picture of how spaces relate to one another. You can use this template as is or as inspiration for creating your own tool for capturing observation data.

This document includes (1) the template and (2) a completed example. At the top of the template you will find an area to sketch out the space being observed. Mark on this space where you observe people in the space. You may wish to create a key indicating the particular activities the people are doing (ex. using a laptop, studying with books/paper, etc.). Below the sketch area there are prompts for helping you capture additional observed information about the space. Some of the prompts are for gathering data about use of the space. Other prompts are for data about the space itself – spatial amenities and environmental qualities.
Observation Template

Date/Time: ____________________ Location: ________________________________________

USERS

Audience

Students # ______ Faculty/Staff # ______
Other ( __________ ) # ______

Group Size

Individual # ______ Two # ______
(3-6) # ______ (6-12) # ______ (12+) # ______

Notes:

ACTIVITIES

Socializing # ______ Meeting # ______ Phone call # ______
Sleeping # ______ Reading # ______ Writing # ______
Computing # ______ Drinking # ______ Eating # ______
Gaming # ______ Other: ______________________

Note

FURNITURE

Seating

in use % ______ vs. unused % ______
Group % ______ vs. Individual % ______
Hard % ______ vs. Soft % ______

Flexibility

Fixed % ______ vs. Movable % ______

Display

Projector ______ Monitor ______

Writing

Blackboard ______ Movable Whiteboard ______

Surface

Smartboard ______ Fixed Whiteboard ______

Notes:

TECHNOLOGY

Availability

Desktops # ______ Projecting ______ Gaming ______
Printing ______ Copying ______ Scanning ______
Wi-Fi ( Y / N ) ______ Other: ______________________

Usage

Desktops # ______ Laptops # ______
Power Outlet # ______ Cell Phones # ______
Tablet # ______ Other: ______________________

Notes:

ENVIRONMENTAL QUALITY

Natural Light

Windows ______ Skylight ______ None ______

Acoustics*

Noisy ______ Good ______ Too Quiet ______

Notes:

OTHER FACTORS

Adjacencies*

Central to Campus ______ At the Periphery ______
Spill Over Space ______ Other: ______________________

* adjacencies that contribute to the activations of space

Nuances

Confusion ______ Barriers ______ Congested ______

Notes:

Sketch of the layout and where people are sitting
Observation Template

Date/Time: 1/26/21 11:00 AM  Location: CADDILL LONNE - NSM  

Sketch of the layout and where people are sitting

USERs
Audience
Students #34 Faculty/Staff #
Other #

Group Size
Individual #14 Two #2
(3-6) #2 (6-12) #
(12+) #

Notes:

CONSTANT FLOW OF
STUDENTS - NEAR CLASSROOMS

ACTIVITIES
Socializing #3 Meeting #4 Phone call #2
Sleeping #6 Reading #1 Writing #
Computing #13 Drinking #4 Eating #3
Gaming # Other:

FURNITURE
Seating
in use %60 vs. unused %40
Group %90 vs. Individual %10
Hard %10 vs. Soft %90

Flexibility
Fixed %20 vs. movable %80

Display
Projector #1 Monitor #

Writing -
Blackboard # Movable Whiteboard #

Surface
Smartboard # Fixed Whiteboard #

Notes:
THE SOFT SEATING IS VERY POPULAR.
3 STUDENTS WERE SLEEPING ON FLOOR.

TECHNOLOGY
Availability
Desktops # Laptops #
Printing Copying Scanning
Wi-Fi (ON) Other:

Usage
Tablet #

Notes:
NEEDLY ALL OF THE POWER OUTLETS WERE
BEING USED.

ENVIRONMENTAL QUALITY
Natural Light Windows Skylight None

Acoustics* Noisy Good Too Quiet
* for intended purposes

Notes:

OTHER FACTORS
Adjacencies* Central to Campus At the Periphery
Other:
* adjacencies that contribute to the activations of space

Nuances
Confusion Barriers Congested

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