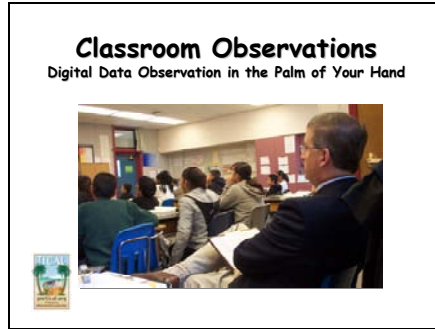
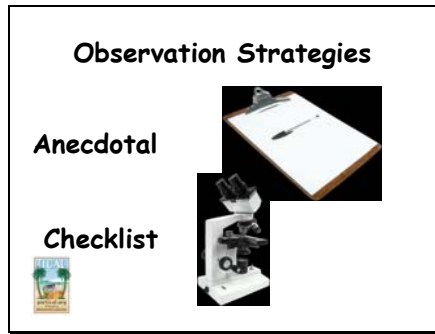


Slide 1



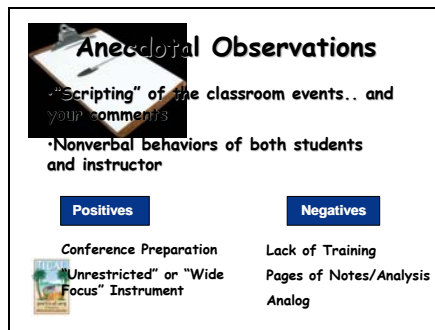
The center of the universe for educators is the classroom. As the school administrator, one of your responsibilities is to insure that teachers are teaching and that the curriculum is being presented. Welcome to this presentation on classroom observations. My name is Kevin Silberberg and I will discuss current tools used for collecting data and how a handheld computer can transform this important activity.

Slide 2



Whether a school administrator plans a short five-minute visit, or a formal forty-five-minute observation, there are two basic ways of collecting data. Anecdotal and Checklists. Anecdotal observations are classified as “wide” and “unrestricted” tools characterized by a blank sheet of paper. Checklist observations on the other hand are “narrow” and “focused” tools characterized here by a microscope. Let’s briefly discuss what these methods are and an example of each.

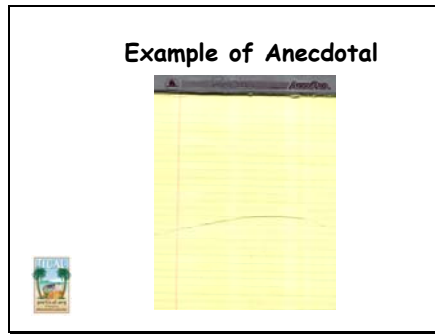
Slide 3



Anecdotal Observations are simply writing (or scripting) the actions of the teacher and students. Along with the documented events, your comments are interjected. It is very important to document the verbal and nonverbal behaviors of both the students and instructor. Preparing for the post conference discussion is clearly one of the strongest reasons for using anecdotal observations. By reading my notes, it takes me back to what occurred during my time in the classroom. Also, anecdotal records are a wide unrestricted instrument and are not

limited to one set criteria. On the other hand, very few administrators are given the adequate training to really analyze the collected data. This lack of training affects analysis and is compounded by the number of pages generated by numerous observations conducted each year. Anecdotal records tend to be “analog” in nature. We will discuss this in a minute.

Slide 4



Here is the tool many administrators rely on to collect data from the classroom. You may have used this one.

Slide 5

Checklist Observations

A form or checklist with items that direct your attention and responses during the observation.

Positives	Negatives
<p>"I know what to look for." Communicates to teachers Classroom and Schoolwide Data Analysis</p>	<p>Moment in Time "Narrow Focus" Does not capture the "Art and Science" of Teaching</p>

On the other hand, many school administrators are using checklists. Defined as a form or checklist with items that direct your attention and responses during the observation. Positives and Negatives!

Slide 6

Example of Checklist

This checklist is designed for observing teachers and includes sections for:

- 1. Teacher uses a variety of instructional methods to meet students' diverse needs.
- 2. Teacher implements classroom procedures/routines that support learning.
- 3. Teacher demonstrates knowledge of subject and best organization for learning.
- 4. Teacher plans instruction to maximize their own learning.
- 5. Teacher directs instruction to grade-level standards.
- 6. Strategies for English Language Learners.

The checklist includes a table for recording data with columns for 'Observed', 'Evidence', and 'Comments'.

On the other hand, a checklist helps you follow a consistent pattern. But the data still has to be moved from a paper like this one into a useable report.

Slide 7

The Project Goal!

Take the best of...

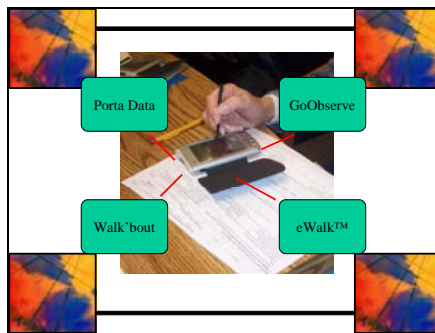
- Anecdotal and Checklist

Convert it to a digital form that works on handheld computers.

The slide features a photograph of a person using a handheld device on a desk.

On the other hand, what if you could use a tool that not only helped you gather reliable data, but actually helped you organize your data in ways it could be easily used? And then, what if that tool could save you the hours transferring that data into the computer?

Slide 8



There are a growing number of products available for classroom observations. We will only focus on one, but will give information on these four products


- Porta Data
- Walk 'bout
- GoObserve
- And finally eWalk™

All of these products are downloadable from the web and all have their specific purpose. Let's look at our first example!

Slide 9

Porta Data

- **T Observe**
 - palmOne™, Windows® CE and Dana
 - Interfaces with Access
 - Based on standards for the teaching profession, learning environment and time on task



Porta Data has many observation tools. We are focusing on one of them, T Observe. T Observe works on palmOne™, Windows® CE devices, and the new Dana by AlphaSmart. All Porta Data products interface with Microsoft Access and are based on the standards for the teaching profession, learning environment and time on task. T Observe provides an administrator with everything they need to make effective observations, except for the friendly personality and warm smile.

Slide 10

Porta Data Screen Shot #1

First Screen

- Am I in the classroom for 5 minutes or an entire period?
- Basic=5 min.
- Advanced=40+ min

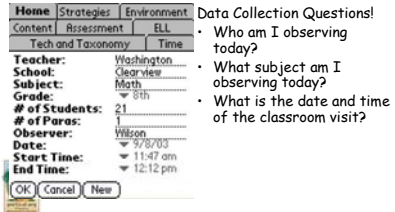
Basic- a quick (5 minutes or less) observation of one or more specific area of the observation tool.

Advanced- an extended (40 minutes or more) observation of multiple (up to 7) areas of observation.

When you open the program, the first screen offers you a choice as to how long you are planning on visiting this classroom. If you select Basic, you will choose one criteria to focus on. If you choose Advanced... well, lets take a look!

Slide 11

Porta Data Screen Shot #2



Data Collection Questions!

- Who am I observing today?
- What subject am I observing today?
- What is the date and time of the classroom visit?

Teacher: Washington
School: Clear view
Subject: Math
Grade: 8th
of Students: 21
of Pairs: 1
Observer: Wilson
Date: 5/8/03
Start Time: 11:47 am
End Time: 12:12 pm

Here we have the advanced screen. You can see that there are eight areas that you can gather information on. We are currently on the HOME screen where data on the teacher is kept. The questions you answer are: Who am I observing today? What subject am I observing today? What is the date and time of the classroom visit?

Slide 12

Porta Data Screen Shot #3

Home Strategies Environment	
Content	Assessment ELL
Tech and Taxonomy	Time
<input type="checkbox"/> Illustrates Concepts:	2
<input type="checkbox"/> Checks for Understanding:	2
<input type="checkbox"/> Students Compare, Contrast:	0
<input type="checkbox"/> Connects Prior Knowledge:	1
<input type="checkbox"/> Listens Actively to Students:	0
<input type="checkbox"/> Requires Summarizing:	2
<input type="checkbox"/> Uses Graphic Organizers:	2
<input type="checkbox"/> Delves/Probes/Gives Clues:	1
<input type="checkbox"/> Lesson Engages Students:	0
Total 10 of 18 55 %	

OK Cancel Totals Notes Info

Let's say that today our focus will be on strategies. Specifically, is the teacher using illustrations to explain the concept? Is the teacher checking for understanding? Is the teacher using graphic organizers to explain the concepts? Are the students engaged?

Slide 13

Porta Data Screen Shot #4

Home Strategies Environment	
Content	Assessment ELL
Tech and Taxonomy	Time
<input type="checkbox"/> Daily Routines Visible:	2
<input type="checkbox"/> Direct Instruction Observed:	0
<input type="checkbox"/> Praises/Reinforces Effort:	2
<input type="checkbox"/> Learning Groups Used:	2
<input type="checkbox"/> Sufficient Textbooks:	0
<input type="checkbox"/> Sufficient Desks/Tables:	2
<input type="checkbox"/> Lighting Adequate:	1
<input type="checkbox"/> Room Free from Distractions:	0
Total 9 of 16 56 %	

OK Cancel Totals Notes Info

Another tab we can focus on is the Classroom Environment. Classroom management issues are the key here. The data collected here answers the following questions: Can you determine that a daily routine is present? Does the teacher praise and reinforce effort? Are there sufficient learning materials available to all? Are there distractions?

Slide 14

Porta Data 3 point scale

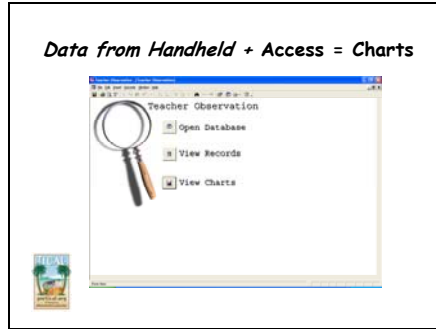
Home Strategies Environment	
Content	Assessment ELL
Tech and Taxonomy	Time
<input type="checkbox"/> Illustrates Concepts:	2
<input type="checkbox"/> Checks for Understanding:	2
<input type="checkbox"/> Students Compare, Contrast:	0
<input type="checkbox"/> Connects Prior Knowledge:	1
<input type="checkbox"/> Listens Actively to Students:	0
<input type="checkbox"/> Requires Summarizing:	2
<input type="checkbox"/> Uses Graphic Organizers:	2
<input type="checkbox"/> Delves/Probes/Gives Clues:	1
<input type="checkbox"/> Lesson Engages Students:	0
Total 10 of 18 55 %	

OK Cancel Totals Notes Info

0=Did not observe
1=Partially observed
2=Observed

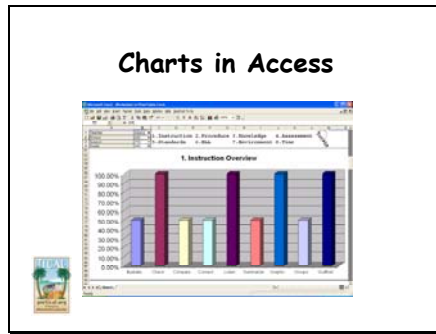
You might have noticed the 0, 1 and 2 on the left hand side of the screen. This is a way of collecting quantifiable data and creating graphs and charts when this information is sent to your computer. When you tap the triangles on the screen, you are given a choice between: 0-Did not observe during my visit, 1-Partially observed during my visit, or 2-Observed during my visit. A running account is kept for you at the bottom of the screen.

Slide 15



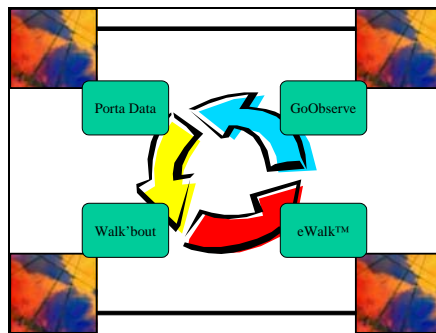
Syncing between the handheld and the computer is necessary to format the data into graphs and charts. Once the connection has been made and the desktop software has been installed, the information can be transferred with simple steps. Your choice on this screen is to: 1) open the raw data collected from the handheld, 2) view records in checklist format or 3) create charts

Slide 16



Example of the graphs created by Porta Data.

Slide 17



Every program has strengths, and represents years of trial and error by experts in the field of handheld technology and classroom observation. Administrators already have a lot to do. It is a documented fact that these tools help save time in one of the most important roles of the school administrator— classroom observation.


If you are interested in making the jump to this exciting new technology, visit the websites of these organizations or contact their representatives.

We hope this information will help you manage the important task of

improving classroom instruction.

Slide 18

Web Links

<p>Porta Data www.portadata.com</p> <p>Walk'bout http://www.acsa.org/</p> <p>GoObserve http://observe.merit.edu/</p> <p>eWalk™ http://www.media-x.com/products/mxweb/index.php</p>	
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