

BEST PRACTICES FOR NEW IMPLEMENTATIONS

10 ESSENTIAL Actions

1

Introduce digiCOACH to Staff

- A PowerPoint is available from digiCOACH to aid in the presentation of digiCOACH to teachers.

2

Ask for Volunteers

- Asking teachers to sign up for a walkthrough will likely result in a demonstration of a teachers a-game.

3

Calendar Walkthroughs

- Dedicating time to walkthroughs will help ensure you get into classrooms frequently.

4

Identify Purpose of the Walkthrough

- Establish a focus of the walkthrough before visiting classrooms.

5

Include Teachers in Decision Making

- Have teachers help establish the purpose of the walkthrough to increase buy-in.

6

Focus on the Students & Lesson

- Start the walkthrough before entering the classroom, then set the technology aside and focus on the instruction.

7

Calibrate on Look-fors

- Discuss what was observed and calibrate with team members.

8

Start with Strategies

- Focus on praising teachers with Strategies when first starting out with digiCOACH. Ask teachers if they would like to receive Coaching Tips.

9

Review Feedback Email in Person

- Debrief to review the strategies and coaching tips with the teacher in-person before sending the coaching email.

10

Encourage Peer Observations

- Research shows peer observations with digiCOACH has a greater outcome when compared to walks completed by administrators.



IMPLEMENTATION WALKTHROUGHS

10 ESSENTIAL Actions

1

Sign Into digiCOACH Mobile App

- District Email Address
- digiCOACH Password

2

Review digiCOACH Look-fors

- Familiarity with each observable will help you determine the focus for the walks.

3

Create a Walkthrough Schedule

- Ask for volunteers and ensure that teachers are ready to receive visitors with a lesson prepared.

4

Identify Focus of Walkthrough

- Discuss site and district goals.

5

Start the Walkthrough

- Select teacher/grade/subject before entering the classroom.

6

Spend 5-7 minutes in the Classroom

- Minimize technology use while in the classroom.

7

Collectively Debrief

- Discuss what was observed and review best implementation practices.

8

Record Observation in digiCOACH

- Create coaching email in digiCOACH & *Complete Walkthrough*.

9

Sync & Send Feedback via digiCOACH

- Tap the orange *Sync & Send* button in your digiCOACH mobile app.

10

Team Debrief

- Review the implementation walks as a team and discuss next steps.

