# CLASSROOM COACHING TOOL SOFTWARE
## Annual Checklist



**This checklist should be reviewed by district/campus staff throughout the school year.**

## Beginning of the School Year

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| 1. | Determine the primary district contact for the Classroom Coaching Tool software (this person will be a user manager for all campuses). | |
| 2. | Add new users for the Classroom Coaching Tool, and determine their level of access (review access for existing users):<br>• **District level**: access to all campuses<br>• **User managers**: access to one or more campuses (may add users)<br>• **Users**: individual use of the software:<br>  -Teachers & Walkthrough<br>  - Walkthrough only | |
| 3. | Remove access for any previous users that no longer need to utilize the software. | |
| 4. | Determine standards for use and responsibilities related to the Classroom Coaching Tool:<br>• Training new users<br>• Establishing data targets and purpose<br>• Reviewing and analyzing data<br>• Integration of data with district/campus processes | |
| 5. | Ensure initial training of the Classroom Coaching Tool for new users and refresher training for existing users. | |

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## Collecting & Analyzing the Data

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|---|---|---|
| 6. | **Walkthrough:** Campus teams collect data on a regular basis in classrooms throughout the building for all areas in the walkthrough dashboard: (engagement, ack:correction ratio, anchored expectations, etc). Walkthrough observations are approximately 5 minutes in length.<br><br>**Teacher**: Administrators, coaches and mentors collect data for individual teachers who are receiving support for behavior systems. Teacher observations are approximately 20-40 minutes in length . | |
| 7. | **Walkthrough:** Campus teams conduct a regular review of walkthrough data in campus teams to assess patterns and trends and make necessary adjustments (engagement, ack:correction ratio, anchored expectations, etc.).<br><br>**Teacher**: Administrators, coaches, and mentors conference with teacher after data collection to review data and create an action plan. | |
| 8. | **Walkthrough**: Share campus wide trends and graphs with campus staff periodically to provide context and updates on behavior systems.<br><br>**Teacher**: Individual teachers should be provided with their classroom data, after conferencing ensure individual teachers receive a copy of their data and the action plan. | |

## End of the School Year

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| 9. | **Walkthrough:** Ensure all reports are complete. Download and save pdf reports to campus drive as appropriate.<br><br>**Teachers:** Ensure all reports are complete. Download and save pdf reports to campus drive as appropriate. | |
| 10. | **Walkthrough**: Determine data to share with staff at end of the year wrap up and beginning of next school year launch. | |

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