Administrator's Engaged Learning Walkthrough Overview

Why do Walkthroughs?

- Provide regular observation and analysis of progress toward setting and meeting clear goals and expectations.
- Gather information useful in building a more engaging and effective community of learners.
- Evaluate and ensure alignment of curriculum and instruction through grade levels.
- Promote and engage in school-wide dialog targeted at improving learning and meeting goals.

10 Steps to Successful Walkthroughs

- Introduce the concept of Administrator Walkthroughs to teachers at the beginning of the year or before starting to implement the Incite! Learning Series.
- Stress the collaborative, proactive-learning nature of Walkthroughs (as opposed to teacher/learner evaluation).
- Set and keep a regular schedule for Walkthroughs. Time period recommended.
- Increase learner and teacher comfort level by doing regular Walkthroughs.
- Share observations with teachers right away to reduce anxiety and promote proactive modifications to instructional approach.
- Discuss data and observations at staff meetings.
- Encourage action-oriented dialog between staff at all levels.
- Give teachers time to reflect on observation feedback and to set goals based on observations.
- Collaboratively review and support teacher goals.
- Expand involvement and encourage collaboration. Encourage teachers to observe each other (if possible) and share ideas and suggestions.

Customizing Walkthroughs to Meet Your Unique Needs

- Introduce Walkthroughs by selecting and completing 1 or 2 sections of the observation checklist to allow teachers to focus on a few key areas at a time.
- Modify observation checklist based on observation data and/or needs specific to your school.
- Temporarily increase frequency of observations when new strategies are introduced or significant changes are being made.

Things to Avoid

- Infrequent or inconsistent Walkthroughs
- Walkthroughs that don't include dialog with teachers and learners
- Walkthroughs without goals (with the exception of the initial Walkthrough)

Administrator's Engaged Learning Walkthrough

inciTe! Learning Series

How engaging and effective is the learning environment in your classrooms?

Walk through your classrooms and see how many elements of engaged learning are in evidence as you watch learners and teachers.

Check off the primary activity observed in each section and write your observation.

Classroom:

Collaborative Learning

Use of a wide range of cooperative learning approaches is seen. All learners are engaged. Adjustments are made when learners are not engaged.

Observation Notes:

Whole Group	Date	Date	Date	Date
Small Group	Date	Date	Date	Date
Individual	Date	Date	Date	Date

Strategy Use (Thought Sheets)

Ongoing use of Thought Sheets is evident. Learners and teachers use thoughts to deepen academic knowledge. Look for facilitation of a variety of thoughts.

Observation Notes:

Questions	Date	Date	Date	Date
Opinions/Beliefs	Date	Date	Date	
Misconceptions	Date	Date	Date	
Emotions	Date	Date	Date	

Anchored Learning

Once anchors are established, ongoing work should refer to the anchors and background knowledge created. Where observing use of the anchors? Are learners challenged at all levels of Bloom's Taxonomy?

Observation Notes:

Discussion/Dialog	Date	Date		
Reading	Date	Date	Date	Date
Lessons	Date			Date
Other	Date			Date

Meeting Curriculum Standards
Observed in

Use of learner-generated dialog, posted work, portfolio and other work to pull out curriculum connections is observed.

Observation Notes:

Dialog			Date	Date
Learner work displayed in classroom	Date	Date	Date	Date
Learner portfolio		Date	Date	Date
Other Work		Date	Date	Date

Teacher Goals/Reflection

Date: _____ Goal: _____

Date: _____ Goal: _____

Date: _____ Goal: _____

Sample Reflection Questions:

- What are my ideas for instructional methods that support a broad range of cooperative learning opportunities?
- What are my ideas for challenging learners to increase high-level thinking?
- What am I doing to ensure all state standards for the grade level are covered?
- What are my ideas for creating a classroom environment that is more learners-led and less teacher-led?