

CALIBRATION 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

Have Prior Conversations if Necessary

- Ensure that teachers know the look-fors and are prepared to receive visitors.

4

Identify Focus of Walkthrough

- Collectively determine the Focus Areas and look-fors prior to entering the classroom.

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 calibrate.

8

Record Observation in digiCOACH

- Input observation notes into digiCOACH & *Complete Walkthrough*.

9

Sync & Send Feedback via digiCOACH

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

10

Provide Face-to-Face Coaching as necessary.