

### **Observation Instructions:**

1. Focus on the look fors presented by the host.
2. Focus on what is actually happening, not what you wish were happening.
3. Listen and don't interrupt class flow.
4. Can ask students questions if appropriate in the lesson structure
5. Keep all debrief for the group not in classroom with teacher or in hallways.
6. **Write only descriptive feedback!** What did you see, hear, etc.
7. Be as detailed as possible. Quotations are helpful.
8. Don't forget to notice what is visible in the classroom environment.
9. Avoid all forms of evaluative feedback.

### **Small Group Processing Instructions**

1. Individually read over your notes and star any observations that seem most relevant to the problem of practice.
2. Select top 6 to 10 Data points and place each observation on a separate Post it Note.
3. Place Post it Notes on chart paper.
4. As a work group, organize the Post it Notes into themed groupings.
5. Label your groups on the chart paper and identify patterns.

### **Large Group Processing Instructions**

1. Share evidence of problem of practice strategies in action.
2. Share observations that contrasted with problem of practice strategies.
3. Share patterns that were observed related to the problem of practice.
4. Share questions you have or next steps.
5. Share reflection on how observations of problem of practice have implications across buildings and toward district goals.
6. Share reflection on equity considerations related to problem of practice.