

12 Observation Guide

Use this observation guide to set a strategy with teachers and plan your time during in-classroom coaching. Consider how the data can help teachers collect evidence and assess whether they are reaching their goals.

OBSERVATION TOOL	Description	Example of Data Collection During a Small-Group Activity
Anecdotal record	Description of events that occur during a chosen period	You write down everything that happens in the small group during a designated period, including what children and teachers are doing and saying.
Verbal flow	Written or visual record of who talks to whom, how the conversation flows	You make note of when the teacher talks to the children, when the children talk to the teacher and when the children talk to each other.
Event count	Record of how many times an event occurs	You tally some relevant event or behavior. For example, you tally every time someone interrupts the teacher and also tally every time the teacher responds to the interruption.
Duration	Record of how long an event or activity lasts	You record how long children are engaged during the group and how long they are distracted.
Time sample	Record of specific events over time intervals	You choose relevant behaviors (for example, looking at/attending to teacher, looking away, engaging with materials) and record whether the behavior occurred during each chosen period (for example, every minute).
Transcription	Record of everything that is said in a conversation.	You make a note of everything that is said during the group activity.
Selective transcription	Record of what is said related to a specific area of focus or issue	You record questions the teacher asks related to the child's knowledge of a topic, along with the child's response.
Map of the classroom	Record of where everything is located and how the traffic flows	You make a picture of where the small group is relative to other areas of the classroom and how children move around the room during the small-group time.