
Teachscape *Reflect* Walkthrough Tool User Guide

Teachscape Effectiveness Platform

January 2013

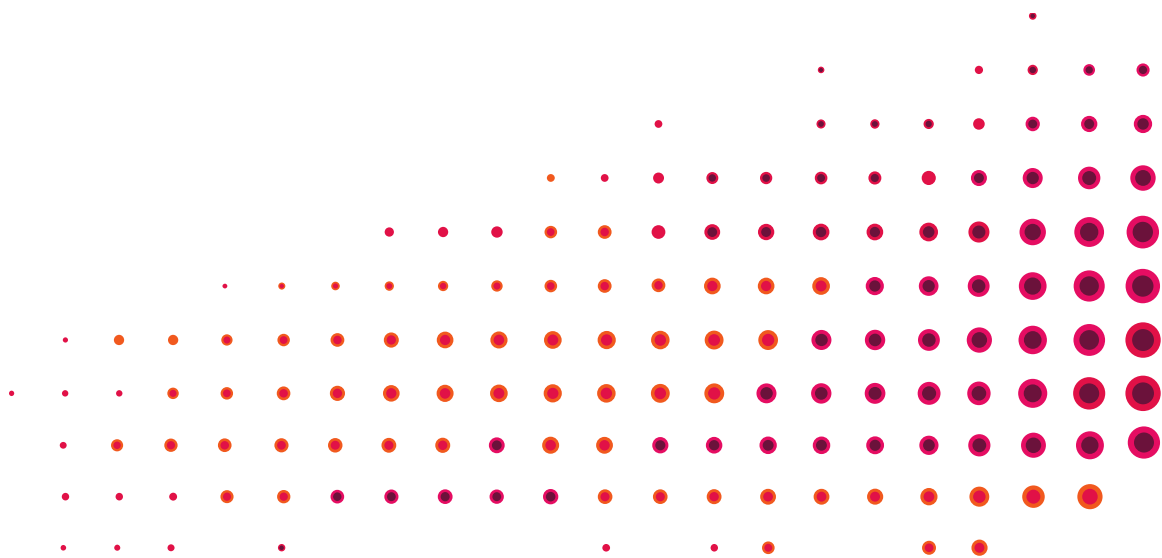


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About This Guide

This guide is for users of the Teachscape *Reflect* Walkthrough tool. This tool comes with all standard *Reflect* configurations.

The Teachscape *Reflect* system is set up and configured in advance by your district or local administrator. Depending on your district setup, you may have access to additional *Reflect* tools. Refer to your district regulations and procedures if you have questions about when to use this system.

Teachscape's Classroom Walkthrough Process is covered in other materials; refer to the [Classroom Walkthrough Process: Additional Materials](#) section for more information.

Note for users migrating from Teachscape XL (TXL):

The *Reflect* Walkthrough Tool was previously referred to as the DCT, or Data Collection Tool.

Document Conventions

The following conventions are used in this document:

- Titles in instructions for clicking on buttons or links are in bold; for example: “Click on the **Start Observation** button to begin your observation.” In addition, boldface type is used to call attention to tab and page titles, other documents from Teachscape, or other areas of note; for example: “From the **Plans and Activities** page, you can...”
- Items for consideration are listed with this heading: **Note**.
- System variables (items that change depending on your login or user type) are noted in *italics*; for example: “Click on *your name* as shown in the upper-right corner of the screen.”
- Teachscape system names are also shown in italics; for example: “Teachscape *Learn* is a video-based professional learning system.”
- Sample user names such as “Judy Bright” and “Aaron Good” are used in images throughout this document; however, when you are logged in, you will see your own name.
- This document includes a variety of numbered procedures; in many cases the procedure will refer to a sample graphic located immediately following the procedure steps. In these examples, the numbers in the graphic will correspond to the numbered list above.

IMPORTANT: Items needing special attention are highlighted in a box like this.

Teachscape *Reflect* Walkthrough Tool Overview

The Teachscape *Reflect* Walkthrough tool can be used to support information gathering around instructional practices in your school or district. The data in the system is typically utilized as an aggregate, or high-level, “snapshot” rather than an in-depth, single classroom observation of a single educator. The tool can also be used for formative feedback.

Classroom Walkthrough Process: Additional Materials

This guide covers technical topics that pertain to using the Teachscape *Reflect* for Walkthroughs tool. This tool is used to support continuous improvement processes, such as Teachscape’s Classroom Walkthrough Process or CWT Process.

There are additional materials available that cover this process in detail. You can access these materials from the applicable Teachscape system’s online help page as noted below.

- Teachscape *Reflect*: The *Reflect* online help page includes links to these classroom walkthrough online learning modules.
 - Introduction to Classroom Walkthrough
 - Implementation and Practice of Classroom Walkthrough
 - Data Analysis and Reflection Using Classroom Walkthrough
- Teachscape *Learn*: You can access the same instructional modules listed above through the Teachscape Professional Learning Suite in *Learn*. To access these three courses, browse or search the catalog—the courses are located in the Implementing the Classroom Walkthrough Process library, inside the Data-Driven Instructional Series.

The *Reflect* for Walkthroughs Overview Page

When you log in to *Reflect*, your overview page opens. An example is shown below.

1. A list of in-progress and recently completed walkthroughs is displayed.
 - (Optional) Click on any walkthrough to complete it (if in progress) or to review it (if completed).
 - (Optional) You can sort the list by clicking on a *column title*.
2. Click on the **View all XX in progress and recently completed walkthroughs** link to view the complete list, which is also sortable. (XX is a variable that indicates your number of walkthroughs; this number is displayed in the link text shown in the following image.)
3. Click on the **Start a Walkthrough** button to begin a new walkthrough.

The screenshot shows the Teachscape Reflect interface. At the top left is the Teachscape Reflect logo. Below it are two tabs: 'Overview' (highlighted with a green box) and 'Administration'. A search bar with a magnifying glass icon and the placeholder text 'Teacher or Employee' is located below the tabs. The main section is titled 'Recent Walkthroughs' and contains a table with the following data:

1	Teacher's Name	Observer's Name	Survey	Status	Last Modified On
	Ben Jones	Ben Jones	Standard Look Fors	Completed	Thu, 12/20/2012
	Ben Jones	Ben Jones	ELL Look Fors	Completed	Thu, 12/20/2012
	Principal3 Training	Principal3 Training	Mathematics Look Fors	Completed	Wed, 12/19/2012
	Principal3 Training	Principal3 Training	Standard Look Fors	In progress	Wed, 12/19/2012
	Tom Hanks	Tom Hanks	Standard Look Fors	In progress	Tue, 12/18/2012

At the top right of the table area, there is a '3' in a green box and a 'Start a Walkthrough' button. At the bottom of the table area, there is a link: 'View all 40 in progress and recently completed walkthroughs', which is highlighted with a green box and labeled '2'.

The following section describes how to complete a walkthrough.

Completing a Walkthrough

This section includes the following topics:

- [Complete a Walkthrough](#)
- [Deleting a Completed Walkthrough](#)
- [Optional Features](#)

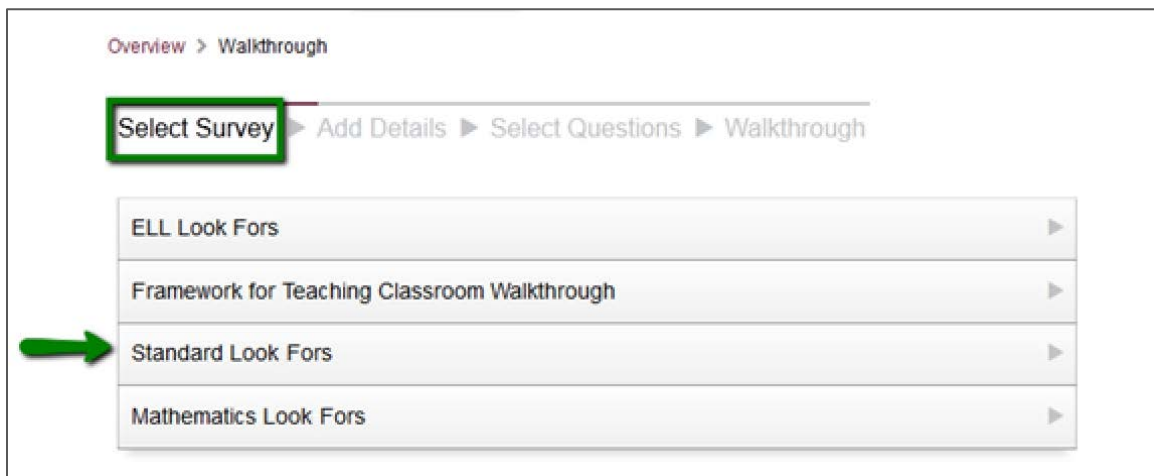
Complete a Walkthrough

This section describes how to complete a walkthrough.

From your *Reflect* overview page, click on the **Start a Walkthrough** button as shown in the image below.



The **Select Survey** screen opens as shown below. In the example below, we clicked on the **Standard Look Fors** survey title.



Note: The example shown above includes multiple surveys and sets of look fors. Depending on your district's requirements, you may have only one survey to select.

Clicking on a survey name opens the **Add Details** page for that survey. This is shown below. On this page you will add details to the survey. Survey details are set by your district or school administrator and may vary by survey.

1. The title of your selected survey is displayed. (Optional) Click on the **Change** link to select another survey.
2. This area includes drop-down menus for the detail options available for this survey. Select an item in each drop-down menu. In this example, a **Grade** and **Subject** must be selected.
3. Once the selections are complete, click on the **Continue** button to proceed to the **Select Questions** page.

Overview > Walkthrough

Select Survey > **Add Details** > Select Questions > Walkthrough

1 Standard Look Fors **Change**

2 Grade
Select ▾
Subject
Select ▾

3

Cancel Walkthrough

Make a selection in each field before proceeding to the next step. **Continue**

In this example, we selected **Grade: 4** and **Subject: English**. This is highlighted below.

Select Survey ▶ Add Details ▶ Sel

Standard Look Fors **Change**

Grade
4

Subject
English

An overview of the **Select Questions** screen is provided in the following image.

1. By default, your survey has all of the sections and questions selected, and the total number of questions is provided at the top of the list (shown next to the green arrow under #1, below). (Optional) If needed, you can click on the **Show All** or **Hide All** links to expand the sections to show all the questions in each section or to hide the list.
2. On the right-hand side of the page, the title of your survey is listed, along with the details (metadata) you selected on the previous screen. (Optional) Click on the **Change** link to go back one page and modify these items as needed.

Overview > Walkthrough

Select Survey ▶ Add Details ▶ **Select Questions** ▶ Walkthrough

1 All 13 questions will be part of this survey **Show All - Hide All**

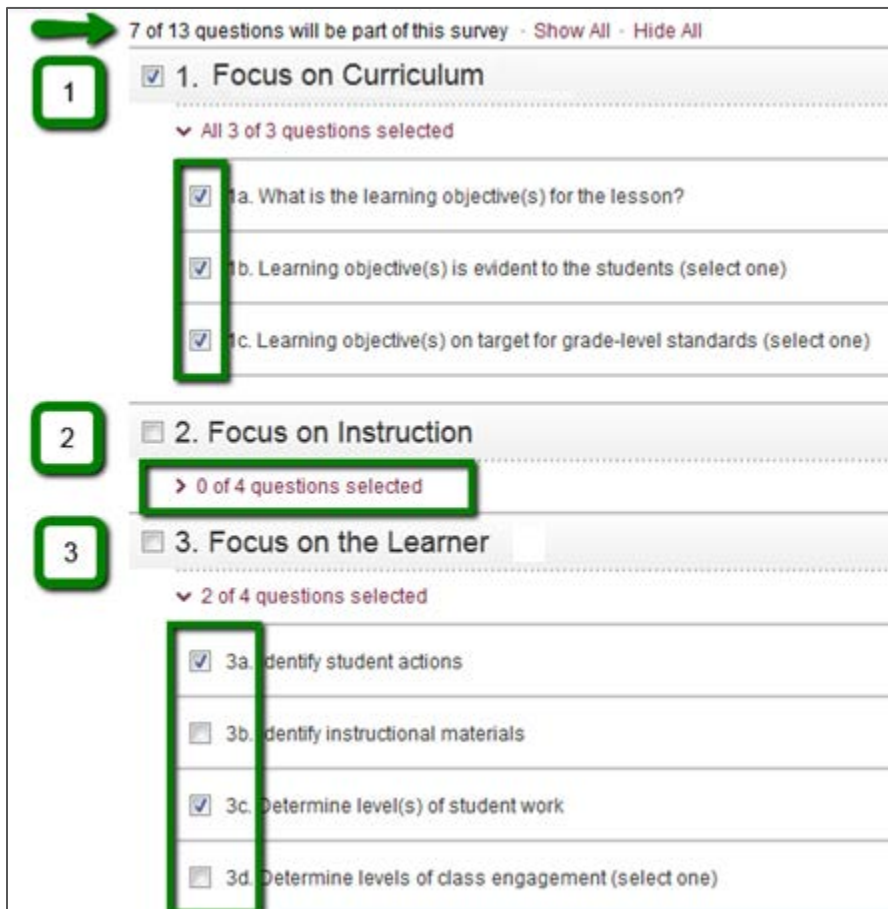
1. Focus on Curriculum
> All 3 of 3 questions selected

2. Focus on Instruction
> All 4 of 4 questions selected

2 **Standard Look Fors**
Details **Change** ←
Grade: 4
Subject: English

The following image provides more information about the process of selecting your questions. By default, all of the questions are selected. (Optional) Click on the links at the top right to **Show All** or **Hide All** questions. As you select and deselect questions on your survey, the number of questions displayed at the top of your page will automatically update. This is shown next to the green arrow in the image below.

1. In the first section shown below (1 Focus on Curriculum), the green box shows that all of the questions in this section are selected. The checkbox next to each question is marked, and the status message “All 3 of 3 questions selected” is displayed.
2. In Section 2 below,(Focus on Instruction) the top-level checkbox has been deselected, which automatically deselects all the questions in that section. This is shown in the status message in the green box.
3. In Section 3 below, (Focus on the Learner) only two of the four questions have been selected. This is shown in the green box ,and confirmed in the status message at the top of the section.

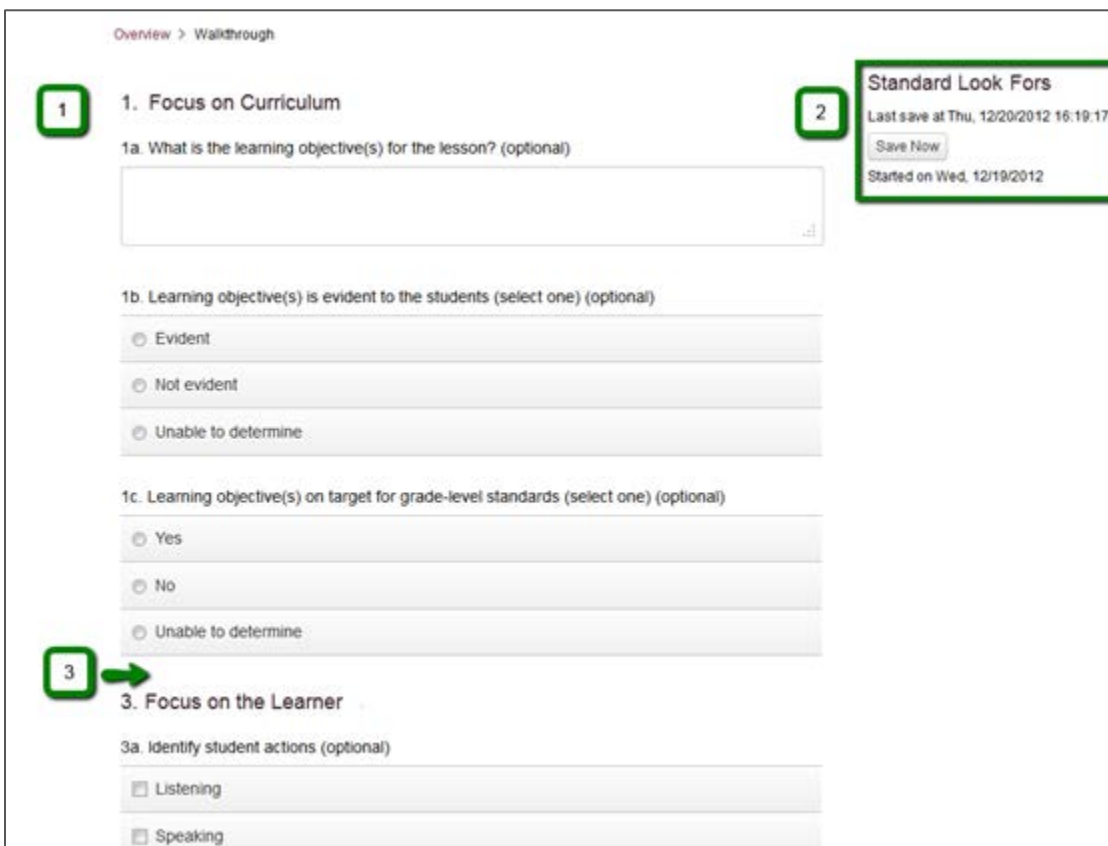


When you have finished selecting your questions, click on the **Start** button in the bottom right part of your screen to begin your walkthrough. This is shown in the following image.



When you click on the **Start** button, your survey input page opens, including only the questions you selected. This is shown in the following image.

1. Complete the form as indicated by each section and question type.
2. The survey title and save status are indicated in the upper right corner. (Optional) Click on the **Save Now** button in this area to save your work immediately.
3. In the preceding example we removed all questions in Section 2, as indicated below.



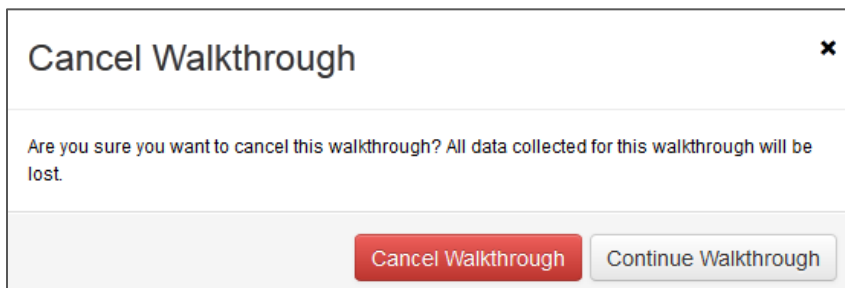
At the bottom of the survey are the following button options.

- (Optional) Click on the **Cancel Walkthrough** button to exit the survey without saving data.
- Click on the **Save & Finish Later** button to save the survey and return to your overview page.(When you are ready to restart this survey, you can access it from your in-progress and completed survey list on your overview page.)
- Click on the **Submit** button if you have finished the survey.



IMPORTANT: Once you click on the **Submit** button, your survey responses cannot be changed.

Note: If you click on the **Cancel Walkthrough** button, you will see the following confirmation message. Click on the red **Cancel Walkthrough** button to confirm that you wish to cancel the walkthrough, or click on the **Continue Walkthrough** button to proceed with this walkthrough.



Deleting a Completed Walkthrough

Use the following procedure to delete a completed walkthrough.

1. On your overview page, click on a completed walkthrough to open it. The status column lists the status of each walkthrough in the list. (Optional) If you have several walkthroughs, you can sort the list. Click on any column heading to sort the data.
2. (Optional) If you have more than five walkthroughs, click on the **View all xx in progress and completed walkthroughs** link to open a page displaying the entire list.

Overview Administration

Teacher or Employee

Recent Walkthroughs Start a Walkthrough

Teacher's Name	Observer's Name	Survey	Status	Last Modified On
1	Ben Jones	Standard Look Fors	Completed	Thu, 12/20/2012
	Ben Jones	ELL Look Fors	Completed	Thu, 12/20/2012
	Principal3 Training	Mathematics Look Fors	Completed	Wed, 12/19/2012
	Principal3 Training	Standard Look Fors	In progress	Wed, 12/19/2012
	Tom Hanks	Standard Look Fors	In progress	Tue, 12/18/2012

2 View all 40 in progress and recently completed walkthroughs

On the details page for the completed walkthrough you selected, click on the **Delete this Walkthrough** link, which is highlighted in the following image.

home focus reflect learn advance My Videos Help

Overview ► Walkthrough on Thu, 12/20/2012

Standard Look Fors

Observer: bjones
Survey: Standard Look Fors

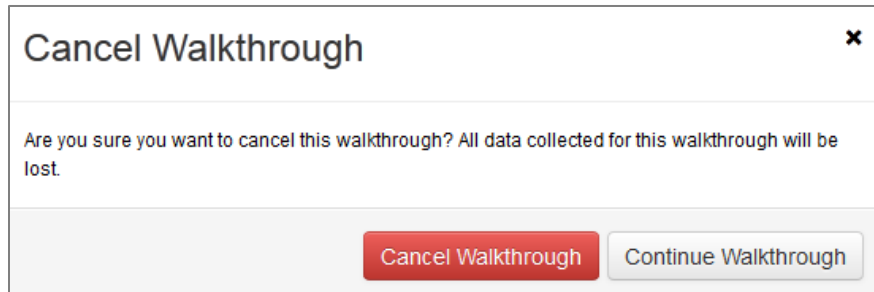
This walkthrough was emailed to bjones@wildwood.edu on Thu, 12/20/2012
Email to another recipient

1. Focus on Curriculum

1. What is the learning objective(s) for the lesson?

Delete this walkthrough

After clicking on **Delete this walkthrough**, you will see the following confirmation screen. Click on the **Cancel Walkthrough** button to cancel the walkthrough and delete the existing data, or click on the **Continue Walkthrough** button to proceed.



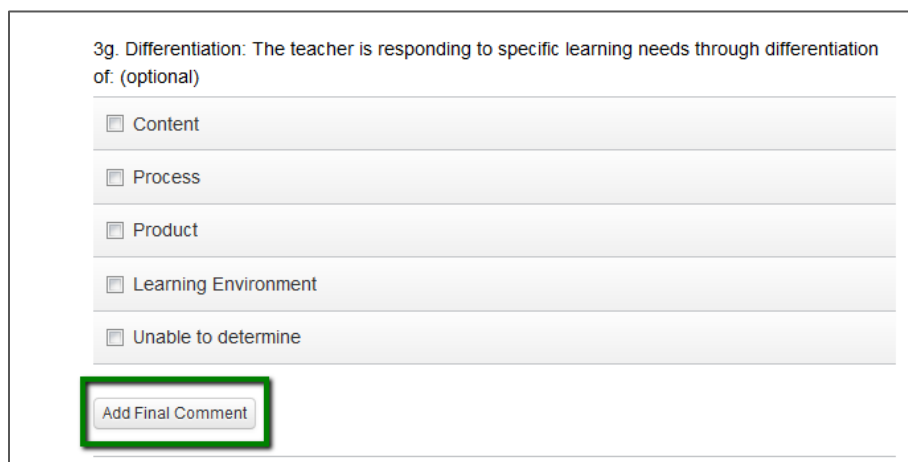
Note: If you delete a walkthrough, it will be removed from the list on your overview page.

Optional Features

This section describes additional options you have for surveys, such as adding comments to a walkthrough or emailing survey results.

Adding a Comment to a Walkthrough

This option is available for any new or in-progress walkthrough in this system. Select a survey and start it; when you get to the end of the survey, you will see the **Add Final Comment** button as shown below. Click on the **Add Final Comment** button to open the comment box.



In the comment box, enter your comment as shown below. When you are finished, click on the **Submit** button in the lower right corner.

Final Comment

This is a final comment entered by the person conducting this walkthrough. When you submit this survey, any comment entered here and all of the results will be shared directly with the teacher whose name is associated with this survey.

Cancel Walkthrough Save & Finish Later **Submit**

IMPORTANT: Once submitted, any comments entered here may show up on walkthrough reports. If a teacher name has been associated with the survey, any comments will also be accessible from that teacher's *Reflect* Overview page.

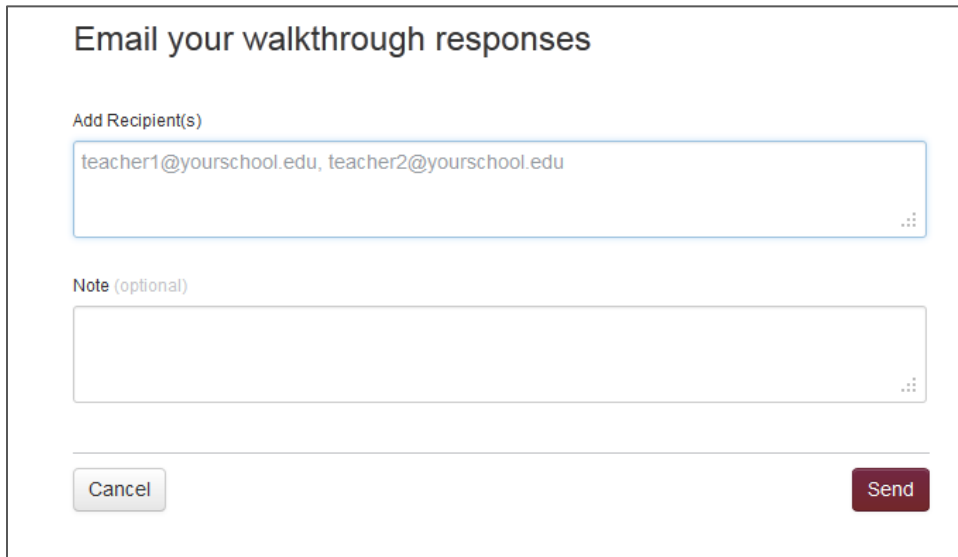
Emailing Results

You have the option to email survey results to teacher or other administrators. To do so, click on the **Email your walkthrough responses** checkbox, which appears at the end of the survey and is shown below. Click on the **Submit** button to proceed.

Email your walkthrough responses

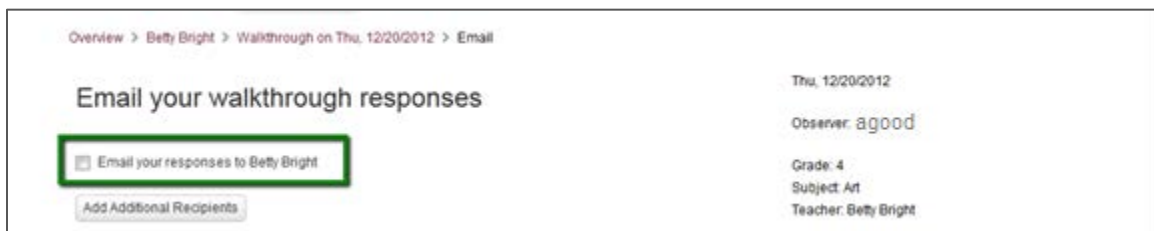
Cancel Walkthrough Save & Finish Later **Submit**

- The **Email your walkthrough responses** screen opens, as shown below. Enter the email addresses for your recipients. If you are entering more than one email address, separate each address with a comma or a line break (click on the **Enter** button on your keyboard to add a line break).
- (Optional) You can add a note in the **Note** field.
- When you are finished, click on the **Send** button to send the results to your recipient(s).



The screenshot shows a form titled "Email your walkthrough responses". It has two text input fields. The first field is labeled "Add Recipient(s)" and contains the text "teacher1@yourschool.edu, teacher2@yourschool.edu". The second field is labeled "Note (optional)" and is empty. At the bottom of the form, there are two buttons: "Cancel" on the left and "Send" on the right.

Note: If you selected to use a teacher name with your survey, the teacher name will be pre-populated on the **Email your walkthrough responses** screen, as highlighted in the following image. Select the checkbox next to the teacher's name to send the results directly to the teacher. You can also click on the **Add Additional Recipients** button to enter more email addresses, as described on the previous page.



The screenshot shows the "Email your walkthrough responses" form in a web browser. The breadcrumb trail at the top reads "Overview > Betty Bright > Walkthrough on Thu, 12/20/2012 > Email". The form title is "Email your walkthrough responses". On the right side, there is a date "Thu, 12/20/2012" and a list of metadata: "Observer: agood", "Grade: 4", "Subject: Art", and "Teacher: Betty Bright". In the recipient list, there is a checkbox next to "Email your responses to Betty Bright", which is highlighted with a green box. Below the list is a button labeled "Add Additional Recipients".