

Preparing for Your iObservation Pre-Conference

iObservation steps to complete before the conference:

- 1) Log in to iObservation and hover over the Observation tab
- 2) Select Pre/Post Conference: Fill out the Framework **Planning** Conference Structured Interview Form A that should be there at least one week prior to your observation.

. Notes on the pre-conference form:

- It is based on the Art & Science of Teaching Design Questions. It is okay to give just brief answers in each box, do not feel that you have to add too much detail. It is just meant to frame our conversation. If you spend more than 15-20 minutes completing the form you are likely doing more than necessary.
- If you wish to attach additional documents that will guide our conversation, you may. For example, if you are working on learning scales and rubrics, you might want to attach the rubric. However it is not an expectation that you will do so.
- Only answer the questions in the pre-observation form that pertain to your lesson. For example, most often you would only answer one of questions 2-4 because question 2 is about new knowledge, 3 is about practicing and deepening knowledge, and 4 is about generating and testing hypothesis about new knowledge. It wouldn't make sense to answer all of them for one lesson.

Comprehensive Evaluations:

- In the section that says "other" please list the 7-10 elements you want your evaluator to really watch for in your observation. These 7-10 elements should be from the Domain 1 front page of your "bubble sheet" document. Your choices are elements 1-41 because they are observable. Obviously if evaluators see other elements during the observation they will include them, but this is just your way of picking a few things you want to make sure are scored and commented on.

- 3) While you are in progress on your pre-conference form, use save and close, but when you are done with it, select FINISH.

What to expect at your pre-conference:

- 1) For the first 5-10 minutes, I will pull up your pre-conference form on my screen and we will go over it.
- 2) For the next 15-20 minutes, I will open up an observation form and pre-click each of the 7-10 elements you selected for us to focus on. For each of those, we will look over the possible teacher evidence, student evidence, and scale for beginning, developing, applying, & innovating. We will have a conversation about what I will see during that lesson that connects with that element.
- 3) The remaining time will be used for any questions you have.

