

INSTRUCTIONS FOR USING THE OBSERVATION NOTES TEMPLATE

The observation notes template is a tool that has been developed particularly for those observers who are not using a software program for collecting evidence of teaching practice. It is simply a table inserted into a word document that allows use of a laptop during an observation and time-stamping. After the observation, the observer matches the evidence with a component (coding) and then sorts it to group the evidence on a particular component together.

During the observation, enter evidence in the middle column using the down arrow key to move to a new line as you record different pieces of evidence in the classroom. The lines will also expand for you to write more evidence for a given segment of the observation.

Occasionally, you may wish to insert the time an event was observed. A column has been included for this purpose, but you may decide whether to use it or not.

After the observation, code the evidence using the Framework for Teaching Smart Card or similar resource. Enter the Domain and Component in the **D/C** column. If a piece of evidence seems to represent more than one component, then copy it to a new line and code it for both. You may decide that some of your evidence is not significant or representative and you don't want to code it at all.

Sort the evidence by placing your cursor in the **D/C** column. Select the "Table" menu in Word and highlight the "Sort" function. Sort the **D/C** column.

It is possible to add another column and make comments about the level of performance based on the evidence. If you choose to do this, then you may want to reformat the document to a landscape orientation.

Framework learning for observers and teachers, and Observation skills training for observers are highly recommended. Evidence collection will advance teaching practice and student achievement best when it is used in a collaborative system of professional inquiry. The Danielson Group offers services to support your goals. Please visit our website for more information: www.danielsongroup.org.



TIME	OBSERVATION NOTES	D/C

REFLECTION CONFERENCE

- **Questions Regarding the Observation:**

- **Areas of Strength:**

- **Areas for Focus:**

- **Next Steps:**

- **Resources Available:**