EdOptions ACADEMY™

Virtual Classroom Walkthrough

Teacher: [ ]   Dept. Chair: [ ]   Date: [ ]

Your walkthrough is a "snapshot" of what is observed during one brief walkthrough in your virtual environment/classroom. If something is not filled in, it simply means that it wasn't observed during this particular walkthrough. It does not mean that you are not performing a function of the position. If an item is checked, it does mean that this was observed and feedback is provided for you in this area. Over time, your department chair should be able to see evidence of all standards.

I. Certification

☐ Certification(s) in good standing.

Comments:

II. Technology

☐ Demonstrates the ability to effectively use synchronous and asynchronous methods of communication and available technology and tools. (Email, BBIM, web conferences, etc).

☐ Demonstrates the ability to effectively use the technology written into the course (i.e. email, live sessions, threaded discussions, & drop box activities).

Comments:

III. Innovative strategies with students and instruction

☐ Provides opportunity for synchronous learning.

☐ Provides opportunity for group interactions.

☐ Differentiates instruction by using effective strategies and interventions for struggling students or student questions.

☐ Instructional Strategies that assist with pacing issues.

☐ Provides resources to students to increase student achievement.

Comments:

IV. Feedback and monitoring (communications)

☐ Follows guidelines and models effective communication (positive, proactive, helpful, and correct conventions) with students, parents, affiliates, and academy staff.

☐ Frequently communicates and interacts with students, parents, and academy staff.

☐ Provides appropriate emails to initiate introductions, communicate expectations, behavior, grading criteria, and class organization (i.e. Welcome Letters and/or other materials students need to be successful).

☐ Communicates and builds rapport through weekly class/mass email

☐ Sends weekly individual "progress" email (parent and school copied) to communicate grades, pacing, course end date reminders, and success strategies individualized for students.

☐ Communicates and holds office hours.

☐ Provides constructive and personalized feedback on assignments (drop-box, discussions, offline activities, etc.) within 24 hours.

☐ Communicates and intervenes with struggling students whose grade falls below a 70%.

☐ Course completion monitoring (courses "completed" in Genius in a timely manner).

Comments:

V. Legal, ethical, safe behavior related to technology

☐ Follows policies related to academic integrity.

Comments:

VI. Responsive to special needs in the classroom

☐ Provides appropriate and effective accommodations to meet student needs when a 504 plan or IEP has been provided.

Comments:

VII. Teacher collaboration

☐ Attends required meetings and trainings

☐ Communicates and collaborates with staff regarding curriculum, teaching, and academy issues in a professional and timely manner.

Comments: