

INSTRUCTIONS:

1. **Start by filling in the boxes in YELLOW first.** Please be sure to enter observations in the order they will occur. All other data will populate based on BetterLesson's recommended timing for a Learning Walk.

2. After entering information in the yellow, other times will also be editable for you to make modifications as needed. If any change gives an error message, please adjust times to the appropriate duration or reach out to your CSM for help. If you need to add additional observations, please unhide the rows after Classroom 4. **Please do not delete or add any new rows or columns.**

3. Confirm all times in the final schedule in blue on the right and make adjustments as needed.

What does a typical Learning Walk look like?

DEFINE: This 90-120 minute section gives our coaches time to norm the Learning Walk process, align on walkthrough tools, and identify key look fors and evidence.

EXPLORE: Classroom visits total a maximum of 30 minutes each, with 15 minutes maximum for each classroom visit with the walkthrough tool, and 10-15 minute 'hallway huddles' between visits to align on evidence and start to identify classroom trends.

BUILD: This 120-minute section allows our coaches to reflect on the process of Learning Walks and aggregate data to discover classroom trends.

TRY, MEASURE, LEARN: Participants leave with some potential next steps and trends that can help them to replicate this process and build support plans for teachers.

How would you like to identify this session/group? (school name, grade level, etc)	Event Location Name	Event Location Address
Your Jewish Day School		

What time will this event start?	8:30 AM
Event end time	3:00 PM

How long will each observation last? We recommend 15 minutes, but no less than 10 minutes.	15				
Teacher name	Grade	Room	Observation Start Time	Hallway Huddle* Start Time	Please be sure to enter observations in the order they will occur.
Teacher 1			10:30 AM	10:45 AM	
Teacher 2			10:55 AM	11:10 AM	
Teacher 3			11:20 AM	11:35 AM	
Teacher 4			11:45 AM	12:00 PM	
Teacher 5			12:10 PM	12:25 PM	
LUNCH (adjust around observations)			12:30 PM	1:00 PM	

*A Hallway Huddle is a 10-15 minute debrief held after each observation

Please review the final schedule below. If any changes need to be made to session times or classroom observation times, please adjust the charts to the left and your changes will be reflected below.				
8:30 AM	10:30 AM	Morning session		
10:30 AM	10:45 AM	Classroom Visit 1	Teacher 1	
		Hallway Huddle 1		
10:55 AM	11:10 AM	Classroom Visit 2	Teacher 2	
		Hallway Huddle 2		
11:20 AM	11:35 AM	Classroom Visit 3	Teacher 3	
		Hallway Huddle 3		
11:45 AM	12:00 PM	Classroom Visit 4	Teacher 4	
		Hallway Huddle 4		
12:10 PM	12:25 PM	Classroom Visit 5	Teacher 5	
		Hallway Huddle 5		
12:30 PM	1:00 PM	Lunch		
1:00 PM	3:00 PM	Afternoon session		