

10 Tips to Prepare for Conducting a Live CLASS Observation

1. Talk to the teacher you are observing to learn the schedule for the day. Depending on the policies in your organization, you may want to call the teacher ahead of time so you know what to expect and plan accordingly.
2. Show your certification card. It will let the teacher know that you are reliable.
3. Determine what you'll observe and what you won't observe. A great way to determine what to do is to follow Tip #1, and talk to the teacher about the schedule for the day to identify which activities will be codeable.
4. Wear casual and subdued clothing and jewelry. Be uninteresting to the children so they go back to their activities instead of focusing on you.
5. Bring only what you need. You're going to need to move around the classroom to see and hear what is happening.
6. Plan ahead for what you'll do if there are multiple teachers in the room. Remember that the goal is to code for the average experience of a child in the classroom. Usually you will spend most of your time focusing on the lead teacher, or the teacher who is interacting with most of the children, but you should observe any teacher that is interacting with children.
7. Reread your CLASS Manual. An observation is not the time to *study* your manual; it's the time to be able to navigate quickly and reference the material you need most. The goal is to take around 10 minutes to assign scores, so you'll need to be comfortable finding what you need and navigating CLASS language.
8. Calibrate. If it's been a while since you certified, you may want to consider calibrating. You'll view and code a classroom video and receive immediate feedback on your scoring—all online.
9. Know your weaknesses. After training and testing, you know the dimensions you struggle with most. Maybe you over-code Concept Development or under-code Productivity. Review exemplars in the Video Library in the dimensions that are most difficult for you so you know exactly what a high level score looks like in that dimension before collecting data.
10. If you plan to use the myTeachstone app to conduct your observation, make sure you have logged into the system and have taken the time to explore the technology. It's important to feel comfortable navigating the technology before

you arrive in the classroom. Curious about the app? Learn more about it and myTeachstone [here](#).