Quick Start Guide to Framework for Teaching Proficiency System

Welcome to Framework for Teaching Proficiency System!

This guide will help you quickly start using the system and get the most out of your experience. It might be helpful to print this guide for reference as you explore this system.

The Framework for Teaching Proficiency System (FFTPS) is a comprehensive system for attaining and demonstrating proficiency in using the Framework for Teaching for conducting observations.

If you are an observer...

1. The Framework for Teaching Proficiency System includes three product offerings for an observer:
   a. Observer Training—Observer Training includes 11 professional development modules that prepare you to conduct observations based on the Framework for Teaching reliably and effectively. The training modules explain the Framework for Teaching in detail using video of real classrooms to illustrate the full range of levels of
performance, prepare you to manage your bias when conducting observations, and provide you with opportunities to begin applying the Framework.

b. **Scoring Practice**—Scoring practice includes master-scored videos that you can use to prepare for real-world classroom observations. You will view videos of real classrooms, score them using rubrics, and compare your scores and rationale with those provided by an expert.

c. **Proficiency Test**—The Proficiency Test is designed to test your knowledge of the Framework for Teaching and its application to observe teaching performance with accuracy and consistency.

2. You have an unlimited amount of time (until your license to use this system expires) to review Observer Training and to practice using videos in Scoring Practice. You have two attempts at taking the Proficiency Test.

3. You have instant access to reports on your training, practice, and test attempts.

4. You can use this system from anywhere if you have access to the Internet, and proceed through the different offerings in any sequence; however, your school/district may require you to use them in a particular sequence. Check with your school/district administrator before you start to use the system.
Framework for Teaching Proficiency System Quick Start Guide

**Getting Ready:**

When you start to use the Framework for Teaching Proficiency System, you will be required to view several examples of classroom videos. Make sure your computer is set up correctly to view these videos.

1. Connect a headphone to your computer and test it to make sure you can hear audio clearly.

2. Use the built-in **Check Your System** feature to make sure your computer is configured correctly to use the Framework for Teaching Proficiency System. You can access System Check from your Home Page.
Using your Home Page:

The first screen you see when you log in is your Home Page. You can access all the important product features from your Home Page.

1. Account—Use this option to change your password.
2. Log Out—Click here to exit the system.
3. ? (Help)—Click on this icon to access help and technical support contact information.
4. Home—Click here anytime to return to this Home Page.
5. Observer Training—Click here to access training modules.
6. Training History Report—Click on the arrow to open the "accordion" and view a log of your training history.
7. Scoring Practice—Click here to view classroom videos and practice scoring them.
8. Scoring Practice History—Click on the arrow to see a log of your scoring practice and to compare your scores with master scores on practice videos.
9. Proficiency Assessment—Click here to start the test.
10. Proficiency Assessment Results—Click on the arrow to see a report on your current status on the two stages of the test and to see when you can take the test again if you have not completed both stages.
11. Teacher Orientation—
12. Quick Start Guide—To review this Quick Start Guide anytime, you can access it from your Home Page.
13. Check Your System—Use the Check Your System option to check your computer for technical compliance with the Framework for Teaching Proficiency System.
Framework for Teaching Proficiency System Quick Start Guide

1. Teacher Orientation Module
   Help teachers understand the Framework for Teaching.

2. Review the Quick Start Guide

3. Check Your System
   To use the Framework for Teaching Proficiency System, your computer setup must be optimized. Find out if it is.

4. Test it!

Observer Training
Deepen framework knowledge and its practical application in the classroom through interactive activities using master-scored videos. Includes Bias Awareness training.

Please complete by 06/30/2012

5. Training History

Scoring Practice
View classroom videos, score using a rubric, compare scores with the scores assigned by experts, and read the experts’ scoring rationale to improve your observation accuracy.

Please complete by 06/30/2012

6. Scoring Practice History

7. Proficiency Assessment Stage 1
Take the test and be rated for proficiency in classroom observational skills specific to your grade span based on the Framework for Teaching.

8. Proficiency Assessment Results

9. Test Status: Not Assessed
   Stage 1: 0 of 2 attempts, Not Started
   Stage 2: 0 of 2 attempts, Not Started

   Last Tested:
   Retest Between:

10. Teachescape
Navigating through Observer Training:

From the Training Menu you can access all of the Observer Training modules. We recommend that you complete the training modules in the sequence in which they are listed, starting with the Orientation to Observer Training. You may review any of the modules at anytime. The Orientation to Observer Training provides more information on how to approach your training and how the modules are organized.

On the last screen of each training module, click on the Continue with training link at the bottom of the screen to return to the Training Menu. There, you can select your next training module.
Watching Video and Scoring

Throughout the system, you will watch classroom videos, record evidence, code evidence by components, and score teaching practice. FfTPS includes a sophisticated video viewing experience with the objective of simulating a live classroom as closely as possible. Scoring Practice and the Proficiency Test provide powerful tools for recording and coding evidence and for assigning a score based on a rubric. The Observer Training will walk you through the process of applying the framework—gathering evidence, coding it, and assigning a level of performance—in a different way that allows us to provide you with helpful feedback during the process.

Step 1: Using Video Controls to Watch the Video

1. Use the play-and-pause control to allow yourself sufficient time to watch the video and record your evidence. You will have the opportunity to rewind and forward the video to watch it over again; however, in the Proficiency Test, you will only have the opportunity to watch it once to simulate the classroom observation experience.
2. Look at the timer to see the length of the video and how much of it you have watched.
3. Listen to the teacher's voice, the students' voices, or both.
4. Adjust the volume of the audio.
5. Double-click here to see an expanded view of the board.
6. Use these controls to zoom in on a specific part of the class.
7. Use these controls to pan across the class and view all students.
8. Double-click on any section of the class to zoom in and get a closer look at the students.
9. To see the students at the back of the class, double-click on them to zoom in. Double-click again or use the zoom control to zoom out and see the entire class.
10. Click here to zoom out of the board view.
## Step 2: Recording Evidence and Coding Components

| 1 | The teacher says “quiet please” twice |
| 2 | The teacher tells the students to settle down |
| 3 | Creating an Environment of Respect and Rapport |
| 4 | Establishing a Culture for Learning |
| 5 | Managing Classroom Procedures |

The teacher says “quiet please” twice and the teacher tells the students to settle down. These are recorded as evidence and associated with the components listed above.
1. Enter your evidence here and click on **Add**.
2. The evidence you entered is saved and displayed below the **Add** button.
   a. You can pause the video to allow yourself time to enter evidence.
   b. You can enter as many statements of evidence as you would like.
   c. When you are ready to start coding evidence to components, click on the evidence. The evidence statement will become highlighted in blue.
3. Check the boxes next to the components you would like to align to that statement of evidence.
4. The number of components you select is displayed as **Selected Components** just below the evidence statement. We recommend that you match each statement of evidence with at least one component. If you choose not to, you will still be able to view both coded and uncoded evidence while assigning a score for each component.
5. You can click on **Edit** and **Delete** to manage the evidence.
6. When you are ready to score the evidence, click on **Score**.
Step 3: Examining Your Evidence and Scoring on a Rubric

2a Creating an Environment of Respect and Rapport

Evidence coded to this component:
Assign a score by clicking on the appropriate level of performance for the component

Hide evidence not coded to this component:
Teacher calls class to attention
Teacher calls class to attention
Teacher calls class to attention

Unsatisfactory
Basic
Proficient
Distinguished

Quit Assessment
1. The system presents each component in order and allows you to assign a score.
2. Examine evidence you had previously coded to this component.
3. You can also examine evidence that you have not coded to the specific component.
4. Assign a score by selecting the correct level of performance. Make the selection carefully because you cannot change the score for the component after you click on the **Next Component** button.
5. Click on **Next Component** to assign a score to the next component.
6. When you have assigned a score to all components, click on **Submit**.
**Working with Reports**

1. You can view reports on your Home Page using the "accordion." Reports aligned to Observer Training, Scoring Practice, and Proficiency Assessment are placed right below that product offering on your Home Page. To view the report, click on the arrow on the "accordion." When the “accordion” is open, you can view the report. To close the report, simply click on the arrow again.

2. You can also download the report and print it.
Using Teacher Orientation

Before you conduct classroom observations, we recommend that you provide teachers with information about the process and the criteria that are used as the basis for the observations. The Teacher Orientation available in the system contains resources for you to use to explain the Framework for Teaching and how the Framework is used to conduct observations.

You can access the Teacher Orientation on your Home Page. We recommend that you download onto your computer all of the resources that you plan to use before you start your presentation to teachers.
If you are a system administrator…

1. The Proficiency System allows you to manage and maintain users in your school/district.
   a. To search for any one user, start to enter the name of the user in the Search for a User box. All possible matches will be displayed. Click on the name of the user you wish to see.
   b. To see a list of all users, click on the View Users link.
   c. You invite one new user, or invite multiple users. You can also see the number of licenses available in your school/district before inviting users.
   d. To invite one user, enter first and last name of the user, district-assigned email (not a commercial email such as Yahoo or Gmail) and carefully select the grade span. The grade span selection determines the grades of the classroom videos displayed in the system for that user.
   e. To invite multiple users, prepare a CSV file containing user email only. Prepare one file for each grade span. Then click on Invite Multiple Users link and upload the file.
f. The system automatically sends the users an email containing a link to login and register to use the system.

2. The Framework for Teaching Proficiency System offers access to aggregate and individual observer reports. The reports provide actionable information on the use of the system and observer proficiency, which helps inform future professional development needs in your school/district. Use the "accordion" controls to open and view different aggregate reports. To open an "accordion," simply click on the arrow on the left. To close it, click again on the arrow.

3. The date range for which the report is created is displayed above the report.

4. Some reports offer a way to apply additional filters/views such as grade span (Choose One).

5. A system administrator's view of reports shows data aggregated for the school/district. The system administrator can click on View...
Full Report to expand the report and view names of observers represented in that report. You can click on any one observer to view individual reports for that observer.