

WVAdultEd/SPOKES/AE Blended/ESOL/ODTP/SPOKES ONLY Instructor Pre-Service Video Observation Report Instructions

The purpose viewing a class video is to expedite Pre-Service in cases when observing a class site is not feasible. The videos chosen reflect similar class structures in Adult Education. The idea is to observe a WVAdultEd class that is similar to a class in which you will work and examine how it is structured. Your task is not to evaluate the instructor, but rather to shadow his/her activities and observe how this class runs. Follow the process below:

- ☐ Download & Print the **Video Observation Report** (this form) form prior to viewing each video.
 - You may want to take notes on a hard copy and then complete the electronic form later.
 - **Adult Ed/SPOKES** instructors complete a **Video Observation Report** for the following Videos:
 - Mindset
 - Persuasive Writing
 - Whole Brain Teaching
 - Explicit Instruction
 - **ESOL** instructors complete a **Video Observation Report** for the following Videos:
 - ESL
 - ESL Phonics
 - ESL Word Stress
- ☐ Save each file to your computer or data storage device before you begin answering questions.
 - Go to the top left and select "Save As". Name each form as follows: video title first initial last name For example: mindsetpyoung
 - A dialog box will open. Select the location where you want the file saved (either My Documents, Desktop, or to a data storage device location). Be sure you change the location. Otherwise, your file will be saved to a temporary location and will not be able to be retrieved.
 - Also in the dialog box, make sure the file name *Video Observation Job Shadowing* is showing. Click on "Save."
 - Make note of the location to which you saved the file so you will know where it is located when you are ready to work on it.
- ☐ Fill-in the required information and click on "Save" again to save your work to your computer or data storage device.
- ☐ Upload your Video Observation Reports to the Schoology site.
 - Login to www.schoology.com.
 - Click on courses and choose "FY20 WV Pre-Service Participant Site".
 - Go to the *Observation/Job Shadowing Assignment* and click "Submit Assignment".
 - Click on the "File" icon
 - A dialog box will open. Select the location where your file saved. Double-click on your selected file and click "Submit". Submit each Video Observation.
- ☐ If you have problems, contact:
 - Pam Young, Special Projects Coordinator
 - Phone: 304-766-0011
 - Fax: 304-766-0022 Email: pbryan@k12.wv.us

WVAdultEd Pre-Service Video Observation Class Visit Report

Observer: _____ Date: _____ Time: _____

Instructor Observed: _____ Video URL: _____

Type Observed: ☐ Mindset ☐ Explicit Instruction
☐ Persuasive Writing ☐ ESL ☐ ESL Word Stress
☐ Whole Brain Teaching ☐ ESL Phonics & Rhyme ☐

Review the Sharon Bowman's website at Bowperson.com

Here is a link to [A Quick Guide to 4C's Map](#) which is taken from her book titled *Training from the Back of the Room*. This graphic will give you an overview of how you should be delivering instruction. (You need to plan on taking the SEAL training which utilizes these resource early on in your career.)

Questions for you to fill out about the video class:

What type(s) of instructional strategies do you observe happening?	Type:	Yes	No
Notes:	Large Group		
	Small Group		
	Cooperative Learning		
	Computer-assisted		
	One-on-One Tutorial*		
	Individualized*		
*This type of instruction is not what you should be observing for your class visit. If this happens explain why there is not a group lesson this day.			

Observe the following:	Describe What You Observe or Discover
4C's Connecting Activity: What did the teacher do to activate the students prior knowledge about the subject with regard to the students goals:	
Concepts: How did the teacher present the information to the students?	

Observe the following:	Describe What You Observe or Discover		
Concrete Practice: How did the students practice or use the information presented in the lesson?			
Conclusions: How did the students summarize and evaluate their learning?			
Examine the texts and/or software, computer website, etc. used to present the lesson. What did the instructor use? Specify.			
Reflect on the lesson and what you observed. What did you learn that you could use in your classroom?			
After you view the video:			
What types of students are present in the learning center or classroom?	Type:	Yes	No
Notes:	General Adult Ed		
	TANF Recipient		
	English Language Learner		
	Youth		
	Incarcerated		