

## CAP Virtual Observation Checklist



### Pre-Visit

#### Liaisons:

- Schedule visit date** (CAP Office can assist if requested)
  - Ask instructor if there will be time before/after class to talk about expectations and/or how things went. If so, be sure to schedule the Zoom meeting to start at the pre-observation time and end when an after-class discussion would conclude.
  - *Even if a pre-observation conversation isn't possible, your Zoom meeting will need to start at least a few minutes before the actual class time to give the instructor/you a chance to work out any issues with the audio or visual set-up.*
- Send Zoom meeting link to instructor & CAP Office** as a back-up
  - **Be sure that your Zoom account will not record the observation.** (We do not have student/parent or school permission to record observations.)
- Watch for the instructor email with classroom setup details** as well as the normal items (syllabus, assessment pieces). If possible, review in advance of the observation.
- Swap cell numbers just in case something goes awry.**

#### Instructors:

- If at all possible, **procure a secondary laptop** with microphone and camera to be placed somewhere in the classroom that can capture both your teaching, the board/screen and students' discussions with you. This might be on a desk in the front row and or might be off to the side. If a secondary laptop is not available, a cell phone with the Zoom app may also be utilized, but a practice session is highly recommended to be sure the camera angle is wide enough to cover the classroom.
- Email your liaison with **information about your classroom set-up**
  - Location of camera and microphone
  - The view the liaison will have (the board, the students, something in the middle)
  - The larger set-up of your room this year: where/how students are seated, whether students are masked or not during class, the number of students you expect in the room, whether anyone is at home learning through live-streaming of the day's lesson
- Email course materials** to the liaison
  - Objectives and activities for the day, as well as a few sentences about relevant material covered in prior lessons
  - Current syllabus
  - Assessment pieces (graded student work, copy of lesson or exam, etc.)

#### CAP Office:

- If the CAP Office is alerted to the date of the observation, a reminder email will be sent to both the liaison and the instructor one day before.

## Day-Of

### Both Liaison & Instructor

- If holding a pre-observation meeting, be sure to log in earlier; if plans change, be sure to stay in touch with one another.**
- If time only allows for the course observation, **plan to log in about five minutes before class starts** to be sure everything is working correctly.

## Post-Visit

### Liaison

- If there was not a time to talk before or after the observation, **schedule an alternate time to talk and/or send a follow-up email about the visit.** (This does not replace the formal observation form.)
- If not reviewed prior to the observation, **look over the syllabus and assessment pieces.**
- Complete virtual observation visit form and submit to CAP Office** with the syllabus and assessment pieces.