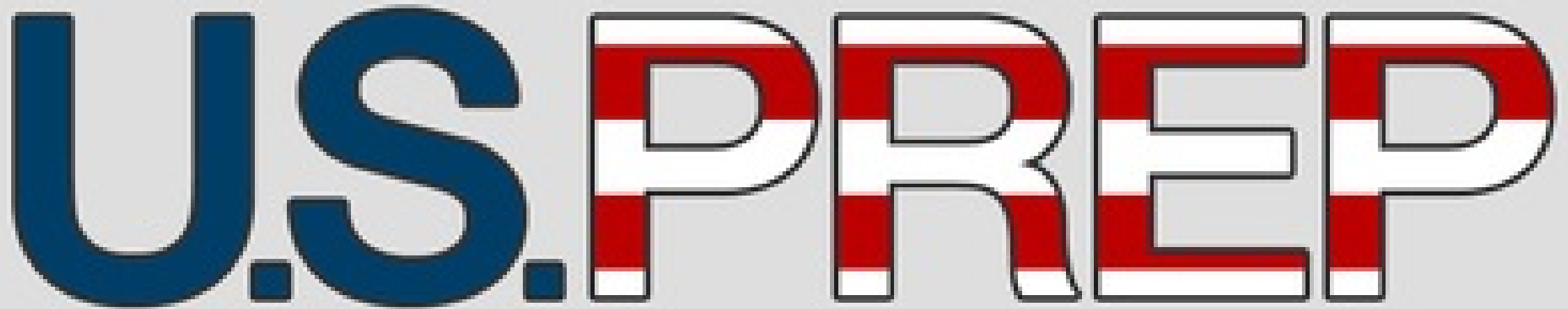


# CLASSROOM WALKTHROUGH FORM PORTAL AND DASHBOARDS

The logo for U.S. PREP features the letters 'U.S.' in a solid dark blue font, followed by a period. The letters 'PREP' are in a white, outlined font with horizontal red stripes, resembling the American flag. The entire logo is set against a light gray rectangular background.

U.S. PREP

Central Data Center Help Guide

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

The screenshot shows the Texas Tech University website. At the top, the URL is [educprime.educ.ttu.edu/forms/EDUCDataTeam/UndergraduatePortal.aspx](http://educprime.educ.ttu.edu/forms/EDUCDataTeam/UndergraduatePortal.aspx). The Texas Tech University logo and name are centered, with navigation links for A-Z Index, Directory, and Raiderlink on the right. A red navigation bar contains links for Admissions, Costs & Aid, Majors & Colleges, Research, Alumni Community, Campus Life, Athletics, and About TTU. Below this is a grey bar with links for About, Programs & Majors, Our People, News & Events, Centers, Institutes & Research, Scholarships, Alumni & Friends, and Contact Us. The main content area features a sidebar menu on the left with items: Education Home, Data Team Homepage, About Us, Graduate Data System, TechTeach Data System (highlighted with a red box and a mouse cursor), Portal to enter data, Dashboards, TTU Resources, Help, and Data Team Help Desk. The main content area is titled "TECHTEACH PORTAL" and contains a welcome message and a list of buttons: Add New A&E Scores, Modify Incorrect Scores, US Prep Code System - PA's, Classroom Walkthrough Form (highlighted with a red box), and Professionalism Rubric. At the bottom left, contact information for the Data Team Webmaster is provided.

This is the primary navigation web page for the College of Education Graduate Dashboards and Portals in which scores are entered. The quickest way to get to this page is to go to this link:

<http://educprime.educ.ttu.edu/forms/EDUCDataTeam/Homepage.aspx>

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

**TEXAS TECH UNIVERSITY**

**eRaider Sign-in** [Help](#)

Username

Password

[Forgot password?](#)

[Forgot username?](#)

[Set-Up Account](#)

Use of TTU Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTU is required by the State of Texas to notify you of the following: A) Unauthorized use is prohibited, B) Usage may be subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

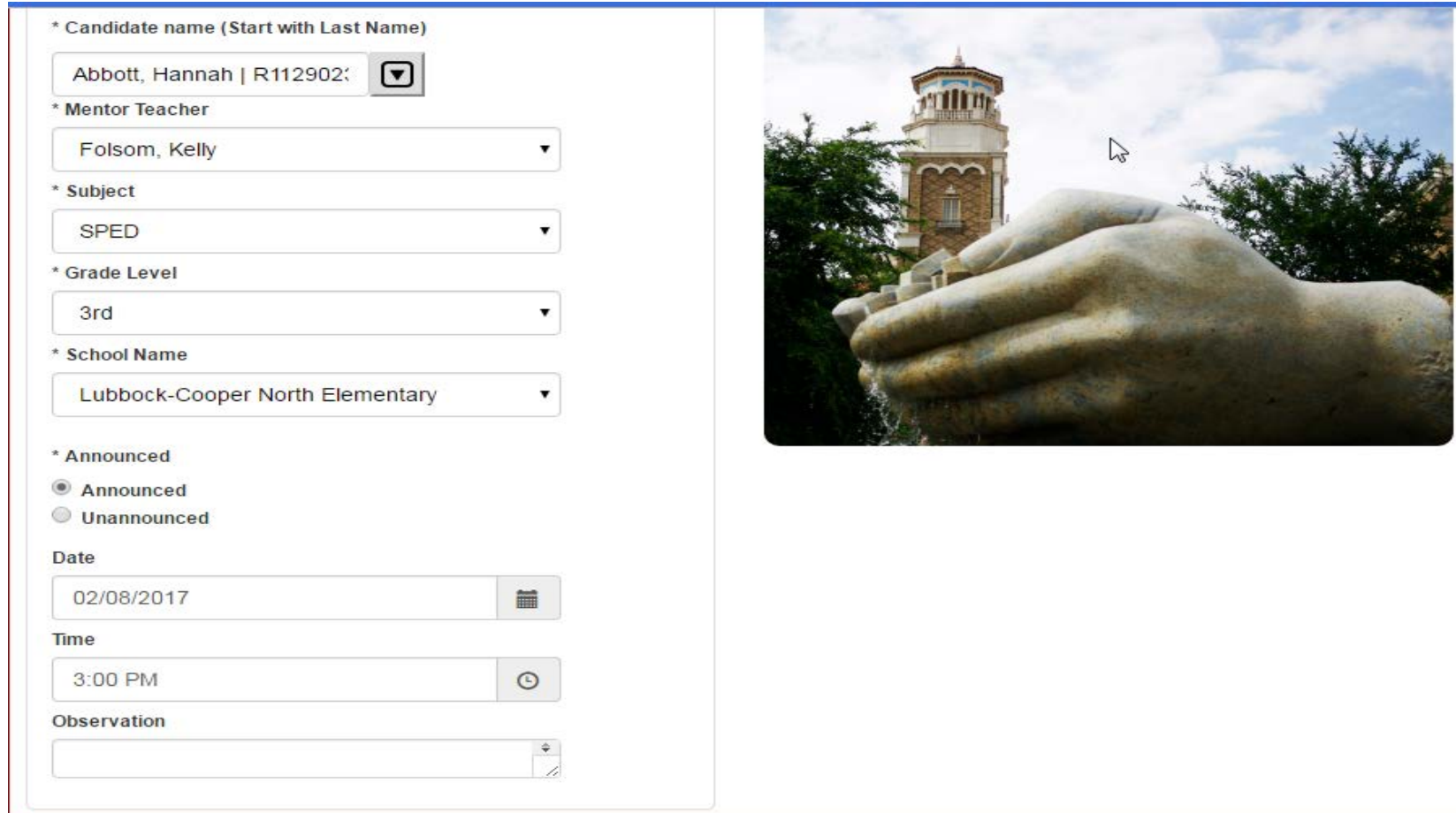
**STRIVE FOR HONOR**  
*Academic Integrity... Quality Enhancement*

©2006 Texas Tech University | All Rights Reserved | Compliance with the DMCA | Policy Information | Texas Homeland Security | Statewide Search | State of Texas | Compact with Texans

#### Instructions:

1. On clicking the 'Classroom Walkthrough Form' portal in the TechTeach portals page, you will be redirected to eRaider login page for authentication.
2. Login with your eraider username and password.

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots



\* Candidate name (Start with Last Name)

Abbott, Hannah | R112902:

\* Mentor Teacher

Folsom, Kelly

\* Subject

SPED

\* Grade Level

3rd

\* School Name

Lubbock-Cooper North Elementary

\* Announced

Announced

Unannounced

Date

02/08/2017

Time

3:00 PM

Observation



#### Instructions (Continued...):

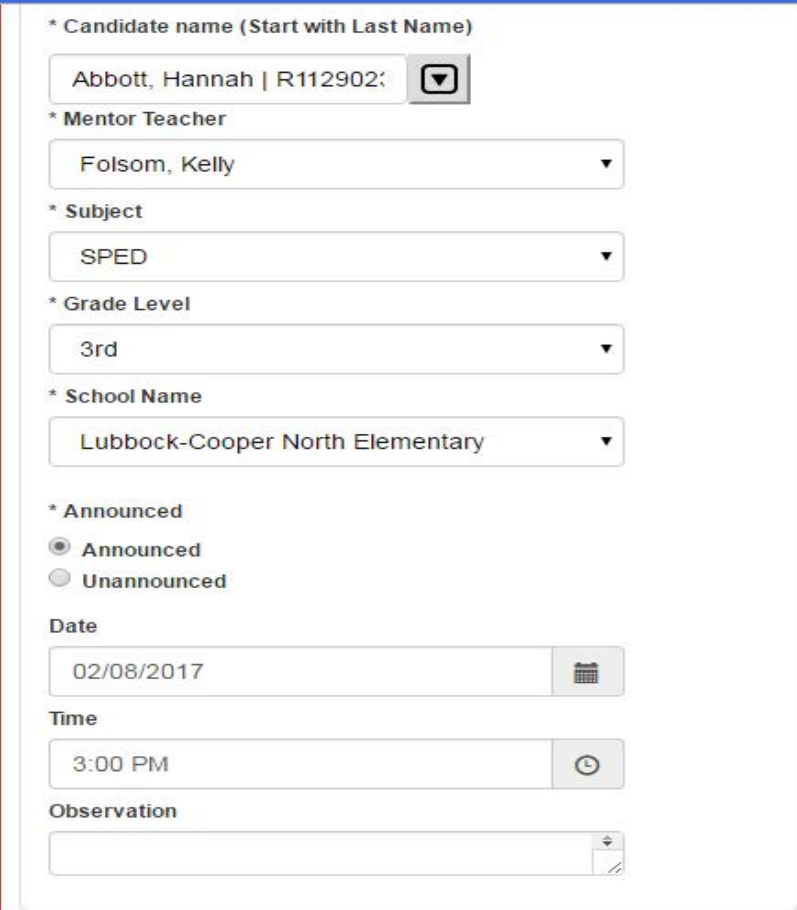
3. After successful login, you'll see a page as shown in the picture. Here, select the Candidate name from the dropdown by clicking on the drop-down button.

4. Then select the 'Mentor Teacher'. Based on the selection of previous field (Candidate name), the allowed values for this field are auto-populated from toolbox.

5. Then select the 'Subject'. Based on the selection of previous fields (Candidate name and Mentor Teacher), the allowed values for this field are auto-populated from toolbox.

Note: In this form, all the fields marked as '\*' are mandatory and other fields are optional.

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots



\* Candidate name (Start with Last Name)  
Abbott, Hannah | R112902: [v]

\* Mentor Teacher  
Folsom, Kelly [v]

\* Subject  
SPED [v]

\* Grade Level  
3rd [v]


\* School Name  
Lubbock-Cooper North Elementary [v]

\* Announced  
 Announced  
 Unannounced

Date  
02/08/2017 [calendar icon]

Time  
3:00 PM [clock icon]

Observation  
[text area]



Note: In this form, all the fields marked as ‘\*’ are mandatory and other fields are optional.

#### Instructions (Continued...):

6. Then select the ‘Grade Level’. Based on the selection of previous fields (Candidate name, Mentor Teacher, Subject), the allowed values for this field are auto-populated from toolbox.

7. Then select the ‘School Name’. Based on the selection of previous fields (Candidate name, Mentor Teacher, Subject and Grade Level), the allowed values for this field are auto-populated from toolbox.

8. Then select value for ‘Announced’ field. It’s a radio button. So, you can select either ‘Announced’ or ‘Unannounced’.

9. Then select the ‘Date’ and ‘Time’ fields based on the date and time at which this form is being filled and submitted.

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

Instructions (Continued...):

10. Then select the 'Co-teaching Approaches Observed' field value using the drop-down (as shown in the picture).

11. Then select 'Lead Role' field. It's a radio button. So, you can select either 'Teacher Candidate' or 'Mentor Teacher'.

12. Then mention any comments applicable based on the 'Lead Role' selection. (Optional)

\* Co-teaching Approaches Observed:

Teach / Observe

\* Lead Role

Teacher Candidate

Mentor Teacher

Comments

Enter comments

List of allowed values for 'Co-teaching Approaches Observed' field:

\* Co-teaching Approaches Observed:

Teach / Observe

-- Select --

Teach / Observe

Teach / Assist

Alternative Teaching

Team Teaching

Parallel Teaching

Station Teaching

Note: In this form, all the fields marked as '\*' are mandatory and other fields are optional.

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

List of allowed values for  
'Reinforcement' and  
'Refinement' fields:

- Select –
- IP
- S&O
- PIC
- A&M
- AF
- MSB
- Q
- MS
- LS&P
- G
- TKS
- T
- TCK
- PS
- Other
- N/A

\* Reinforcement (Area of Strength)

S&O

Reinforcement Comments

Excellent in S&O

\* Refinement (Area of Weakness)

IP

Refinement Comments

Need to improve in IP

Instructions (Continued...):

13. Then select the 'Reinforcement (Area of Strength)' from the drop-down list provided and mention any comments related to that in the 'Reinforcement Comments' text box (as shown in the picture).

14. Then select the 'Refinement (Area of Weakness)' from the drop-down list provided and mention any comments related to that in the 'Refinement Comments' text box (as shown in the picture).

Note: In this form, all the fields marked as '\*' are mandatory and other fields are optional.

### CLASSROOM WALKTHROUGH FORM PORTAL – Screen Shots

#### Instructions (Continued...):

15. Then select the value for the 'Follow-up' field (as shown in the picture).

16. Then click on 'Submit'. After the Site coordinator has submitted the form, it's automatically emailed to the student by copying the Site coordinator in that email.

⌵

\* Follow-Up

No follow-up required

Contact me immediately

Contact me by the end of the week

See comments for follow-up

**Submit**

---

Note: In this form, all the fields marked as '\*' are mandatory and other fields are optional.



### Instructions:

1. As shown in the picture, you have a couple of options- one with Evaluator and other with Admin. You can choose the one you need based on the following:

a. 'Classroom Walkthrough Report- Evaluator' (numbered as '1' in the above picture) is the dashboard for use by individual students. A security feature is added such that, each student can view only his/her corresponding information in the Dashboard. They cannot access/view other students dashboard.

b. When 'Classroom Walkthrough Report- Admin' (numbered as '2' in the first picture) is the dashboard for use by Admins or the set of people who needs access to information to all the students. A security feature is added such that, the person who have Admin rights have access to the information of all the students and can see their data in this Dashboard.

## CLASSROOM WALKTHROUGH FORM DASHBOARDS

The screenshot shows the Texas Tech University website header with the logo and navigation menu. Below the header is a red navigation bar with links for Admissions, Costs & Aid, Majors & Colleges, Research, Alumni Community, Campus Life, Athletics, and About TTU. A search bar is located on the right side of the header. The main content area is titled "TECHTEACH DASHBOARD VISUALS" and contains a list of dashboard options: Enrollment Management, State and Federal Reporting, Competency Trends, Achievement Data, TTU Curriculum, Bi-Weekly Logs, and Toolbox Data. A red box highlights the "Classroom Walkthrough" section, which includes two options: "Classroom Walkthrough Report - Evaluator" (numbered 1) and "Classroom Walkthrough Report - Admin" (numbered 2). A mouse cursor is pointing at the "Classroom Walkthrough" header.

Education Home  
Data Team Homepage  
About Us  
Graduate Data System  
TechTeach Data System  
TTU Resources  
Help  
Data Team Help Desk

• Texas Tech University  
College of Education, 3008  
18th Street, Lubbock, TX  
79409-1071  
• 806-742-1997  
• DataTeam Webmaster

**TECHTEACH DASHBOARD VISUALS**

- Enrollment Management
- State and Federal Reporting
- Competency Trends
- Achievement Data
- TTU Curriculum
- Bi-Weekly Logs
- Toolbox Data

**Classroom Walkthrough**

- Classroom Walkthrough Report - Evaluator 1
- Classroom Walkthrough Report - Admin 2

## CLASSROOM WALKTHROUGH FORM DASHBOARDS

### Central Data Center Help Guide

#### Instructions (Continued...):

TEXAS TECH UNIVERSITY  
College of Education

### 1 Classroom Walkthrough

Lead F: Mentor... (All) [x] Mentor Teacher [x] Teacher Candidate

Teacher Candidate: (All)

Mentor Teacher: (All)

Evaluator Name: (All)

Co Teaching: (All)

Announced: (All)

Subject: (All)

Grade Level: (All)

School: (All)

Observation Date: 7/13/2016 1:30/2017

Candidate	Mentor Teacher	Co Teaching	Reinforcement	Reinforce Comment	Refinement	Refine Comment	Co Teaching Comment	Followup
[REDACTED]	[REDACTED]	Teach / Assist	AF	TC gives feedback practice, asks students to tell he..	N/A		MT teaching First...	No follow-up required
[REDACTED]	[REDACTED]	Teach / Assist	Other	Starting class and getting them in a seat.	N/A		I observed TC direct the intervention class to eat breakfast ...	No follow-up required
[REDACTED]	[REDACTED]	Teach / Assist	PIC	TC was using clear and concise communication when explaining L...	MSB	Maybe try just squatting beside the desk to assist, so that y...	Both MT and TC were assisting students with work. MT was in ...	No follow-up required
[REDACTED]	[REDACTED]	Teach / Assist	AF	You did a lot of one on one tutoring with each of the students in ...	Other	When I asked you to tell me something that is going really well.	Thank you for having a great attitude about your mentor teach...	No follow-up required
[REDACTED]	[REDACTED]	Teach / Assist	A&M	Nice use of manipulatives.	MSB	Way to rally those kids!	Good job!	No follow-up required
[REDACTED]	[REDACTED]	Alternative Teaching	AF	Good AF with correcting capital letters. "Since this is in the middle w...	Other	I will share your MT feedback with you next week (when I g...	Hi Charisse! So glad you are working with students in the b...	See comments for fol...
[REDACTED]	[REDACTED]	Station Teaching	AF	Continue to circulate during instructional activities, as you ...	LS&P	Proficient Lesson Structure and Pacing includes the descriptor, "...	Mentor teacher was at teacher table with one student, but facili...	No follow-up required
[REDACTED]	[REDACTED]	Station Teaching	Q	While working with students you provided questioning that ...	MSB	I wonder how establishing the rules for learning and behavior co...	Students were in Guided Reading rotations. MT was working with a gr...	See comments for fol...
[REDACTED]	[REDACTED]	Teach / Observe	N/A		N/A		MT is leading the class in teaching a science lesson for Dr. Pantoya. TC...	See comments for fol...

2

Undo Redo Revert Refresh Pause \*Original View Edit Share Download

2. This picture shows, the dashboard when accessed via 'Classroom Walkthrough Report-Admin' option. A couple of things to note about this dashboard are:

- Filters (numbered as '1' in the picture) can be used to filter out the data and get the required report. For instance the picture shows, 'Lead roles' filter is set to 'Mentor Teachers' so, only Lead roles with mentor teachers are shown in the report.
- After the required filters are set, you can download the data you need just by clicking the 'Download' button (numbered as '2' in the picture).
- Similarly, you can access the 'Classroom Walkthrough Report- Evaluator' Dashboard to see individual student information.



Central Data Center Help Guide

## How to reach us ?

In case you have any reporting problems or more functionality is needed, please email the Director of Data Team at College Of Education : Alan Sukin - [alan.sukin@ttu.edu](mailto:alan.sukin@ttu.edu)

A white, rectangular card is positioned at an angle, resting on a bed of vibrant autumn leaves. The leaves are in various stages of fall, showing shades of red, orange, and yellow. The card features the words "Thank You" written in a black, elegant cursive font. The card is slightly propped up on its right side, creating a three-dimensional effect. The overall scene is warm and celebratory, typical of a Thanksgiving or autumn-themed card.

Thank You