

## Guidance for EDST Formal Observations during Remote Instruction

The **2020-2021 Distance Learning Side Letter between LA Unified and United Teachers Los Angeles** includes the following option for EDST formal observation:

“...Employees being evaluated may submit a video of their lesson to their evaluator in lieu of a formal evaluation observation while assigned to do full remote instruction.”

For the Formal Observation Cycle, teachers may choose to:

- (1) be observed during live synchronous instruction or
- (2) submit a video recording of the teacher delivering live synchronous instruction.

This job aid includes guidance for either of these options.

### Formal Observation of Live Synchronous Instruction

The formal observation of synchronous instruction delivered remotely will be nearly identical to formal observation of in-person instruction - transcription of evidence, alignment to the teacher's seven elements, rating. Primary differences will be the requirement for teachers to supply the online instruction link/password (e.g., Zoom, Google Meets) and admit the administrator to the online classroom when requested.

### Submission of Video Recorded Live Synchronous Instruction

Formal observation by video submission requires additional conversation and planning between the teacher and administrator. Consider the following requirements when planning a video-recorded lesson.

1. Prior to video-recording a lesson delivered remotely, the teacher must get a **signed [parent/guardian consent and release](#)** from the parent of each student included in the video-recorded lesson.
2. Teachers must notify their evaluating administrator in advance of the pre-observation conference that they plan on submitting a video-recorded lesson in lieu of a live synchronous observation.
3. As per guidance from the Office of General Counsel, no recording shall be made through the Zoom platform as doing so may not meet FERPA requirements. Appropriate methods may include using a smart phone, tablet, or camcorder available to the teacher.
4. The video-recorded lesson must be an unedited recording of synchronous remote classroom instruction delivered to students during their instructional day.
5. When video-recording a lesson for the formal observation, no single lesson may be delivered to students more than once. For guidance on selecting from multiple video-recorded lessons, review the content in the blue box at the end.
6. A lesson plan that covers the recorded lesson must be created in advance of the lesson and submitted to the administrator no later than the day before the pre-observation conference. The lesson plan should match the video of the lesson that will be submitted
7. To meet the requirements of the post-observation conference timelines, the video link must be added to MyPGS within 24 hours after the lesson. The administrator must conduct the post-observation conference within 10 working days of receiving notification of lesson submission.

The table on the next page includes recommendations for Formal Observations conducted during remote instruction using either synchronous observation of remote instruction or video submission of remote instruction.

## Recommendations

Step	Synchronous Remote Instruction	Video Submission
Observation Scheduling	Administrator uses the <i>Observation Scheduling</i> step to calendar the pre-observation conference, the observation, and the post-observation conference.	Administrator uses the <i>Observation Scheduling</i> step to calendar the pre-observation conference and the post-observation conference. <i>The teacher will provide the administrator the date the video-recorded lesson is planned.</i>
Lesson Plan	Teacher submits a lesson plan <i>for the formal observation</i> at least one day before the pre-observation conference.	Teacher submits a lesson plan <i>covering the lesson they will video-record</i> at least one day before the pre-observation conference.
Pre-Observation Conference	One to three days <i>prior to the observation</i> , teacher and administrator meet to discuss the lesson plan.	One to three days <i>prior to the planned observation date(s)</i> , teacher and administrator meet to discuss the lesson plan.
Observation	Administrator collects evidence while observing the teacher's synchronous delivery of instruction.  The lesson should be 20-60 minutes in length to ensure sufficient evidence to represent the teacher's practice.	Teacher records lesson using means of video/audio capture, e.g., smart phone, digital camera. The audio and video of the recording must be clear, audible, and unedited, and 20-60 minutes long to ensure sufficient evidence. It includes both teacher and student statements/actions. Teacher shares a link to the video-recorded lesson via MyPGS and administrator collects evidence from submitted video as he/she would with any observed lesson.
Teacher Reflection	Teacher reflects on the <i>observed lesson</i> . In addition, teacher may collect student work products or teacher feedback to students given after the lesson.	Teacher reflects on the <i>video-recorded lesson</i> . In addition, teacher may collect student work products or teacher feedback to students given after the lesson.
Post-Observation Conference	After the <i>observed lesson</i> (no more than 10 working days), the teacher and administrator meet to debrief the lesson.	After the <i>video-recorded lesson is submitted</i> (no more than 10 working days), the teacher and administrator meet to debrief the lesson.
Ratings	Using the aligned, collected evidence and the rubrics of the <i>Teaching and Learning Framework</i> , the administrator enters ratings for the teacher's seven focus elements.	Using the aligned, collected evidence and the rubrics of the <i>Teaching and Learning Framework</i> , the administrator enters ratings for the teacher's seven focus elements.

### Instructions for video submission:

1. Record audio and video of synchronous instruction using camcorder, smart phone, or other device.
2. Save the recorded lesson on Google Drive using the LAUSD Single-Sign-on. Do not save recorded lessons under your personal account or distribute the video in any other manner.
3. Select the video-recorded lesson for submission as the formal observation and copy the link.
4. Open your evaluation plan in **MyPGS** (<http://lausd.truenorthlogic.com>) in the *My Evaluation Plan* tab.
5. Click on the *Lesson Plan and Formal Observation* tab.
6. Click *(Optional) Formal Observation Video Link*.
7. Click the *Edit* button and paste the Google link of the video-recorded lesson into the text box. Please note that while the text box appears short, it will accommodate a long link. Once you save that activity, an automatic email will be sent to your administrator that the activity is complete.

### A note about multiple video-recording attempts

While most teachers submitting a video-recorded lesson will record only one planned lesson, some may consider recording multiple lessons and submitting the one video that best matches their practice. In this case, recordings must be of different lessons, delivered to different students, or consisting of different segments of a multi-part lesson, i.e., no single lesson may be delivered more than once to the same group of students. Regardless of how many lessons are recorded, only one lesson will be submitted as the formal observation. Recommended practice is to record a sequence of lessons over a pre-determined 5-day period.

The lesson plan in the case of multiple video-recording attempts must be provided **in advance** and must match the video that is submitted. Recommended practice for lesson planning is for the teacher to design a lesson plan that covers the full lesson sequence, or the progression of instruction over the assigned period of time, rather than a single lesson.