Using Google Tools in the Teacher/Instructional Coach Feedback Loop

What do we need to know?

- What is effective feedback?
- How do you focus your feedback?
- How do you organize data and notes to be used for feedback?
- How is time structured for timely and personal feedback loops?

Goal-referenced

Concrete, Specific, Useful

How Do You Focus Feedback?

Develop questions for your form

- Gather data on fidelity to program
- Review data in small leadership team & find leverage point
- Share data and leverage point with whole team
- Develop questions for data gathering

Google

Search Drive

Drive

My Drive > Professional > Management > Forms 2014 > Staff Forms

Name ↑	Owner	Last modified	File size
Active Supervision Observation (Responses)	me	Feb 2, 2015	—
Certified Staff Observation (Responses)	me	Mar 24, 2015	—
Classified Staff Observation	me	Mar 24, 2015	—
End of the Year Party at Tiffany's!	TIffany O'Donnell	Jun 1, 2015	—
End of the Year Party at Tiffany's! (Respon...	TIffany O'Donnell	Jun 5, 2015	—
NOTES Observations	me	May 11, 2015	—
PAX Implementation Check	me	Jun 15, 2015	—
PAX Implementation Check (Responses)	me	Jun 15, 2015	—
SFA Focus Goal Winter 2015	me	Jun 15, 2015	—

NEW

My Drive

Shared with me

Google Photos

Recent

Starred

Trash

807 MB used (5%)
Buy more storage

Staff Forms

Details   Activity

Type   Google Drive Folder
Location   Forms 2014
Owner   me
Modified   Nov 17, 2014 by me
Opened   3:05 pm by me
Created   Nov 17, 2014

Add a description

File   Edit   View   Insert   Responses (0)   Tools   Add-ons   Help

Send form

↶ ↷   **Edit questions**   Change theme   ⊡ View responses   🌐 View live form   ⌃

▾ Form Settings

☐ Show progress bar at the bottom of form pages

☐ Only allow one response per person (requires login) ⑨

☐ Shuffle question order ⑨

Page 1 of 1

Untitled form

Form Description

⠿

✎ ⧉ 🗑

Question Title   [Untitled Question]

Help Text   [   ]

Question Type   [Multiple choice ▾]   ☐ Go to page based on answer

○ [Option 1   ]

○ [Click to add option   ]   or Add "Other"

▸ Advanced settings

Question Title	Teacher
Help Text	

Question Type: **Choose from a list ▾** ☐ Go to page based on answer

1. Brigham, T ✕
2. Chapman, G ✕
3. Devereaux, K ✕
4. Durham, J ✕
5. Gardner, E ✕
6. Gardner, R ✕
7. Gordon, D ✕
8. Gordon, P ✕
9. Hale, K ✕
10. Harriger, D ✕

↶ ↷   Edit questions   Change theme   ⊞ View responses   🌐 View live form   ⌃

✎ 📋 🗑

Question Title | Teacher |

Help Text | |

Question Type   [Choose from a list ▾]   ☐ Go to page based on answer

⠿ 1. | Brigham, T | x

⠿ 2. | Chapman, G | x

⠿ 3. | Devereaux, K | x

⠿ 4. | Durham, J | x

⠿ 5. | Gardner, E | x

⠿ 6. | Gardner, R | x

⠿ 7. | Gordon, D | x

⠿ 8. | Gordon, P | x

⠿ 9. | Hale, K | x

docAppender   ✕

Step 1: Target Doc folder

Selected folder

📁 Teachers

[Create new]   [Choose different folder]

Form submissions will be added to the target Docs that you have placed in this folder. Doc titles will be used to populate a Doc-picker question in step 2...

Next

Search Drive

Tiffany

My Drive > Professional > Management ▾

NEW

- My Drive
- Shared with me
- Google Photos
- Recent
- Starred
- Trash

807 MB used (5%)
Buy more storage

Name ↑	Owner	Last modified	File size
Board 2014-15	me	Oct 13, 2014	—
CAT	me	Oct 20, 2014	—
Forms 2014	me	Dec 10, 2014	—
Group & Individual Data Sheets	me	Dec 3, 2014	—
My own PD Tracking	me	Sep 9, 2014	—
PD 2014	me	Oct 3, 2014	—
Roles & Responsibilities 2015	TIffany O'Donnell	May 28, 2015	—
agenda SFA Meeting 020515	me	Feb 8, 2015	—
End of the Year List	me	May 26, 2015	—

Group & Individual Data Sheets

Details | Activity

Type	Google Drive Folder
Location	Management
Owner	me
Modified	Dec 3, 2014 by me
Opened	May 23, 2015 by me
Created	Dec 3, 2014

Sharon Howe

10/29/14 nonfiction. off topic building background knowledge wings day 2. Pacing? Lots of teacher talk, hand raising, confusion w/ s knowing what to do. Didn't know the routines.

Is SH accepting coaching from IC and other sources?

Timestamp	Observer	Team Points Sheets are on desks and filled out completely?	Student's Know their Team Goal	Rubric Cards Student	Rubric Cards Teacher	100%	Notes
12/8/2014	TODonnell	Yes	No	Not on desks	NA	NA	TAG S were

SFA Focus Goal Fall 2014 (Responses)

File   Edit   View   Insert   Format   Data   Tools   Form   Add-ons   Help

Timestamp

	Timestamp	Observer	Team Points Sheets are	Student's Know their Tea	Rubrics: Student	Teacher	Rubric Cards Teacher
2	12/1/2014 11:16:46	TODonnell	Yes	Yes	Yes, on desks and being	TMaher	NA
3	12/8/2014 14:27:46	TODonnell	NA	NA	NA	Gordon, P	NA
4	12/8/2014 14:28:42	TODonnell	NA	NA	NA	Tangen, K	NA
5	12/8/2014 14:30:54	TODonnell	NA	NA	NA	Gardner, R	NA
6	12/8/2014 14:42:39	TODonnell	NA	NA	NA	Maher, T	NA
7	12/8/2014 14:44:04	TODonnell	NA	NA	NA	Gardner, E	NA
8	12/8/2014 14:47:41	TODonnell	NA	NA	NA	Weih, A	NA
9	12/8/2014 14:50:00	TODonnell	Yes	Yes	Yes, on desks and being	Howard, E	Teacher does not use rub
10	12/8/2014 14:57:04	TODonnell	NA			Brigham, T	
11	12/8/2014 14:58:16	TODonnell	No	NA	Yes, on desks and being	Harriger, D	NA
12	12/8/2014 14:59:22	TODonnell	Yes	Yes	Yes, on desks and being	Durham, J	NA
13	12/8/2014 14:59:58	TODonnell	No	No	Yes, on desk but not bein	Gordon, D	NA
14	12/8/2014 15:02:15	TODonnell	Yes	No	Not on desks	Hawke, S	NA
15	12/8/2014 15:03:17	TODonnell	Yes	Yes	Yes, on desk but not bein	Modin, B	NA
16	12/8/2014 15:05:33	TODonnell	No	No	Yes, on desk but not bein	Hale, K	Teacher does not refer to
17	12/11/2014 8:57:19	TODonnell	Yes	Yes		Modin, B	
18	12/11/2014 9:12:53	TODonnell	Yes	Yes		Hale, K	
19	12/11/2014 9:18:00	TODonnell	Yes	Yes	Yes, on desks and being	Maher, T	

Form Responses 1

Using Google Tools i....pdf

SFA Focus Goal Winter 2015

* Required

Teacher *

[▼]

Team Points Sheets are on desks and filled out completely?

Team goal, team points, individual points

- ○ Yes
- ○ Yes, but not complete
- ○ No

Student's Know their Team Goal

- ○ Yes
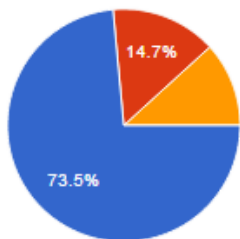- ○ Yes, but there was some confusion
- ○ No

Rubrics: Student

- ○ Yes, on desks or board and used actively
- ○ Yes, on desk/board but not being used actively
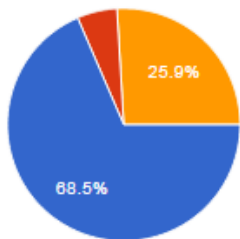- ○ Not on desks/board

Rubric Cards Teacher

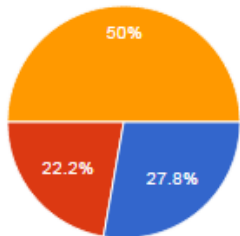## Team Points Sheets are on desks and filled out completely?

Yes	50	66.7%
Yes, but not complete	10	13.3%
No	8	10.7%

Student's Know their Team Goal

Yes	37	60.7%
Yes, but there was some confusion	3	4.9%
No	14	23%

Rubrics: Student

Yes, on desks or board and used actively	5	8.8%
Yes, on desk/board but not being used actively	4	7%
Not on desks/board	9	15.8%

How do you structure time for individual teacher feedback?

- Schedule one extra prep per week per teacher to meet
- Allow teacher "viewing access"
- Set up Google Doc Appender to email teacher every time there is addition to their feedback document

Other Google Doc Uses in OJ/SH

Quarterly Enrichments

- Four periods in middle of day
- Kids take/teachers teach "fun" classes
- Important for us to be able to track student attendance.
  - Had to be able to assign students to a location and generate a roll sheet for each location.

Quarterly Enrichments

- Began with blank spreadsheet posted on wall - kids signed up for classes
- I took the list home and populated the spreadsheet
- Problems:
  - Inaccurate data
  - Time intensive

Quarterly Enrichments

- Solution - Google Form

March 18 Enrichments

Form Description

First Name*

Last Name*

Add item

March 18 Enrichments

Session 1*
- ○ Silent Study - DeBoer
- ○ Geometry Review - Flack
- ○ PSG - Goffin
- ○ River Quality Testing - Lipe/Savage (HS ONLY - Session 1 AND 2))
- ○ Chess - Lowes
- ○ PSG - Batten
- ○ PSG - Cragun
- ○ PSG - Hawke
- ○ PSG - Mr. Sokolowski
- ○ PSG - Vanscoy

Add item

Quarterly Enrichments

	A	B	C	D	E	F	G
	Timestamp	First Name	Last Name	Session 1	Session 2	Session 3	Session 4
	3/11/2015 14:44:45	Angelica	Sollish	River Quality Testing - Lipe/Savage	River Quality Testing - Lipe/Savage	Trivia Board Games - Lockhart	PSG - Savage
	3/12/2015 8:44:24	althea	rowell	Ukulele - Chapman	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	Chess - Lowes
	3/12/2015 8:45:16	April	Allen	Silent Study - DeBoer	Trivia Board Games - Lockhart	PSG - Flack	Flag Football - Cragun
	3/12/2015 8:45:18	Daniel	Cano	PSG - Batten (Hawke)	PSG - DeBoer	Flag Football - Cragun	Flag Football - Cragun
	3/12/2015 8:45:56	Ivy	Shoemake	PSG - Mr. Sokolowski	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	Flag Football - Cragun
	3/12/2015 8:46:03	Ti-Shawn-nik	Bowen	Basketball Tournament - Fischer	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	Flag Football - Cragun
	3/12/2015 8:46:50	Brenson	Chrisman	PSG - Mr. Sokolowski	AP World Hist. Test Prep - Mrs. Sokolowski	PSG (Silent Study) - DeBoer	Flag Football - Cragun
	3/12/2015 8:46:58	Austin	Moe	Basketball Tournament - Fischer	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	PSG - Mrs. Sokolowski
	3/12/2015 8:47:19	Dustin	Slabaugh	Basketball Tournament - Fischer	Trivia Board Games - Lockhart	PSG - Flack	Flag Football - Cragun
	3/12/2015 8:47:41	shawn	richardson	River Quality Testing - Lipe/Savage	River Quality Testing - Lipe/Savage	Flag Football - Cragun	PSG - Mrs. Sokolowski
	3/12/2015 8:48:09	Chelsea	Ball	Silent Study - DeBoer	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	PSG - Savage
	3/12/2015 8:52:23	Ashley	Drexler	Ukulele - Chapman	Trivia Board Games - Lockhart	PSG - Flack	PSG - Mrs. Sokolowski
	3/12/2015 8:53:30	Krystal	Dewhirst	Ukulele - Chapman	Trivia Board Games - Lockhart	PSG - Flack	Chess - Lowes
	3/12/2015 10:32:07	Jordan	HAHN	PSG - Cragun	3D Printing - Hawke	Flag Football - Cragun	Flag Football - Cragun
	3/12/2015 10:32:59	Cody	Leish	Basketball Tournament - Fischer	Trivia Board Games - Lockhart	Flag Football - Cragun	3D Printing - Hawke
	3/12/2015 10:36:43	Olivia	Flack	Basketball Tournament - Fischer	3D Printing - Hawke	Flag Football - Cragun	Flag Football - Cragun
	3/12/2015 10:49:08	Charlie	Updegrave	River Quality Testing - Lipe/Savage	River Quality Testing - Lipe/Savage	Trivia Board Games - Lockhart	Flag Football - Cragun
	3/12/2015 10:55:25	Dominick	Barrett	Ukulele - Chapman	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	Telescopes/Astronomy - Goffin
	3/12/2015 11:01:59	Cora	Melton	Ukulele - Chapman	Trivia Board Games - Lockhart	Yuba's Origami - Batten	Flag Football - Cragun
	3/12/2015 11:07:46	Caleb	Lowery	PSG - Batten (Hawke)	Trivia Board Games - Lockhart	Trivia Board Games - Lockhart	Flag Football - Cragun
	3/12/2015 12:49:36	Austin	Tabor	Chess - Lowes	Trivia Board Games - Lockhart	PSG - Flack	Chess - Lowes

Class Standards

- When I took over curating our school's standards, I inherited about 15 individual excel spreadsheets
- Updating was a NIGHTMARE

Class Standards

- Created a [Google Sheet](#) with one subject per tab.
- Sent the link to all teachers.
- They updated standards on one document

Class Standards

	A	B	C
	Course	**Heading**	**Competency**
3	7th Math	The Number System	Apply and extend previous understandings of operations with fractions to add, subtract, multiply, and divide rational numbers.
4	7th Math	Expressions and Equations	Use properties of operations to generate equivalent expressions.
5	7th Math	Expressions and Equations	Solve real-life and mathematical problems using numerical and algebraic expressions and equations.
6	7th Math	Geometry	Draw, construct and describe geometrical figures and describe the relationships between them.
7	7th Math	Geometry	Solve real-life and mathematical problems involving angle measure, area, surface area, and volume.
8	7th Math	Statistics and Probability	Use random sampling to draw inferences about a population.
9	7th Math	Statistics and Probability	Draw informal comparative inferences about two populations.
10	7th Math	Statistics and Probability	Investigate chance processes and develop, use, and evaluate probability models.
11			
12			
13			
14	8th Math(A)	The Number System	Know that there are numbers that are not rational, and approximate them by rational numbers.
15	8th Math(A)	Expressions and Equations	Correctly apply Order of Operations..
16	8th Math(A)	The Number System	Add, subtract, multiply and divide signed numbers.
17	8th Math(A)	Expressions and Equations	Work with radicals and integer exponents.
18	8th Math(A)	Ratios and Proportional relationships.	Understand the concept of a unit rate.
19	8th Math(A)	Ratios and Proportional relationships.	Represent proportional relationships by equations, and solve proportions.
20	8th Math(A)	Geometry	Understand congruence and similarity using physical models, transparencies or geometry software.
21	8th Math(A)	Geometry	Understand and apply the Pythagorean Theorem.
22	8th Math(A)	Geometry	Solve real-world and mathematical problems involvoing volume of cylindars, cones and spheres.
23	8th Math(A)	Statistics and Probability	Investigate patterns of association in bivariate data.
24	8th Math(B)	Expressions and Equations	Work with radicals and integer exponents.
25	8th Math(B)	Expressions and Equations	Understand the connections between proportional relationships, lines and linear relationships

Mathmatics | Jumprope | Transfer | Yearbook | Health | PE | Visual Arts | Home Ec | Lang. Arts | Speech & Debate

Class Standards

- Things to Consider:
  - Need to be able to trust the people who have access
    - Basic training is essential
    - Changes can be tracked and "reset"
  - Data is not secure with this method - link could be sent to anyone