

SMT Training Session 2 Cheat Sheet

Conducting a Qualitative Observation

Practice: Directions for Creating Your Own Qualitative Observation using a “Quick Start” observation

1. Click the plus sign next to the observation labeled SMT Practice 1 to view the Expanded Dashboard
2. Click “Reset” under the qualitative column next to your name and confirm that you want to reset your data.
3. Click Start under the Qualitative column.
4. Choose Standard for the button set. Then click Start.
5. At this point, you should see the observation screen. Hit play and begin adding comments.
6. When you have completed 5 minutes of video, hit “Done” and confirm “Yes, I am done”
7. Keep the analysis page open as we will come back to that later in this lesson.

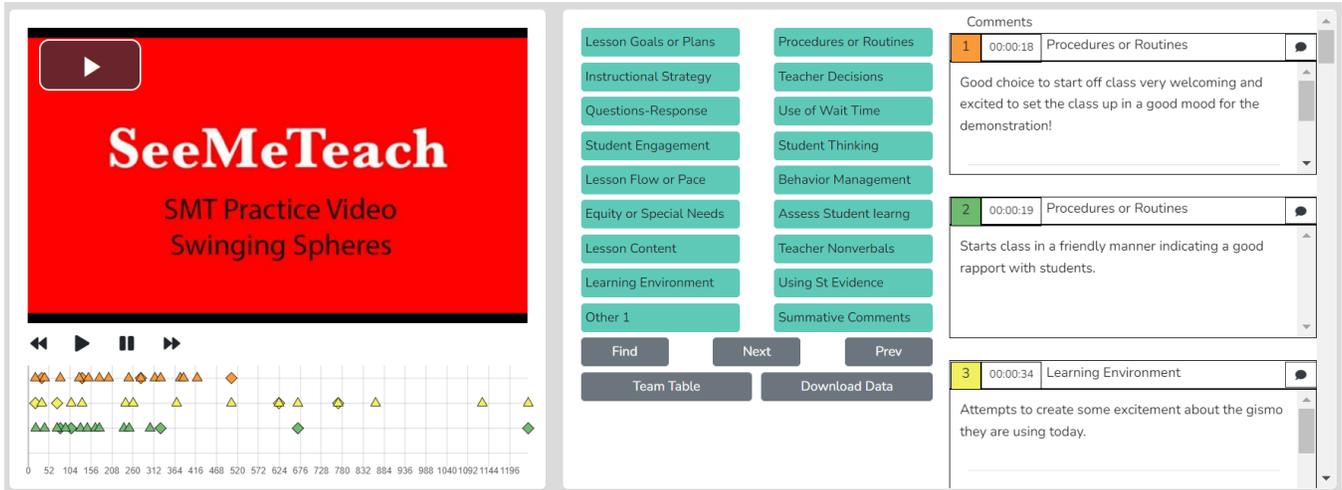
Important Things to Remember:

1. Pertaining to adding comments:
 - a. When completing a video observation, click pause OR select a specific comment button to pause the video and enter a comment. Then click the “play” button to resume watching the video.
 - b. When completing a live observation, select a specific comment button and enter the comment as the action occurs.
2. The “Sum Cmnts” button (Summative Comments) allows you to summarize your overall thoughts about the lesson and make them accessible for the other members of your observation team to read.
3. Once you hit “Done”, you will no longer be able to edit your comments as they will be finalized.
4. If a user or team member would want to create a pdf or full document of all of the comments for the observation, they can highlight all the comments and copy/paste them into a word document.

Practice: Analyzing Qualitative Comments

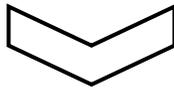
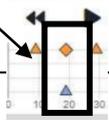
1. Use what you have learned and practice navigating the post-observation comments analysis screen
 - a. Practice using the “Find” button (paired with a specific comment category) to locate comments related to that specific category.
 - b. Use the “Previous” and “Next” to toggle between comments of that specific category.
 - c. Practice adding reactionary comments to your original comments using the thought bubble icon.

Qualitative Comments Analysis

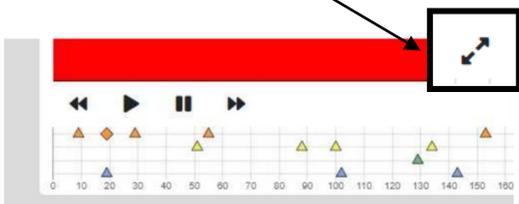


The timeline below the video window shows the lesson from beginning to end with comments noted by a color-coded triangle. Clicking on the triangle or diamond shape in the timeline underneath the video window highlights that comment in the comments window.

***Note that the original comment is noted on the timeline by a triangle. If a user reacts to a comment, the symbol changes to a diamond shape. A quick scan of the timeline alerts any user as to reactions existing in the set of comments and who left the reaction.

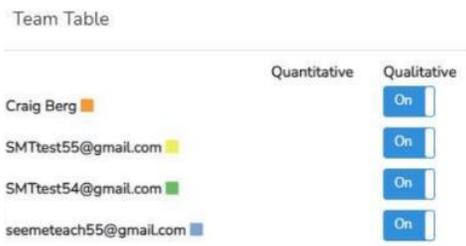


With the mouse wheel, the user can zoom in or out when the symbols become crowded or reset the zoom to normal by clicking the Reset button.



The user can search and find comments headed by a specific comment category by first clicking on the FIND button, then clicking on a specific comment button. The first comment with that heading and the section of the linked video that correlates with that specific comment will begin playing. Clicking NEXT or PREVIOUS will locate the next or previous comment/linked video segment on that category type. The DOWNLOAD DATA button only pertains to the quantitative data collection. And the RESET button will completely (and permanently) erase all of your comments for the observation.

Any comments made during the observation by any of the four possible observers are displayed in the comments window, color-coded by the observer, time-stamped, and labeled with the selected comment category. Team members comments can be toggled on or off and all comments are time-stamped and linked to the video. Besides using the Find function, the user can also watch the linked segment of the video by clicking on the time box in the specific comment window.



Note that each comment has a thought bubble symbol on the right side of the header of the comment box. Any member of the team can click on this bubble symbol and type something regarding that comment or respond to another team members response to a comment creating a dialogue between team members.

