

## SMT Training Module 1 Cheat Sheet

### Setting Up an Observation

#### Key Points to Remember When Setting Up an Observation:

Whoever is logged in to set up the observation is by default Observer #1.

Observers 1 and 2 are the only users who can change lesson settings.

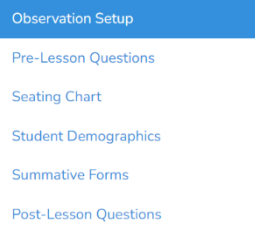
If the person teaching the lesson is not Observer #1, then they should be Observer #2.

#### “Save and Return to Dashboard”

An observation can be set up completely and started, or saved for a future time or date.

#### “Save and Continue”

This button will save the initial set-up and take the user to the next “settings” page where more information about the lesson, such as a seating chart or student demographics, can be entered.



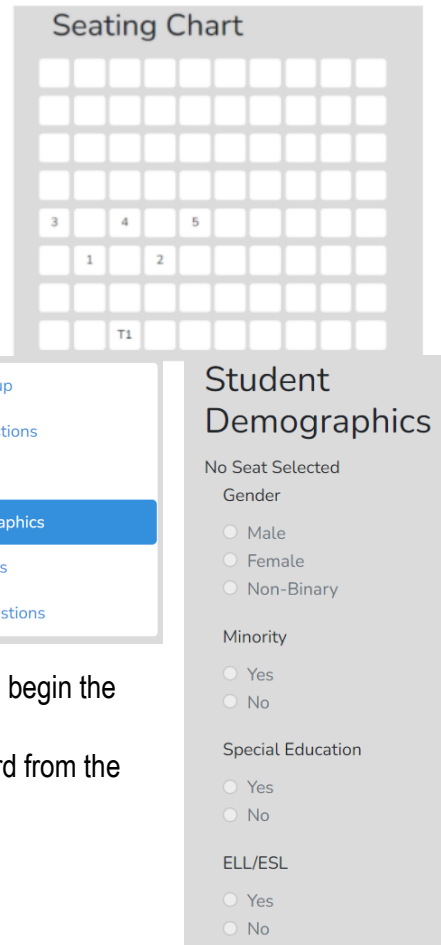
#### “Save and Start”

When the user has entered either the minimal information or the complete setup, clicking “save and start” will begin the observation.

#### Directions for Creating Your Own Observation, Seating Chart and Demographics:

1. Click on “Create a New Observation”
2. Choose “Classroom Observation from YouTube”
3. Copy and paste the link into the text box: <https://youtu.be/XIPKXIkeHMA>
4. Fill in the following information:
  - a. Teacher Being Observed: Avatar Teacher
  - b. Observer 1: You (by default)
  - c. Observer 2: Avatar Teacher
  - d. Course Name: SMT Training
  - e. Period: 1
  - f. Lesson Topic: SMT Practice 1
  - g. Subject: Science
  - h. Grade Level: 8
5. Then click “Save and Continue”

6. Set up a Seating Chart (like the one to the right) by following the directions below:
  - a. Click on the “Teacher” data button. Then click on a square in the seating chart template to place the teacher (indicated by a T1 icon).
  - b. Click on the “Student” data button then click on a square in the seating chart template to place a student. Keep clicking on squares until all students are placed on your seating chart (indicated by sequential numbers).
7. After your seating chart is set up, click on “Student Demographics” in the menu located in the upper left-hand corner of the screen.
  - a. Practice assigning student demographics to each student by clicking on a specific student on the seating chart and then choosing one option for each of the four categories.
  - b. Repeat this for each student.
8. Click “Save and Start”
9. Choose “Qualitative”
  - a. Choose “Standard” for the subset of buttons and then choose “Start” to begin the observation.
10. Since you are not going to complete an observation at this time, click Dashboard from the page header to return to your dashboard page.



### Directions for Creating a “Quick Start” Observation:

1. From the dashboard, click on “Create a New Observation”
2. Choose “Live Classroom Observation”
3. Fill in the following information:
  - a. Teacher Being Observed: Avatar Teacher
  - b. Observer 1: You (by default)
  - c. Observer 2: Avatar Teacher
4. Lesson Topic: Quick Start Practice
5. Click “Save and Start”
6. Choose “Qualitative”
  - a. Choose “Standard” for the subset of buttons and then choose “Start” to begin the observation.
7. Click Dashboard from the page header to immediately return to your dashboard page.

### The Dashboard Explained:

**New Observation**  
Create a new observation

Name	Created / Updated	Subject	Course	Topic	Type
Humberto	C: 12/05/21 06:37 pm	Science	Chemistry	Video 1 Electric	video
Mendoza Del	U: 01/06/22 05:59 pm			Conductivity on Ionic Compounds	
Angel					

These columns contain key descriptions pertaining to the observation. Observations can be sorted based on name, date, and subject. (Note that the “Name” column specifies the person who is being observed.)

Icon Symbols from left to right:  
**“Trash”**  
Trashes observation (cannot retrieve later)  
**“Archive”**  
Archives observation (can retrieve later)  
**“Gear Symbol”**  
Settings  
**“Plus symbol”**  
Expands dashboard