

EVIDENCE COLLECTION PLANNER

Guidance: During the evidence collection day we will be checking the progress of your implementation. Each 3-hour onsite visit should include the following components.

	Structures	Recommendations
1	<p><u>OBSERVATION</u> What did you see?</p>	<p>See your plan in action:</p> <ul style="list-style-type: none"> • Learning Walks to observe evidence of practice • Walkthrough/Tours
2	<p><u>FEEDBACK</u> What did you hear?</p>	<p>Determine look-fors (define successful implementation)</p> <ul style="list-style-type: none"> • Determine questions to ask students/teachers in the moment • Determine scoreboard evidence that will be shared
3	<p><u>DEBRIEF</u> What are your next steps?</p>	<p>Here from your stakeholders:</p> <ul style="list-style-type: none"> • 1:1 Interview • Focus group
	<p>Synthesis your progress:</p> <ul style="list-style-type: none"> • Action Plan • SUMmary of findings 	<ul style="list-style-type: none"> • Determine audience (teachers, students, community, parents, etc...) • Determine format • Determine questions, themes or trends you want to explore with your various stakeholders
		<ul style="list-style-type: none"> • Determine trends in observation and feedback • Articulate progress toward redesign goal(s) • Plan clear next steps to address obstacles

In the following pages develop your plan for collecting evidence on the progress of your redesign work. Be sure to review this document with a coach from your regional service center. You may also use this document for taking notes during the evidence collection day.

OBSERVATION

To-Dos:

- Determine look-fors (define successful implementation)
- Determine questions to ask students/teachers in the moment
- Determine what scoreboard evidence will be shared

Examples:

- [EE Learning Walk Look Fors Document](#)
- [Look Fors Template](#)
- [Learning Walk Tool Example](#)

Observation Planning (Complete during Day 1 of Show and Launch)

Look-fors to observe during school tour

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Questions to ask students/teachers during school tour

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Scoreboard evidence that you will share

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How will you plan to capture and share the evidence that you observed?

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FEEDBACK

- ❑ Determine audience (teachers, students, community, parents, etc...)
- ❑ Determine format
- ❑ Determine questions, themes or trends you want to explore with your various stakeholders

Resources:

- [EE Empathy Interview Questions](#)
- [EE Student Empathy Interviews](#) [Template]
- [Institute of Design @ Stanford] [Empathy Field Guide](#)
- [Design Thinking: Getting Started with Empathy](#)
- [Sample HS Teacher Interview Notes](#)

Feedback Planning (Complete during Day 1 Show and Launch)

Target participants in feedback collection during school visit (teachers, students, community, parents, etc...)

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Format for feedback collection (group interview, 1:1s, other?)

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Questions, themes or trends you would like to ask of participants

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How will you plan to capture (i.e. notes document, video recording, etc...) and share the evidence that you observed?
(Note: you will need to be able to link this evidence into your redesign planner)

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DEBRIEF

- Determine trends in observation and feedback
- Articulate progress toward redesign goal(s)
- Plan clear next steps to address obstacles

Resources/Examples:

- [SAMPLE Learning Walks Data](#)
- [Debrief Protocols](#)

Debrief Planning (Complete during Day 1 Show and Launch)

Who will lead your debrief?

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Are there any debrief protocols you would like to use? (for example, 'I like, I wish, I wonder')

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Debrief Notes (Complete during school visit)

What evidence did we collect that indicates progress toward our redesign goal(s)?

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What obstacles is the team experiencing in achieving the school's redesign goal(s)?

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What next steps will the team take to address obstacles and continue progress toward redesign goal(s)?

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