

Adult Learning Resource Center's EBRI Virtual Classroom Observation Process in a Nutshell

Step 1:

1. Download the Request for a Video Observation Form.
2. Decide which reading component(s) you would like to focus on for the observation.
3. Complete the request form* and return to LSherwood@cntrmail.org or LBercovitz@cntrmail.org.

*You will need one request form for each component lesson you want observed.



Step 2:

1. Receive an email from the ALRC with four attachments:
 - a. EBRI Video Release Form: Instructor
 - b. EBRI Video Release Form: Students
 - c. Uploading Lesson Video Clip(s) Using We Transfer
 - d. Observation Feedback Chart for the component observed



Step 3:

1. Review the Observation Feedback Form sent to understand the criteria ALRC staff will use to provide feedback.
2. Plan the teaching that will be videotaped using the criteria and helpful hints from the Observation Feedback Chart.
3. Complete the EBRI Video Release Form: Instructor and have students complete their EBRI Video Release Form: Students (Anyone filmed needs to complete and sign a release form.)

Step 4:

1. Video your teaching, keeping each clip under 20 minutes.
2. If you need more than 20 minutes, submit more than one video clip.



Step 5:

1. Complete the Video Submission Form and send to LSherwood@cntrmail.org or LBercovitz@cntrmail.org
2. Upload the video clip following the instructions in the Uploading Lesson Video Clip(s) Using We Transfer



Step 6:

1. Receive feedback by email from the ALRC within 10 working days. Follow-up phone calls to discuss feedback can be requested.