



LEARNING WALKTHROUGH ORGANIZER

The *Learning Walkthrough Organizer* details the critical elements that take place before, during, and after a *Learning Walkthrough*. The *Organizer* is designed to be used in conjunction with the *Learning Walkthrough Implementation Guide*, which provides additional guidance and context.

ONE MONTH PRIOR

Developing a Focus

- ☐ Determine a Focus of Inquiry for the *Learning Walkthrough* that aligns with the School (or District) Improvement Plan.
- ☐ Determine the scope of data desired at the end of the day (individual classroom data points as well as school-wide trends?).
- ☐ Determine the approach to Hall Work that is best for the context.
 - ☐ Note the implications that the various options have for the day's schedule and the structure of the debrief.
- ☐ Determine the approach to debriefing the classroom visits that is best for the context.

Creating Learning Walkthrough Teams

- ☐ Determine the number of teams and the number of people desired on each team.
- ☐ Identify individuals to serve on each team.
 - ☐ Invite team members.
 - ☐ Assign individuals to teams.
 - ☐ Arrange time, space, and materials to train team members.
 - ☐ Conduct training for team members.
 - ☐ Notify team members of the *Learning Walkthrough* schedule.
 - ☐ Notify team members of any follow-up obligations, (for example, subsequent *Learning Walkthroughs*).
- ☐ Identify and train secondary facilitators who can support each *Learning Walkthrough* team.
- ☐ Update relevant templates in the Appendix with site-specific information.
- ☐ Create folders for each participant. Recommended contents include:
 - ☐ *Learning Walkthrough Site Visit Schedule*
 - ☐ Map of the School
 - ☐ *Learning Walkthrough Protocol*
 - ☐ Scripting Sheets (one for each classroom to be visited plus an extra)
 - ☐ Sticky Notes
 - ☐ *Learning Walkthrough Summary Statement Template* (2 copies)
 - ☐ If relevant: *Characteristics of Standards-Based Teaching and Learning: Continuum of Practice* (or other guiding framework, if used)

Planning the Day's Schedule

- ☐ Determine what activities would generate evidence that would inform the Focus of Inquiry.
 - ☐ Determine which classrooms will be engaged in these activities, and when.
- ☐ Determine how many classrooms to visit and for how long.
- ☐ Create the *Learning Walkthrough Site Visit Schedule*.

Communicating with Stakeholders

- ☐ Inform staff and other key stakeholders about the *Learning Walkthrough* process.
 - ☐ Send a memo
 - ☐ Hold an information/orientation session
 - ☐ Other: _____
- ☐ Notify all staff of the schedule for the *Learning Walkthrough*, especially those being visited.

Other Logistics

- ☐ Identify space for the Site Visit Orientation, Debrief, and (if relevant) Hall Work.
- ☐ Order coffee/snacks/lunch for participants if appropriate.
- ☐ Ensure adequate materials for Orientation and Debrief:
 - ☐ Name tags
 - ☐ Sign-in sheet
 - ☐ Flip chart paper
 - ☐ Markers
 - ☐ Sticky notes
 - ☐ Pens
 - ☐ Relevant templates/handouts
 - ☐ Laptop and projector (optional means for taking notes)

TWO DAYS PRIOR

- ☐ Confirm the day's schedule with *Learning Walkthrough* team members, host classrooms, school administration and main office staff, and the school-wide community.
- ☐ Confirm space and materials.

DAY OF THE LEARNING WALKTHROUGH

- ☐ Set out orientation supplies:
 - ☐ Name tags
 - ☐ Sign-in sheet
 - ☐ Team member packets
 - ☐ Flip chart with Focus of Inquiry
 - ☐ Coffee/snacks (optional)
- ☐ Ensure debrief room and supplies are ready:
 - ☐ Flip chart with Focus of Inquiry
 - ☐ Blank flip chart paper
 - ☐ Markers
 - ☐ Sticky notes
 - ☐ Pens
 - ☐ Relevant templates/handouts (extras in addition to the packets)
 - ☐ Laptop and projector (optional means for taking notes)
 - ☐ Coffee/snacks (optional)
- ☐ Conduct orientation (or designate someone to do so).
- ☐ Confirm that secondary facilitators are clear on their roles.
- ☐ Participate in a *Learning Walkthrough* team.
- ☐ Conduct the debrief (or designate someone to do so).

AFTER THE LEARNING WALKTHROUGH

- ☐ Send thank-you notes (or emails) to *Learning Walkthrough* team members and host classrooms.
- ☐ Distribute *Learning Walkthrough Site Visit Communication of Findings*.
- ☐ Share Summary Statements and recommendations for Quick Wins with the ILT
- ☐ Support Instructional Leadership Team (ILT) in deciding on and communicating quick wins.
- ☐ Organize a communication session with school staff to discuss findings and next steps.