

COLLEGE OF EDUCATION

WILLIAM PATERSON UNIVERSITY

Remote Observations Procedures and Guidelines

To help limit the number of people entering schools and reduce exposure, during the Fall 2020 semesters, all clinical observations will be conducted remotely. The following is information and directions on how remote observations may take place.

The safety, security and privacy of all P-12 learners, clinical educators, mentors and school districts is of paramount importance. All teacher candidates and clinical supervisors are expected to support the Family Education Rights and Privacy Act (FERPA). The following guidelines and directions are in place to maintain and ensure such.

Remote Observations Safety, Security and Privacy Expectations

1. Ensure that permission from the clinical educator and school administrator has been obtained for virtual observations to be conducted via video recording and/or live streaming of face to face, synchronous, and asynchronous teaching and learning.
2. Determine if there are students in your class you who cannot appear in video recordings because school level consent is not in place.
3. Remote observation live stream and/or recordings may only be viewed by the clinical supervisor and College of Education faculty and staff, when required.
 - a. Video recordings created as part of a virtual observation may only be used for clinical observations and not for any other personal or professional purpose. In particular, video containing images of your students must not be posted online, sent to friends and family, or included in your job portfolio. *
 - b. Live Stream observations may not be recorded.
4. Destroy video recordings after confirmation of successful completion of clinical practice.

Virtual Observation Modalities

Face to Face Instruction

1. Record face to face instruction/clinical activities using Interact and submit video to the clinical supervisor through Chalk and Wire. The candidate would use the secure (HIPPA and FERPA compliant) Interact App on a separate device, mobile phone or tablet, to record their implementation of face to face teaching and learning.
2. Live stream face to face instruction/clinical activities between the candidate and clinical supervisor using the clinical supervisor's WP Zoom account. Password and authentication required. Recording is not permitted using Zoom.

Synchronous Remote Instruction

1. Invite the clinical supervisor to join the synchronous remote instruction as an observer, if permitted by the school. Recording is not permitted unless recording at the direction of the school.
2. Record synchronous remote instruction/clinical activities using Interact and submit video to the clinical supervisor through Chalk and Wire. The candidate would use the secure (HIPPA and FERPA compliant) Interact App on a separate device, mobile phone or tablet, to record their implementation of the synchronous teaching and learning.
3. Live stream synchronous remote instruction/clinical activities between the candidate and clinical supervisor. The candidate would use a separate device, mobile phone, tablet or a laptop, to stream the candidate teaching the synchronous lesson to the clinical supervisor. The clinical supervisor would set up the Zoom session using their WP Zoom account. Password and authentication required. Recording is not permitted using Zoom.

Asynchronous Remote Instruction

1. Provide all asynchronous materials to the clinical supervisor (recorded lesson, activity directions, teaching materials, activities etc.). The candidate would use the secure (HIPPA and FERPA compliant) Interact App on a separate device, mobile phone or tablet, to record a walkthrough of the asynchronous teaching and learning.
2. Provide the clinical supervisor access to the asynchronous lesson in the platform in which it is provided to the students, if permitted by the school.

Secure Submission of Virtual Observation Recordings

How Teacher Candidates Can Submit Work on Chalk & Wire to their Supervisors

1. Log into Chalk and Wire.
2. Select **Menu** → **My Coursework**
3. Click **New Portfolio**
 - a. Type the name for your portfolio as “Clinical Remote Observation Fall 2020”
 - b. Select **Can’t find my table of contents** at the bottom of the pop-up box.
 - c. Under *Select Department*, select **Field Experience**
 - d. In the next dropdown, *Select Table of Content*, select Field Experience Activities.
 - e. Click Create
4. In the portfolio, click on the **Field Experience Activity** page on the left side of your screen
5. Select **Add Content** → Add File → Choose Files → Insert Files

- a. Note: Maximum file size that you can upload is 500 MB. However, Chalk & Wire recommends videos no larger than 150 MB “to reduce the likelihood of upload issues.” Chalk & Wire provides a user guide on compressing videos if necessary, found here <http://userguide.chalkandwire.com/m/Student/c/207428>. Large videos can be time-consuming to upload.
6. Click the green Submit button
7. Select one of the “Clinical Component Activity” assessments, depending on if this is the first, second, etc. activity you are submitting
 - a. E.g., First submission, select “Clinical Component Activity – 1”
 - b. Click Continue
8. Submit your work to your clinical supervisor and seminar instructor.
9. Type in your seminar instructors name and select.
10. If your seminar instructor’s name does not appear, add them as a guest as you will do with your clinical supervisor (see 11)
11. Click Add Guest
 - a. Type in your supervisor’s First Name, Last Name, and Email Address
 - b. Save Profile
12. Click the blue Submit button

How Clinical Supervisors Can View and Assess Work Submitted by Teacher Candidates on Chalk & Wire

1. You will receive an email that your teacher candidate has submitted work for you to assess via Chalk & Wire
2. Click the “Go to Chalk & Wire” link embedded in the email
3. Login to Chalk & Wire with your full email address
4. Select Menu → Assess
5. Under Pending Assessments, click on the assessment (e.g., Clinical Component Activity/Assignment – 1) submitted from your TC
 - a. Select Assess
6. You will see any work your TC submitted on the left and the rubric criteria on the right
 - a. Click the arrow next to the TC’s work (“Toggle Instrument”) to have a full screen view of their work
 - b. Click the four arrows (“View Full Instrument”) to open up the full view of the rubric
7. Complete the rubric by clicking on the appropriate boxes (e.g., 1.0, 2.0, or 3.0)
8. Click the green Save button in the top right
9. Complete an Observation Assessment/Form as you normally would about the work the TC submitted to you
 - a. Go back to Menu → Assess
 - b. Click on the Observation Assessment, select Assess
 - c. Complete the written observation form, then click the green Save at the bottom of the form
 - d. Complete the rubric
 - e. Click the green Save button in the top right