

Guidelines for Virtual Classroom Visits

Observation of teaching and learning is an integral part of the peer review process, whether visits take place in person or remotely. When in-person visits are not possible, it will be up to the school and the visiting team to arrange virtual classroom visits. MSA-CESS requires that schools and visiting teams follow the below guidelines.

All Classroom Visits

- ***No recording of any kind is allowed under any circumstances.***
- MSA team members ***are not permitted to take photos or screenshots of classrooms under any circumstances.***
- School personnel and MSA team members should cooperate and communicate to ensure that this process goes smoothly and, when technical issues arise, everyone works to solve them quickly.

Virtual visits for in-person instruction:

- The MSA chair or a team member is paired up with a member of the school staff, who has a phone or tablet, and the two are on a Zoom call. Referring to a master schedule, the MSA team member asks to visit four different classrooms over the course of a period. The school staff member walks from one classroom to the next, carrying the phone or tablet and, when arriving at that room, pointing it into the classroom for about five minutes. The school staff member repeats this until they have shown the MSA team member all four classes.
 - In deciding which classrooms to visit, the floor plan needs to be taken into consideration. MSA team members are encouraged to give an ideal list of classrooms to the school and let the school staff member build a schedule accordingly.
 - The school staff member should hold the phone as steady as possible. At the very beginning of the visit, he/she should pan around the classroom to give a sense of the layout. After that, the school staff member should spend about half the time pointing at the teacher and the other half at students.
 - The school staff member should not need to enter the classroom, and should be able to film from the doorway in most cases.
 - The MSA team member must mute when being shown a classroom. He/she may speak with the school staff member between classroom observations.

Virtual visits for remote instruction:

- MSA team members will choose classes from a master schedule, and the school will provide them with links for those classes.
 - MSA team members will join as participants, but will keep themselves on mute.
 - Generally, visits to each remote classroom will last about 5-10 minutes at most.