

# Quick Activation Guide



## 1. PREVIEW THE LESSON

Before you arrive:

- Review the **Lesson Agenda**.
- Review the **Lesson Learning Goals**.
- Familiarize yourself with the **Teacher Edition (TE)** for the lesson.



## 2. OBSERVE THE LESSON

During your visit:

- Note **teacher and student actions** in a low-inference manner.
- Record **direct quotes** as you are able.
- Keep track of **timing** throughout the lesson.



## 3. ANALYZE THE LESSON

After your visit:

- Review your **observation notes**.
- Identify **strengths**, including moments of joy in teaching or learning.
- Compare the **lesson as taught** to the written lesson in the TE.
- Note **variations** from the written lesson and possible reasons.
- Draft **questions** you want to explore with the teacher.



## 4. PLAN THE DEBRIEF

Prepare for the conversation:

- Select **2–3 focused discussion points** from your analysis.
- Lead with **strengths** before areas for growth.
- Prepare **open-ended questions** to invite teacher reflection.
- Promptly set a **specific time** to meet with the teacher.