

Note: This is the PDF version of an Excel spreadsheet. Please see the Excel spreadsheet included with this presentation for a file you can download and use.

**Data Entry Directions**

Items 1, 2, 7, 36: Type what coach wrote.

Items 3, 5: Type in 01/01/18 format

Items 4, 6: Type length in minutes (e.g., 35)

Items 8-35: No = 0, Yes = 1, N/A = N/A.

DO NOT TYPE IN OR ALTER YELLOW COLUMNS.

Contextual Information						Focused Observation Activities							Debriefing Meeting Activities										Coaching Strategies										Other	Initials of data enterer					
1. Coach	2. Coachee(s)	3. Observation date	4. Observation length (in minutes)	5. Meeting date	6. Meeting length (in minutes)	7. Action plan goal(s)	8. Scheduled	9. Reviewed action plan	10. Prepared	11. Arrived punctually	12. Conducted observation	13. Departure	% FO activities present	14. Opened meeting	15. Reviewed goal	16. Reflection	17. Supportive feedback	18. Constructive feedback	19. Next steps	20. Revised action plan	21. Scheduled next	22. Discussed next	% DM activities present	23. Side-by-side	24. Env. arr.	24. Modeling	26. Other help	27. Reflective conv.	28. Problem-solving	29. Role play	30. Video models	31. Verbal feedback	32. Numerical feedback	33. Graphing	34. Providing materials	35. Goal	36. Notes		
Jessica	Marissa		60		30		1	1	1	1	1	0	83.33%	1	0	1	1	0	1	1	1	1	77.78%	1	0	1	1	1	0	1	1	1	0	0	0	0			JKH
Ragan	Sarah		45		25		1	0	1	0	1	0	50.00%	1	0	1	1	1	0	N/A	1	1	75.00%	1	0	1	1	0	1	0	1	1	0	0	1	0			JKH
Jessica	Marissa		65		22		1	0	1	1	1	1	83.33%	1	0	1	1	1	0	N/A	0	1	62.50%	1	1	0	1	1	1	0	0	1	1	0	1	0			JKH
Jessica	Robert		50		35		1	0	1	1	1	1	66.67%	1	1	0	1	1	1	1	1	1	88.89%	1	1	1	1	1	0	0	1	1	0	1	0			JKH	
Ragan	Sarah		34		25		1	1	1	1	1	1	100.00%	0	1	1	1	0	1	0	1	1	66.67%	0	0	1	0	0	0	0	1	1	0	0	0	1			JKH
Kiersten	Dawn		43		20		0	1	1	1	1	1	83.33%	1	1	0	1	1	1	1	1	0	77.78%	1	1	1	0	1	0	1	1	1	1	0	1	0			JKH

**Average Length of Observations and Meetings**

Directions: Select green table (A4:C10), right click, and select "Refresh."  
DO NOT OTHERWISE ALTER TABLES.

Interpretation: Data show the average length of observations and meetings per teacher and per coach. The "grand total" shows the average length across coaches. Ignore the rows that say "(blank)."

**Percentage of Focused Observation Activities Present**

Directions: Select blue table (D4:K10), right click, and select "Refresh."  
DO NOT OTHERWISE ALTER TABLES.

Interpretation: Data show the percentage of sessions in which each focused observation coaching activity was present per teacher and per coach. The "grand total" shows the percentage present across coaches. Ignore the rows that say "(blank)."

**Percentage of Debriefing Meeting Activities Present**

Directions: Select orange table (L4:V10), right click, and select "Refresh."  
DO NOT OTHERWISE ALTER TABLES.

Interpretation: Data show the percentage of sessions in which each debriefing meeting coaching activity was present per teacher per coach. The "grand total" shows the percentage present across coaches. Ignore the rows that say "(blank)."

**Percentage of Debriefing Meeting Activities Present**

Directions: Select grey table (W4:A10), right click, and select "Refresh."  
DO NOT OTHERWISE ALTER TABLES.

Interpretation: Data show the percentage of sessions in which each coaching strategy was present per teacher per coach. The "grand total" shows the percentage present across coaches. Ignore the rows that say "(blank)."

Row Labels	Average of 4. Observation length (in minutes)	Average of 6. Meeting length (in minutes)	Row Labels	Average of 8. Scheduled	Average of 9. Reviewed action plan	Average of 10. Prepared	Average of 11. Arrived punctually	Average of 12. Conducted observation	Average of 13. Departure	Average of % FO activities present	Row Labels	Average of 14. Opened meeting	Average of 15. Reviewed goal	Average of 16. Reflection	Average of 17. Supportive feedback	Average of 18. Constructive feedback	Average of 19. Next steps	Average of 20. Revised action plan	Average of 21. Scheduled next	Average of 22. Discussed next	Average of % DM activities present	Row Labels	Average of 23. Side-by-side	Average of 24. Env. arr.	Average of 24. Modeling	Average of 26. Other help	Average of 27. Reflective conv.	Average of 28. Problem-solving	Average of 29. Role play	Average of 30. Video models	Average of 31. Verbal feedback	Average of 32. Numerical feedback	Average of 33. Graphing	Average of 34. Providing materials	Average of 35. Goal	
(blank)			(blank)							#DIV/0!	(blank)										#DIV/0!	(blank)														
Jessica	58.333333	29	Jessica	100.00%	33.33%	66.67%	100.00%	100.00%	66.67%	77.78%	Jessica	100.00%	33.33%	66.67%	100.00%	66.67%	66.67%	100.00%	66.67%	100.00%	76.39%	Jessica	100.00%	66.67%	66.67%	100.00%	100.00%	66.67%	33.33%	33.33%	100.00%	66.67%	0.00%	66.67%	0.00%	
Marissa	62.5	26	Marissa	100.00%	50.00%	100.00%	100.00%	100.00%	50.00%	83.33%	Marissa	100.00%	0.00%	100.00%	100.00%	50.00%	50.00%	100.00%	50.00%	100.00%	70.14%	Marissa	100.00%	50.00%	50.00%	100.00%	100.00%	50.00%	50.00%	100.00%	50.00%	0.00%	50.00%	0.00%	50.00%	0.00%
Robert	50	35	Robert	100.00%	0.00%	0.00%	100.00%	100.00%	100.00%	66.67%	Robert	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	88.89%	Robert	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	0.00%
Ragan	39.5	25	Ragan	100.00%	50.00%	100.00%	50.00%	100.00%	50.00%	75.00%	Ragan	50.00%	50.00%	100.00%	100.00%	50.00%	50.00%	0.00%	100.00%	100.00%	70.83%	Ragan	50.00%	0.00%	100.00%	50.00%	0.00%	50.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	
Sarah	39.5	25	Sarah	100.00%	50.00%	100.00%	50.00%	100.00%	50.00%	75.00%	Sarah	50.00%	50.00%	100.00%	100.00%	50.00%	50.00%	0.00%	100.00%	100.00%	70.83%	Sarah	50.00%	0.00%	100.00%	50.00%	0.00%	50.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	
Kiersten	43	20	Kiersten	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	83.33%	Kiersten	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	77.78%	Kiersten	100.00%	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%	0.00%	
Dawn	43	20	Dawn	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	83.33%	Dawn	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	77.78%	Dawn	100.00%	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%	0.00%	
Grand Total	49.5	26.166667	Grand Total	83.33%	50.00%	83.33%	83.33%	100.00%	66.67%	#DIV/0!	Grand Total	83.33%	50.00%	66.67%	100.00%	66.67%	66.67%	75.00%	83.33%	83.33%	#DIV/0!	Grand Total	83.33%	50.00%	83.33%	66.67%	66.67%	50.00%	33.33%	66.67%	100.00%	50.00%	0.00%	66.67%	16.67%	

1. Coach	1. Coach
2. Coachee(s)	2. Coachee(s)
3. Observation date	3. Observation date
4. Observation length (in minutes)	4. Observation length
5. Meeting date	5. Meeting date
6. Meeting length (in minutes)	6. Meeting length
7. Action plan goal(s)	7. Action plan goal(s)
8. Scheduled	8. Coach scheduled the observation and meeting in conjunction with the coachee at a convenient time for the coachee.
9. Reviewed action plan	9. Coach reviewed the action plan and observation notes/data from the last session.
10. Prepared	10. Coach prepared documents and gathered materials needed for the observation and meeting.
11. Arrived punctually	11. Coach arrived punctually on scheduled day/time and greeted the coachee and other classroom staff.
12. Conducted observation	12. Coach conducted a focused observation, taking notes on what was observed relevant to the action plan goal(s).
13. Departure	13. At the end of the observation, coach made the coachee and classroom staff aware of departure and provided a reminder about the upcoming debriefing meeting.
14. Opened meeting	14. Coach opened the meeting with a positive greeting or comment about the observation.
15. Reviewed goal	15. Coach reviewed the current action plan goal(s).
16. Reflection	16. Coach asked questions or made comments to encourage the coachee to reflect on use or practices.
17. Supportive feedback	17. Coach provided supportive feedback about the coachee's use of practices.
18. Constructive feedback	18. Coach provided constructive feedback about the coachee's use of practices.
19. Next steps	19. Coach and coachee discussed coachee's next steps to meet the action plan.
20. Revised action plan	20. Coach and coachee revised the current action plan or created a new action plan.
21. Scheduled next	21. Coach and coachee scheduled the next observation and meeting.
22. Discussed next	22. Coach and coachee discussed focus of next observation.
23. Side-by-side	23. Side-by-side gestural or verbal support
24. Env. arr.	24. Environmental arrangement
24. Modeling	25. Modeling
26. Other help	26. Other help in classroom
27. Reflective conv.	27. Reflective conversation
28. Problem-solving	28. Problem-solving discussion
29. Role play	29. Role play
30. Video models	30. Video models
31. Verbal feedback	31. Verbal performance feedback (supportive or constructive)
32. Numerical feedback	32. Numerical or graphical performance feedback (supportive or constructive)
33. Graphing	33. Graphing
34. Providing materials	34. Providing materials
35. Goal	35. Goal setting and planning
36. Notes	36. Notes