

# CLASSROOM OBSERVATION TIMELINE



## 2+ WEEKS PRIOR TO OBSERVATION

- Schedule a day to teach on campus and be observed.

## 2 WEEKS PRIOR TO OBSERVATION

- Complete online form to request classroom observation.
- Receive confirmation of observation day and time.

## 1-2 WEEKS PRIOR TO OBSERVATION

- Email a copy of your lesson plan to CTL staff.



## DAY OF OBSERVATION

- CTL staff observes and records video of the class.
- Reserve the last 5-10 minutes of class for distributing and collecting student feedback forms.



## 1 BUSINESS DAY AFTER OBSERVATION

- CTL staff uploads video on Canvas.

## 2 BUSINESS DAYS AFTER OBSERVATION

- CTL staff emails their observation notes.

## <1 WEEK AFTER OBSERVATION

- Attend debrief session with CTL staff.
- Receive student feedback forms.



## 2 BUSINESS DAYS AFTER POST-OBSERVATION DEBRIEF

- Submit reflection paper online.  
<http://ctl.gatech.edu/content/classroom-observation-post-observation-reflection>