



CLASSROOM WALKTHROUGH TOOL

Classroom walkthroughs are meant to be brief snapshots of each class in a school. The goal of walkthroughs is for administrators and teacher leaders to get an understanding of school instructional strengths and areas to be improved upon. When administrators or teacher leaders walk through classrooms in teams, it is critical to identify 3–5 key elements to observe, rather than generally observing what is going on without a focus. Doing this allows leaders to identify schoolwide trends, give specific and meaningful feedback to teachers and help teachers improve their practice. Without a focus, walkthroughs can achieve very little, as it is easy to get caught up in each room and not have points to synthesize across classrooms or specific feedback to give teachers..

This tool is a notetaker for leaders to use during classroom walkthroughs. Walkthrough teams should select 3–5 essential questions from the list below to focus on during their observations.. Then, when in classrooms, walkthrough teams should observe teacher and students actions specifically to answer these essential questions, taking relevant notes as needed. Observers should write more than yes or no; their notes should be detailed enough to contribute to a debrief. After completing the walkthroughs, leaders should then discuss what they observed, identify strengths and areas for growth, and develop an action plan to improve teaching and learning.

Essential questions (Focus areas)

- Is the classroom arranged for effective learning?
- Are students engaged in the work of the lesson from start to finish?
- Does the teacher use non-verbal practices (proximity, circulation, cues) to increase student engagement?
- Are students working with content aligned to the appropriate standards for their subject and grade level?
- Is the learning objective clear? Can you identify what the objective is by observing instruction?
- Does the teacher explicitly model conceptual knowledge and provide think-alouds to illustrate key points?
- Are students responsible for doing the thinking in this classroom or are teachers guiding towards the key points?
- Are students asked to show what they learned in the lesson?
- Do students have an opportunity to practice the objective independently?
- Are small group procedures clear and indicate that small group learning happens regularly?
- Does the teacher restate expectations and hold students accountable to them?
- Does the teacher incentivize positive behaviors more than redirecting disruptive behaviors?
- Are all students using a note taker while working on the computer?
- Is the teacher leading a small group while other students work on a computer?
- Is there a digital learning goal posted? Can students tell you their goal?
- Is there a tracker displayed that shows up-to-date student progress?
- Does the teacher remediate in-the-moment when a student misunderstands or struggles?
- Does the teacher provide feedback in real time in an effort to address student misconceptions?



Grade level or Teacher name ↓	Essential question #1	Essential question #2	Essential question #3	Essential question #4	Essential question #5



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