

Using Skype for EA Participant/Colleague Dialogue and Lesson Observation

Directions for the Student

[Skype](#) is an effective tool for educator professional development through which the teacher and others can observe and provide feedback on lessons being taught. It is especially valuable as a tool for dialogue and multiple lesson observations when distance precludes face-to-face meetings.

- 1) Click here to create a no cost [Skype](#) account.
- 2) Add your EA supervisor as a Skype contact and practice using it to communicate with each other.
- 3) Confirm the time, and length of the SKYPE lesson observation, with your supervisor. The [World Clock Meeting Planner](#) is a useful tool for scheduling meetings across time zones. Your supervisor may choose not to watch the whole lesson and may sign off at an appointed time.
- 4) Prior to a lesson observation:
 - a. Test sound and video quality in the classroom and on the computer you will be using for the lesson.
 - b. Position the camera so that it is off to the side of the students and where you will be teaching. The visual will capture some of the students and the area of the classroom where you will be teaching. If you plan on moving several times outside the angle of the camera, ask your mentor teacher to adjust the camera so you remain in the picture.
 - c. Ask your mentor teacher to be in the room during the lesson and provide a mobile phone (set to 'vibrate only'). Send your EA supervisor the phone number to text IF the Skype connection is lost. Your mentor and supervisor can then reset the SKYPE connection without interrupting the lesson.
 - d. Start the Skype connection prior to the lesson start time. Assure the connection is good. Your supervisor will then turn off their video and sound.
- 5) Schedule a time to review the lesson with your supervisor. This might be on conclusion of the lesson or later, after you have time to review notes your supervisor may have sent you. Include your mentor teacher if possible.

Directions for EA Supervisors

- 1) Skype with the student to test the system in advance of the lesson
- 2) Have the student call you to start the observation (note: the start of the lesson may change due to transitions, assemblies, recess, etc.).
 - a. Confirm the mobile phone number that you can text with the mentor teacher to check the status of the lesson if you do not receive a Skype call and/or to reset the SKYPE session if necessary.
 - b. At the start of the lesson turn off your video and sound so that the students do not see or hear you.
 - c. Do not "capture" the lesson via Skype video unless permitted to do so.

- 3) Record your observations – in Word, email – and send to the student and mentor teacher as a basis for discussion following the lesson.
- 4) Alternatively, if Skype is not available:
 - a. The student can record and upload videos of lessons to share.
 - b. Students completing a state-required performance assessment (edTPA) will have videotaped one or more lessons that are then edited for the state assessment.
Ask to view one of the full lessons before it is edited.

NOTE: Videos of lessons cannot be available to the public (e.g. on YouTube or other sharing site). They can be shared through [Google docs](#), a private site that the student creates and then invites others to view.