

Department of Learning & Teaching EdThena User Guide

Video Uploading & TPE Feedback Process on Edthena

Teacher Candidate:

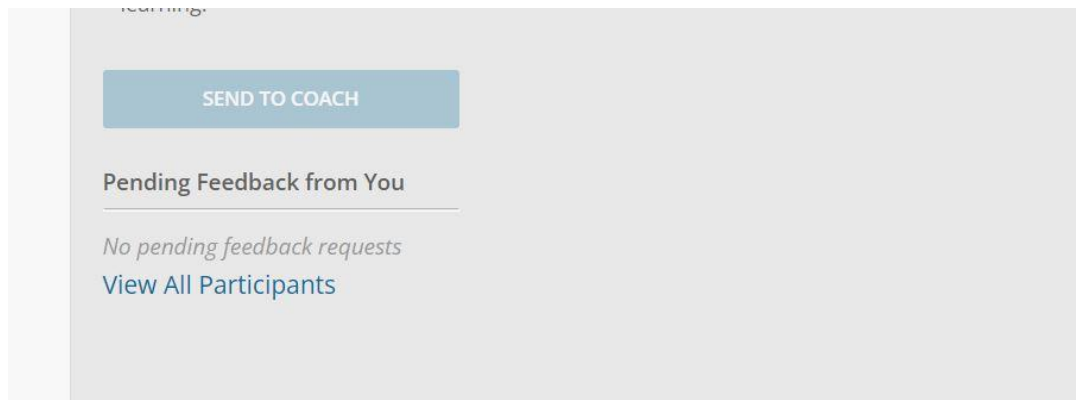
Candidates will upload at least 6 videos to Edthena each term to demonstrate their development of the California Teaching Performance Expectations (TPEs). Each video will identify **at least one focus TPE**. By the end of the term they will need to receive feedback across each of the six TPEs. Candidates can use the Cheat Sheets to determine how they will meet the components of the TPE, to evaluate the videos, and write their reflections:

- [Universal TPE Cheat Sheet](#)
- [Ed Specialist TPE Cheat Sheet](#)

Steps:

1. Identify and design a UDL lesson plan with reflection, learning materials, and work samples that demonstrates at least one TPE.
 - See UDL Lesson Plan Templates on Field Experiences Website
2. Candidate must video record an observation. The schedule will be determined by the site supervisor and on-site support provider. Recordings should be between 30-55 minutes. (No more than 55 minutes.)
3. Login to Edthena and click on “Explorations.”
 - Choose the appropriate Exploration based on the Observation you’re submitting (e.g., First Observation, Observation A, Observation B, Midterm Observation)
 - Click on appropriate [video upload](#) (for example, “Video #1”).
 - Name the video with your last name and TPEs addressed (e.g., Roth_TPE1).
 - Upload video and lesson plan, artifacts/materials/resources including a reflection on how you addressed the TPE in the video, self-identified strengths, and areas for growth. Include all relevant resources that the observer would need to referenceduring the observation:
 - UDL lesson plan observation should include lesson plan including the post lesson reflection, handouts, readings, assignment sheets, and student work samples. The reflection should include a summary of the learners’ achievement, explicitly state how the TPEs were met in the lesson, and provide context for next steps.
 - Formal meeting observations should include agenda and minutes from the meeting along with a reflection of how the TPEs were met in the meeting and next steps.

- Administration of an assessment observation should include the testing protocols, a summary analysis of the results, and a reflection of how the TPEs were met.
 - [Comments on the lesson](#): Candidate uses the “Notes” option to annotate the video. Provide at least one comment per 2 minutes is a minimum (at least 20 annotations). Please note, there may be more notes during direct instruction and group work periods. Link your note to the TPE that is being addressed. Notes should include:
 - Explicit connections to the TPEs
 - Narrative of decisions being made
 - Important transitions
 - Explain interactions with learners
 - Self-reflection about choices being made including a commitment to do things differently next time.
4. Once you upload the video and supporting documents, scroll all the way to the bottom of the screen and select the blue “send to coach” button and select your University Supervisor. ***Until you select this button, your Exploration video and documents are not yet viewable to your supervisor!***




5. Go to page 5 of this document for steps to complete once your supervisor has reviewed your video.

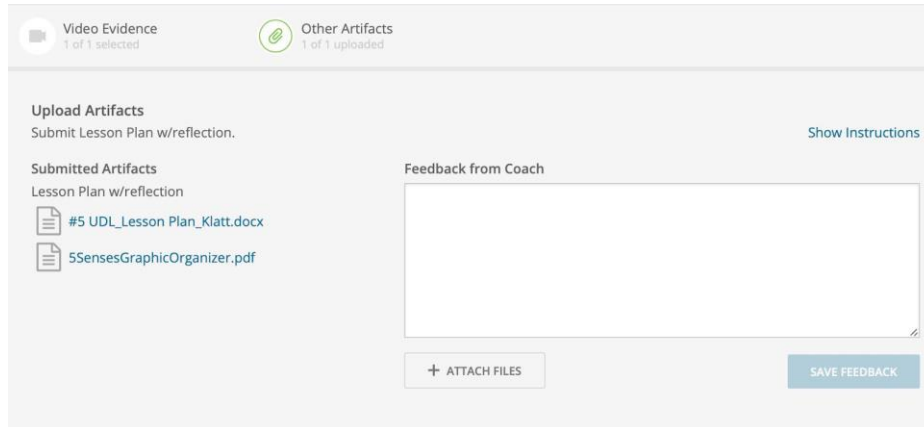
Supervisors (USD supervisor/ “Coach”):

Video Analysis:

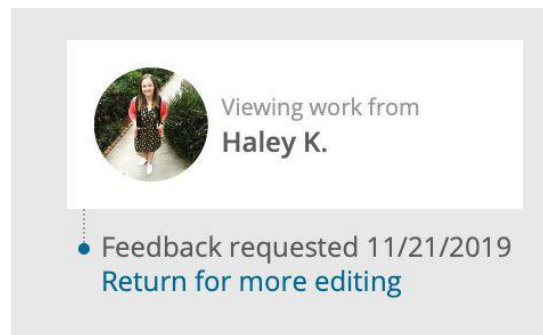
- USD Supervisor will assess 6 videos for Student Teachers
1. Login to Edthena and select the appropriate group from the left-hand menu (
 2. Gather all materials that you will need to provide feedback to this video:
 - a. TPE Cheat Sheets:
 - i. [Universal TPE Cheat Sheet](#)
 - ii. [Ed Specialist TPE Cheat Sheet](#)
 - b. Copy of *Danielson/TPE Feedback Process on Edthena* to follow along.
 - c. Candidate’s observation documents (lesson plan with reflection, work sample,

lesson materials, assessment documents, and/or meeting notes) Optional to print from Edthena once you are in Explorations.

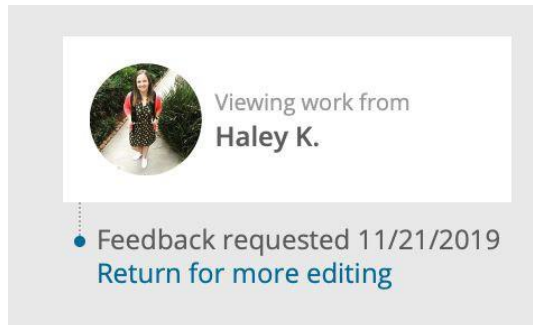
3. Access Group (ex. “Fall 2020 Secondary General Education”) folder.
4. Open Explorations and click on explorations with pending videos.
5. Open, read, and provide feedback on the materials uploaded in the “Other Artifacts” (ex. UDL lesson plan with reflection and student work samples). You can also find these materials in the  box if you have already clicked on the video to view.



- a. If there are no attachments uploaded, click “Return for more editing.” Leave a message to remind the candidate to upload artifacts and submit.



- b. If you choose to provide suggestions within the documents (for example feedback on the lesson plan), you can upload your edited files using the “Attach Files” option (See figure in #6 above)
6. Use the TPE Cheat Sheet available for explanation of each Danielson and TPE description. Note the TPE the Candidate selected for the observation/lesson plan video (contained within the lesson plan).
 - a. Click on “Video Evidence” and check to see if the candidate has annotated the video.
 - b. If there are fewer than 20 annotations on the video (roughly 2/minute), click “Return for more editing.” Leave a message to remind the candidate to add annotations (feedback on video).



- c. If the video is annotated, then click play and watch the video.
7. Providing Video Feedback:
 - a. When you want to [make a comment](#), click on the (+) sign along the timestamp bar and identify the type of comment:
 - i. Question: pose a question to the candidate
 - ii. Suggestions: provide a suggestion
 - iii. Strength: share a strength you have observed
 - b. IMPORTANT: If the comment is related to a specific TPE/Danielson, then scroll through the TPE/Danielson list and click on that TPE. *It is important that you mark the TPE at this step as you cannot go back and edit to add the TPEs. By marking the TPEs at this step, your exported feedback will make editing the indicators and providing comments much easier later on in this process.*
 - c. If you believe this is an area of growth, click "[Propose as a new Commitment](#)."
 - d. Explain how the candidate can improve or meet the standard by writing comments in the text box.
8. Once you have finished annotating the video:
 - a. [Export comments](#). Copy and paste the comments related to the TPEs to another document for reference while you "Edit Indicators"
 - b. Click the back button
 - c. [Edit Indicators based on level](#). Mark the level the candidate has reached for each indicator. You may search for each TPE level in the search bar which makes it much easier than scrolling to look for the indicator.
 - i. Using your exported comments and observations, note the level the student has reached
 1. Unsatisfactory
 2. Basic
 3. Proficient
 4. Distinguished
 - ii. If the indicator is a continued area of growth (Unsatisfactory or Basic), leave a comment corresponding to how the candidate can improve upon the Danielson/TPE.
 - iii. Mark "unobserved" for each of the Danielson/TPEs that were not an area

of focus for this exploration.. Hint: you must have all Danielson/TPEs marked in order to finalize this process.

- d. Save and Close. Finalize the process.
- e. Click “Send Feedback.”
- f. Cut and paste your comments for TPEs in the Feedback Summary.
- g. If the Danielson/TPE still needs to be addressed, then click “Propose as a new Commitment.”
- h. Scroll to the bottom and click, “Finalize and Send.”

Teacher Candidate:

1. Once you have received feedback, such as a **proposed commitment**, upload subsequent videos, documents, and/or reflections to show how you have addressed the proposed commitment. Each exploration should reflect feedback that the candidate received from previous explorations. If there is an area of growth you have addressed there should be a note to identify this area. Note: click on the link to know how to [accept the commitments once you receive a notification](#).
2. Read through the comments the supervisor has left- ask questions, if needed.
3. Create a plan for addressing the Danielson/TPE proposed Commitments.
4. You will present your plan at your next coaching meeting.
5. [Address your commitments by writing a reflection](#) or linking a video to explain how you are growing in that area.
6. Your following exploration should address changes you have made to your teaching based on feedback from prior explorations.

Candidate Running Report for Individual Development Plan and Triad:

1. Go to your Group
2. Click on STATS
3. Click on “See More” (next to Leveled Indicators)
4. Click on “USD Danielson/SpEd TPE Framework”
5. Click on the “By Exploration”
6. Save Report
7. Send information to the triad team (candidate, USD supervisor, and Cooperating Teacher)

Final Triad Meeting w/Candidate, USD supervisor, and Cooperating Teacher:

1. Debrief Candidate development based on final report from Explorations and the Final Evaluation template.
2. Both Supervisor and Cooperating Teacher should complete the Qualtrics Final Evaluation form for all Teacher Candidates to complete the semester.