

EPISODE 263

Low & High-Tech Instructional Leadership Tools



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can we use the optimal combination of low- and high-tech tools to maximize our impact as instructional leaders?

Respond in Chat



What's your favorite notetaking tool?

An Overall Plan



1. Write on paper most of the time
2. Digitize for safekeeping + search
3. Have ONE main place
4. Use purpose-built tools

4 Types of Pen-and-Paper Writing



- Daily planner
- Meeting notes
- Observation notes
- Notes to teachers

Having “One Main Place” for Info



- Appointments » Calendar
- Notes » Notebook » Evernote
- Observations » Repertoire
- Tasks » To-Do List



Planning Your Day & Taking Meeting Notes

ILA Member Planners



Monthly Planner Workflow

- Print & bind
- Use daily
- Digitize as needed
- Archive in Chronological File

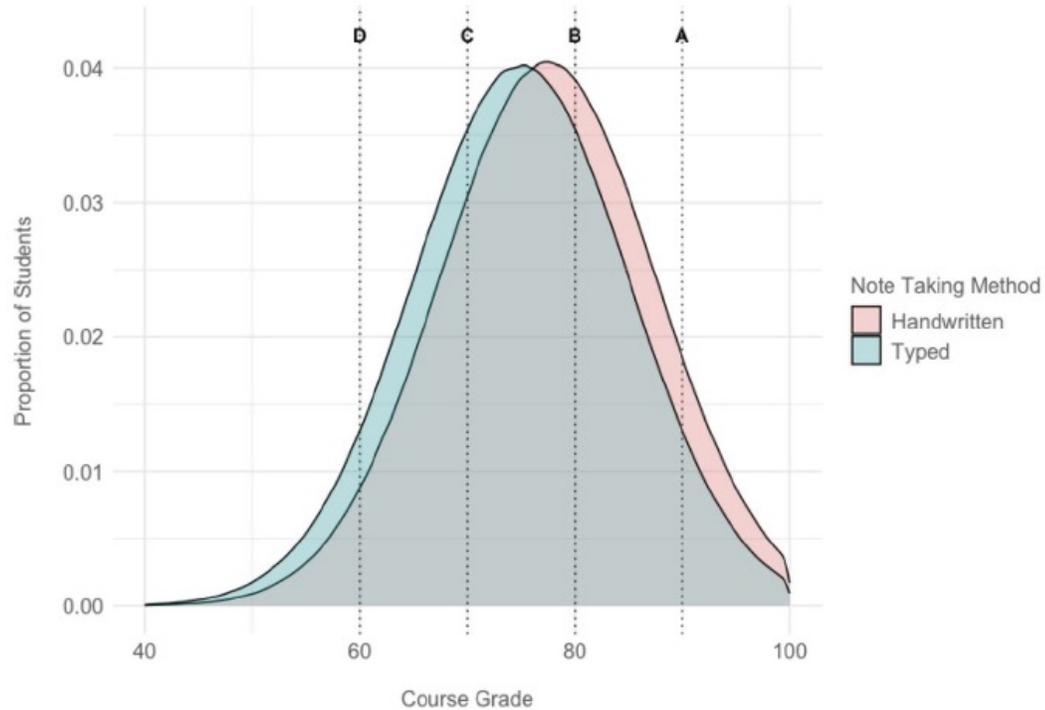


Digitizing Handwritten Text



- Phone cameras are faster & more flexible than scanners
- Text and handwriting recognition are now quite good
- Use page headings with date, meeting name, participants
- Don't organize—rely on keyword search

Paper Notes Are Better In Class



	F (0, 60)	D (60, 70)	C (70, 80)	B (80, 90)	A (90, 100)
Handwritten	4.0%	19.0%	37.5%	30.0%	9.5%
Typed	7.0%	24.5%	38.5%	24.0%	6.0%

Note. The above BESD shows the impact of note taking method for a course that had an average score of 75 with a standard deviation of 10. The percentages provided in the table show the expected percentage of students for each letter grade category.



Daniel Willingham
@DTWillingham

Typed vs hand-written notes. New meta-analysis shows small disadvantage for typed. Previous m-as differ, likely due to study inclusion. Personally, I'm most concerned about distraction assoc with the device you're typing on. link.springer.com/article/10.100...



Why Use Paper?

- No learning curve—you're ready
- No technical difficulties
- Always available
- Least rude in a meeting

Drawbacks: No Search or Backup





Why Avoid Electronics?



- Avoids status implications
- Easier to avoid distractions
- Sets a good example for participation
- Fewer generational & cultural issues



Observation Notes

Evaluation Organizer Spreadsheet



The image shows a laptop screen displaying a spreadsheet with the following columns: Teacher Name, Classroom Management, Planning & Preparation, Professionalism, Engagement, Results, Relationships, High Expectations, Content Knowledge, and Family Engagement. The rows list teachers and their characteristics, such as Mr. Jones (Warm Demander, Organized & Thorough, Leader, Data-Driven) and Mrs. Smith (Strict, Flexible & Responsive, Team Player, Creative & Engaging). A printed sheet titled "TEACHER EVALUATION ORGANIZER" is placed over the laptop. The sheet features a red graphic of a laptop and the text "THE PRINCIPAL CENTER" at the bottom.

PrincipalCenter.com/eval



Observation Notes: Description



- Factual descriptions
- Verbatim quotes from teacher + students
- Timestamps
- Diagrams & tallies as needed

Paper Notes: Seating Chart



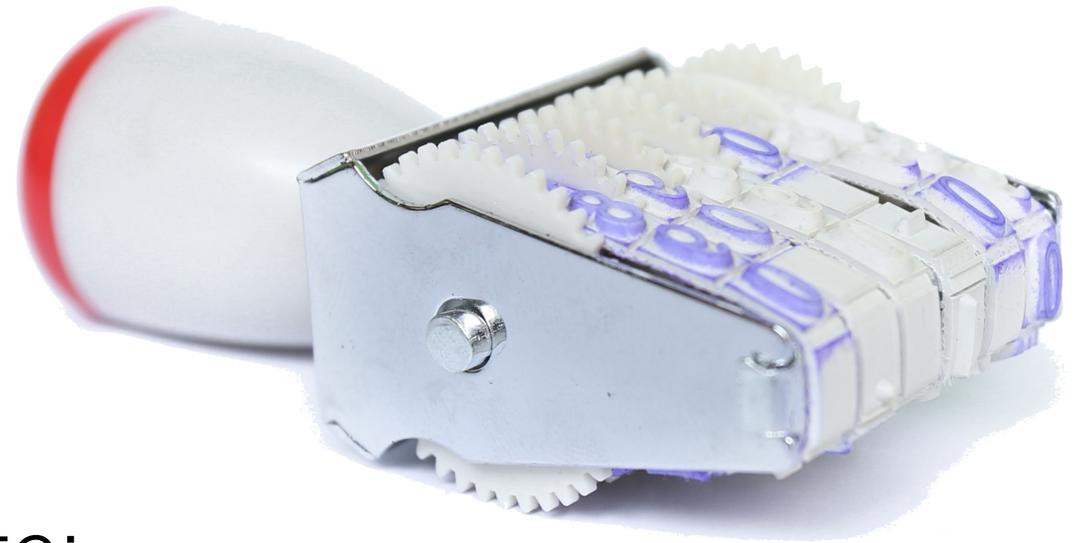
- Who's in the meeting
- Where each person is sitting
- Who says what
- Action items

Tip: Use Initials

Observation Notes: Timestamps



- Start time for each activity
- Elapsed time
- Student/teacher talk time
- Overall flow of lesson



Tip—Start each line with minute:

9:34 T: "Please take out your notebooks..."

Timestamps in Repertoire



Formal Observation - 5th Period

Snippet Template Observation

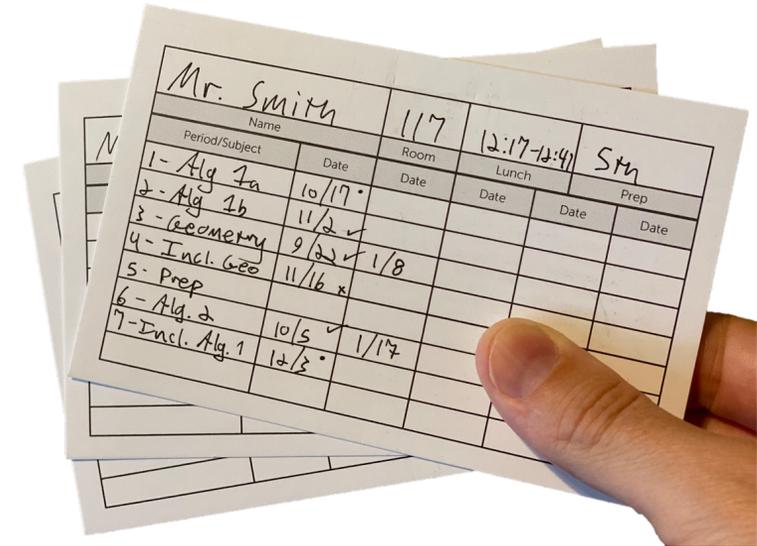
T: "Please come see me if you need a new beaker."

Save New Snippet Line Break Timestamp Seconds :

11:04:33 : T explaining directions for lab: "Be sure to double-check your measurements and record them in your journal."
11:05:47 : S getting materials and reviewing lab procedures
11:05:15 : T circulating to answer questions & keep groups on track

Observation Records

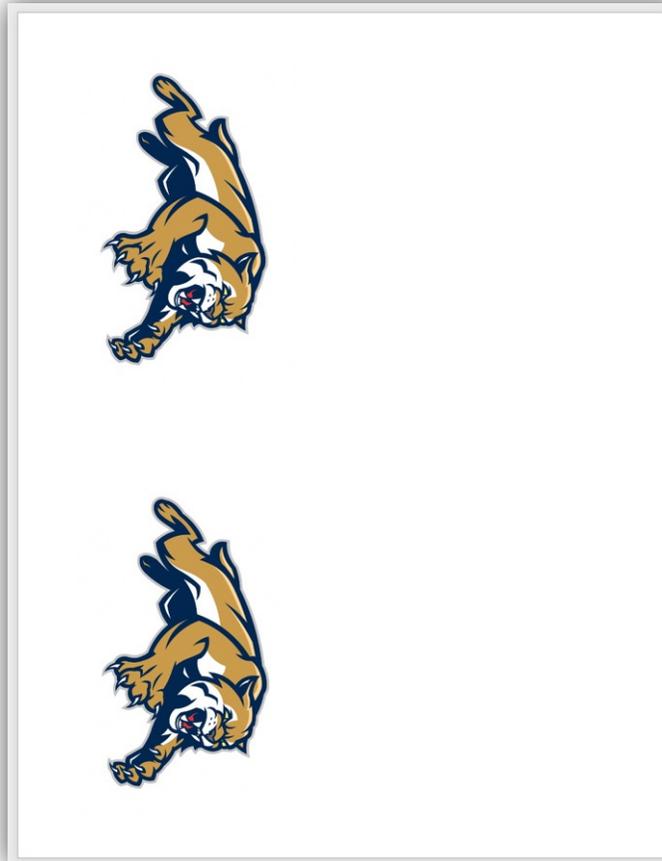
- Classroom Visit Notecards
- Repertoire Observations
- Google doc per teacher
- Spreadsheet for all staff



PrincipalCenter.com/notecards



School Logo Notecard Template



PrincipalCenter.com/logo



Search Your Phone's Camera Roll



Bill Wasik @billwasik

Crazy — my son was looking for a book on our bookshelves, so he took an iPhone picture of the whole shelves (hundreds of books) and then searched for the book's title in his photos.

9:47 PM · May 28, 2024 · 849.1K Views

92 530 10K 821

Career-Obsessed Banshee @edenwillow · May 28

Did it work? If so that is kind of genius

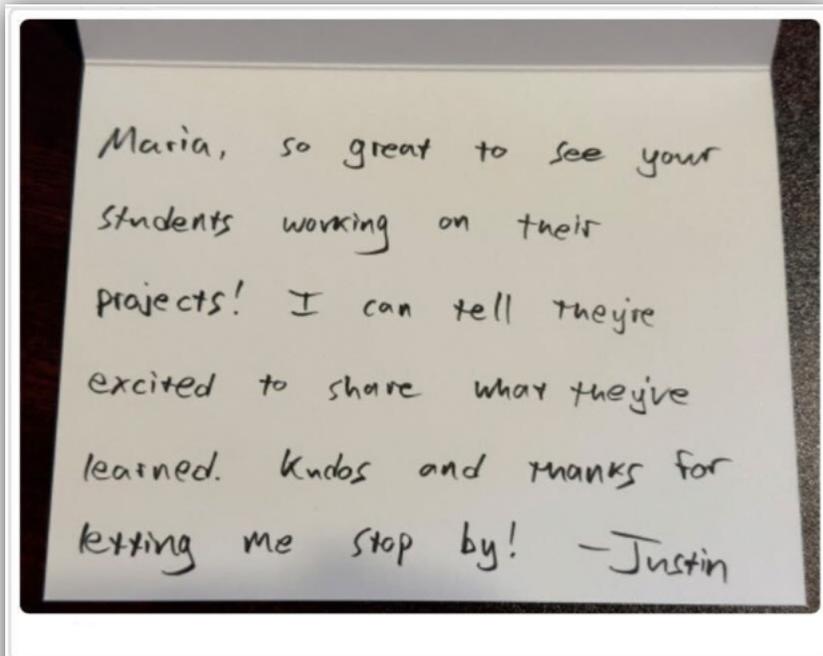
2 801 61K

Bill Wasik @billwasik · May 28

Instantaneously

1 3 2.8K 62K

Save Handwritten Note Text



Transcribe text in image

Generate Response 

Discard Changes 

Save Chat 

Maria, so great to see your students working on their projects! I can tell they're excited to share what they've learned. Kudos and thanks for letting me stop by! - Justin

REPERTIRE^{ai}



Electronic Notepads: reMarkable



Electronic Notepads: Kindle Scribe



Hybrid: Rocketbook



- Special reusable material
- Water-erasable pen
- Scan with app

Evernote + Paper



- Excellent scanning app for phones
- Excellent search/organization features
- Excellent app interface for taking notes



Ramping Up with 3 Cycles



Cycle 1	 Every teacher you supervise	 1-2 minute visits, back to back	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 2	 3 a day	 5-10 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 3	 3 a day	 10-15 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat



Using Repertoire for Observations & Writing

How Repertoire Helps



- Determining which teacher to visit
- Keeping evaluation criteria in mind
- Taking detailed notes
- Re-using common phrases in Snippets
- Writing summaries
- Writing observation reports
- Writing final evaluations
- Digitizing notes
- Saving photos

Repertoire Key Features



- Next Up & Notecards
- Create, Search, & Pin Snippets
- System Snippets, including teacher evaluation criteria
- Rapid notetaking with Timestamps
- Send as Email, Save as Observation, or Convert to Template
- Templates, including Final Evaluation Builder

Try Repertoire Free



The screenshot shows the landing page for Repertoire AI. At the top, the logo "REPertoire^{ai}" is displayed in a large, bold, sans-serif font. Below the logo, the headline reads "The Professional Writing App for Instructional Leaders" followed by the sub-headline "Get the world's most advanced tools for teacher observation & evaluation". The page features three columns of benefits, each with an icon, a short description, and a "See How" button with a right-pointing arrow.

Benefit 1	Benefit 2	Benefit 3
		
Keep precise professional language at your fingertips—and write with A.I.	Capture evidence-rich notes in the classroom—with dramatically less typing	Use drag-and-drop templates for flawless high-stakes writing
See How >>	See How >>	See How >>

PrincipalCenter.com/repertoire



Who Should I Visit Next?



Snippet Template Observation

Date * Time *

08/15/2023 12:04

Teacher Name *

Mary Smith

Next Up

A hand cursor icon pointing at the "Next Up" button.

Choosing A Teacher



- Use with notecards if you prefer
- Type name & select OR
- Click Next Up
- Click repeatedly to scroll through list

Next Up & Notecards Together



- Notecard on top of stack OR Next Up recommendation
- Return notecard to bottom of stack when visited
- Return to top of stack if missed
- Keep roughly the same order each cycle

Take Detailed, Timestamped Observation Notes



Snippet Template Observation

S: "Here's what we have so far" |

Save New Snippet Line Break Timestamp Seconds :

12:24:10 : Students begin working on their designs in small groups
12:25:32 : T: "What did you come up with for your materials list?"

Find & Pin Relevant Criteria



Title *

2023-08-15

Snippet

Template

Observation

celebrating



{1.2}Celebrating Success: The teacher celebrates student success relative to the learning targets and/or the learning goals.



Save New Snippet Line Break Timestamp Seconds :

12:24:10 : Students begin working on their designs in small groups

12:25:32 : T: "What did you come up with for your materials list?"

Pinned Snippets



{1.2}Celebrating Success: The teacher celebrates student success relative to the learning targets and/or the learning goals.



{1.2-1}When the strategy is called for the teacher does not use it or the teacher uses the strategy incorrectly or with parts missing



teacher provides students with recognition of their current status but not their knowledge relative to the learning goal



{1.2-3}The teacher provides students with recognition of their current status and their knowledge gain relative to the learning goal and monitors the extent to which students are motivated to enhance their status.



{1.2-4}The teacher adapts or creates new strategies to meet the specific needs of students for whom the typical application of strategies does not produce the desired effect.



Search by Keyword or



Title *

2023-08-15

Snippet Template Observation

1.2

{1.2-1}When the strategy is called for the teacher does not use it or the teacher uses the strategy incorrectly or with parts missing

{1.2-2}The teacher provides students with recognition of their current status but not their knowledge gain relative to the learning goal

{1.2-3}The teacher provides students with recognition of their current status and their knowledge gain relative to the learning goal and monitors the extent to which students are motivated to enhance their status.

Pinned Snippets

Linked Artifacts

Turn Frameworks On/Off



System Snippets ⌵ 🔄 ✕

10 Evidence-Driven Feedback Questions from Now We're Talking	 <input checked="" type="checkbox"/>	▶
Danielson Framework	 <input type="checkbox"/>	▶
Marzano Framework	 <input checked="" type="checkbox"/>	▼
Criterion 1: Centering instruction on high expectations for student achievement.	 <input checked="" type="checkbox"/>	
{1.1}Providing Clear Learning Goals and Scales (Rubrics): The teacher communicates high expectations for learning by developing, aligning, and communicating clear daily learning targets and/or longer-term learning goals (grade-level standards) with rubrics for the goals.	 <input checked="" type="checkbox"/>	
{1.1-1}When the strategy is called for the teacher does not use it or the teacher uses the strategy incorrectly or with parts missing.	 <input checked="" type="checkbox"/>	
{1.1-2}The teacher provides a stated learning target (daily) and/or learning goal (longer term) but the learning goal is not accompanied by a scale or rubric that describes levels of performance.	 <input checked="" type="checkbox"/>	

Use Snippets Or Edit Text Directly in the Note Box



Snippet Template Observation

Enter Text 

Save New Snippet Line Break Timestamp Seconds :

Great to see you today, Amanda! Here are my notes:
– Students were working on their bridge projects
– This is the 2nd week of the project
| }
12:24:10 : Students begin working on their designs in small groups
12:25:32 : T: "What did you come up with for your materials list?"

Save & Reuse Your Favorite Feedback Phrases



Snippet Template Observation

great 

Great to see you today! Here are my notes: 

Great to see you today! Here are my notes:

12:24:10 : Students begin working on their designs in small groups
12:25:22 : T: "What did you come up with for your materials list?"

{1.2}Celebra
and/or the le

{1.2-1}When
incorrectly o

(1.2-3)The te
relative to th
status.

Save & Reuse Your Favorite Feedback Phrases



Snippet Template Observation

community

It's clear that you've built an incredible classroom community.

It's clear that you've built an incredible classroom community.

{1.2}Celebrate and/or the le

{1.2-1}When incorrectly or

(1.2-3)The te

A screenshot of a software interface for saving and reusing feedback phrases. At the top, there are three blue tabs: "Snippet", "Template", and "Observation". The "Snippet" tab is active. Below the tabs, there is a text input field containing the word "community". To the right of the input field is a small icon of a brain with neural connections. Below the input field, a grey box displays the text "It's clear that you've built an incredible classroom community." with a red pushpin icon on the right side, indicating it has been saved. A hand cursor is shown over this box. Below the grey box, the same text "It's clear that you've built an incredible classroom community." is shown in a white box, demonstrating how the saved snippet is reused. On the right side of the interface, there are several grey boxes containing text fragments like "{1.2}Celebrate and/or the le", "{1.2-1}When incorrectly or", and "(1.2-3)The te".

Send As Email, Copy, or Save As Observation



Great to see you today, Amanda! Here are my notes:

- Students were working on their bridge projects
- This is the 2nd week of the project

12:24:10 : Students begin working on their designs in small groups
12:25:32 : T: "What did you come up with for your materials list?"

Save Note Convert Share

Email Copy to clipboard Save as Observation

Use Templates for Fast, Precise Writing



Snippet **Template** Observation

Title *
GSIR Final Evaluation Builder

Layout Editor *
Type New Phrase & Hit Enter

PLANNING & PREPARATION

Mr. Jones plans activities that he knows students will and builds in student choice to increase motivation and

(PLANNING & PREPARATION SPECIFICS—EVIDENCE)

As a result of this investment in their learning, student highlight of their day.

Therefore, Mr. Jones's practice in Domain 1, PLANNING is **Unsatisfactory (Level 4)**.

Edit Fields

Document Fields

Add Document Field

- + Teacher Title
- + Teacher First Name
- + Teacher Last Name
- + Eval Criterion
- + Rating 1

Mr. Jones's units and lessons are characterized by well-organized, thorough plans for ensuring that all students master essential knowledge and skills.

Mr. Jones's pedagogical content knowledge allows him to keep students moving toward unit objectives while remaining flexible and responsive to students' misconceptions.

Mr. Jones works closely with his team to create and adapt instructional materials to ensure that all students meet standard.

Classroom Management

Unsatisfactory (Level 1)

Use ChatGPT Prompts



Select System Prompt

Q Translate

Select System Prompt

- Summarize Meeting Notes + Action Items
- Transcribe + Summarize Observation Notes from
- Parent Writing Prompt
- Staff Writing Prompt
- Revise for Clarity & Conciseness
- Translate Into Other Languages
- Add Gravitas

Add System Fields

Please add the following system field values to continue with this prompt

User Age *	<input type="text" value="43"/>
User Gender Adjective *	<input type="text" value="Male"/>
Writing Grade Level For Parents *	<input type="text" value="4th"/>
Translation Languages *	<input type="text" value="Spanish and Urdu"/>

ChatGPT



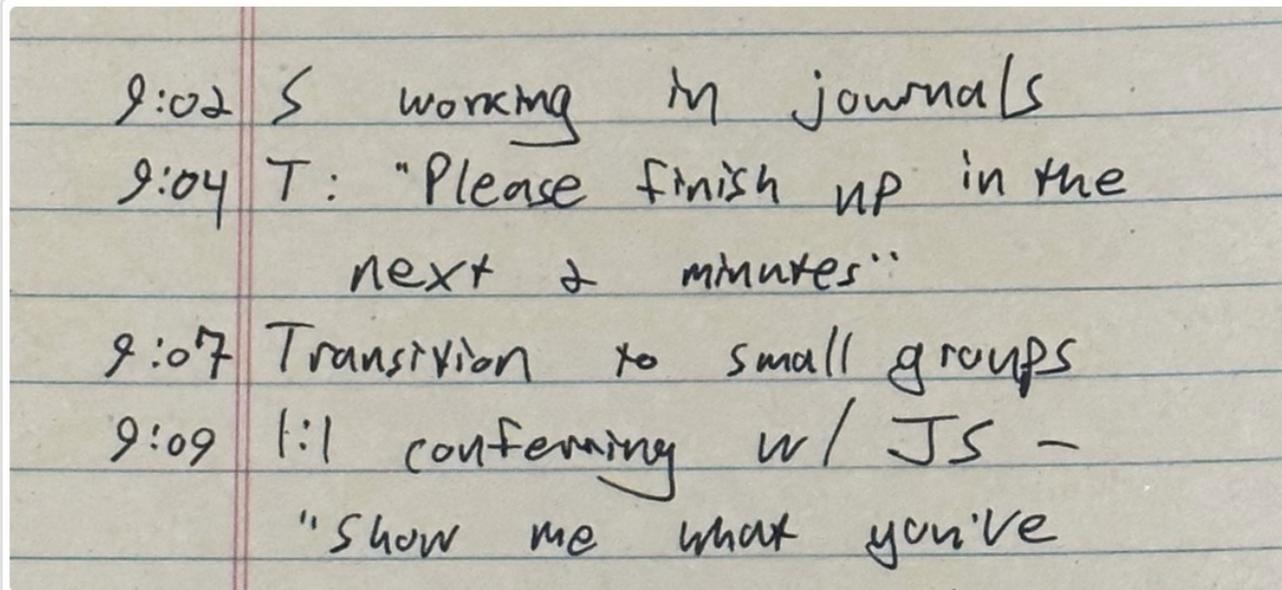
Transcribe Text in Photo

Magic

Text



Upload New File



Delete

Magic

Text



Transcribe text in photo



Translate Into Other Languages 

Write the following to parents

100 words on the importance of completing missing assignments

Spanish and Tagalog and Mandarin

Provide response in English, and translate into [Translation Languages]

Completing missing assignments is crucial for student success. When students fail to turn in assignments, they miss out on valuable practice and reinforcement of key concepts. This can lead to gaps in knowledge and a lack of understanding of the material being taught. By completing missing assignments, students can stay on track with the curriculum and ensure they are prepared for exams and assessments. Additionally, turning in all assignments helps students develop important time management and responsibility skills that will benefit them in their academic and professional lives. 

La importancia de completar las tareas pendientes radica en el éxito del estudiante. Cuando los estudiantes no entregan las tareas, pierden práctica y refuerzo en conceptos clave. Esto puede provocar lagunas en el conocimiento y una falta de comprensión del material que se enseña. Al completar las tareas pendientes, los estudiantes pueden mantenerse al día con el plan de estudios y asegurarse de estar preparados para exámenes y evaluaciones. Además, entregar todas las tareas ayuda a los estudiantes a desarrollar habilidades importantes de gestión del tiempo y responsabilidad que les beneficiarán en su vida académica y profesional.

Ang kahalagahan ng pagkumpleto ng mga nakaligtaang gawain ay mahalaga para sa tagumpay ng mga mag-aaral. Kapag hindi nagpasa ng mga gawain, nawawalan ng mahalagang praktika at pagpapalakas sa mga mahahalagang konsepto. Ito ay maaaring magdulot ng kakulangan sa kaalaman at kawalan ng pag-unawa sa materyal na itinuturo. Sa pamamagitan ng pagkumpleto ng mga nakatakandang gawain, maaaring manatili ang mga mag-aaral sa tuktok ng kurikulum at masiguro na sila ay handa para sa mga pagsusulit at pagsusuri. Bukod dito, ang pagpasa ng lahat ng gawain ay tumutulong sa mga mag-aaral na magkakaroon ng mahahalagang kasanayan sa paggamay ng oras at responsibilidad na makakatulong sa kanila sa kanilang akademikong at propesyonal na buhay.

完成遗漏作业的重要性在于学生的成功。当学生未能提交作业时，他们失去了对关键概念的宝贵练习和加强。这可能导致知识的空缺和对所教材料的理解。通过完成遗漏的作业，学生可以跟上课程并确保为考试和评估做好准备。此外，提交所有作业有助于培养学生培养重要的时间管理和责任技能，这将使他们在学术和职业生活中受益。





GSIR FINAL EVALUATION



BUILDER



How To Get Started



- Send us your staff roster: First Name, Last Name, Email
- Turn on your evaluation criteria or send to us
- Print the Classroom Walkthrough Toolbox
- New school? Request a new account

justin@principalcenter.com



Try Repertoire Free



The screenshot shows the landing page for Repertoire AI. At the top, the logo "REPertoire^{ai}" is displayed in a large, bold, sans-serif font. Below the logo, the headline reads "The Professional Writing App for Instructional Leaders" in a bold, dark font. Underneath the headline is a sub-headline: "Get the world's most advanced tools for teacher observation & evaluation". The page features three columns of content, each with an icon, a short description, and a "See How" button with a right-pointing arrow.

Icon	Description	Action
	Keep precise professional language at your fingertips—and write with A.I.	See How >>
	Capture evidence-rich notes in the classroom—with dramatically less typing	See How >>
	Use drag-and-drop templates for flawless high-stakes writing	See How >>

PrincipalCenter.com/repertoire

