

FORM 400-4

VTC Quarterly Performance Observation Rubric

Name: (L, F, M.) _____ Rank/Grade: _____ Date/Time: _____
 Unit: _____ Location: _____ Course Title: _____

QUARTERLY OBSERVATION

85% required

1st 2nd 3rd 4th

POLYCOM VTC PRECHECKS	YES	NO	Comment/Corrective Actions
Login to Computer			
Turn on SMART Podium			
Turn on TV using Samsung remote control			
Turn on Polycom Video-Conference System with Polycom remote control			
Turn on Aver Document Camera			
Ensure Polycom microphone is operational			
Dial into call with Polycom Remote Control			
APPEARANCE & DELIVERY TECHNIQUES (ADT)	YES	NO	Comment/Corrective Actions
Appear professional and have good posture			
Introduce self and Establish rapport with audience			
* ELM / Concrete Experience (CE) / Publish & Process (PP). Transition into learning objective			
Define new terms and Clearly articulate thoughts			
Maintain eye contact via camera			
Paraphrase students' statements			
Keep within given time limits			
POLYCOM VTC DURING OPERATIONS	YES	NO	Comment/Corrective Actions
Ensure Camera is at "Rank" Level			
Transition between Main Camera, SMART Podium and Document Camera			
Main Camera to SMART Podium: Press the Menu Button; scroll to Show Content, press the Select Button, scroll to highlight Show SMART Monitor, press the Select Button			
SMART Podium to Main Camera: Press the Menu Button; scroll to Show Content; press the Select Button; scroll to highlight Hide SMART Monitor, press the select Button			
Main Camera to Document Camera: Press the Select Button; scroll to Show Content, press the Select Button; scroll to Show Document Camera, press the Select Button			
Document Camera to Main Camera: Press the Menu Button; scroll to Show Content; press the Select Button; Select Hide Document Camera			
To Change the Camera Presets (Self-View) layout: Press the Menu Button, scroll to Camera Control, Select the Zoom IN/Out Button and Directional Button; Once Camera is set press and hold desired Camera Preset			
When displaying SMART Monitor/Document Camera: Press the Menu Button, select the desired feature and press select. The variations of the layout will appear on the screen; select the desired content to display			
Facilitator used the microphone to mute/unmute as needed			
INTERACTIVITY	YES	NO	Comment/Corrective Actions
* ELM / Generalize New Information (GNI). Engage students early and often			
Involve all students			
Employ effective questioning			
Include learner centric activity / practical exercise			
Effective check on learning			
Displayed multi mediums effectively: Document Camera, Smart Monitor, Computer generated images or presentations, Main Camera, Audio Discipline, White Board, butcher paper			
Manipulated the control remote systems proficiently			
Transitioned smoothly between mediums			
* ELM / Develop / ask open ended questions. Why important for future use, future environment			

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POLYCOM VTC POST OPERATIONS	YES	NO	Comment/Corrective Actions
Disconnect call using Polycom Remote Control			
Mute Polycom Microphone			
Turn off Aver Document Camera			
Turn off Polycom Video-Conference System			
Turn off TV using Samsung Remote Control			
Turn off SMART Podium			
Log-off Computer			
SUMMARY/FEEDBACK	YES	NO	Comment/Corrective Actions
Summarized lesson			
* ELM / Apply / Assessment formative or summative			
Provided feedback			

POINTS PER TRAIT						TOTAL POINTS	CALCULATED %
Prechecks (7 points possible)	ADT (7 points possible)	During OPS (9 points possible)	Interactivity (9 points possible)	Post OPS (7 points possible)	Summarize (3 points possible)	Sum of all points per trait (42 max)	total points/42 (100% max)

RATING	EXEMPLARY (100% - 91%) <input type="checkbox"/>	COMPETENT (90% - 80%) <input type="checkbox"/>	DEVELOPING (79% - 70%) <input type="checkbox"/>	ADDITIONAL COACHING/MENTORING (69% - 0%) <input type="checkbox"/>
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Assessed Facilitator Signature:	Date:
Comments:	

Certifying Official Signature:	Date:
Comments:	

Cognitive Domain Level of Learning Achieved:
 Create Apply Evaluate Understand Analyze Remember

Overall Affective Domain Level Observed:
 Characterizing Organization Valuing Responding Receiving

Comments Recommendations Constructive Feedback:
 Behaviors Attitudes Mannerisms Technology Utilization Methodologies Collaboration

NOTE: Any item with an * that is not accomplished is a failed attempt, and must be re-assessed