



## TORSH Step-by-Step Form Directions - Session 1

### First Session of Cycle

**A recording must be initiated using a device which has the TORSH app before the meeting begins.** The teacher's account will be used for the ATIP, while the peer coach's account will be used for the Action Plan. The teacher and peer coach should first discuss the priority list in the TSNA.

#### ATIP

1. Teachers select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric from the drop-down menu** and **choose Assistive Technology Implementation Plan (ATIP)**
3. The teacher will click the + sign to expand and complete the form with their peer coach.
4. The teacher should scroll to the top and click the blue **Publish** button.
5. The teacher should remain at the top and click the blue **Share** button.
6. Click in the box to **choose Peer Coach's name** so the coach can work with the teacher to write the Action Plan.



## Action Plan

1. Peer coaches will go to the **Coaching Corner** at the top of the red bar.
2. They should click on **Goals** in the dark blue bar.
3. Click on the blue button called **New Goal** with the target symbol on it.
4. The default will show a line under New Goal. The peer coach will **select the teacher's name in the box.**
5. The peer coach will work with the teacher on **writing a goal** that will help him/ her meet the ATIP goal in the box on the left. This goal should be specific and measurable with criterion. The due date should be approximately 4 weeks out from the current date.
6. The peer coach will work with the teacher on action steps to be completed before and between the observation dates. The blue **Add Another Action Step** allows for multiple resources (the first step should always be to view the module that matches the teaching practice addressed). Links to videos and websites as well as instructions can be added.
7. When complete, the peer coach should click the blue **Save Goal** button. This will generate a page where items can be checked off as they are completed and the slider moved to show progress. These will be talking points at the future meetings.

**The recording must be uploaded to TORSH and shared with the mentor coach after plans are completed.**



## After First Session of Cycle

The peer coach's account will be used for these forms. After completion, the peer coach should follow up by email using pages 76-77 (Email Protocol) in the manual to summarize planning the meeting and first steps of the action plan before the observation.

### Teacher Fidelity

1. Peer coaches select **New In-Person Observation** from the lightning bolt and **select Teacher Name**.
2. It will allow them to **Select a Rubric from the drop-down menu** and **choose Teacher Fidelity Checklist**.
3. The peer coach will click the + sign to expand, **select Initial Assessment**, and complete the form.
4. The peer coach should scroll to the top and click the blue **Save as Private** button. A fidelity score will be generated; if 70% or below, a Follow-Up Assessment will need to be completed (mentor coaches will assist in these cases)
5. The peer coach should scroll to the top and click the blue **Request Feedback** button and **choose the Mentor Coach's name** so the peer coach can share information with the mentor coach only.

### Initial Program Guide

1. Peer coaches select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric** from the drop-down menu and **choose Initial Program Guide**.
3. The peer coach will click the + sign to expand and complete the form.
4. The peer coach should scroll to the top and click the blue **Publish** button.
5. The peer coach should remain at the top and click the blue **Share** button.
6. Click in the box to **choose the Mentor Coach's name** so the peer coach can work with the mentor coach on the process.



## TORSH Step-by-Step Form Directions - Sessions 2 and 3

### Second and Third Sessions of Cycle

#### Part 1 - Observation

The peer coach will communicate with the teacher to find an agreed-upon time and day to record the teaching practice in action during class time. This should take place approximately a week after the previous session to allow for preparation and earning to occur. On the scheduled day, the peer coach should **use the TORSH app to seamlessly record and upload to the account**. The peer coach should click the blue Share button to share with the teacher and mentor coach. He or she should rename the video to indicate the cycle and session. If not using the TORSH app to record, the coach should ensure the file can be saved and uploaded as a file through the TORSH platform by clicking the blue Upload button and dragging the file to the upload box.

In preparation for the debriefing session (which should be scheduled within 24 hours of the observation), the peer coach should review the video using the time stamp option to indicate comments using supportive and constructive feedback, keeping in mind the teaching practice goal for the cycle.

#### Part 2 - Debrief

**A recording must be initiated using a device which has the TORSH app before the meeting begins.**

Then the peer coach should review the video observation with the teacher to highlight the comments made in the time-stamped area and discuss any reflections made by the teacher on the video or as the meeting progresses.



## TORSH Step-by-Step Form Directions - Sessions 2 and 3

### After Second or Third Session of Cycle

The peer coach's account will be used for these forms. After completion, the peer coach should follow up by email using pages 76-77 in the manual to summarize debrief meeting and continuing steps of action.

#### Teacher Fidelity

1. Peer coaches select **New In-Person Observation** from the lightning bolt and select **Teacher Name**.
2. It will allow them to **Select a Rubric** from the drop-down menu and **choose Teacher Fidelity Checklist**.
3. The peer coach will click the + sign to expand, **Select Initial Assessment**, and complete the form.
4. The peer coach should scroll to the top and click the blue **Save as Private** button. A fidelity score will be generated; if 70% or below, a Follow-Up Assessment will need to be completed (mentor coaches will assist in these cases).
5. The peer coach should scroll to the top and click the blue **Request Feedback** button and **choose the Mentor Coach's name** so the peer coach can share information with the mentor coach only.



## Observation/Debrief Guide

1. Peer coaches select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric** from the drop-down menu and **choose Observation/Debrief Guide**.
3. The peer coach will click the + sign to expand and complete the form.
4. The peer coach should scroll to the top and click the blue **Publish** button.
5. The peer coach should remain at the top and click the blue **Share** button.
6. Click in the box to **choose the Mentor Coach's name** so the coach can work with the mentor coach on the process.



## TORSH Step-by-Step Form Directions - Session 4 Fourth Session of Cycle

**A recording must be initiated using a device which has the TORSH app before the meeting begins.** The teacher and the coach will need to view the ATIP and the Action Plan during the first part of this session. They will discuss the child's progress throughout the cycle and the teacher's learning during that time.

The future planning portion of the Session 4 meeting is designed to encompass the next cycle of learning for the teacher. This requires the team to follow the directions provided in the Session 1 section for reviewing the TSNA, for the teacher creating a new ATIP, and for the peer coach to begin guidance on a new Action Plan. Because this meeting includes both a reflection and a planning portion, the team may choose to use 2 sessions to accomplish the work.

**The recording must be uploaded to TORSH and shared with the mentor coach after plans are completed.**

### After the Fourth Session of Cycle

The teacher, upon finishing Session 4, should reflect on the cycle using the Teacher Reflection Form.

### Teacher Reflection on Practice

1. Teachers select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric from the drop-down menu** and choose **Teacher Reflection on Practice**.
3. The teacher will click the + sign to expand and complete the form.
4. The teacher should scroll to the top and click the blue **Publish** button.
5. The teacher should remain at the top and click the blue **Share** button.
6. Click in the box to **choose the Peer Coach and Mentor Coach names** so the coaches can review the process.



The peer coach's account will be used for these forms. After completion, the peer coach should follow up by email using pages 76-77 in the manual to summarize planning meeting and first steps of action plan before the observation.

## Reflection/Future Planning Guide

1. Peer coaches select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric from the drop-down menu** and **choose Reflection/Future Planning Guide**.
3. The peer coach will click the + sign to expand and complete the form.
4. The peer coach should scroll to top and click the blue **Publish** button.
5. The peer coach should remain at the top and click the blue **Share** button.
6. Click in the box to choose **Mentor Coach's name** so the peer coach can work with mentor coach on the process.

## Teacher Fidelity

1. Peer coaches select **New In-Person Observation** from the lightning bolt and **Select Teacher Name**.
2. It will allow them to **Select a Rubric from the drop-down menu** and **Choose Teacher Fidelity Checklist**.
3. The peer coach will click the + sign to expand, **select Initial Assessment**, and complete the form.
4. The peer coach should scroll to top and click the blue **Save as Private** button. A fidelity score will be generated; if 70% or below, a Follow-Up Assessment will need to be completed (mentor coaches will assist in these cases)
5. The peer coach should scroll to top and click the blue **Request Feedback** button and **choose Mentor Coach's name** so the peer coach can share information with the mentor coach only.



## TORSH Step-by-Step Form Directions - Closing Meeting

If the team decides after the observations that no more cycles will be conducted together, the Session 4 is called Closing Meeting. It allows the team to reflect on not only the current cycle but all cycles for the school year.

**A recording must be initiated using a device which has the TORSH app before the meeting begins.** The teacher and the coach will need to view the ATIP and the Action Plan during this session. They will discuss the child's progress throughout the cycle and the teacher's learning during that time. Additionally, they will reflect on the teacher's learning and student progress over the course of the school year.

**The recording must be uploaded to TORSH and shared with the mentor coach after plans are completed.**

### After the Closing Meeting

The teacher, upon finishing the closing session, should reflect on the final cycle using the Teacher Reflection Form.

### Teacher Reflection on Practice

1. Teachers select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric from the drop-down menu** and **Choose Teacher Reflection on Practice.**
3. The teacher will click the + sign to expand and complete the form.
4. The teacher should scroll to the top and click the blue **Publish** button.
5. The teacher should remain at the top and click the blue **Share** button.
6. Click in the box to **choose the Peer Coach and Mentor Coach names** so the coaches can review the process.



## TORSH Step-by-Step Form Directions - Closing Meeting (Continued)

The peer coach's account will be used for these forms. After completion, the peer coach should follow up by email using pages 78-79 in the manual to summarize the closing meeting, celebrate successes, and look for opportunity to sustain the learning for the next school year.

### Closing Guide

1. Peer coaches select **New Self-Assessment** from the lightning bolt.
2. It will allow them to **Select a Rubric from the drop-down menu** and **Choose Closing Guide**.
3. The peer coach will click the + sign to expand and complete the form.
4. The peer coach should scroll to the top and click the blue **Publish** button.
5. The peer coach should remain at the top and click the blue **Share** button.
6. Click in the box to **choose the Mentor Coach's name** so the peer coach can work with the mentor coach on the process.

### Teacher Fidelity

1. Peer coaches select **New In-Person Observation** from the lightning bolt and **select Teacher Name**.
2. It will allow them to **Select a Rubric from the drop-down menu** and choose **Teacher Fidelity Checklist**.
3. The peer coach will click the + sign to expand, **Select Initial Assessment**, and complete the form.
4. The peer coach should scroll to top and click the blue **Save as Private button**. A fidelity score will be generated; if 70% or below, a Follow-Up Assessment will need to be completed (mentor coaches will assist in these cases).
5. The peer coach should scroll to top and click the blue **Request Feedback** button and **choose Mentor Coach's name** so the peer coach can share information with the mentor coach only.