

# Performing Learning Walks

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## Revision History

<b>Version</b>	<b>Name</b>	<b>Reason For Changes</b>	<b>Date</b>
1.0	Damien Roberts	Initial Revision	16/10/2020

# Introduction

We need the ability to perform a learning walk, not against an individual but rather against a department or even the whole school/college.

Adding the learning walk form is elemental and supported well within the SchooliP/CollegiP framework. However, all observations (or monitoring exercises) must be performed against an individual, rather than a walk around the establishment looking for a theme or particular purpose.

This document will help to describe how learning walks may be implemented within the framework and captured with ease.

# Creating a generic learning walk user

To start with we need a generic user that we can raise each of the learning walks against. Follow the steps below.

1. You must be logged in as the Administrator or possess the admin rights.
2. Select Users and Groups from the menu on the left.
3. Select Staff Members.
4. From the What Next? Option at the top right select Add.

The screenshot shows the 'Edit Staff Member' interface in the School iP system. The left sidebar contains navigation options like Home, My Details, My Messages, My Reports, CPD, Development Plan, Self-Evaluation Forms, and Sharing. The main content area is titled 'Edit Staff Member' and shows a 'Staff Members' section with a 'Details' tab selected. The form fields are as follows:

- Login Name: Generic
- Surname: Generic
- First Name: Generic
- Initials: GEN
- e-Mail: generic@derventiosolutions.com
- Password: Change Password
- Gender: Male
- Age Group: Not Set
- Job Title: (empty)
- Pay Scale: Not Set
- TLR: Not Set
- Reports To: Daniel Simpson
- User Rights: Teaching Staff
- Send e-Mails: Send
- Login Area: Home Page
- Home Page Tab: Me
- Default Graph Type: Default
- Date Joined: 16/10/2020

A 'What Next?' button is located in the top right corner of the form area.

5. Create a user with the Firstname Generic and Surname Generic.
6. From the What Next? Option select Save.

# Create your learning walk monitoring form

Creating the learning walk monitoring form is simple within SchooliP/CollegeiP. Makes sure that when you create it, you've included a header field for Department. Learning walks are typically recorded against a department (or whole school) and this level of reporting may be useful.

The Learning Walk may be created with a variety of header fields, questions and gradings as required. Remember - you can always choose from our bank of templates.

OTLA 1 - Learning walk

Press **F11** to exit full screen

What Next? ?

Staff Member

Observer

Question Headers

Focus

Date: 16/10/2020

Department: English

Purpose: Not Set

Observation Questions

Question	Emerging	Developing	Succeeding	
WOW moments during the lesson	Emerging	Developing	Succeeding	
Learning objectives are very clearly written and	Emerging	Developing	Succeeding	
Shared in child friendly language and are based on previous and future learning.	Emerging	Developing	Succeeding	

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# Perform the Learning Walk

All that remains now is to perform the learning walk. Follow the instructions below.

1. Click on My Reports and select Observations.
2. From the What Next? Option at the top right select the Add Observation option.

The screenshot displays the 'Observations' section of the School iP system. A modal window titled 'Add Observation' is open, allowing a user to create a new observation record. The form includes the following fields and options:

- Staff Member:** A dropdown menu with 'Generic, Generic' selected.
- Period:** A dropdown menu with 'System Review' selected.
- Form:** A dropdown menu with 'OTLA 1 - Learning walk' selected.
- Focus:** A dropdown menu with 'Behaviour' selected.
- Date:** A date picker set to '16/10/2020'.
- Observers:** A text input field containing 'Hughes, Marie' with a small 'x' icon to clear the field.
- Observers Action:** A checkbox labeled 'Create an observation for each observer?' which is currently unchecked.
- Purpose:** A dropdown menu with 'Developmental/Practice' selected.

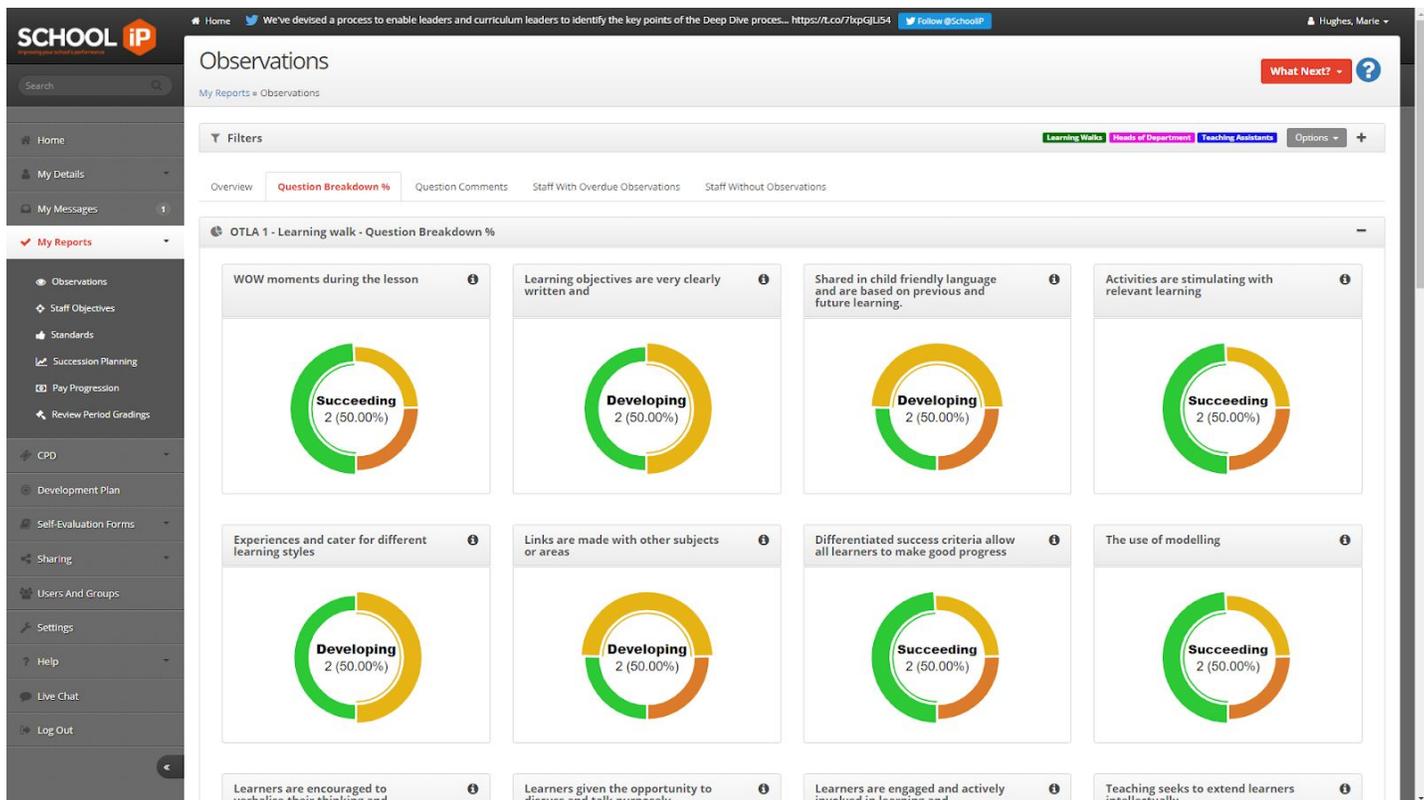
At the bottom of the modal, there are four buttons: 'Run Now' (highlighted in red), 'Add', 'Add (Keep Popup Open)', and 'Close'. The background shows the 'Observations' overview page with a table that currently displays 'No records found.' and a 'What Next?' menu at the top right.

3. Select the staff member Generic, Generic
4. Select the Learning Walk form.
5. Select the purpose of this Learning Walk.
6. Select Run Now (or you can Add and run this Learning Walk at a later time).

## Create the report to examine the results

The Observations report will display all of the available observations within the system. We need to create ourselves a filter (which I've called Learning Walks) to highlight only the data we're interested in.

1. From the menu on the left select Reports.
2. Select Observations.
3. Expand the filter bar at the top of the reports.
4. Select a filter Form and choose your Learning Walk form.
5. Click the plus and add a further filter Staff Member.
6. Select the staff member Generic, Generic
7. Select Options from the top right and click Save Filter. Call the filter Learning Walks.



## Do you need more help?

Why not contact a member of our customer care team 8am to 5pm, Monday to Friday (excluding public and bank holidays in the UK). Contact us on [customercare@derventioeducation.com](mailto:customercare@derventioeducation.com) or call 0333 0433 450.