# **OPTIC: Online Platform for Teaching and Informed Calibration**

**HOW TO:** *Use OPTIC to Calibrate Around Effective, Standards-Aligned Instruction and High-Quality Feedback*

Groups of educators can use OPTIC to facilitate ongoing, collaborative conversations about perceptions of effective, standards-aligned teaching practice and high-quality feedback.

**STEPS:**

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| 1. **Identify a focus.**
 | * Identify two high-priority elements of the rubric on which to focus your group’s study of practice over the four-session series. Consider the goals and priorities of your district/school and choose focus elements that will align with and support that work.

OPTIC includes calibration tasks focused on:

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| *I-A-1. Subject Matter Knowledge**I-A-3. Well-Structured Units and Lessons* *I-B-2. Adjustments to Practice**II-B-1. Safe Learning Environment*  | *II-A-2. Student Engagement**II-A-3. Meeting Diverse Needs**II-E-1. High Expectations* |
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| 1. **Develop a plan.**
 | * Map out a series of calibration training sessions (the sample scope and sequence on page 2 is one model for how this workshop series may progress over time).
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| 1. **Prepare for the workshop.**
 | * Use the [Video Library Searching Tool](http://www.ma-optic.com/wp-content/uploads/2020/04/OPTIC-Video-Library-Filtering-Tool.xlsx) to identify a video in OPTIC tagged to your priority focus elements.
* Consult the [Workshop Facilitator’s Guide](http://www.ma-optic.com/wp-content/uploads/2020/02/OPTIC-Calibration-Training-Workshop_Facilitators-Guide_updated-Feb-2020.pdf) for guidance on structuring the session and navigating the platform.

NOTE: OPTIC is designed for flexible use. Participants can complete calibration tasks synchronously or asynchronously and engage in calibration discussions in-person or virtually. |
| 1. **Create a Group.**
 | * Once logged into [www.ma-optic.com](http://www.ma-optic.com), go to the Plus (+) menu (top right corner) and select Manage Groups. Select the (+) menu again to create a group. Add participants by entering emails. They will receive an automatic invitation.
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| 1. **Assign the Task.**
 | * Go to the Plus (+) menu and select Assign a Calibration Task. Find your selected video/task and set a due date. Once assigned, participants will receive an email invitation to complete the task. Use the [Guide](http://www.ma-optic.com/wp-content/uploads/2020/02/OPTIC-Calibration-Training-Workshop_Facilitators-Guide_updated-Feb-2020.pdf) to view and discuss results.
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**Sample Scope and Sequence for OPTIC Calibration Training Series:**

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| ***Goal:*** *Develop and refine a shared understanding of priority elements of practice and use this understanding to inform specific, actionable, and evidence-based feedback to teachers.* |
|  | **Session 1** | **Session 2** | **Session 3** | **Session 4** |
| **Session Focus** | *Defining Effective Practice* | *Refining Understanding* | *Defining High-Quality Feedback* | *Examining Authentic Feedback* |
| **Objective** | Define as a team the characteristics of effective, standards-aligned instructional practice aligned to two focus elements. | Continue to develop and refine the team’s collective understanding of effective, standards-aligned practice. | Establish and refine team expectations and practices around high-quality, content-specific feedback. | Examine authentic samples of feedback in support of continuous improvement. |
| **Session Overview** | In session 1, participants generate a list of fundamental “look fors” associated with two elements of the rubric, together watch a video of classroom instruction, reflect on and discuss their perceptions of the observed practice. | In session 2, participants are divided into groups by grade-span or subject-area to apply their understanding of effective practice of the priority elements with a grade- or subject-specific lens. | In session 3, participants use their understanding of effective practice to draft and analyze written feedback. | In session 4, participants apply their understanding of high-quality feedback and follow a structured protocol to review, analyze, and strengthen a sample of authentic written feedback. |
| **Resources** | [Facilitator’s Guide](http://www.ma-optic.com/wp-content/uploads/2020/02/OPTIC-Calibration-Training-Workshop_Facilitators-Guide_updated-Feb-2020.pdf): Module 1 | [Facilitator’s Guide](http://www.ma-optic.com/wp-content/uploads/2020/02/OPTIC-Calibration-Training-Workshop_Facilitators-Guide_updated-Feb-2020.pdf): Module 1 | [Facilitator’s Guide](http://www.ma-optic.com/wp-content/uploads/2020/02/OPTIC-Calibration-Training-Workshop_Facilitators-Guide_updated-Feb-2020.pdf): Module 2 | [Subject Administrator Protocol](http://www.doe.mass.edu/edeval/resources/calibration/SubjectAdmin.html) |

For more information or support with using OPTIC, please contact educatordevelopment@doe.mass.edu