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

**HOW TO:** *Use OPTIC for Virtual Coaching*

Teachers and teacher candidates can privately and securely upload videos of their teaching (in an in-person, mixed reality, or remote learning setting) and share them with a colleague, mentor, coach, administrator, or supervisor in order to receive virtual feedback. Using OPTIC, observers can view videos of classroom instruction, add comments to specific time-stamped moments during the lesson, share feedback on strengths, pose questions, and recommend next steps.

For more detailed instructions, please visit the [OPTIC resources page](http://www.ma-optic.com/resources/). For more information or support with using OPTIC, please contact [educatordevelopment@doe.mass.edu](mailto:educatordevelopment@doe.mass.edu).

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| **1. Record a video of your teaching.** |  | **2. Upload your classroom observation video to the OPTIC platform.** |  | **3. Create a segment of your video (optional).** |
| * Save the video on your device. * If you plan to make the video public to all OPTIC users, ensure that all relevant permissions have been secured for individuals included in the video(s) and/or that content is appropriately anonymized. |  | * From the main menu, select **My Stuff**, click the **(+)** icon, and select **Upload a File**. Follow the prompts to find, open, and add your video. * Repeat those steps to add other supporting artifacts for the observation (e.g., lesson plans), if applicable. * Note: Your file will be automatically uploaded as “private,” meaning that the video is not accessible to others using the platform unless you share it with them. If you’d like to allow other OPTIC users to create their own tasks using your video, change the sharing setting to “Shared with all users across MA | OPTIC.” |  | * From the My Stuff page, select the video, open the **Actions menu (three dots**), and select **Create Segment**. * Enter a name for the segment and brief description of what the observer will see (e.g., “This video shows the beginning of a lesson on adding fractions.”). * Click, hold, and drag the green and red dots to set the start and end time for your segment. * Click to the **Set Properties** tab to confirm or enter additional details about the segment, then click **Save**. |

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| **4. Create an OPTIC task.** |  | **5. Share the task with your observer.** |
| * From My Stuff, click the **(+)** icon and select **Create a Calibration Task**. * Choose **Practice or Training Task** and enter a title (e.g., “Last Name\_Observation\_Date”). * Provide instructions for your observer, including the focus area(s) for the observation. * Click **Add Calibration Resources** to upload your video from My Files, and, optionally, click **Add Reference Material** to upload your lesson plan or other relevant artifacts. * Go to **Select Scoring** and click **Add Scoring Guide,** select S**hared SGs,** and choose one or both of the following:   + *Focus Elements: Coaching & Feedback* for feedback on whether practice relevant to Focus Element(s) is fully, partially, or not evident.   + The *Curriculum Framework* relevant to your observation video (e.g., ELA – Grade 1) for feedback related to whether instruction is above, at, or below grade-level standards.   For each Scoring Guide, click the blue **Change** link to Clear All checked focus elements or standards. Re-select only those applicable to your video.   * Click **Add a Feedback Guide** and choose the **MA Calibration Feedback Form.** This will allow observers to provide written feedback on your video. * Go to **Set Properties**. Copy and paste your instructions for your observer into the Description text box and select your grade level(s) and subject area. Leave the task as “private” unless you intend to share it with all users of the platform. * Click **Publish** to finalize your task. Note that the task cannot be edited or deleted once it is published. | * From My Stuff, click the **(+)** icon and select **Manage Groups.** Click on **(+)** again to create a group. Add anyone who will be observing your video to the group (this may be just one person). Doing so will automatically send them an email invitation. * From Calibration, click the (+) icon and select **Assign a Calibration Task**. * Click **Select a Calibration Task** to locate the task you created. Set a due date. * Go to **Pick a Group and Members** to select the group and individual(s) who will be observing your video. Click **Assign**. This will send an invitation to the assignee(s) to complete your task. * You can monitor when your observer(s) has completed the task by going to the Calibration page, opening the task, and clicking the **Assignees** tab. |
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| **6. Review your observer’s feedback.** |
| * Once your observer(s) has watched your video, you can view their feedback by returning to the task and clicking **View Results.** * The first screen shows the observers’ assessment of practice and standards-aligned instruction and their rationale. * Select **Feedback** to view your observers’ written feedback. * Note: While not built into the platform, a follow-up conversation on the observation and feedback can be a helpful next step. |