**Data Collection Notes**

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| Date: | Class Ref: | Subject: | Lesson ID: |

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| Teacher: | Assistant(s): | Room: | Observer: |

1. Before starting, please check:

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| --- | --- |
|  | Form headings completed. |
|  | Have seating plan with seat numbering and know who observing (ALWAYS the teacher). |
|  | Familiar with Activity categories and understand ‘interaction range’. |
|  | Understand instructions, e.g. Shift-Right-Click and ‘Ignore Last Click!’ button. |
|  | Students flagged either Y for monitoring, N for not monitoring or A for absent. |

1. Save regularly and make a note of any problems with recording or observing:

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| --- | --- |
| Note late arrivals, early leavers, partially monitored, any data capture mistakes, disturbances and any distractions e.g. outside noises, too hot/cold, visitors? **Note any seating changes and modify the given seating plan or add a sketch overleaf. TRY TO RECORD AN ACTIVITY FINISHING BEFORE RECORDING ONE STARTING (e.g. student back to working alone BEFORE teacher helping new student).** Focus on **PAIRING**. | |
| **ClickRef** | **Description** |
|  | **Continue on other side if necessary** |

1. Click the ‘End Lesson’ button. If Teaching Assistant was present but not used, tick here: 🞏
2. After collecting, please rate (CIRCLE) the quality of the data and comment:

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| --- | --- | --- | --- |
| Data **cannot** be used for the reasons given above. | **Only the parts** mentioned in notes above can be used. | This was a  little patchy but **can** still be used. | This was a reasonably accurate and **usable** record. |

1. How do you feel the students felt about the lesson (CIRCLE): **Good OK Discontent**

Thank you.