



## CTAP Region 10 DataTrek Implementation Guide

The following outlines the steps that CTAP Region 10 and the school district will take to implement the DataTrek classroom observation tool.

### **Step 1 (90 minutes)**

CTAP staff and **district staff** meet to provide an overview of the implementation process. This includes conversations about current observation strategies being utilized, a review of the DataTrek tool and hardware and software that each administrator must have.

### **Step 2 (30 minutes)**

CTAP staff introduces the DataTrek tool in a demonstration **for all administrators** at a district meeting.

If the district decides to implement DataTrek:

### **Step 3 (2 hours)**

A district planning committee(s) is assembled to customize the fields for either a K-12 DataTrek observation tool or a elementary and secondary DataTrek observation tool.

### **Step 4**

District purchases necessary hardware and software. Dates are selected for handheld computer basics workshop(s) for those not familiar with using a handheld computer.

### **Step 5**

District customized observation forms are provided to CTAP so that the observation forms can be created by our programmer.

### **Step 6 (6 hours)**

DataTrek workshop date(s) are identified and the workshop(s) are conducted.

### **Step 7 (30 minutes)**

A date is selected about six weeks after the workshop(s) for CTAP staff to attend a district principal's meeting to follow-up on the implementation process of the observation tool.