**Walk Thorough Tool Clarifications**

1. **How to chart the data**: The choices for recording data will now include Y (Yes: seen/heard), N (No: Not seen/heard) or NA (Not Applicable). If during the time you are in the classroom you see that a Look-For in the section of the tool you are charting is taking place (E.g. Teacher and/or student specifically reference content of previous lesson) or is in place (E.g. 3-5 positively stated behavioral expectations are posted) you mark that Look-For “Y”. If during the time you are in the classroom you do not see a Look-For, mark that Look-For “N”. If a Look-For has no place in the observed lesson, it can be marked “NA”. You will see that the “NA” option is only available for a few Look-Fors.

It is important to remember that “Yes” does not mean good and “No” does not mean bad. “Yes” means you saw it and “No” means you did not see it. The true value of this data emerges when you examine trends across the 5 settings you visit and then engage in dialogue with the district team about the data and what it may represent.

1. **Which sections and Look-Fors of the tool to chart:**
	1. Supportive and Accessible Classroom Environment:
		1. Classroom Management: Data must be marked Yes or No for all items 1 to 7. If Look-For 7 is marked No, then 7a and 7b may be marked NA. Item 8 may be marked NA if students with disabilities in the class are able to independently manage their behavior
		2. Positive Classroom Climate: All items 9-16 must be marked Yes or No.
		3. Physical Organization: All items 17-20 must be marked Yes or No. If no child in the classroom needs adapted equipment, item 22 may be marked NA.
	2. Explicit Instruction:
		1. Explicit Instruction Teaching Functions: The expectation is that every lesson will provide access to the curriculum, and will have an introduction and a lesson closure. Therefore, all items under section 1. *Access to Curriculum*, 2. *Review and Introduction of the Lesson* and 6. *Lesson Closure* must be marked Yes or No.

However, not all lessons will necessarily include active teaching, guided practice or independent practice. Therefore, you may mark section Sections 3. *Active Teaching*, 4. *Guided Practice* and 5. *Independent Practice* as NA. If that section is not applicable leave the items in that sub-section blank.

However, it is important to make a distinction between 1) the teacher’s intention was to provide either Active Teaching, Guided Practice or Independent Practice but did not include any of the Look-Fors as part of that function, in which case you would mark Y for the section, and N for all of the Look-Fors in that section or 2) the teacher did not intend to provide Active Teaching, Guided Practice or Independent Practice (e.g., it might be a two-day lesson where you are observing just the practice part as the active teaching had been done the day before), in which case you would mark N for that section and leave the Look-Fors in that section blank.

* 1. Explicit Instruction Elements: All items in this section must be marked Yes or No.
	2. Specially Designed Instruction: While you are in the classroom, look for indications that any of the students with disabilities fall into the listed sub-headings. Think of this like an “If…., then…” statement. For example, if you see one or more of the students with disabilities exhibiting difficulty with reading, writing and/or math skills, then mark each of the subsequent sub-sections under the heading Y or N. If you do not see one or more students with disabilities exhibiting difficulty with reading, writing and/or math skills, then mark the heading NA. If you see that one or more of the students with disabilities is not able to independently manage the behavioral requirements of the class, then mark each of the subsequent sub-sections under the heading Y or No. If you do not see one or more students with disabilities exhibiting difficulty independently manage the behavioral requirements of the class, then mark the heading NA.
	3. Supportive and Accessible School Environments: Data must be marked for both Look-Fors in this part of the tool. No Look-Fors may be left blank. If you see a Look-For during your visit, mark it as “Yes”. If, by the end of your visit to the building you have not seen a Look-For, mark it as “No”.