

Going Digital with Field Supervision Data Collection

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Overview

- Digital Forms
 - Rationale
 - Development Process
 - Software
 - Hardware
 - Piloting
- Demo



Rationale for Going Digital

- Issues with paper-based forms
 - Delay in getting forms to field experience coordinator
 - Scoring was time-consuming
 - Legibility inadequate on the triplicate forms
 - Needed to be scanned for long-term storage (e.g., for accreditation)
- Benefits of digital forms
 - Immediately available for coordinators
 - Scoring is automated
 - Legible – narrative is typed
 - Easily stored for accreditation



Revision/Alignment of Forms

- Provided great opportunity to revise and align forms
 - 3 certification areas: Birth-to-5, Severe, MM
 - All had different forms and different ways to score observations
 - Student teaching forms different than practica
- Clarity for supervisors and students
 - Supervisors often observe in multiple programs
 - Students may be dual-majors
 - Student teaching forms now aligned with practica forms



Process – Observation Components

- Series of meetings with practicum coordinators
- Clarified essential components to retain/identify unnecessary/redundant items
 - E.g., some forms “penalized” students twice for same error/omission
- Simplified data collection for some components
 - Discussed criteria and aligned across practica (where that made sense)
- Addressed practices/procedures across practica, wherever possible
- Found several differences that were not substantive, so it was easy to align them across programs
 - E.g., management of teacher checklists – some programs had supervisors distributing/collecting them, others had students doing that
- Identified components that were specific to practica or needed to be addressed differently
 - E.g., initial practica in MM and Severe do not require writing lesson plans



Process for Going Digital

- Went down many dead-ends
 - IT in our college offered to create digital forms
 - Much more difficult than they anticipated
 - We collect multiple types of data (frequency, duration, narrative)
 - Data collection is fast – recording multiple items concurrently



Serendipity

- Went to open house in our distance education building
 - Show-and-tell of their technology
 - Started chatting with their director about challenges getting our observation forms digitized
 - Gave him an overview of what we needed and copies of current forms
 - He hired a software designer who was an expert on Excel and Excel macros
 - In a matter of a few weeks we made more progress than in the previous 1 ½ years



Collaborating with Software Designer

- Series of meetings to explain what kinds of data we collect, terminology, scoring, etc.
- Back and forth: what we want – what the system can support
- Developed first set of forms and all the rest used that template
- Careful to maintain consistency with things like color/placement of buttons (e.g., praise button is always yellow)



Collaborating with Software Designer

- Worked out one set of forms completely and confirmed order of items, colors, scoring, reports, etc.
- Once we had that set, used as template for the next set
- Added/revised components as appropriate for different field experiences
- Much quicker to develop subsequent forms



How They Work

- Operate similar to a webpage
 - Macros are computer code that allow the user to interact with Excel in a custom way, kind of like a website (that is what the designer told me to say ☺)
 - They used Visual Basic Script (VB)
 - Can be used on any desktop/laptop/tablet that can run Microsoft Office
 - Cannot be run using the Microsoft Excel App



Hardware

- We use Samsung Galaxy Books
 - Touchscreen for quick data collection
 - Comes with stylus
 - Has keyboard for narrative notes
- Had set of Galaxy books from a previous project (purchased with university grant)
- SPED department purchased another set
- Provided one to each supervisor



Pilot

- Tested scoring with data from old observations
- Piloted with student teacher observation forms
- Supervisor feedback
 - “These are amazing”
 - Easier to manage (no more clipboards, papers, pencils, timers, MotivAiders,...)
 - Eliminates scoring time and scoring errors
 - Easier to distribute copies
 - Eliminates mailing forms to campus



Planned Research

- IOA on digital forms
- Use video recorded lessons
- ~50% of observations are conducted via video recordings
- Survey for social validity questions



Demo



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