



## LEARNING WALKTHROUGH SITE VISIT DEBRIEFING THE EVIDENCE PROTOCOL SAMPLE

### Objectives:

- Discuss and analyze scripted evidence to determine patterns in practice.
- Brainstorm quick wins to address these themes and patterns.
- Reflect on the *Learning Walkthrough* process and the work of the group.

Time	Activity
10 Minutes	<b>Overview of the Debrief Process</b> Briefly review the objectives and structure of the debriefing session.
30 Minutes	<b>Individual Reflection and Processing</b> Review individual scripting notes and highlight salient pieces of evidence related to the Focus of Inquiry. Transfer the designated number of pieces of evidence (for example, 3–5 per classroom) onto sticky notes, using one note for each piece of evidence.
45 Minutes	<b>Discussion of Evidence – Small Group Work</b> Meet in individual site visit teams to share and review the evidence, noticing patterns and themes across classrooms. Come to consensus on the most salient themes in relation to the Focus of Inquiry and record them in the <i>Learning Walkthrough Summary Statement Template</i> . (See Appendix 12.0.)
45 Minutes	<b>Discussion of Evidence – Full Group Work</b> Individual teams reconvene as a full group to share their findings, discuss patterns, and come to a full group consensus on the overarching themes across all classrooms.
15 Minutes	<b>Generation of Summary Statements</b> Once the evidence is categorized and the major themes are agreed upon, the full group comes to consensus on the 2–5 summary statements that will be reported back to the school community and other stakeholders in conjunction with the supporting evidence. Notes from the completed Summary Statement Templates are used to craft the <i>Learning Walkthrough Site Visit Communication of Findings</i> memo. (See Appendix 13.1.)
20 Minutes	<b>Identification of Quick Wins</b> The full group brainstorms actions that the principal could mobilize with minimal effort or resources to have immediate impact on the key themes. These “quick wins” should be immediately actionable and high leverage. Quick wins should address areas related to students, teachers, content, and systems, as well as consider the interaction among these elements. The recommendations will be given to the school’s Instructional Leadership Team, which will then decide which one(s) to act on. (See Appendix 14.0.)
15 Minutes	<b>Identification of Next Steps</b> Team members plan further discussion about the findings and schedule a time to share the information with all stakeholders. If appropriate, and if there is time, the group crafts a recommended plan for a stakeholder communication session. (See Appendix 16.0.)
10 Minutes	<b>Reflect on the Day</b> Team members take time to collectively capture aspects of the process that went well, as well as those that could make future <i>Learning Walkthroughs</i> more effective. (See Appendix 15.0.)