**Adult Learning Resource Center’s**

**EBRI Virtual Classroom Observation Process in a Nutshell**

**Step 6:**

1. Receive feedback by email from the ALRC within 10 working days. Follow-up phone calls to discuss feedback can be requested.

**Step 4:**

1. Video your teaching, keeping each clip under 20 minutes.
2. If you need more than 20 minutes, submit more than one video clip.

**Step 5:**

1. Complete the Video Submission Form and send to [LSherwood@cntrmail.org](mailto:LSherwood@cntrmail.org)
2. Upload the video clip following the instructions in the Uploading Lesson Video Clip(s) Using *We Transfer*

**Step 3:**

1. Review the Observation Feedback Form sent to understand the criteria ALRC staff will use to provide feedback.
2. Plan the teaching that will be videotaped using the criteria and helpful hints from the Observation Feedback Chart.
3. Complete the EBRI Video Release Form: Instructor and have students complete their EBRI Video Release Form: Students (Anyone filmed needs to complete and sign a release form.)

**Step 2:**

1. Download the four attachments from the ALRC website:
   1. EBRI Video Release Form: Instructor
   2. EBRI Video Release Form: Students
   3. Uploading Lesson Video Clip(s) Using *We Transfer*
   4. Observation Feedback Chart for the component observed

**Step 1:**

1. Download the Request for a Video Observation Form.
2. Decide which reading component(s) you would like to focus on for the observation.
3. Complete the request form\* and return to [JKoffend@cntrmail.org](mailto:JKoffend@cntrmail.org)

\*You will need one request form for each component lesson you want observed.