

Program Tour Form and Classroom Observation Tool

Both the Program Tour Form and Classroom Observation Tool are for use for purposes of self-assessment and program improvement. In addition, both tools may be used by teachers for self-reflection and personal goal setting. Both tools may also be used for peer review, support, and collaboration, or for walk-through by an instructional coach, program administrator, or AEA consultant for coaching and support as part of continuous improvement. Neither of the tools should be used for evaluative purposes, and both tools are optional for use. In addition to common purposes of the Program Tour Form and the Classroom Observation Tool, unique purposes of each of these tools are described below.

Program Tour Form: The IQPPS Program Tour Form may be used to review materials, equipment, and aspects of program physical space in relation to some of the IQPPS criteria. Finally, this tool could be used for needs assessment of materials, supplies, and equipment needed by classrooms to support implementation of IQPPS criteria.

Classroom Observation Tool: The IQPPS Classroom Observation Tool may be used to observe classroom interaction and instructional practices in relation to some of the IQPPS criteria. Finally, this tool could be used for needs assessment of resources or professional development needed by classrooms to support implementation of IQPPS criteria.

How should staff use these tools?

There are two different formats of both of these tools: a Microsoft Word copy for download, and a Google Form (survey format). The format of the tools that is used is a local decision. In addition, programs may choose to enter the tools in a different online survey service other than Google Forms for local program use.

How should program staff begin collecting responses using the Google Forms format?

If a program will use the Google Forms format, the program must make a copy of the Google Forms link located on the Iowa Department of Education [Early Childhood Standards webpage](#).

1. Open the link for the selected tool on the Early Childhood Standards webpage.
2. Click on the button to *"Make a copy."*
3. Save the copied link to the Google drive for the person who will be managing responses for the local program.
4. Within the copied (local program) link for the selected tool, select *Send* in the upper right-hand corner, and send the link to those who will be completing the form.
5. Staff may use the same link across repeated observations of the same classroom and across classrooms. Observation data that accumulates for the program will include dates of observation and classroom identification.
6. All responses about the local program will be accessed through the copy that was originally saved to the program's Google drive by the person who will be managing responses for the local program.

Copy document

Would you like to make a copy of **IQPPS Program Tour Form**?

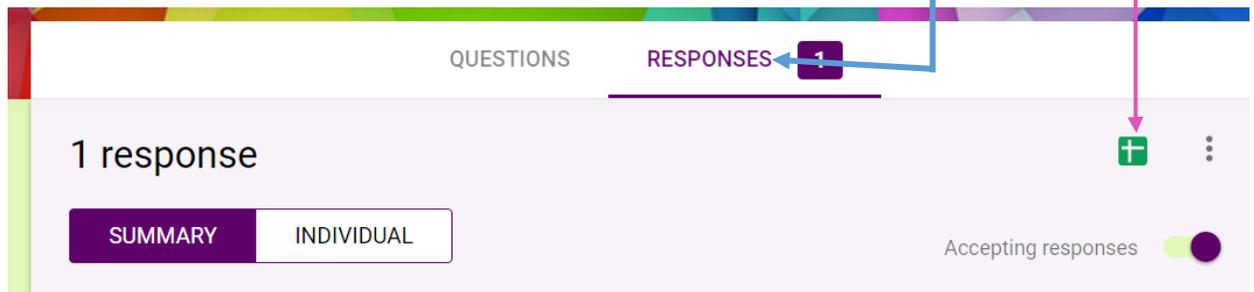
Make a copy



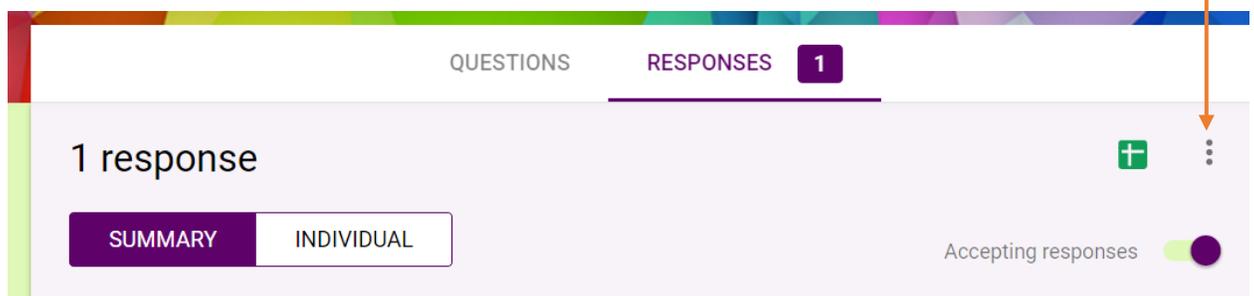
How should program staff manage the responses if the Google Forms format is used?

All submitted responses for local classrooms will be collected, maintained, and examined by the local program.

1. Open the copied (local program) link for the selected tool.
2. Select *Responses* from the middle at the top of the form to review either (a) Google-populated Summary information (e.g., pie charts) or (b) Individual responses.
3. On the Responses tab in the upper right hand corner, an icon for creating or adding to an existing Google spreadsheet is available. This will create a Google Spreadsheet of data entered for the program.



4. On the Responses tab in the upper right hand corner, a vertical dot icon provides additional options such as downloading responses to a .csv/Excel file or printing all responses.



5. For more information on choosing where to save Google Form responses, see [Google Help](#) on this topic.
6. Filters can be placed in locally created or downloaded spreadsheets to only view, e.g., responses for certain teachers, sites, etc. to support summary of information in order to support continuous improvement activities, plans for professional development, etc.
7. For more information on viewing and managing Google Form responses, see [Google Help](#) on this topic.

Steps to using these tools to improve your program:

1. Download the tools or create copies of the Google Forms.
2. Use the tools to complete program tours, classroom observations, or both, and enter information for sites and classrooms visited.
3. Based on an accumulation of data entry respective to program tours and classroom observations conducted, view data for the Program Tour Form and Classroom Observation Tool using options described above.
4. Analyze the results, celebrate strengths, and identify areas for improvement.
5. Share the results and make plans with program staff.
6. Improve your program and allow suitable time for improvements to work.
7. Based on plans for improvement, follow-up with additional program tours and classroom observations to ensure improvements are in progress and identify additional needs for resources and/or improvements.
8. Fine-tune resources, physical space, procedures, and/or practices as needed.
9. Celebrate your efforts and program improvements!