

TLAC Online Quick Start Guide

Welcome! We are so happy you've invested in Teach Like A Champion Online and we are eager to support you as you roll the modules out to your team. Here is our recommended "quick start" guide.

Step 1: Decide how you want to use the modules. We recommend choosing from some combination of the paths outlined below.

Module as Observation Feedback: One simple way to use the modules is to assign them based on what you see during teacher observations.

- *For example*, if you decide that a teacher should work on Be Seen Looking, then you would assign that module to the teacher. You can decide if the teacher should complete before your Observation Feedback Meeting or if you will work through the module with the teacher during your meeting.
 - If the teacher completes the module independently before your meeting, then you will want to review the video before speaking with them so you have feedback ready to share.
 - If you complete the module during your meeting, then you can give them live feedback while they record their practice.
- *Final Step*: make sure to set a time to return to the teacher's classroom to see them implement the action step in front of their students.

Module as Whole School Action Step: There will be times throughout the school year when you will want everyone to work on the same action step at the same time.

- *For example*, if you notice that engagement is lagging throughout the school, you may want everyone to work on using more Cold Call. In cases like this, we recommend that you ask all teachers to complete the modules independently before the PD when you will have them practice whole group and perhaps plan Cold Calls into their upcoming plans.
 - In this case the modules will provide a strong foundation in the technique, enabling the in-person PD to focus on implementation planning or more precise feedback.
- You could also use the modules to differentiate PD for different groups of staff: your fifth grade team could complete the Planning modules and debrief them together while the second grade team completes Positive Framing and makes an action plan for their grade.

Module as Introduction to TLAC: If your school community already uses the language and techniques from Teach Like a Champion, the modules can be a helpful way to get new staff ready to join the conversation. In this case, we recommend that you assign a new teacher (or group of teachers) to complete the modules on their own and to send you their videos to document their progress.

- You can choose to give individual or batch feedback on the videos, or just to use them as a way of measuring teacher progress.
- If you choose to use the modules this way, make sure to schedule a meeting with all users to answer any questions and to let them know how they can expect to see the TLAC techniques come to life as part of your school community.

Step 2: Send an email like the one here to everyone who will be completing the modules. All registered users will receive an automated email from the TLAC Online website that lets them know they are ready to get started. Additionally, you may want to let your teachers know in their check in meetings, or through an announcement in your staff meeting.

Sample email:

Dear Colleague,

*I'm excited to share with you that **[insert your school's name]** has invested in a tremendous resource that will allow you to learn and practice Teach Like a Champion techniques on your own schedule: <https://tlaconline.com>. The modules on TLAC Online will allow you to focus on the TLAC techniques that will most benefit your classroom and to complete them at times that are most convenient to you.*

Each module will take about 15 minutes to complete. Within in each module, you will:

- *Watch a video of the technique in action in a classroom*
- *See how a member of the TLAC team plans and practices to be successful at executing the technique*
- *Plan and practice the technique yourself by filming yourself and reflecting on your own practice*

Here's how you can expect that we will use the modules in our school:

[insert a brief description of your plan for the modules here]

Later today you'll receive the email below from training@tlaconline.com inviting you to set up your account. It's safe to click!

Hello jessica.spomer@uncommonschoools.org

Someone has invited you to tlaconline.com, you can accept it through the button below.

Accept Invitation

If you don't want to accept the invitation, please ignore this email.

Your account won't be created until you access the link above and set your password.

After you accept the invitation, the system will prompt you to set up your password and you're ready to go!

Please complete [insert name of module] by [date]. Send your final practice video to [insert who will review— instructional coach, grade level team lead or peer etc.].

We are excited to make our classrooms even more joyful and interesting places of learning as a result of practice through TLAC Online!

Step 3: Reach out to us for support or feedback! Let us know what's working and what could be improved at hsolomon@uncommonschoools.org