# ECEP Remote Pilot

# Start-Up Visit Agenda

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| Site Name: | Visit Date and Time: |
| Teacher Name: | Administrator Name: |

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| Pre-Visit Info and Tasks NOTES | | |
|  | Recruit 4 Teachers | Discuss the project with the administrator and teacher. |
|  | Collect Forms:  Teacher Commitment  Administrator Commitment  Teacher Video Consent  Child Video Consents | Commitment letters will be sent directly to UT.  Gather the video consent forms and bring to training or fax to Linda Aston at 713-500-0354. |
|  | CLI ENGAGE Access | All teachers need to have an Engage Account. If they don’t have an account, alert them towatch for an email from CLI Engage and follow the links to verify their email in order to access the site. |
|  | Schedule a Start-Up Meeting | Schedule a face-to face one hour meeting with the teacher. |
| **Start-Up Face to Face Visit NOTES** | | |
|  | Greetings and Introductions | Thank you for participating in the ECEP Remote Pilot  Introduceyourself as the coach to the administrator and teacher.  Today we will discuss what to expect during the remote pilot. We will also review the documents/information we need in order to get started. |
|  | Teacher Remote Cycle  Teacher Schedule  Assignment Timeline | Review & explain the remote cycle, teacher schedule, and the assignment timeline. |
|  | Tablet | Give teacher the tablet. Review how to:   * turn the tablet on and put in password (7000) * locate the CLI Engage icon * get to eCIRCLE * get to the CAC |
|  | CAC Activity  STGR | Find the assigned phonological awareness activity on the CAC. Watch the video together. Discuss the lesson cycle and make sure the teacher understands the concepts. Discuss any pitfalls so the teacher can be successful when teaching the lesson. Review STGR. |
|  | How to Upload a Video  Reflection Sheet | Review & explain how to position the tablet, record the lesson, and upload the video.  Review the reflection form and explain the purpose of the form. Explain how to complete and upload the form. |
|  | Call Agenda  Call Notes | Discuss the feedback call procedure. Remind teachers & administrators this call is a one hour without children. They need to watch the feedback video & bring their tablet & Call Notes form. |