Teach

COMPLEMENTARY RESOURCES

Attention: The complementary resources are updated on an ongoing basis. Please check this document periodically to ensure you are using the most up-to-date version of all the files. Note that the quiz item bank, observer exit survey, training guide, *Teach* slides, translation package, and data analysis were last updated in October 2019, and the Teach Trainer TOR, Video Editor TOR, Coder TOR, Recording Authorization Form, Reliability Exam, and Implementation Guide were last updated September 2020.

Please write to us at teach@worldbank.org if you discover any errors or issues with these files. Thank you!

- The *Teach* Team

Resource	Description
1. Consult with Stakeholders	
Brief	Implementation Guide	The brief can be used to present *Teach* to different audiences, including, but not limited to governments, donors, and partners. It provides a high-level overview of what *Teach* is, how it differs from other tools, and background on the development and validity of the tool. The implementation guide provides a brief overview of the process of implementing Teach and also serves as a roadmap to the collection of complementary resources available.
Manual & Field Tool **English** MS Word | Field Tool | Global I | Global I BW | Global I BW Large Text | Global II | Global II BW | Global III | Global III BW **French** Field Tool | French I | French I BW | French II | French II BW **Portuguese** Field Tool | Portuguese I | Portuguese I BW | Portuguese II | Portuguese II BW	The observer and field tool are available in English, French, Spanish, and Portuguese. For the English version, there is the option to download the observer manual in a larger text. For every version, there is the option of downloading the observer manual in color or in black and white (represented by BW). The various versions (I, II, and III) denote different illustrations that are available for each language.

Spanish Field Tool | Spanish | Spanish BW	
Slide Deck	The slide deck can be used by stakeholders to present *Teach* to different audiences, including, but not limited to: governments, donors, and partners. It provides a high-level overview of *Teach* and its complementary suite of resources.
Teach Expert (TOR)	This individual is an optional hire. S/he is hired to help draft an additional element at the request of the government. This consultant either drafts the element in full or advises government officials as they draft the element, depending on the government's needs and preferences.

2. Source Videos

Guide for Selecting & Recording Videos	This document provides a step-by-step explanation on how to select and record classroom video footage for *Teach*.
Recording Authorization Form	The document is a legal form teachers' must sign before their classroom is recorded. By signing the form, teachers not only consent to be recorded, but for their recordings to be used as part of the *Teach* training. This form also includes an option for teachers to consent to allowing their classroom footage to be made publicly available online.
Translation Package	This zipped folder provides all the documents needed for translation. This includes the MS word version of the *Teach* manual, editable versions of images, a catalogue of illustrations for different settings, the brief, and an example of how to set up the translations and timestamps to be embedded as subtitles into the training videos.
Video Editor (TOR)	This individual is an optional hire. S/he is responsible for editing the local classroom lesson videos into 15-minute segments and embedding subtitles into the training videos (where applicable).
Translator (TOR)	This individual is an optional hire. S/he is responsible for translating official *Teach* documents from English to the local language.
Guide to Editing Videos	After classroom videos are recorded, they are edited into 15-minute segments to be coded. This one-pager serves as a guide for local consultants on how to select the 15-minute segments.
Teach Github Page	The code in this directory contains python code useful for creating 15-minute video clips from the Teach video recordings of classrooms. The 15-minute clips are then used by the Teach scorers to evaluate teacher pedagogical skills.

3. Code Videos

Video Access Form	This document is a legal form observers must sign before they watch and code videos as part of the *Teach* Training.
Guidelines for Training	This document provides a brief overview of the guidelines implementing agencies should follow and venue requirements needed to facilitate the observer training(s).
Guidelines for Writing Master Codes	This document provides a step-by-step explanation on how to write master codes. A master code is a detailed justification for why a behavior or element, as observed in classroom footage, warrants a particular *Teach* score, which is established by a consensus of several master coders.
Master Code Work Plan Example	This document provides information on the roles, responsibilities, and timeline needed to conduct the master coding process.
Trainer (TOR)	This individual is a necessary hire. S/he is likely a member of the *Teach* team, who is responsible developing master codes for the training and conducting the training.
Coder (TOR)	This individual is a necessary hire. S/he is responsible for passing the *Teach* reliability exam and developing a set of master code justifications under the direction and oversight of the *Teach* trainer.
Quality Assurance Assistant (TOR)	This individual is an optional hire and is particularly useful if the training is being conducted for a large number of observers or in a low-capacity setting. S/he is responsible for helping the *Teach* trainer prepare the materials for the training of implementors and helps manage and oversee the development of master coders for the observer training.

4. Train Observers

Training Manual	This document includes all resources needed to conduct the 5-day *Teach* training, including a detailed training script. Kindly fill out the Video Access Form and contact teach@worldbank.org to access the complementary training presentation and videos.
Quiz Item Bank	This document includes questions that the trainer can use for quizzes, in-class activities, or homework.
Game Sheet	This document includes an activity the trainer can use to engage observers on day 1 of the training.
Discussion Question Sheet	This document outlines various strategies and offers sample questions trainers can use to facilitate a meaningful discussion.
Exit Survey	This survey is given to observers after they've completed the training.
Teach Reliability Exam	This Excel file automatically calculates the observers' reliability score and whether they passed the *Teach* reliability exam.
Certificate of Reliability	This document is a certificate of reliability that observers are given after they pass the *Teach* reliability exam.

5. Analyze Data – Automatized Data & Analysis Program

How to use SurveyCTO	This document describes how to use SurveyCTO, a mobile platform, for the data collection of *Teach*. The guide explains how to create the server, upload the *Teach* questionnaire, collect the data using tablets, and export and save the data collected.
SurveyCTO (CAPI)	This is a computer-assisted personal interviewing style wherein observers input scores digitally using SurveyCTO. This form makes the survey available on phone/tablets/computer in English, French, Spanish, and Portuguese. The team will have to create a SurveyCTO server to collect data using this form. Data can be collected using a computer or the SurveyCTO app on tablets/phones. Once the data is collected, it can be exported from SurveyCTO as an Excel file. This file is perfectly aligned with the pre-created do-files that will automatically label, clean, and analyze the data.
Data Entry (PAPI)	This is a pen-and-paper interviewing style wherein observers input scores on the *Teach* observation form and manually transfer them to an Excel database. In the case where PAPI data collection is done, this Excel file is a template for data entry and is perfectly aligned with the pre-created do-files that will automatically label, clean, and analyze the data. If the team wishes to program the data entry to another software such as CSPro, a file is available that details the logic of the questionnaire.

STATA

Program for labelling the data using Stata	After data has been collected, either through CAPI or through PAPI, a pre-written do-file (Stata) automatically labels the data and saves it as a first Stata dataset.
Program for cleaning the data using Stata	After data has been collected and labelled, a pre-written do-file (Stata) automatically checks for strange patterns in the data and exports the data to be checked in an Excel file. This Excel file can be shared with the team or firm responsible for data collection. In this do-file, corrections can also be applied, following the feedback from the data collection team. The do-file saves the cleaned data as a second Stata dataset.
Program for Proficiency of Trainees using Stata	After the training has been completed, and the *Teach_Reliability_Exam* excel files filled for the first and second exam attempts, a pre-written do-file (Stata) automatically analyzes the data and computes the exam passing rate as well as the trainees-expert reliability.
Program for Reliability using Stata	After data has been cleaned, a pre-written do-file (Stata) automatically analyzes the data and confirms the validity of the *Teach* scores (Stata graphs and Excel tables).
Program for Analysis using Stata	After data has been cleaned, a pre-written do-file (Stata) automatically analyzes the data, which generates descriptive statistics in Excel and analytical graphs (both in Excel and Stata format).

R

Introductory note for the R scripts	This is a brief guide for users who plan on using the R scrips provided to clean, label and analyze the Teach data. It includes information on where to download R and Rstudio, together with some of the basic packages that will be required for the files to run. The guide also provides some references for users seeking to learn more.
Program for labelling the data using R	After data has been collected, either through CAPI or through PAPI, a pre-written R markdown file automatically labels the data and saves it as a first R dataset.

Program for cleaning the data using R	After data has been collected and labelled, a pre-written R markdown automatically checks for strange patterns in the data and tabulates the data to be checked in an Html file. This Html file can be shared with the team or firm responsible for data collection. The R markdown file can also be used to apply corrections, following the feedback from the data collection team. The R markdown file saves the cleaned data as a second R dataset.
Program for Proficiency of Trainees using R	After the training has been completed, and the *Teach*_Reliability_Exam excel files filled for the first and second exam attempts, a pre-written R markdown file automatically analyzes the data and computes the exam passing rate as well as the trainees-expert reliability.
Program for Reliability using R	After data has been cleaned, a pre-written R markdown file automatically analyzes the data and confirms the validity of the *Teach* scores.
Program for Analysis using R	After data has been cleaned, a pre-written R markdown file automatically analyzes the data, which generates descriptive statistics and analytical graphs.
Reports	
Word Report	This document is a sample report to be written with Word. This template has automatically generated sections with areas (text and graphs) to be filled in with country-specific results. The graphs and tables produced by the do-files can be manually included in the report.
Latex Report	This document is a sample report to be written with Latex. This template has automatically generated sections with areas (text and graphs) to be filled in with country-specific results. The graphs and tables produced by the do-files will be automatically included in the report. There are additional graphs and tables in the same folder that are not automatically produced by Stata but used in the report.
Stata/Analysis (TOR)	This individual is an optional hire and is particularly applicable if the project calls for a highly technical analysis of the *Teach* findings. S/he cleans the data and conducts an in-depth analysis for use in an extended report or presentation.
Survey Firm (TOR)	This document provides the terms for a survey firm to oversee the collection of data and hiring of field supervisors and observers to implement *Teach*.