Teach Primary

COMPLEMENTARY RESOURCES

Teach Primary comes with a suite of complementary resources that are intended to support the use of the tool through every stage of implementation. Please note that the complementary resources are updated on an ongoing basis. Note that this package of resources was last updated February 2022 to align to the Second Edition of the *Teach* Primary tool. Please write to us at teach@worldbank.org if you discover any errors or issues with these files. For more information on how to implement *Teach* Primary in your setting, start with the resources under Section 1: Consult with stakeholders. Thank you!

RESOURCE	DESCRIPTION
1. Consult with stakeholders	
Observer Manual & Observation Tool (Second Edition) Observer Manual Observation Tool	The Observer Manual provides detailed and in-depth information on how to observe a classroom and code using the *Teach* Primary Observation Tool. If you'd like the Word files, kindly contact teach@worldbank.org. **The Observer Manual and Field Tool are available in multiple languages. Please consult the *Teach* Primary website for more information.**
Checklist: Other Aspects of Educational Quality	The *Teach* Primary Observation Tool is accompanied by a checklist that assesses other aspects of educational quality and inclusion. While the use of this checklist together with the Observation Tool is suggested, its use is not mandatory. **The checklist is available in multiple languages. Please consult the *Teach* Primary website for more information.**
Main updates to the *Teach* Primary tool in 2021	This document summarizes the main updates made to the *Teach* Primary tool in 2021.
Slide Deck	The slide deck can be used by stakeholders to present *Teach* Primary to different audiences, including but not limited to governments, donors, and partners. It provides a high-level overview of *Teach* Primary and its complementary suite of resources.
Implementation Guide	The Implementation Guide provides additional information on costing, research, and a comprehensive list of all available complementary resources.

Teach Primary 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 and Recording Videos	This document provides a step-by-step explanation on how to select and record classroom video footage for *Teach* Primary.
Teacher Consent Form	Teachers must sign this legal document before their classroom is recorded. By signing the form, teachers consent to be recorded, and for their recordings to be used as part of the *Teach* Primary training.
Guide to Editing Videos	When using local video footage for training, classroom videos are first recorded as full-length classroom segments of 60 minutes each. After these videos are recorded, the videos 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.
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* Primary documents from English to the local language where applicable.

3. Code Videos

Video Access Request Form	This document is a legal form implementors and observers must sign before they watch and code videos as part of the *Teach* Primary Training.
Guidelines for Training	This document provides a brief overview of the guidelines implementing agencies should follow and venue requirements needed to facilitate the implementor and/or 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* Primary score, which is established by 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.
Teach Primary Trainer of Implementors (TOR)	This individual is a necessary hire. S/he is likely a member of the *Teach* Primary team, who is responsible developing master codes for the implementors' training and conducting the training. S/he then oversees the implementors as they develop the master codes for the observers' training. Depending on the approach followed, the *Teach* Primary trainer may choose 1-2 implementors to lead the observers' training, based on performance.
Teach Primary Implementor (TOR)	This individual is a necessary hire. S/he is responsible for passing the *Teach* Primary reliability exam and developing a set of master code justifications under the direction and oversight of the *Teach* trainer. 1-2 of the implementors will be chosen by the *Teach* trainer to facilitate the observers' training, based on performance.
Teach Primary Master Coder (TOR)	This individual is an optional hire. S/he is responsible for: (i) developing written master code justifications for up to 15 local videos and (ii) providing support to the *Teach* Primary Implementor Trainer/Implementor as requested.

Teach Primary 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* Primary 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

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* Primary.
Teach Primary Training Manual	This document includes all resources needed to conduct the 5-day *Teach* Primary training, including a detailed training script. Kindly fill out the Video Access Request Form and contact teach@worldbank.org to access complementary training presentations 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 and Facilitation Strategies	This document outlines various strategies and offers sample questions trainers can use to facilitate a meaningful discussion.
Exit Survey	This survey is given to training participants after they've completed the training to gather their feedback on the training.
Teach Primary Reliability Exam	This Excel file automatically calculates the observers' reliability score and whether they passed the *Teach* Primary Reliability Exam.

5. Analyze data and report results   (Zipped file here)

How to use SurveyCTO	This document describes how to use SurveyCTO, a mobile data collection platform, for the data collection of *Teach* Primary. The guide explains how to create the server, upload the *Teach* Primary questionnaire, collect the data using tablets, and export and save the data collected.
SurveyCTO (CAPI)	This is code used in a computer-assisted personal interviewing software wherein observers input scores digitally using SurveyCTO. This form makes the survey available on phone/tablets/computer in multiple languages. A SurveyCTO server must be created 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)	These files support pen-and-paper data collection wherein observers input scores on the *Teach* Primary observation sheets and manually enter them into an Excel database. An Excel template file is provided to enter data from PAPI. This template describes each variable, the type and format, response options and numeric codes, and automatic calculations for some variables. Entering data in this template makes it 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 piece of software, a comprehensive codebook of the standard *Teach* Primary variables is provided that details the logic of the questionnaire.
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 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 TeachPrimary_Relability_Exam Excel files have been filled with the exam responses from training participants, a pre-written do-file (Stata) automatically analyzes the data and compute 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 analyzes the psychometric properties of the *Teach Primary* scores to demonstrate the validity of the *Teach Primary* 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 .png format).
Reports	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.
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 Primary* findings. S/he cleans the data and conducts an in-depth analysis for use in an extended report or presentation.