I. Step 1: Contacting the visiting teacher

1. You will receive the following email.

**New PDMT Task**

Follow up. Start by Friday, October 14, 2011. Due by Friday, October 14, 2011.

PDMT Learning Lab Visit Request [webupdates@cms.k12.nc.us]

**Sent:** Friday, October 14, 2011 10:49 AM  
**To:** Christina H. Efird

A new PDMT Task has been assigned to you. The visiting teacher is Susie Q. Please contact the teacher to schedule a pre-conference **within three business days**. Please include the following in your email:

- Instructional context  
- Schedule

Please click [here](#) to view your task(s).

2. Click on the “here” link to view the task; you will notice the name of the visiting teacher and the date for the scheduled visit.

*** This link does not work when you check your email from non-CMS computers. You will follow Steps 2-3 in Step II to see the Edit My Item link.
3. Click on the **Edit My Item** link to see the following screen. Please note the following for the visiting teachers:
   a. Email
   b. Purpose of Your Visit
   c. What specific question are you trying to answer?
   d. Lab Visit Date

4. Send a “welcome” email to the visiting teacher (**copy your Strand Manager**) including the following:
   - **Instructional Context** (your electronic copy)
   - **Schedule** (your electronic copy)
   - The scheduled **Lab Visit Date** (from the previous page)
   - A potential **date and time to pre-conference** (meet/talk) prior to the visit
II. Step 2: Update the Pre-Conference information

1. Update this Pre-Conference Date and time as soon as you have contacted the visiting teacher (within three days of assignment). This will help Teacher PD staff to assist teachers with sub assistance.

2. Log in to the Intranet. Click on Professional Development. Click on PDMT Learning Lab Request Form link on the left navigation pane to see the following screen.

3. Once the pre-conference has been scheduled, document the date and location of the conversation by:
   - Clicking on the My PDMT Tasks link (left on the PDMT Learning Lab Visit Request page)
   - Clicking on the Edit My Item link associated with the correct visiting teacher’s name
   - Changing Status to In-Progress
   - Documenting the Pre-Conference Date and time
   - Documenting the Pre-Conference Location
   - Clicking on the Update button at the end of the page

4. During the pre-conference you need to confirm exactly what the visiting teacher is requesting to see (based on the request category and question). This can be completed by following Step 1 and the first two bullets of Step 2 above, then:
   - Document in the Pre-Conference Meeting Focus
   - Click on the Update button at the end of the page
III.  Step 3: The Visit

Have a fabulous visit. Prior to the end of the day of your visit, be sure to have a conversation regarding a strategy learned during the visit they may be interested in implementing over the next week or so. Work with the teacher to begin to plan for this upcoming lesson and make sure you follow up to offer support during the process. You will also need to schedule a post-conference conversation with the teacher before he/she leaves.
IV. Step 4: Update the Post-Conference information

1. Please complete the entire task within three days of the post conference. Adhering to deadlines is critical to ensure payment of stipends.

2. Log in to the Intranet. Click on Professional Development. Click on PDMT Learning Lab Request Form link on the left navigation pane to see the following screen.

3. Once the post-conference has been scheduled, document the date and location of the conversation by:
   - Clicking on the My PDMT Tasks link (left on the PDMT Learning Lab Visit Request page)
   - Clicking on the Edit My Item link
   - Documenting the Post-Conference Date and time
   - Documenting the Post-Conference Location
   - Clicking on the Update button at the end of the page

4. Provide an interim email (copy your Strand Manager) reminding the visiting teacher of your upcoming post-conference, including date, location, and time. Make sure it is clear that the purpose of this post-conference is to collaborate about the teacher’s lesson plan and student artifacts, and to discuss the written analysis. Offer additional support at this time.

5. During the post-conference meeting, collaborate with the teacher about the lesson plan and student artifacts. Make appropriate connections between objectives of the lesson, student work samples, and the evidence expected to show understanding. Remember your skills in coaching, collaborating, and consulting! Discuss the written analysis. Document the post-conference conversation by following Step 1 and the first two bullets of Step 2 above.
   - Document in the Post-Conference Meeting Focus
   - Optional: Use the Additional Information textbox to provide further information that will allow Teacher PD to better understand the details of the visit
   - Direct visiting teachers to turn in their reflections through MyPD by clicking on the Assignment link associated with the PDMT Learning Lab Visit course on their MyPD Welcome screen.
   - Change Status to Completed
   - Change the % complete to 100 (to signify the visit is completed)
   - Click on the Update button at the end of the page