

# COMPLEMENTARY RESOURCES

*Teach Secondary* 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. Please write to us at [teach@worldbank.org](mailto:teach@worldbank.org) if you discover any errors or issues with these files. For more information on how to implement *Teach Secondary* in your setting, start with the resources under Section 1: Consult with stakeholders. Thank you!

RESOURCE	DESCRIPTION
<b>1. Consult with stakeholders</b>	
<b>Observer Manual &amp; Observation Tool</b> <a href="#">Observer Manual</a> <a href="#">Observation Tool</a>	The Observer Manual provides detailed and in-depth information on how to observe a classroom and code using the <i>Teach Secondary</i> Observation Tool. If you'd like the Word files, kindly contact <a href="mailto:teach@worldbank.org">teach@worldbank.org</a> .
<a href="#">Teach Secondary Brief</a>	This brief is supplemental material for dissemination and engagement having a general audience in mind. The brief covers the main elements of the <i>Teach Secondary</i> framework, steps in its implementation, and differences with respect to <i>Teach Primary</i> .
<a href="#">Checklist: Other Aspects of Educational Quality</a>	The <i>Teach Secondary</i> 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.
<a href="#">Differences between <i>Teach Primary</i> and <i>Teach Secondary</i></a>	This document identifies the main differences between <i>Teach Primary</i> and <i>Teach Secondary</i> .
<a href="#">Slide Deck</a>	The slide deck can be used by stakeholders to present <i>Teach Secondary</i> to different audiences, including but not limited to governments, donors, and partners. It provides a high-level overview of <i>Teach Secondary</i> and its complementary suite of resources.
<a href="#">Implementation Guide</a>	The Implementation Guide provides additional information on costing, research, and a comprehensive list of all available complementary resources.

<i>Teach</i> Secondary <a href="#">Expert (TOR)</a>	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.
<b>2. Source Videos</b>	
<a href="#">Guide for Selecting and Recording Videos</a>	This document provides a step-by-step explanation on how to select and record classroom video footage for <i>Teach</i> Secondary.
<a href="#">Teacher Consent Form</a>	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 <i>Teach</i> Secondary training.
<a href="#">Guide to Editing Videos</a>	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.
<a href="#">Video Editor (TOR)</a>	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.
<a href="#">Translator (TOR)</a>	This individual is an optional hire. S/he is responsible for translating official <i>Teach</i> Secondary documents from English to the local language where applicable.
<b>3. Code Videos</b>	
<a href="#">Video Access Request Form</a>	This document is a legal form implementors and observers must sign before they watch and code videos as part of the <i>Teach</i> Secondary Training.
<a href="#">Guidelines for Training</a>	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).
<a href="#">Guidelines for Writing Master Codes</a>	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 <i>Teach</i> Secondary score, which is established by consensus of several master coders.
<a href="#">Master Code Work Plan Example</a>	This document provides information on the roles, responsibilities, and timeline needed to conduct the master coding process.
<i>Teach</i> Secondary <a href="#">Trainer of Implementors (TOR)</a>	This individual is a necessary hire. S/he is likely a member of the <i>Teach</i> Secondary 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 <i>Teach</i> Secondary trainer may choose 1-2 implementors to lead the observers' training, based on performance.
<i>Teach</i> Secondary <a href="#">Implementor (TOR)</a>	This individual is a necessary hire. S/he is responsible for passing the <i>Teach</i> Secondary reliability exam and developing a set of master code justifications under the direction and oversight of the <i>Teach</i> trainer. 1-2 of the implementors will be chosen by the <i>Teach</i> trainer to facilitate the observers' training, based on performance.
<i>Teach</i> Secondary <a href="#">Master Coder (TOR)</a>	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 <i>Teach</i> Secondary Implementor Trainer/Implementor as requested.

<i>Teach Secondary</i> <a href="#">Quality Assurance Assistant (TOR)</a>	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 <i>Teach Secondary</i> trainer prepare the materials for the training of implementors and helps manage and oversee the development of master coders for the observer training.
<b>4. Train Observers</b>	
<a href="#">Survey Firm (TOR)</a>	This document provides the terms for a survey firm to oversee the collection of data and hiring of field supervisors and observers to implement <i>Teach Secondary</i> .
<a href="#">Teach Secondary Training Manual</a>	This document includes all resources needed to conduct the 5-day <i>Teach Secondary</i> training, including a detailed training script. Please note that video links are not public. Kindly fill out the Video Access Request Form and contact <a href="mailto:teach@worldbank.org">teach@worldbank.org</a> to access complementary training presentations and videos.
<a href="#">Quiz Item Bank</a>	This document includes questions that the trainer can use for quizzes, in-class activities, or homework.
<a href="#">Game Sheet</a>	This document includes an activity the trainer can use to engage observers on Day 1 of the training.
<a href="#">Discussion and Facilitation Strategies</a>	This document outlines various strategies and offers sample questions trainers can use to facilitate a meaningful discussion.
<a href="#">Exit Survey</a>	This survey is given to training participants after they've completed the training to gather their feedback on the training.
<i>Teach Secondary</i> <a href="#">Reliability Exam</a>	This Excel file automatically calculates the observers' reliability score and whether they passed the <i>Teach Secondary</i> Reliability Exam.
<b>5. Analyze data and report results (<a href="#">download zip file here</a>)</b>	
How to use SurveyCTO	This document describes how to use SurveyCTO, a mobile data collection platform, for the data collection of <i>Teach Secondary</i> . The guide explains how to create the server, upload the <i>Teach Secondary</i> 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 <i>Teach Secondary</i> 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 <i>Teach Secondary</i> 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 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 TeachSecondary_Reliability_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 <i>Teach</i> Secondary scores to demonstrate the validity of the <i>Teach</i> Secondary 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.
<a href="#">Stata/Analysis (TOR)</a>	This individual is an optional hire and is particularly applicable if the project calls for a highly technical analysis of the <i>Teach Secondary</i> findings. S/he cleans the data and conducts an in-depth analysis for use in an extended report or presentation.