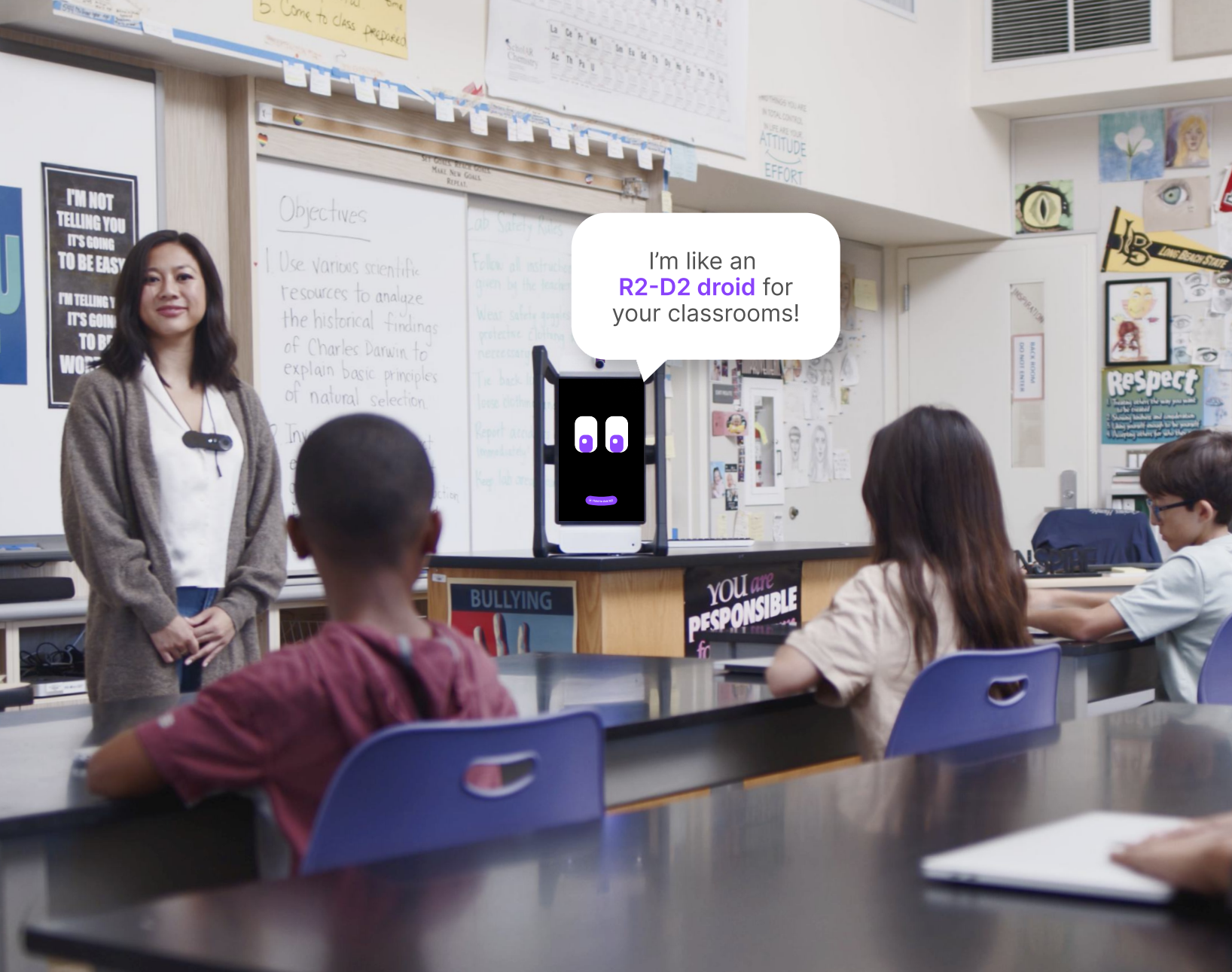


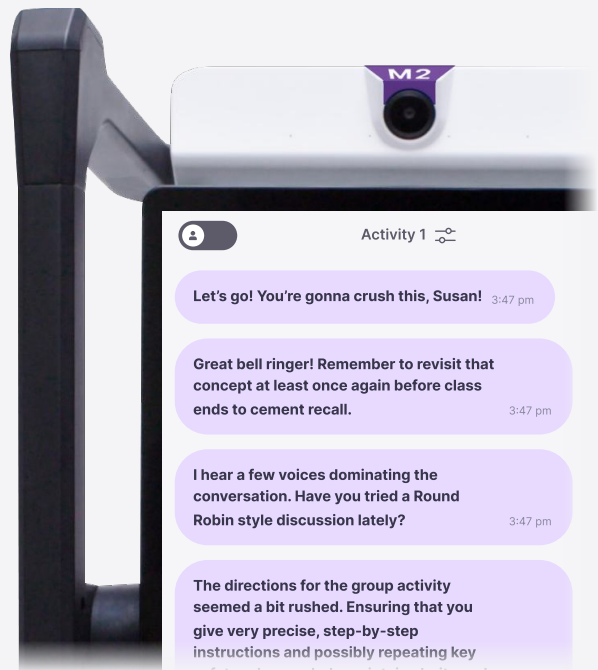


CLASSROOM OBSERVATIONS WITH M2:

A guide for school leaders

by *Swivl*

As a school leader, you understand that effective teacher observation and coaching are critical to improving student outcomes. M2 transforms the traditional observation process by providing objective, data-driven insights that support meaningful conversations.



M2 captures classroom interactions through audio and video recordings, generating interactive transcripts and real-time feedback that help both teachers and administrators focus on what matters most: student learning.

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One M2 in the room makes a big difference in creating a co-teacher presence that enhances learning.

Erika Inka, Instructional Coach | Barrington School District 220

Getting started with M2 observations

HARDWARE SETUP

1

Turn on M2 Device

- Press and hold power button for 2-3 seconds
- Wait for device to boot up completely
- Look for gear icon in top right corner of screen

2

Connect to WiFi

- Tap gear icon for Quick Settings
- Navigate to Wi-Fi menu
- Select your network and enter password
- Ensure strong, stable connection for video observations

3

Check for Updates

- Tap gear icon → About → Check for Updates
- If update is available, select "Reboot now"
- Updates typically take 5 minutes to complete
- Always update before important observations

LOGGING INTO MIRRORTALK

1

Access MirrorTalk

- On computer/tablet: Go to mirrortalk.ai
- On mobile: Download MirrorTalk app (iOS/Android)
- Create account or log in with existing credentials
- Use your organization email for team access

2

Admin Dashboard Access

- Click "Switch to Admin" button on left sidebar (Team Admins only)
- View organization overview and license distribution
- Download the CSV file and add new team members who will use M2
- Access User Management and System Prompt sections

SETTING UP AN OBSERVATION SESSION

1

Start New Session on M2 Device

- Select "New" on M2 device screen
- Choose observation mode or M2 Intelligent Co-Teacher session
- Device will prepare for recording setup

2

Label Your Activity

- Tap to add Activity Name (e.g., "Ms. Johnson 3rd Period Math Observation")
- Use clear, descriptive names for easy identification
- Include teacher name, subject, period, or grade level
- This helps organize and find observations later in dashboard

3

Add an Objective (Optional but Recommended)

- Enter the lesson objective or learning goal
- Example: "Students will analyze author's purpose in nonfiction texts"
- Example: "Solve multi-step word problems using algebraic thinking"
- This helps M2 provide context-relevant feedback during instruction

4

Set Observation Focus (Customize Your Session)

- Tap "Customize" or settings icon
- Add specific focus areas you want M2 to listen for:
 - Questioning techniques (higher-order thinking, wait time)
 - Student engagement (participation patterns, response quality)
 - Classroom management (transitions, behavior management)
 - Specific teaching frameworks (Danielson, Marzano, 5D, etc.)
 - Content-specific strategies (guided reading, math discourse)
- Add any instructional standards or district frameworks
- Note for Admins: You can pre-load district frameworks in System Prompt section

5

Choose Video or Audio-Only

- Video: Captures full classroom with synchronized transcript
- Audio-Only: Records sound only, still provides transcript and insights
- Select based on teacher preference, privacy concerns, and bandwidth availability
- Both options provide comprehensive coaching data

6

Start Recording

- Click "Start" or close customization menu
- Recording indicator LED will show on device
- M2 begins capturing classroom audio/video
- System provides real-time instructional tips to teacher

ACCESSING OBSERVATION DATA

1

End Session

- Click "Stop" on M2 device when observation is complete
- Data processing begins automatically (typically 2-3 minutes)
- Device will confirm session has been saved

2

View in MirrorTalk Dashboard

- Log in to mirrortalk.ai on computer or mobile device
- Select appropriate Group (if your organization uses group structure)
- Find and click on activity card to view observation data
- Data appears as dashboard cards with key metrics

3

Interactive Transcript Features

- Audio Playback: Click anywhere in transcript to play audio from that exact moment
- Search Function: Use search bar to find specific words, phrases, or topics
- Copy and Translate: Easily copy summaries and insights for sharing or translation
- Video Sync: Watch video (if enabled) perfectly synchronized with transcript
- Navigation: Jump to different parts of lesson quickly

4

Review Dashboard Insights

- Engagement Score (0-4 scale): Student participation and interaction levels
- Pacing Score (0-4 scale): Lesson flow, timing, and transition effectiveness
- Questioning Score (0-4 scale): Quality and variety of teacher questions
- Visual Summaries: Key metrics, patterns, and instructional highlights
- Growth Suggestions: Specific, actionable recommendations for improvement

SHARING WITH TEACHERS OPTIONS

1

Teacher Self-Review First (Recommended)

- Teachers can access their own data through MirrorTalk login
- Encourage independent reflection before coaching conversation
- Promotes teacher ownership and reduces defensiveness
- Allows teachers to identify their own growth areas

2

Admin-Led Review

- Share specific clips or transcript moments during coaching meetings
- Use objective data to support feedback and suggestions
- Focus on patterns and trends rather than isolated incidents
- Remember: Teacher controls their data (non-evaluative tool)

Best Practice

- Combine both approaches; teacher reflection followed by collaborative coaching discussion using M2 insights.

Understanding M2 observation capabilities

WHAT M2 CAPTURES DURING OBSERVATIONS

M2 is designed to be your intelligent observation partner, capturing rich classroom data through:

- **High-quality audio recording** using both device and remote microphones
- **Video recording** (when enabled) with synchronized interactive transcripts
- **Real-time instructional analysis** including engagement scoring, pacing feedback, and questioning techniques
- **Interactive transcripts** that allow you to search, navigate, and play specific moments from the lesson

KEY FEATURES FOR SCHOOL LEADERS

Real-time Feedback

M2 provides immediate, non-evaluative suggestions to teachers during instruction, helping them adjust their practice in the moment.

Engagement Scoring

Objective measurement of student participation and classroom interaction patterns.

Pacing Analysis

Data-driven insights into lesson flow, timing, and instructional transitions.

Interactive Transcripts

Searchable, playable transcripts that sync with audio/video for precise coaching conversations.

Questioning Techniques

Analysis of question types, wait time, and student response patterns.

NON-EVALUATIVE APPROACH

It's crucial to understand that M2 is designed as a growth tool, not an evaluation instrument. Teachers maintain complete control over their observation data, and the system emphasizes improvement and reflection rather than judgment. This approach helps build trust and encourages teachers to engage authentically with the feedback process.

Conducting observations with video

For detailed setup steps, see Quick Reference Guide above.

1

DEVICE PLACEMENT AND TEACHER COMMUNICATION

Optimal Device Placement: Position the M2 device where it can capture both teacher and student interactions. The ideal placement is typically at the front corner of the classroom with a clear view of the teaching space, ensuring both audio and video quality.

Teacher Communication: Before beginning, ensure teachers are comfortable with the video observation process and understand that they maintain complete control over their data if they use their own login. Remind them that M2 is designed for growth, not evaluation.

Student Preparation: Brief students if necessary about the device presence, though most quickly adapt to M2. Emphasize that the focus is on supporting their teacher's professional growth.

2

DURING THE OBSERVATION

While M2 records, it simultaneously:

- Captures video and audio of the entire lesson
- Generates real-time instructional tips for the teacher
- Analyzes engagement patterns and classroom dynamics
- Creates a running transcript of all verbal interactions

As an observer, you can focus on taking notes about specific moments or patterns you want to discuss later, knowing that M2 is capturing objective evidence of the entire lesson.

3

ACCESSING OBSERVATION DATA

Dashboard Overview: After the observation, access the M2 dashboard to view:

- **Improved Dashboard Cards:** Enhanced visual summaries of key metrics
- **Engagement Scores:** Visual representations of student participation levels
- **Pacing Feedback:** Analysis of lesson timing and transitions
- **Questioning Analysis:** Breakdown of question types and response patterns

Interactive Transcript Features:

- **Audio Playback:** Click any point in the transcript to hear the corresponding audio
- **Search Functionality:** Find specific moments, phrases, or topics within the lesson
- **Copy and Translate:** Easily copy summaries and insights for sharing or translation
- **Synchronized Video:** When available, transcript syncs perfectly with video playback

Video Review: Access recorded video and transcripts, allowing you to jump to specific moments for detailed analysis.

REVIEWING WITH TEACHERS

Objective Evidence: Use video recordings to provide specific, observable examples rather than subjective interpretations.

Interactive Transcript Analysis: Together with the teacher, examine specific moments using the searchable transcript to identify patterns and opportunities.

Reduced Anxiety: Unbiased recordings help remove the emotional stress of traditional observations, creating a more supportive environment for growth.

Solution-Focused Meetings: Combine M2's data insights with video evidence to arrive at coaching meetings with concrete suggestions rather than general feedback.



Whenever I'm doing observations, it scripts the lesson for me and for the teacher, especially if the observation didn't go the way they hoped. They can review the feedback, go back and watch the lesson themselves, and use that insight to make targeted improvements in their practice.

Nicole Johnston, Principal

Conducting observations without video (audio-only)

For detailed setup steps, see Quick Reference Guide above.

WHEN TO USE AUDIO-ONLY OBSERVATIONS

Teacher Privacy Preferences: Some teachers may feel more comfortable with audio-only recording as they build trust with the system.

Bandwidth Concerns: Audio-only observations require less network resources while still capturing rich instructional data.

Focus on Discourse: When the primary goal is analyzing classroom conversation patterns, questioning techniques, or verbal engagement.

Building Trust: Audio-only can be an excellent starting point for teachers new to M2 observations.

WHAT M2 CAPTURES WITHOUT VIDEO

Despite the absence of video, M2 still provides comprehensive data:

Complete Audio Recording: High-quality capture using multiple microphones for full classroom coverage.

Interactive Transcripts: Full transcription of all classroom discourse with searchable, playable segments.

Engagement Metrics: Analysis of participation patterns, speaking time distribution, and interaction frequency.

Instructional Insights: Pacing feedback, questioning analysis, and real-time teaching suggestions.

Dashboard Analytics: Comprehensive summaries and visual representations of classroom dynamics.

ACCESSING AUDIO-ONLY DATA

Dashboard Integration: All standard dashboard features remain available, including improved card designs and copyable summaries.

Transcript Navigation: Use the interactive transcript to navigate through the lesson, playing specific audio segments for review.

Pattern Analysis: Identify trends in student engagement, teacher questioning, and classroom discourse without visual distractions.

BENEFITS OF AUDIO-ONLY APPROACH

Reduced Intimidation

Teachers often feel less self-conscious without video recording, leading to more authentic instruction.

Focus on Verbal Skills

Concentrates attention on communication patterns, questioning techniques, and classroom discussion quality.

Efficient Processing

Faster data processing and analysis without video encoding requirements.



Using transcripts and videos for coaching conversations

ENHANCED COACHING THROUGH INTERACTIVE TRANSCRIPTS

Precise Moment Identification: Search transcripts for specific topics, student names, or instructional strategies to quickly locate relevant discussion points.

Pattern Recognition: Use transcript data to identify recurring themes in teacher language, student responses, or classroom management approaches.

Audio Playback Integration: When the primary goal is analyzing classroom conversation patterns, questioning techniques, or verbal engagement.

LEVERAGING VIDEO EVIDENCE

Visual Context: When video is available, combine transcript analysis with visual evidence to provide comprehensive feedback on both verbal and non-verbal instruction.

Student Engagement Visualization: Observe student body language, attention patterns, and participation levels alongside transcript data.

Instructional Movement: Analyze how teacher positioning and movement affects classroom dynamics and student engagement.

COMBINING DATA SOURCES FOR COMPREHENSIVE COACHING

Multi-Modal Analysis: Integrate engagement scores, pacing data, questioning analysis, and transcript evidence to create a complete picture of instructional effectiveness.

Evidence-Based Discussions: Use specific examples from transcripts and video to ground coaching conversations in objective observations rather than subjective impressions.

Collaborative Problem-Solving: Work with teachers to identify patterns and develop solutions using concrete evidence from their own practice.

CREATING SOLUTION-FOCUSED COACHING MEETINGS

Data-Driven Preparation: Review M2 insights before coaching meetings to identify specific areas for discussion and potential solutions.

Targeted Feedback: Use transcript search functionality to quickly locate examples that illustrate both strengths and growth opportunities.

Actionable Strategies: Combine M2's real-time suggestions with your coaching expertise to provide practical, implementable recommendations.

ACCELERATING THE COACHING CYCLE

Immediate Access: M2 data is available shortly after each observation, eliminating delays in the feedback process.

Frequent Observations: The efficiency of M2-supported observations allows for more regular coaching cycles without overwhelming administrative demands.

Continuous Improvement: Create a culture of ongoing reflection and growth through frequent, low-stakes observation and coaching sessions.



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It becomes another layer to inform instruction. It clearly shows where the academic gap occurred in the lesson, so teachers can immediately see what needs to be adjusted.

Pallavi Aggarwal, Instructional Researcher
| University of MO

Admin dashboard for school leaders

TEAM ADMIN DASHBOARD OVERVIEW

The M2 Team Admin Dashboard provides school leaders with comprehensive oversight of classroom observation and coaching activities across their buildings and districts.

KEY DASHBOARD FEATURES

Usage Tracking

Monitor classroom observation frequency, teacher engagement with M2 feedback, and overall system utilization across your schools.

Coaching Activity Insights

View feedback patterns, coaching conversation frequency, and teacher growth trends without accessing individual teacher data.

Impact Measurement

Identify where coaching supported by M2 data is making the most significant impact on instructional practices.

User Management

Add or remove users, manage licenses, and configure access levels for different roles within your organization.

DISTRICT ALIGNMENT CAPABILITIES

Framework Integration: Align M2's analysis and feedback to your district's specific instructional frameworks and evaluation standards.

Standards Mapping: Configure the system to highlight practices that support your district's priority areas and improvement goals.

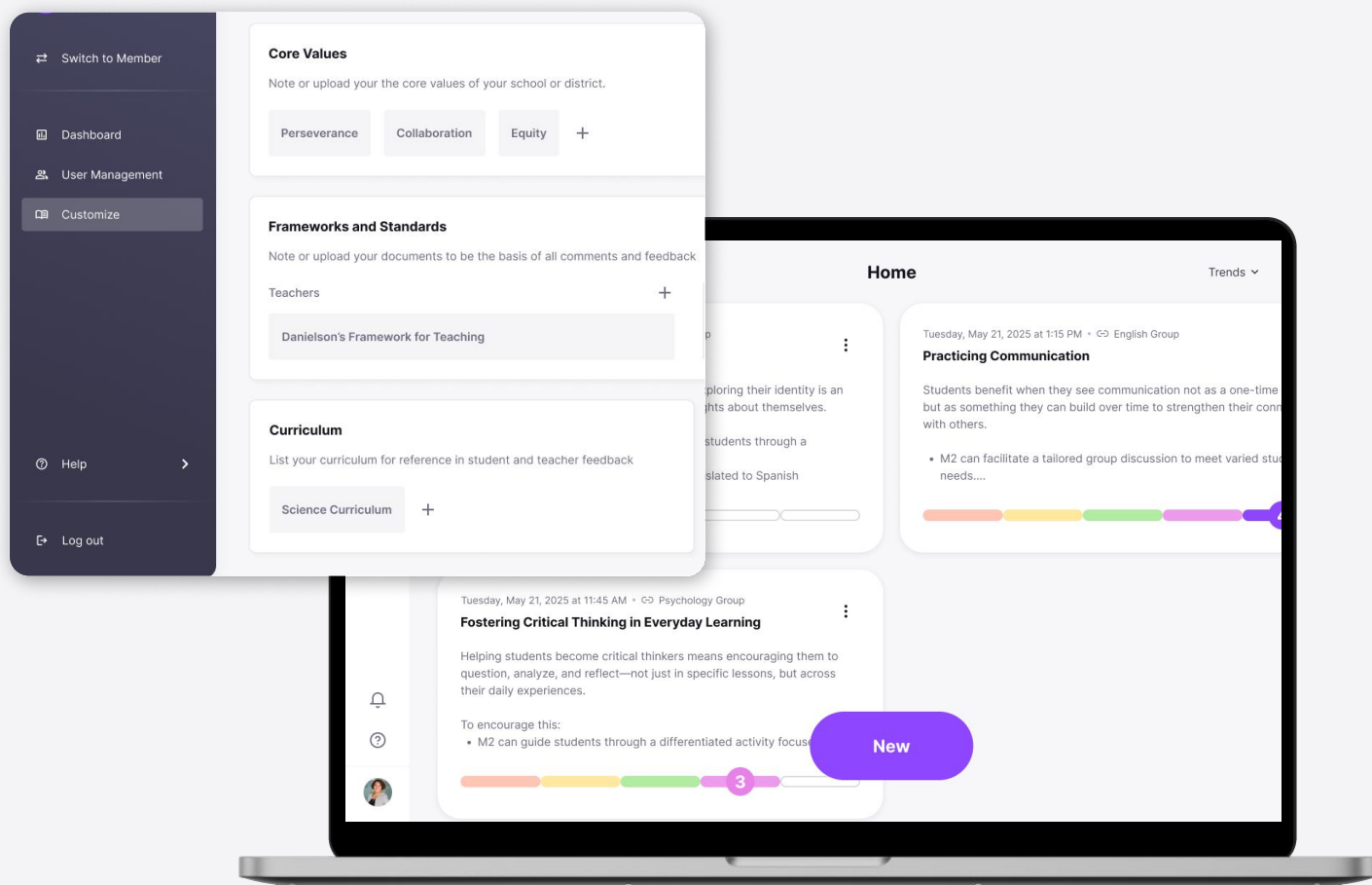
Customized Reporting: Generate reports that align with your district's observation and coaching protocols.

DATA-DRIVEN DECISION MAKING

Trend Identification: Use aggregated data to identify school-wide patterns, successful practices, and areas needing additional support.

Resource Allocation: Make informed decisions about professional development needs and coaching support based on M2 insights.

Program Evaluation: Assess the effectiveness of instructional initiatives through changes in classroom practice data.



Best practices for school leaders

BUILDING TEACHER TRUST

Emphasize Growth Over Evaluation: Consistently reinforce that M2 is a development tool, not an evaluation instrument. Teachers control their data and determine how it's used.

Transparent Communication: Be clear about how M2 data will and will not be used in formal evaluation processes. Maintain strict boundaries between growth-focused observations and summative evaluations.

Teacher Agency: Allow teachers to choose when to share M2 insights and encourage them to lead their own reflection process before administrative coaching conversations.

INTEGRATING M2 WITH EXISTING PRACTICES

Supplement, Don't Replace: Use M2 to enhance your observation and coaching practices rather than replacing human connection and professional judgment.

Frequent, Low-Stakes Observations: Leverage M2's efficiency to increase observation frequency while reducing the high-stakes nature of traditional formal observations.

Solution-Oriented Meetings: Arrive at coaching conversations with data-driven insights and potential solutions rather than just identifying problems.

CREATING A CULTURE OF GROWTH

Model Reflection: Demonstrate your own commitment to growth by engaging with M2 data about leadership practices and school culture.

Celebrate Improvement: Use M2 data to recognize and celebrate teacher growth, particularly in areas that might not be visible through traditional observation methods.

Collaborative Problem-Solving: Work with teachers to interpret M2 insights and develop improvement strategies together rather than prescribing solutions.

ENCOURAGING TEACHER OWNERSHIP

Self-Reflection First: Encourage teachers to review their M2 data independently before coaching conversations, promoting self-directed professional growth.

Teacher-Led Discussions: Allow teachers to guide coaching conversations based on their own analysis of M2 insights and identified areas for improvement.

Goal Setting: Use M2 data to help teachers set specific, measurable goals for instructional improvement and track progress over time.

MAXIMIZING SYSTEM IMPACT

Rapid Feedback Cycles: Take advantage of M2's immediate data availability to provide timely, relevant feedback while lessons are still fresh in teachers' minds.

Pattern Recognition: Use multiple observations over time to identify trends and provide more comprehensive professional development support.

Peer Collaboration: Encourage teachers to share successful strategies identified through M2 analysis with colleagues facing similar instructional challenges.

AVOIDING SURVEILLANCE CULTURE

Focus on Support: Frame M2 use as professional support rather than monitoring, emphasizing how data helps teachers improve their craft.

Respect Privacy: Honor teacher choices about data sharing and avoid using M2 insights in ways that feel invasive or punitive.

Professional Growth: Position M2 observations as opportunities for professional learning rather than compliance activities.

Conclusion

M2 represents a transformative approach to classroom observation and teacher coaching that benefits both educators and school leaders. By providing objective, comprehensive data about classroom interactions, M2 enables more frequent, focused, and effective coaching conversations that drive real instructional improvement.

Whether using video-enabled or audio-only observations, M2's interactive transcripts, engagement analytics, and real-time feedback create opportunities for meaningful professional growth that were previously impossible with traditional observation methods. The system's non-evaluative approach and teacher-controlled data ensure that growth and trust remain at the center of the coaching relationship.

As you implement M2 in your schools, remember that technology enhances but does not replace the human elements of effective leadership. Use M2's powerful data and insights to strengthen your coaching relationships, support teacher growth, and ultimately improve learning outcomes for all students.

The future of instructional leadership lies in combining human expertise with intelligent technology. M2 provides the tools; your leadership, vision, and commitment to teacher growth provide the foundation for transformational change in your classrooms and schools.



Learn more

[Schedule a demo](#)

