

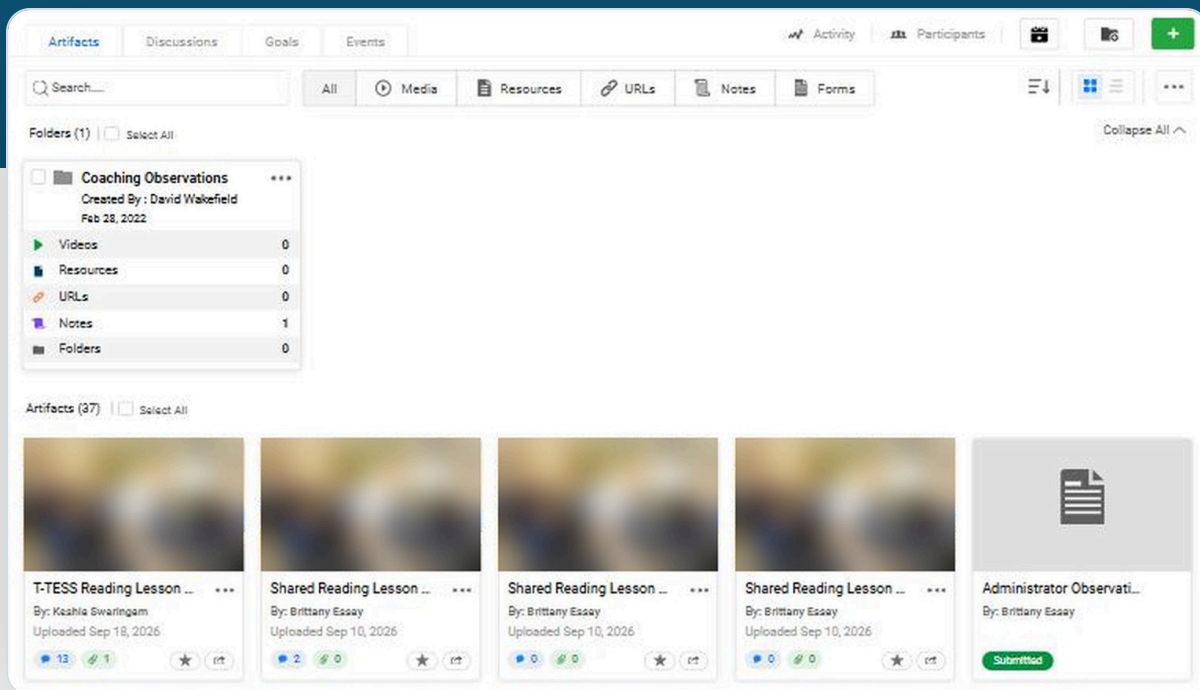


★ SIBME COACHING INTELLIGENCE SERIES

The AI-Enhanced Coaching Cycle

A Practical Field Guide

Dr. Kim Ramadan



Teacher: _____ Date: _____ Cycle: _____

Welcome to your field guide. Four phases. Specific tasks. Some belong to you. Some belong to Sibme.

Seeing is Believing!

PHASE 1

Before the observation

~15–20 minutes

PHASE 2

During the observation

20–45 minutes

PHASE 3

After — analyze & prepare

~20–30 minutes

PHASE 4

Debrief & close the loop

~25–30 minutes

Before the observation

Arrive with full context and a clear focus.

🕒 ~15–20 minutes

STEP

1

Open the Coaching Huddle and review the current goal

★ **IN SIBME:** Goals tab in Coaching Huddle

Title	Location	Created	Updated	Due	Goal Owner	Collaborator	Status
Improve Instructional Planning	✓ Rob Timpe	Oct 2, 2024	Jan 7, 2025	Jun 30, 2025	Rob Timpe	3+	0% Incomplete
Coaching Cycle EDIT TO INCLUDE: Teacher Nam...	✓ Rob Timpe	Oct 16, 2023	Apr 30, 2026	Mar 31, 2025	Rob Timpe	4+	67% Incomplete
Improve student engagement	✓ Rob Timpe	Dec 16, 2022	Jan 7, 2025	May 24, 2025	Rob Timpe		58% Incomplete

1 — The Goals tab lists each goal with its owner, due date and progress.

- Is this still the right goal, or has something shifted?
- What evidence would tell me this teacher is making progress?
- What would I need to see — or not see — to have something meaningful to say?

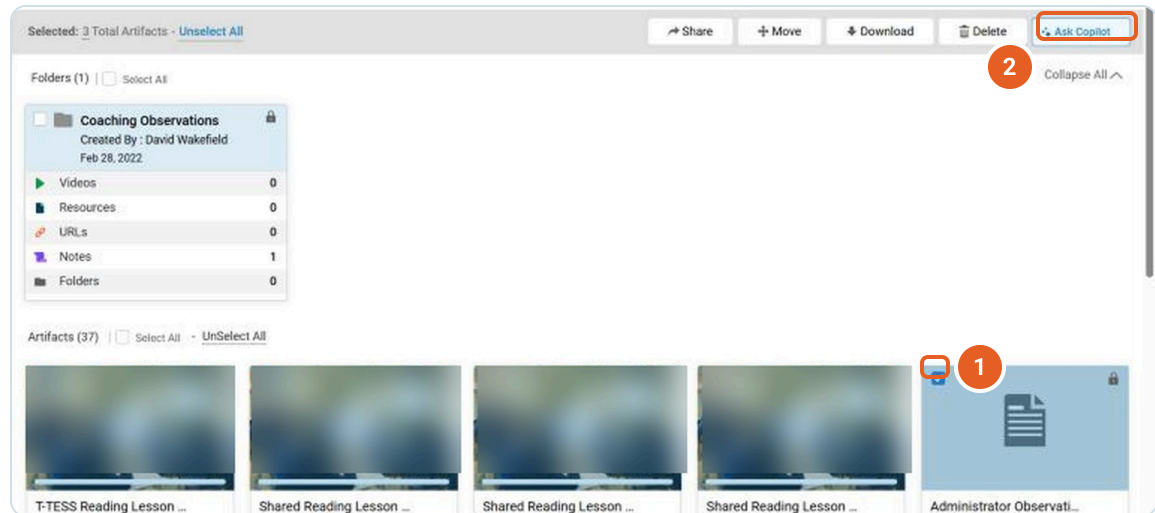
Action Item	Start Date	Due Date	Last Updated	Start	End	Current	Status
Improve average question wait time from 2 seconds to 5 seconds	Jan 6, 2025	May 24, 2025	Jan 7, 2025	2	5	4	80% Complete
Improve on task behavior from an average of 70% to 90%	Jan 6, 2025	May 24, 2025	Jan 7, 2025	60	90	70	33% Incomplete
Improve rigor in my classroom by increasing open ended questions from 10% of my questions to 60%	Jan 6, 2025	May 24, 2025	Jan 7, 2025	10	60	30	40% Incomplete

Open a goal to see its action items and progress.

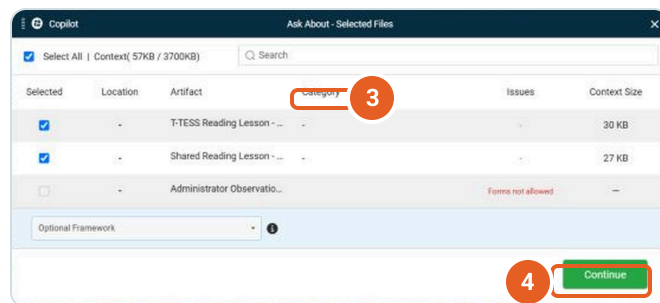
Teacher's current goal:

Run Multi-Artifact AI Insights to summarize the Huddle

★ **IN SIBME:** Hover over artifacts → checkbox → AI Insights button → Continue



1 — Tick the artifacts you want. 2 — Choose Ask Copilot in the selection bar.



3 — Check the Category column. 4 — Continue to open Copilot.

Select: prior lesson videos (with AI Reports run), the upcoming lesson plan, any student work or data the teacher has uploaded. Confirm all resources are categorized. Then ask:

- "Summarize this teacher's coaching history. What patterns have shown up across these observations, and what has changed?"
- "The teacher's goal is [X]. What evidence in this Huddle supports or challenges progress?"
- "What has come up in AI Reports across multiple cycles that hasn't been fully addressed?"

Key patterns the AI surfaced:

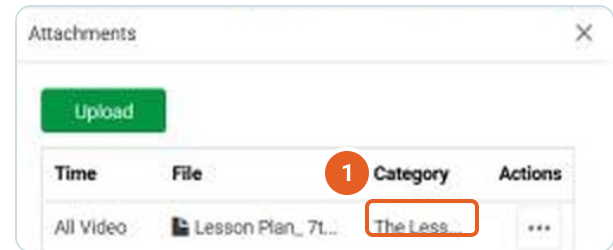
STEP

3

Review the lesson plan

* **IN SIBME:** Resources in Coaching Huddle — categorized as Lesson Plan

- Does the lesson structure give the teacher a real opportunity to work on their goal?
- Are there specific moments where I should focus my attention?
- Is anything in the plan inconsistent with what I know about this teacher?



1 — The lesson plan's category, shown on the video's Attachments panel.

Moments I want to watch for:

STEP

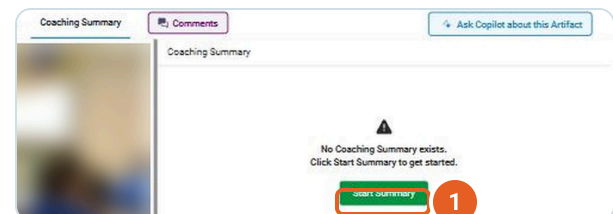
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Set your observation focus

* **IN SIBME:** Coaching Summary notes or Coaching Tracker session field

One or two things only. If you're watching for everything, you're watching for nothing.

My focus for this observation:



1 — Start Summary on the video's Coaching Summary tab.

During the observation

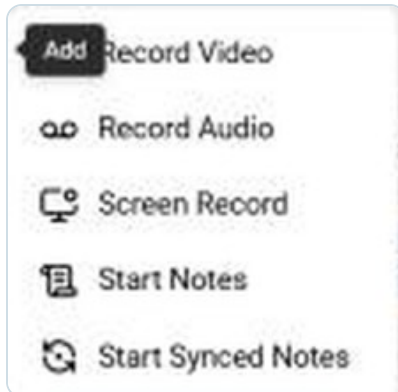
Observe. Not document. Not analyze. Observe.

🕒 20–45 minutes

STEP

5

Choose your capture method

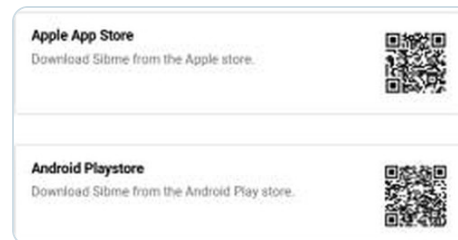


A

Bonus

B

A



The Add menu (+) in Sibme.

Get the app: scan for iOS or Android.

OPTION A Video + Synced Notes (full AI Reports pipeline)

- Record with Sibme iOS/Android app from Workspace or Coaching Huddle
- Join Synced Notes on laptop at app.sibme.com — type in notes as the lesson happens
- Transcript, talk time, questioning, wait time, sentiment, movement auto-generated

OPTION B Photo-First (no video)

- Photograph the board, anchor charts, student work, group configurations
- Upload photos to Coaching Huddle as Instructional Materials or Student Work
- Use Scripted Observation for time-stamped notes — run [V... — wording cut off in source] in AI Insights after

BONUS Audio-Only + Photos (AI Reports without video)

- Record audio only in Sibme app — same transcript + AI Reports pipeline as video
- Photograph key artifacts simultaneously
- Upload photos to Huddle and combine with audio AI Reports in AI Insights

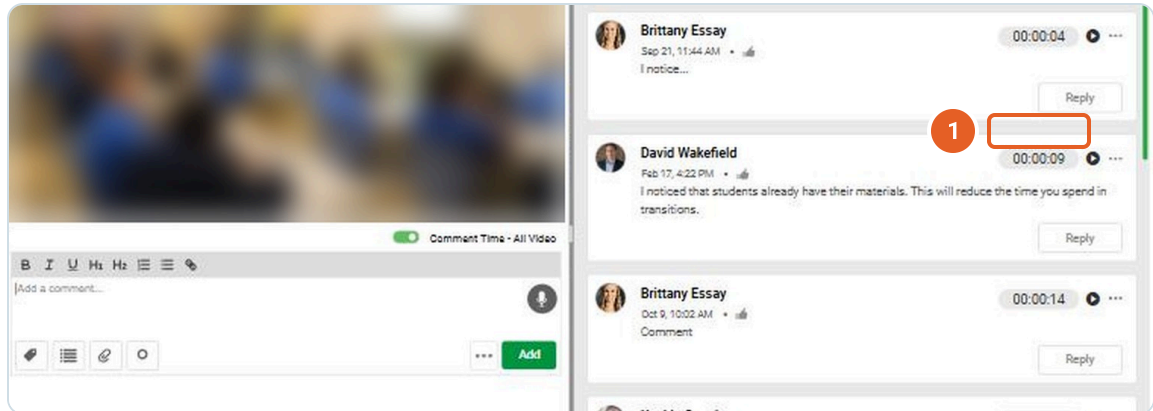
Which option I used today: ☐ A ☐ B ☐ Bonus Option

STEP

6

Capture interpretive notes selectively

* **IN SIBME:** Synced Notes or Scripted Observation



1 — Each note carries a timestamp that jumps straight to that moment in the lesson.

- A moment that connects directly to the teacher's goal
- A student interaction that surprised you
- A decision the teacher made in real time — and how it landed
- The thing you want to ask about in the debrief

STEP

7

Assign the AI a question before you leave the room

This is the question you'll ask Sibme Copilot in AI Insights after the lesson. Write it down now — don't try to remember it.

My post-observation AI question:

After — analyze & prepare

Analyze, decide, and prepare. In that order.

🕒 ~20–30 minutes

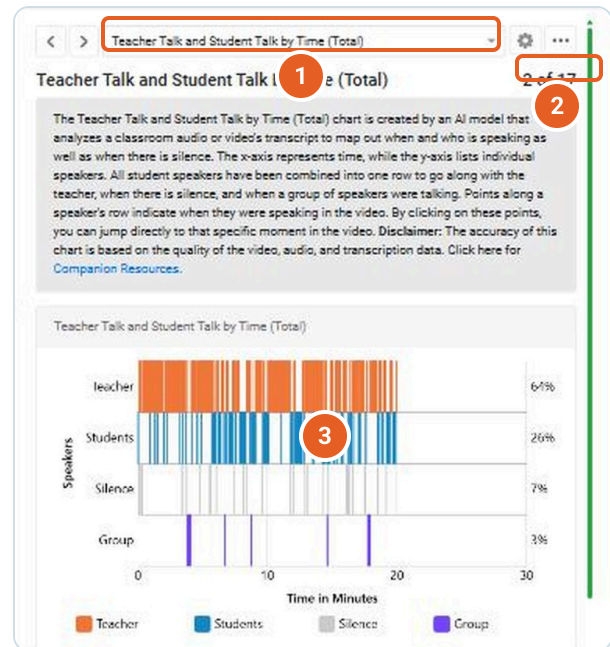
STEP

8

Run AI Reports on the lesson

★ **IN SIBME:** AI Reports tab → Run AI Report → select teacher by name

- Wait for transcript to complete, then run AI Reports
- Reports generated: talk time, questioning, wait time, sentiment, movement, hands raised, and more
- Click any bar or data point to jump to that moment in the video
- Evaluate each report: Is it accurate? Is it relevant to the goal? Is now the right time to raise it?



1 — Pick a report. 2 — 17 reports per lesson. 3 — Click a bar to jump to that moment.

Report I plan to use as evidence:

STEP

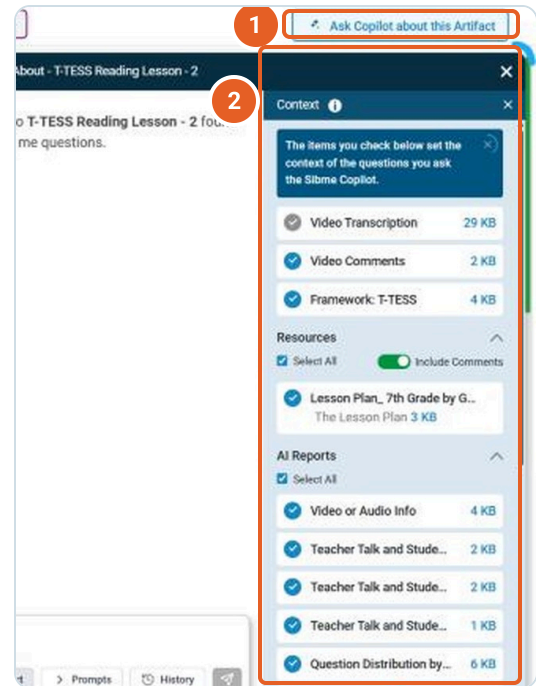
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Run AI Insights to cross-reference everything

* **IN SIBME:** AI icon on lesson video → AI Insights → paste your question from Step 7

- Copilot will include transcript, comments, AI Reports, lesson plan, and attached artifacts automatically
- For multi-cycle patterns: select multiple videos in the Huddle → AI Insights from toolbar
- Evaluate the Copilot's response — you are deciding what matters, not accepting what it surfaces

What the Copilot surfaced that I didn't expect:



1 — Ask Copilot about this Artifact. 2 — The Context list it pulls in.

STEP

10

Identify the one or two things that matter most

- What is the single most important thing this teacher could hear today?
- What connects most directly to their goal and their current readiness?
- What is the one thing, if it changed, that would most impact students?

My top priority for the debrief:

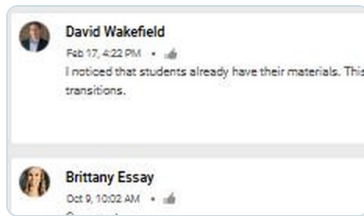
STEP

11

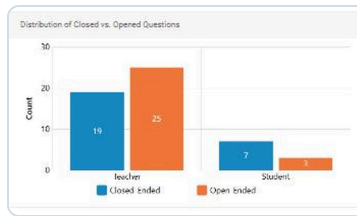
Prepare one strong piece of evidence

* **IN SIBME:** Framework tab for tagging · AI Report chart · Synced Note timestamp

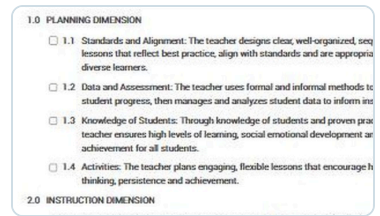
TIMESTAMP



AI REPORT CHART



FRAMEWORK TAG



- A specific timestamp in the video (one click takes the teacher directly there)
- An AI Report chart — talk time pie, wait time timeline, questioning distribution
- A framework tag connected to a specific observed moment
- One strong piece of evidence > five weak ones

My evidence:

STEP

12

Prepare your opening question

- Start by asking, not telling
- "How did you feel the lesson went in relation to your goal?"
- "What did you notice about student response during [specific moment]?"
- "What would you do differently if you taught this lesson again tomorrow?"

My opening question:

Debrief & close the loop

Have the conversation. Then close the loop.

🕒 ~25–30 minutes

STEP

13

Conduct the debrief (under 25 minutes)

- 1 Open with your question. Listen fully. Don't fill silence.
- 2 Affirm what is genuinely working — not as a cushion, but because it's true.
- 3 Raise the one or two things that matter, grounded in evidence. Be direct.
- 4 Ask: "What's one thing you want to try before I come back?"
- 5 Publish feedback in Sibme (Publish Feedback button) so the teacher can review after.

What the teacher committed to trying:

STEP

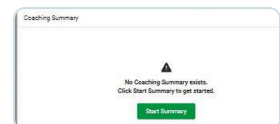
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DON'T SKIP

Update Coaching Summary and Goal before you leave

This takes 5 minutes. It saves you 20 minutes of reconstruction next time.

- ☐ Coaching Summary updated (what I observed, what I raised, what the teacher committed to)



- ☐ Goal action item updated with progress notes and next step

Action Item	Start Date
Improve average question wait time from 2 seconds to 5 seconds	Jan 6, 2025
Improve on task behavior from an average of 75% to 90%	Jan 6, 2025
Improve rigor in my classroom by increasing open ended questions from 10% of my questions to 50%	Jan 6, 2025

- ☐ Framework tags added to video comments if rubric is in use

1.0 PLANNING DIMENSION	
☐ 1.1 Standards and Alignment: The teacher designs clear, lessons that reflect best practice, align with standard, diverse learners.	
☐ 1.2 Data and Assessment: The teacher uses formal and informal student progress, then manages and analyzes student	
☐ 1.3 Knowledge of Students: Thorough knowledge of student teacher ensures health levels of lessons, social emotion	

- ☐ Publish Feedback clicked so teacher can see comments

What I plan to watch for next cycle:

Full cycle at a glance

PHASE	SIBME FEATURES	YOUR TIME
Before (Steps 1–4)	Coaching Huddle, Goals, Multi-Artifact AI Insights, AI Copilot	
During (Steps 5–7)	Sibme Mobile App, Synced Notes, Scripted Observation, Photos	
After — Analyze (Steps 8–12)	AI Reports, AI Insights, Framework Tags	
After — Debrief (Steps 13–14)	Publish Feedback, Coaching Summary, Goals, Coaching Tracker	

SIBME DOES

- Transcribe the lesson automatically
- Calculate talk time, questioning, wait time, sentiment, movement
- Store Coaching Summaries, Goals, session history in one place
- Surface multi-cycle patterns through AI Insights
- Track feedback timeliness via the Coaching Tracker
- Generate suggested prompts and draft summaries

YOU DO

- Decide what matters
- Read the room
- Choose what to raise and when
- Ask the question the data can't ask
- Build the relationship that makes feedback land
- Make every consequential professional judgment

Every two weeks is when coaching actually changes practice. Use the time.

Dr. Kim Ramadan · Sibme Coaching Intelligence Series · sibme.com

