



# IMS

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## Important: Introduction to Transparent Classroom

1 message

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THE INTERNATIONAL MONTESSORI SCHOOL

蒙特梭利國際學校

an IMEF School



## INTRODUCTION TO TRANSPARENT CLASSROOM

Dear IMS Faculty,

After considerable deliberation, we are now planning to transition from **MRX** to the **Transparent Classroom (TC)** platform this August for the 2022-2023 school year. We have several teachers on staff who have used both systems and we have conducted several curriculum-level assessments of the systems.

We believe that Transparent Classroom will provide teachers with an easier and more user-friendly platform to both plan and record lessons. Transparent Classroom also contains several features such as easy photo sharing, editable forms, lesson descriptions, the ability to enter observation graphs, and an overall progress view that will ultimately make it easier for us to communicate with our parent community about their children's progress and development.

We have an additional preparation week in August which will help with this transition, but please note that we will implement the new system in stages to give us all plenty of time to adapt. There will be an introductory online tutorial session during orientation week as well as several follow-up sessions. You can prepare by watching [this video](#).

**Important Notes:**

**1. We will not invite parents to Transparent Classroom during the 1st Term.** Instead, we will take as much time as we need for all faculty to become comfortable with the system, update lessons and lesson descriptions and decide on photo and lesson sharing protocols, before inviting parents. ***We will, however, inform parents of the change to Transparent Classroom in August.***

**2. We will be uploading a simplified version of our consensus curriculum to Transparent Classroom.** We want this platform to be as easy to use as possible so it is an effective tool for daily and weekly lesson planning. We will be able to collectively review and adjust the lesson set as we use it together; however, ***please note that each programme level shares one common set of lessons in Transparent Classroom, so teachers will be asked not to make changes to the main set of lessons.***

**3. You will have access to your existing MRX classrooms until 31 October.** We will upload the lesson sets and all of your students into Transparent Classroom by 8th August. You will not be required to bring your students' old MRX records into Transparent Classroom but will be able to refer back to the MRX system as you begin planning for the new year.

**4. Term Progress Reports will be generated in Transparent Classroom.** We are currently evaluating report formats in Transparent Classroom, but it is likely that we will use a skills-based format, rather than showing progress on individual lessons. We will provide an orientation to the new format before Term 1 reporting time.

The timeline for transitioning to TC is as follows:

- Summer 2022
  - Lessons sets, including Chinese, will be entered into TC
  - Children's names will be entered into TC
  - Staff will be entered into TC
  - Staff will be invited to an online orientation during the first week we return in August
- Term 1
  - Teachers will begin planning in TC
  - Follow-up meetings will be arranged as necessary to answer questions
  - The Term 1 report will be finalised
  - A letter will go out to parents in the portal explaining the change that they will see in the report
  - Discussions about parameters for photographs and sharing lessons with parents will begin
  - Term 1 Progress Report will be published using TC

- Lesson descriptions will be prepared and added to or edited in TC
- Term 2/3
  - Teachers will begin using the TC app to take photos
  - Parents will be added to TC once the guidelines have been agreed upon; if we determine that we are not yet prepared to add parents and use photo upload functions, we can delay adding parents until the 2023-24 school year.

We are very hopeful that the move to Transparent Classroom will benefit teachers, parents, and students, enhancing your efforts and positively impacting the development of our children. A key component of the success of this move will be the use of Transparent Classroom as a daily planning and record-keeping tool for teachers, it has been the feedback that we have had from teachers on this particular aspect of the system that has played a major part of this decision.

We look forward to starting the Transparent Classroom journey with you in August!

Best Regards,

IMS Curriculum Leaders

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