

High Impact Practices

Using and Tracking Formative Assessment

Consider the following methods for recording data on student progress towards learning outcomes. Efficiently tracking this type of data can be extremely helpful for planning upcoming lessons or identifying students who have fallen behind or repeatedly struggle and are in need of additional supports and interventions.

Option A: Learning Outcomes Grid Clipboard

Develop a table with the specific knowledge and skills you want students to walk away with from the lesson/unit. Use this over time with different colored pens to show skill development and to identify students who might need additional supports to reach the course outcomes.

Class: _____ Period: _____				
Unit: _____				
KEY	Skill/Knowledge: <i>elements of culture</i>	Skill/Knowledge: <i>Determining main idea in text</i>	Skill/Knowledge: <i>accessing information from maps and graphs</i>	Skill/Knowledge: <i>Supporting arguments with evidence</i>
<input checked="" type="checkbox"/> = ON track <input type="checkbox"/> = NOT on track <input checked="" type="checkbox"/> = Back on track				
Abrams, Joelle	✓	✓	☑	✓
Brickmoore, Ben	□ <i>Needs to redo Elements Quiz</i>	□	□	□ <i>absent on 11/2</i>
Danielson, Carol	☑	□	✓	□
↓	↓	↓	↓	↓

Option B: Narrative Notebooks (1 per each class)

Divide composition books, spiral notebooks, or use 3-ring binders with alphabet dividers so you have a dedicated space for jotting down written notes about each student's progress with the desired learning outcomes. Include as many or as few comments as needed for your own knowledge to best support students. Consider developing your own codes or symbols to help streamline your tracking process.

Option C: Class Period Lesson Notes

Each week, keep track of students – by class period – who are on your “worry list” in terms of achieving the learning outcomes. This can also be a tool for recording trends with whole classes.

Course Title	Student Needing Additional Supports/Interventions		
Week # _____	Period 1	Period 2	Period 3
Learning Outcome:	<i>Samuel – absent 2 days, missing quiz</i> <i>Gracen - call home about HW</i> <i>Johanna – shut down, talk to team</i> <div style="text-align: center;">↓</div>	<i>Claire – HW club?</i> <i>Jamal – missed quiz</i> <i>Amiin – struggling with...</i> <div style="text-align: center;">↓</div>	<i>Only 12/32 passed quiz – need to reteach... Develop a card sort to help them review...</i> <div style="text-align: center;">↓</div>

What other tracking system might work for you?