

Stepping Stones to Using Data Sample Teach-Back Plan

Task	Person(s) Responsible	Resources	Possible Roadblocks/Strategies to Overcome	Time Needed	Date of Completion
Following workshop, the planning team will plan a series of professional development teach-back sessions for staff relating to workshop content.	<ul style="list-style-type: none"> Administrator Reading specialist Data coach MAP team 	<ul style="list-style-type: none"> Workshop materials Substitute teachers for one-day planning 	<ul style="list-style-type: none"> Funds for substitute teachers 	<ul style="list-style-type: none"> As needed 	Before testing is complete

Teach-Back Session 1: Teacher/Class Report

<ul style="list-style-type: none"> Data (15 min.) <ul style="list-style-type: none"> Show annotated version of the report Discuss types of data on the report Have teachers predict data on their own class' or classes' reports Access (15 min.) <ul style="list-style-type: none"> Demonstrate Teachers access own reports Explore data (15-30 min.) <ul style="list-style-type: none"> How does the data compare to your predictions? What should you celebrate? Why are these areas worth celebrating? What might be the root cause(s) for success in those areas? What areas need strengthening? Why are these areas of concern? What might be the root cause(s) of need in those areas? Plan (15-30 min.) <ul style="list-style-type: none"> Who will see this report? When? How will you change your instructional practices based on the data? 	<ul style="list-style-type: none"> Assessment coordinator Administrator Grade-level lead teachers 	<ul style="list-style-type: none"> Computer lab Annotated Teacher/Class Report Teachers' own Teacher/Class Reports <p><i>Destination PD</i> <i>*Applying Reports Workbook</i> <i>*Apply Reports Standard Bay PPT</i></p>	<ul style="list-style-type: none"> Time Data for each teacher 	<ul style="list-style-type: none"> 60-90 minutes 	Soon after testing is complete
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<p>Teach-Back Session 2: Class Breakdown by RIT and Class Breakdown by Goal Report</p> <ul style="list-style-type: none"> Data (15 min.) Access (15 min.) Explore data (15-30 min.) Plan (15-30 min.) Make connection to Descartes <p>(Same process and questions used in Session 1.)</p>	<ul style="list-style-type: none"> Assessment coordinator Administrator Grade-level lead teachers 	<ul style="list-style-type: none"> Computer lab Annotated Class Breakdown by RIT and Class Breakdown by Goal Annotated Descartes Learning Continuum Data to Instruction Framework Teachers' own Class Breakdown by RIT and Class Breakdown by Goal Proficiency 	<ul style="list-style-type: none"> Time Data for each teacher 	60-90 minutes	Soon after testing is complete
Teach-Back Session 3: Achievement Status and Growth (ASG) Projection and Summary Report / Quartile Chart					
<ul style="list-style-type: none"> Data (15 min.) Access (15 min.) Explore data (15-30 min.) Plan (15-30 min.) <p>(Same process and questions used in Session 1.)</p>	<ul style="list-style-type: none"> Assessment coordinator Administrator Grade-level lead instructors 	<ul style="list-style-type: none"> Computer lab Annotated ASG Reports Teachers' own ASG Reports 	<ul style="list-style-type: none"> Time Data for each teacher 	60-90 minutes	After testing is complete; review after spring testing
Teach-Back Session 4: Student Goal Setting Worksheet					
<ul style="list-style-type: none"> Data (15 min.) Access (15 min.) Explore data (15-30 min.) Have each teacher choose one student on whom to focus. Plan (15-30 min.) Decide how and when these may be used with students. <p>(Same process and questions used in Session 1.)</p>	<ul style="list-style-type: none"> Assessment coordinator Administrator Grade-level lead teachers 	<ul style="list-style-type: none"> Computer lab Annotated Student Goal Setting Worksheet Teachers' own Student Goal Setting Worksheet (for one student) Destination PD Goal Setting videos 	<ul style="list-style-type: none"> Time Data for each teacher 	60-90 minutes	After fall testing, prior to winter testing

Stepping Stones to Using Data Sample Teach-Back Plan (continued)

Task	Person(s) Responsible	Resources	Possible Roadblocks/Strategies to Overcome	Time Needed	Date of Completion
<p>Teach-Back Session 5: Student Progress Report / Student Profile</p> <ul style="list-style-type: none"> ■ Data (15 min.) ■ Access (15 min.) ■ Explore data (15-30 min.) <ul style="list-style-type: none"> ▶ Have each teacher choose one student on whom to focus. ■ Plan (15-30 min.) <ul style="list-style-type: none"> ▶ Decide how and when these may be used with students and/or parents. <p>(Same process and questions used in Session 1.)</p>					