

Progress Dashboard Review

This protocol is intended to help students mine information from their Dashboards (e.g., Slate or PLP), give them the opportunity to reflect on their progress, help them identify challenges standing in their way, and form actionable next steps on which their Advisor will follow up.

STEP 1: WELCOME & PURPOSE

In this activity, students will review their Progress Dashboards to ensure the following:

- Understand their progress towards completing their competency portfolios and graduation requirements.
- Understand their current attendance and behavior data.
- Review their “Work Habits” and identify areas for growth and improvement.
- Make connections to future education and career goals.

First, greet the student, check in with how they are feeling, and share the purpose of the conference. After you’ve shared the purpose, check for understanding by asking the student to explain back in their own words. Ask your student if there is anything else they would like to include in the conversation.

STEP 2: LOGIN AND LOOK

Next, it’s time to login and take a look! Your students will log into the competency-tracking platform and/or open their PLP (e.g., If students are using Slate, they would open their Task and Competency Dashboards). You will observe and ask questions to point the student in the right direction, if she or he is struggling to find the information needed.

STEP 3: DEFINING THE QUESTIONS

Below is a list of open questions that you can use to guide your conversation. Choose from among the following questions or frame your own questions given the student’s personal data:

- Work Habits and Competencies:
 - Think about the tasks you are currently working on in your studios. Which competencies are you trying to get better at?
 - Are you falling behind in any way? What support do you need?
- Attendance and Lateness:
 - Are you struggling with getting to school on time or at all?
 - Is there something happening in your life that is impacting your ability to come to school? Can we help you?
- Behavior:
 - As we look at your behavior data, what patterns are you noticing?
 - Where in our school challenges your behavior most? Where are you at your best?
- Career Connections:
 - I notice you are doing well in _ studio/competencies. Is this something you enjoy?

- Where do you see yourself after high school? What Building 21 experiences can help you get there?

STEP 4: DISCUSSION & NEXT STEPS

Taking each question one by one, discuss the information displayed. Then, come up with 1-2 next steps to help move the student forward. After you've come up with your next steps, it is important to pose the question and ask students to generate ideas about:

- What will success look like? How will I know?
- What's the time frame for these next steps? When should I check back in with my advisor?
- What might stand in the way of me finishing these next steps?

STEP 5: SCHEDULING & CLOSING

Schedule a "Quick Check In", as a follow up session with the student, provide praise and/or feedback about the session today, ask how you can be of support, and close out.