Progress Monitoring Practices

This resource outlines best practices in progress monitoring as well as gives guidance on how often data is collected and analyzed.

Early implementers benefited from regular opportunities to bring the team together to look at how things were going and adjust course. Early implementers tracked data on student and staff investment, teacher practice, and student outcomes.

Routines

- Form an ongoing progress monitoring cadence (every other week or monthly) as well as a quarterly stepback to help problem-solve bigger challenges. The process should include the Implementation Support Team as well as participating principals, coaches, and teacher leaders.
- Determine which routines should happen at the school level versus which routines should be systemwide. Quarterly stepbacks should be systemwide, but it's also helpful to have a monthly systemwide structure (including the Implementation Support Team as well as some other school representatives) so that schools can learn from each other. Weekly and bi-weekly routines might live at the school level.
- Make sure that there are clear roles and responsibilities for data gathering, reporting, and analysis.
- Some early implementers found it helpful to update the team monthly on progress to goals across all three measures. Others opted for a quarterly data roll up.
- For small school districts with one school per grade band and limited district staff bandwidth, progress monitoring routines should still be put into place, but they may be able to occur less formally. However, stepbacks should occur quarterly and include system-level leaders to ensure progress and strong ongoing communications.

Best Practices: Student and Staff Investment

- Formally survey staff, students, and families at multiple intervals throughout the year to collect data on what is working with the curriculum rollout and what is feeling challenging.
    - Name data and set growth goals after each formal survey.
    - Name indicators to focus on as a team and draft a plan of action.
    - Discuss progress to goal at quarterly stepback and adjust plans.
    - Gather data on the next survey and analyze if the goal was met.
    - Determine new areas for focus and set new goals.
- Informally survey staff during coaching conversations, grade team meetings, common planning time, etc., to get anecdotal information about the current perception and commitment to the plan.

Best Practices: Teacher Practice

- Communicate and share walkthrough tools with teachers and leaders.

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- Determine a plan for observing all teachers and naming current data on walkthrough tools.
- Set growth goals for teacher practice.
- Name indicators to focus on as a team and draft a plan for teacher support.
- Create plans for supporting teachers in planning, coaching, and training.
- Report weekly on progress.
- Discuss progress to goal at quarterly stepback and adjust plans.
- Gather data on teacher practice goal and analyze if the goal was met.
- Determine new areas for focus and set new goals.

Best Practices: Student Outcomes

- Choose curriculum-embedded assessments that will be used as benchmarks to evaluate student performance and progress.
    - Determine a plan for weekly unit-level assessments that will be tracked and analyzed at the classroom level, school level, and system level.
    - Name current data and set growth goals for student outcomes.
    - Report weekly or quarterly on progress.
    - Discuss progress to goal at quarterly stepback and adjust plans.
    - Gather data on student outcomes and analyze if the goal was met.