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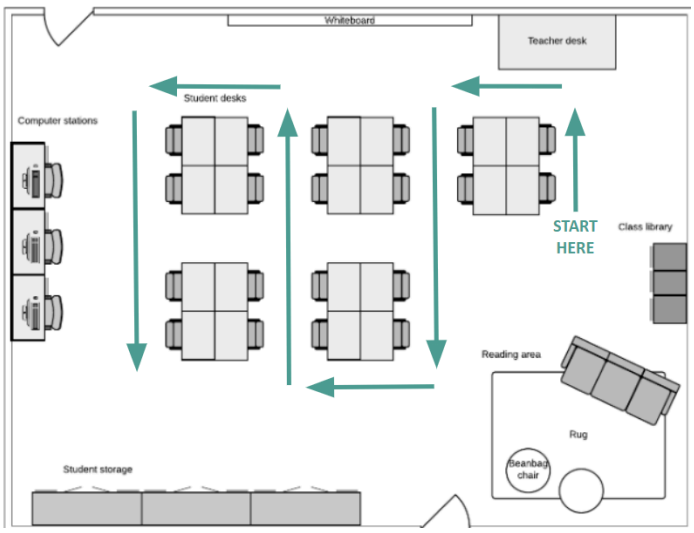
Academic Monitoring Preparation Checklist

- ❑ Do you have a clipboard that has a student roster with room for notations in order to track responses?
- ❑ Are you tallying or collecting specific quantitative/qualitative data on your response tracker?
- ❑ Are you providing visible feedback on student work as you circulate (such as check marks or circles) to let them know immediately whether they are on the right track?
- ❑ Do you have a complete exemplar for all questions so that you know exactly what you are looking for as you monitor student work?
- ❑ Have you scripted clear and concise directions for how students are to complete the task to include exactly what you will be looking for as you circulate the room?
- ❑ Have you designed a seating arrangement that will allow you to strategically and efficiently create a pathway to address your quicker students first, working toward those who work more slowly last (going to each student to complete one lap)? *Note: practice touching the corner of each student desk until walking the pathway becomes a habit.*
- ❑ Are you using a timer for each task to create a sense of urgency? Are you giving time checks, and telling students where they should be at each time check?
- ❑ Do you have a plan for working with students who are struggling or moving quicker than expected? What prompts will you use? What will you do if a student doesn't understand/comply? *Note: use the data that you have collected to help inform any in-the-moment adjustments to instruction or to organize small-group instruction, specifically targeting students who struggled with any concepts.*

Sample Student Tracker

	Question #1	Question #2	Question #3	Question #4	Question #5
Student A					
Student B					
Student C					
Student D					
Student E					
Student F					
Student G					
Student H					
Student I					
Student J					
Student K					

Sample Classroom Pathway



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