



# Turn insights into support

Protocols can make it easier to see the overall story and plan the right actions. Use these 4 simple actions every 2-3 weeks to gather and respond to insights.

## Key Idea:

Having a regular process and routine for reviewing and responding to information helps educators be reflective, monitor progress, celebrate successes, and provide timely support. Recording the process in a notebook or running document is a helpful way to look back on previous data and compare it to more current information.

### STEP 1:

10 min.

## Gather your information.

Use the sample guiding questions below and record your observations. You can also add your own questions.



**Tip:** Record what you observe. Resist the temptation to draw conclusions just yet.

Home Page	
Guiding Questions	Observations
Which students responded to the most recent reflection questions?  Which students did not?  Are there any trends?	
Which recent reflections got the most responses from students? The least?	
How are students responding :video, audio or text?	
Did you record any notes for recent reflections?	

Students Page	
Guiding Questions	Observations
Which students have responded to all (or almost all) of the reflection questions?	
Which students have the most open questions?	
Are there specific students to follow up with?	

Student Responses	
Guiding Questions	Observations
Are there responses from specific students that stood out to you? Who and why?	
Were there any common themes in student responses?	
Is there a question or topic you want to follow up on in person or continue in class?	

Additional Notes

**STEP 2:**

2 min.

**Narrow your focus.**

Which observations or trends do you want to focus on?
Why did you choose that observation or trend as your focus?

STEP 3:

3 min.

## Interpret the data.



**Tip:** Try and find as many interpretations for the data as possible.

Ask yourself: "What does the data suggest?" and "What assumptions could I make based on this data?"

STEP 4:

5 min.

## Plan and execute next steps.



**Tip:** Talk with students to help you answer outstanding questions and make your plan.

Now that you have interpreted the data, determine appropriate next steps.

1.	
2.	
3.	

