

Design Challenge Note-Taking Template

<p>GROUP 1</p> <p>Designer:</p> <p>Group Members:</p> <p>Notes:</p> <p>Quotes:</p>	<p>GROUP 2</p> <p>Designer:</p> <p>Group Members:</p> <p>Notes:</p> <p>Quotes:</p>
<p>GROUP 3</p> <p>Designer:</p> <p>Group Members:</p> <p>Notes:</p> <p>Quotes:</p>	<p>GROUP 4</p> <p>Designer:</p> <p>Group Members:</p> <p>Notes:</p> <p>Quotes:</p>

Student Interviews Planning Template

Learning Goal for the Team:	
<p>Step 1: Introducing student interviews to the team</p> <p>How will you introduce the idea of student interviews to the team?</p> <p>What readings or videos will you use?</p> <p>What discussion questions will you ask about the readings/videos?</p>	
<p>Step 2: Selecting task</p> <p>What task will you use?</p> <p>Why?</p>	
<p>Step 3: Practicing the interviews</p> <p>How and when will the team practice their interviewing skills?</p> <p>What facilitation questions will you ask after they practice interviewing one another?</p>	
<p>Step 4: Selecting students</p> <p>Which students will you interview?</p> <p>Why?</p>	
<p>Step 5: Conducting the interviews</p> <p>When will the interviews take place?</p> <p>Who will conduct them?</p> <p>Will you record them?</p> <p>What note-taking tools might you use?</p>	
<p>Step 6: Analyzing the interviews</p> <p>When will the team analyze the interviews?</p> <p>What guiding questions will you ask?</p> <p>How will you record the outcome of the analysis?</p> <p>What are your next steps for the team?</p>	

Visiting Classrooms Planning Template

Learning Goal for the Team:	
<p>Step 1: Communicate with the team</p> <p>How will I introduce my visits to the team? Will I send an email? Will I discuss it in a team meeting? How will I frame the visits? How will I introduce myself to the students in the classroom? How will I communicate about the visits to the administration?</p>	
<p>Step 2: Determine a focus for visits</p> <p>What is the focus of my visits? What questions about student learning do I hope to answer from these visits?</p>	
<p>Step 3: Collect data</p> <p>How will I collect data? What types of data will I record? What tool will I use to take notes?</p>	
<p>Step 4: Analyze data</p> <p>How will I analyze individual classroom data? What questions will I ask as I review my notes? How will I analyze data across classrooms? What questions will I ask as I review my notes?</p>	
<p>Step 5: Summarize and share</p> <p>How will I share the findings from my visit? Who will I share them with?</p>	

Learning Walks Planning Template

Learning Goal for the Team:	
GETTING READY FOR LEARNING WALKS	
<p>Step 1: Select who to visit and who will be visiting</p> <p>Where will you conduct the visits? Why? Which classrooms will be visited? Why? Who will be visiting the classrooms? Why?</p>	
<p>Step 2: Introduce learning walks to the team</p> <p>How will you introduce learning walks to the team? What readings/videos will you use to introduce them? What questions or activities will you use to debrief the readings/videos?</p>	
<p>Step 3: Set a focus for the visits</p> <p>How will you cocreate a focus for the visits? What questions or resources will guide the team in developing the focus?</p>	
<p>Step 4: Practice making low-inference observations</p> <p>What video clip will you use? What do you anticipate the team will notice? What questions will you ask to guide the team to make low-inference observations?</p>	

(continued)

Learning Walks Planning Template (continued)

THE DAY OF THE LEARNING WALK	
<p>Step 1: Engage with the Math Before Heading Out</p> <p>How will you review the math tasks with the team before the visit?</p> <p>What student responses do you hope they anticipate?</p> <p>What questions will you ask as they solve the task?</p>	
<p>Step 2: Visit the Classrooms</p> <p>What schedule will you follow?</p> <p>What protocol will you use for the visits?</p> <p>How will you take notes?</p>	
<p>Step 3: Debrief the Learning Walk After the Classroom Visits</p> <p>How will you help the team individually organize the data?</p> <p>What guiding questions will you ask as the team analyzes the data?</p> <p>What prompts will you use to help the team reflect on the walk and their next steps?</p> <p>What did you learn from the walk about your team?</p> <p>What next steps do you have for the team? For individual teachers?</p>	

Rehearsing Routines Planning Template

Learning Goal for the Team:	
GETTING READY FOR LEARNING WALKS	
<p>Step 1: Choose a routine Which routine and why?</p>	
<p>Step 2: Learn about the routine How will we learn about routines? (books, articles, video sources) What facilitation questions will I ask as we learn about the routines?</p>	
<p>Step 3: Plan and rehearse the routine How will we plan the routine together? How will I rehearse the routines? How will I strategically group the team members as they rehearse? What facilitation questions will I ask as we rehearse the routine?</p>	
<p>Step 4: Implement the routine with students How will we try the routine out with students? In small groups? Whole class? Will we videotape or watch live? What note-takers will I have the team use as they watch the routines?</p>	
<p>Step 5: Reflect and plan next steps How will we debrief our experiences of trying out the routines with students? What questions will facilitate the learning? How will I assess learning and plan next steps for the team? Who would benefit from one-on-one coaching or planning support? How can I pair certain people up to learn from one another?</p>	

Lesson Study Planning Template

Team members:	
<p>Introducing lesson study</p> <p>How will I introduce the idea of lesson study to the team? What readings or videos will help support this introduction?</p>	
<p>Step 1: Develop a research question</p> <p>What are our goals for our students?</p> <p>What do we want to focus our research on to meet these goals?</p> <p>What research question do we want to center our lesson study around?</p>	
<p>Step 2: Research our question</p> <p>What books, articles, or materials should I have available?</p> <p>What learning do I need to do?</p> <p>What facilitation questions will I ask as we investigate the resources?</p>	
<p>Step 3: Plan and rehearse</p> <p>How will we plan the lesson? When? What templates can I share that will help focus the planning?</p> <p>Will we rehearse the plan? How? When?</p>	
<p>Step 4: Implement</p> <p>How will I schedule the implementation of the lesson? Who will teach it? What will the observers do? What will be my role during the implementation?</p> <p>How will we capture our learning? What note-takers will be available for the team to use as they watch the lesson?</p>	
<p>Step 5: Debrief</p> <p>How will we debrief our experiences? Will we use a protocol? What questions will I ask that will facilitate the learning?</p>	
<p>Step 6: Share and summarize</p> <p>How will we summarize and share our findings?</p>	

Lesson Study Lesson Planning Template

PART ONE: GENERAL INFORMATION	
Team Members Lesson facilitator: Other participants:	Research question:
Topic:	Implementation date:
Standards addressed: (Please give brief descriptions as well as standard numbers and grade level.)	
What are the goals for this lesson? (Note: Lesson goals should reflect the department's research goal.)	
Assessment items: How will you assess student understanding during and at the end of the lesson?	
What prior knowledge do students bring to this task?	
What language supports and special education modifications are relevant to this lesson?	

Lesson Study Lesson Planning Template (continued)

PART TWO: LESSON OUTLINE			
Lesson Part I: Launch			
Prompts, questions (What will the teacher say and do?)	Anticipated responses (What might students say and do?)	How will the teacher react to students' responses?	Goal for this element/ time allocation/ miscellaneous

Lesson Part II: Explore			
Prompts, questions (What will the teacher say and do?)	Anticipated responses (What might students say and do?)	How will the teacher react to students' responses?	Goal for this element/ time allocation/ miscellaneous

Lesson Part III: Share/Summarize			
Prompts, questions (What will the teacher say and do?)	Anticipated responses (What might students say and do?)	How will the teacher react to students' responses?	Goal for this element/ time allocation/ miscellaneous

Lesson Study Note-Taking Template

Research question:

Success criteria/look-fors: What are our “look-fors” in terms of our research goal?

What is my role in observing? What am I focusing on (i.e., certain group of students, student-to-student talk, participation)?

NOTES SECTION

Time	Notice	Wonder