

How to Track Progress & Keep Moving Forward

Layer 1: Collect Prior Knowledge

As we reach the end of this course, it's time to take the POST-Scorecard! Once complete, compare your scores from the pre- and post-scorecards to see your progress.

IMPORTANT NOTE... If you have already taken this POST Scorecard in the software, DO NOT repeat it again; skip these 2 pages and advance to the next section.

Post-Scorecard

page 1 of 2

Directions: Rate yourself on the following scale.

Lesson #

#	Do you...	Pre-Score					Lesson #
		Always	Sometimes	Never			
1	Feel incapable of being successful in school?	1	2	3	4	5	2
2	Feel ‘dumb’ or less intelligent than others?	1	2	3	4	5	
3	Feel that you are often slower at learning new things compared to others?	1	2	3	4	5	
4	Think your intelligence and abilities cannot change over time?	1	2	3	4	5	3
5	Study just to pass tests rather than to truly learn the information?	1	2	3	4	5	
6	Give up easily when tasks become difficult instead of trying new strategies to overcome challenges?	1	2	3	4	5	
7	Feel homework and studying take up too much of your free time?	1	2	3	4	5	4
8	Struggle to balance schoolwork with personal time for hobbies and socializing?	1	2	3	4	5	
9	Often delay starting homework or studying until the last minute?	1	2	3	4	5	
10	Fail to set and stick to your academic goals?	1	2	3	4	5	5
11	Lose focus and feel overwhelmed by your schoolwork?	1	2	3	4	5	
12	Find it difficult to handle multiple tasks without feeling overburdened?	1	2	3	4	5	
13	Struggle to manage time or feel homework takes too long?	1	2	3	4	5	6
14	Have trouble remembering due dates and/or test dates? Do you often have late/missing work or are unprepared for taking quizzes/tests?	1	2	3	4	5	
15	Feel that your parents nag too much or fail to give you advance notice about events and tasks?	1	2	3	4	5	
16	Lose your homework before you get home to do it?	1	2	3	4	5	7
17	Complete your homework but then lose it before you can turn it in?	1	2	3	4	5	
18	Bring the wrong folders/notebooks to class or struggle with an overly heavy bookbag?	1	2	3	4	5	
19	Have difficulty keeping your digital and paper files organized and easily accessible?	1	2	3	4	5	8
20	Get distracted by clutter in your personal spaces and waste time searching for items?	1	2	3	4	5	
21	Lose things or forget school supplies because of a messy bookbag?	1	2	3	4	5	
22	Lose items and time due to a disorganized locker?	1	2	3	4	5	9
23	Feel rushed and/or stressed getting ready for school in the morning?	1	2	3	4	5	
24	Miss fun activities because homework and school take up too much time?	1	2	3	4	5	
25	Feel stressed or overwhelmed by your daily and school tasks?	1	2	3	4	5	

How to Track Progress & Keep Moving Forward

Layer 1: Collect Prior Knowledge

Post-Scorecard

page 2 of 2

#	Do you...	Pre-Score					Lesson #
		Always	Sometimes	Never			
26	Feel overwhelmed or bored when reading textbooks?	1	2	3	4	5	10
27	Need a long time to read nonfiction, particularly textbooks?	1	2	3	4	5	
28	Find it difficult to understand or remember content from textbooks and nonfiction?	1	2	3	4	5	
29	Hesitate to ask for clarification, help, or contribute to class discussions?	1	2	3	4	5	11
30	Find it difficult to manage roles in group work?	1	2	3	4	5	
31	Find it challenging to resolve conflicts with classmates?	1	2	3	4	5	
32	Struggle to pay attention during lectures or instructional videos?	1	2	3	4	5	12
33	Have trouble taking good notes?	1	2	3	4	5	
34	Struggle to organize your notes for later study?	1	2	3	4	5	
35	Feel overwhelmed and/or bored by having to study and learn new information?	1	2	3	4	5	13
36	Study hard yet still feel disappointed with your grades?	1	2	3	4	5	
37	Struggle to adapt your study strategies for different subjects?	1	2	3	4	5	
38	Dread having to learn the meanings of new terms?	1	2	3	4	5	14
39	Experience anxiety or nervousness while taking tests?	1	2	3	4	5	
40	Begin answering test questions immediately without first reviewing them to plan your strategy?	1	2	3	4	5	
41	Lack confidence in using different strategies for various test types, such as multiple choice, true/false, fill-in-the-blank, and essay?	1	2	3	4	5	15
42	Feel overwhelmed by writing assignments?	1	2	3	4	5	
43	Struggle to organize your thoughts and/or research for a paper?	1	2	3	4	5	
44	Struggle to compose your thoughts and research into clear sentences and paragraphs?	1	2	3	4	5	16
45	Feel overwhelmed by the number of grammar and punctuation rules to learn?	1	2	3	4	5	
46	Struggle to remember and correctly apply grammar rules when writing?	1	2	3	4	5	
47	Hesitate to write due to confusion over grammar and punctuation rules?	1	2	3	4	5	17
48	Feel fear or anxiety over speaking in front of an audience?	1	2	3	4	5	
49	Feel overwhelmed preparing content for presentations?	1	2	3	4	5	
50	Find it challenging to gather content and coordinate visual aids for a presentation?	1	2	3	4	5	18
51	Feel shocked or disappointed by grades on your report card?	1	2	3	4	5	
52	Fail to set and track goals effectively?	1	2	3	4	5	
53	Get discouraged by setbacks and lose focus?	1	2	3	4	5	

How to Track Progress & Keep Moving Forward

Layer 2: Connect New Information

Key terms

The following terms and concepts are introduced in this lesson:

- **feedback:** Information about the outcomes of actions.
- **feedback loop:** A cycle where outcomes of actions are analyzed to inform and modify future decisions and actions.
- **learning management system (LMS):** Software for managing educational courses and tracking student progress.
- **gradebook:** A tool in an LMS that records and calculates students' grades.
- **retrospective:** A session to reflect on past actions, identifying what worked and what can be improved.
- **anchor points:** Specific times or events used to assess and adjust personal or academic strategies.
- **kaizen:** A Japanese concept emphasizing small ("1%"), but continuous improvement.
- **Morita Therapy:** A therapy focusing on managing emotions by engaging in purposeful action.
- **plan b:** An alternative strategy used when initial plans fail, focusing on adaptability.

Sections

This lesson includes the sections below. Use this information to guide your note-taking and track your progress through the lesson.

A. Why track progress, in general?

B. Why track progress in your LMS gradebook?

C. How to track grades

D. How to track goals

E. How to handle setbacks

F. Kaizen: 1% better!

G. Deep moving forward!

How to Track Progress & Keep Moving Forward

Layer 3: Confirm Understanding

Apply + Practice Run the bases

In baseball, if you hit a homerun, you must still run to all bases, then back to home-plate, for the score to count.

Likewise, you've hit a homerun by taking this course! But it will not count for anything unless you "run the bases" to keep moving forward.

Directions

Follow the prompts to determine and plan three strategies you will do over the next four weeks. Then, determine how you will celebrate your progress!



1. Run the bases...

	"1 st Base"	"2 nd Base"	"3 rd Base"
A. Description of strategy			
B. Reason for choosing			
C. What will you do?			
D. When will you do it?			
E. How will you ensure success?			

2. Return to home-plate... and celebrate!

Describe how you will reward yourself for moving forward:

How to Track Progress & Keep Moving Forward

Layer 3: Confirm Understanding

Scorecard Review

Congratulations, you've reached the end of this course!

Now, it's time to compare your pre- and post-Scorecard results to analyze your progress. If you took the Scorecard in the software, you can access your results by:

- Clicking the trophy icon in the upper right of the software.
- Selecting "Pre/Post Test" to view the graph of your results.

Analysis Questions

To best identify your progress, ask yourself the following questions:

- What improvements can you see in your post-Scorecard results compared to the pre-Scorecard?
- How have the changes in your scores influenced your approach to studying or your confidence in the subject matter?
- What strategies will you adopt moving forward based on your score analysis?

Rubric: Apply + Practice

Directions: This rubric is to help you and your teacher evaluate your progress on the Apply + Practice activity.

CRITERIA	EXCELLENT (4)	SATISFACTORY (3)	NEEDS IMPROVEMENT (2)	POOR (1)
Description of Strategy	Detailed, clear strategy descriptions showing strong understanding.	Adequate descriptions with good understanding.	Basic descriptions, lack detail or clarity.	Vague or incomplete descriptions.
Reason for Choosing	Specific, insightful reasons tied to personal goals.	Explains reasons with reference to goals.	General reasons, some connection to goals.	Unclear reasons or disconnected from goals.
Action Plan & Times	Detailed action plan with steps, timelines, and methods.	Clear action plan with defined steps and timelines.	Action plan lacks detail in areas.	Vague or missing key details.
Ensuring Success	Specific, measurable methods to ensure strategy success.	Good methods, but could be more specific.	Methods are generic or not fully actionable.	Unclear or impractical methods.
Celebration of Progress	Creative, well-aligned celebration idea.	Solid ideas correlating with achievements.	Basic ideas, weak connection to achievements.	Lacks meaningful celebration ideas.

Total points: _____ / _____

Name: _____ ID#: _____ Date: _____

Lesson#

18

How to Track Progress & Keep Moving Forward

Skill Demonstration Form

The purpose of this activity is to apply the information from this lesson to “real life” situations. It can be a stand-alone assessment and/or used as preparation for the end-of-course Exit Presentation.

Directions

Complete the prompts below, in writing or with multimedia tools.

NOTE: As an alternative to this form, a digital portfolio is provided throughout the curriculum

Section #: _____ Section Title: _____

Chapter #: _____ Chapter Title: _____

1. What is the skill or topic you learned?

(For example: taking notes, using a planner, communicating with teachers, etc.)

2. What is the name of the evidence and a short description?

(Examples of evidence: a page of notes, a page from a planer, an email to a teacher, a photo of your organized binder or bedroom, etc.)

3. How does this evidence illustrate what you learned about this skill or topic?

4. How/why/when do you expect to use this skill or information in the future?

Rubric

Evaluation guidelines are below.

(Your teacher will determine the total number of points possible.)

SCORE	POINTS POSSIBLE	PERFORMANCE INDICATOR
		The evidence provided demonstrates an <u>understanding of the concept/strategy</u> .
		The evidence provided demonstrates <u>appropriate application to a current setting</u> .
		The description of a future application demonstrates an understanding of the <u>potential use</u> for this concept/strategy.
		COMMENTS: