

# Syllabus for Using Data to Improve Student Achievement

## Semester 1

Sessions are 3 hours

Session #	Mod	Workshop	Activities	Required Assignments	Due Date
1	1	Understanding Standards-based Reform	Understand the big picture Understand the impact of NCLB	Lead a staff discussion about standards-based reform	Session 4
2	1	Understanding your Target	Understand state standards for schools and students Plan a discussion about standards / expectations Assess staff understanding of state standards	Lead a staff discussion about standards and your expectations	Session 7
3	1	Understanding your Target	Understand state assessments		
4	1	Leading the School Improvement Process	Identify the process Define your role Organize the process	Develop a school improvement calendar	Session 5
5	1	Evaluating School Improvement Plans	Identify an effective plan Conduct a peer review	Evaluate your school improvement plan	Session 6
6	1	Aligning Efforts and Keeping Staff Focused on the Target	Focus staff on the target Align school improvement efforts Focus other stakeholders on the target Design a data display to monitor school progress		
7	2	Analyzing your MSPAP Data	Read graphs Interpret graphs Identify questions the data raises		
8	2	Analyzing your MSPAP Data	Analyze your school's MSPAP performance	Complete worksheet	Session 9
9	2	Analyzing your MSPAP Data	Analyze your cluster's performance data	Complete worksheet	Session 10
10	2	Leading the Data Analysis Process	Develop a game plan to engage all staff in the process Select appropriate data and graphs Identify questions to guide	Lead the discussion about your data	Session 13

			the discussion		
<b>11</b>	<b>2</b>	Presenting Data to Staff and Stakeholders	Create a communication plan Plan and create a data presentation Write a data summary		
<b>12</b>	<b>3</b>	Leading a Problem Clarification Process	Collect Data on your Instructional Program Lead a problem clarification process Conduct a peer review of problem clarification	Write a needs assessment	Session 15
<b>13</b>	<b>3</b>	Conducting Classroom Walk-throughs	Identify purposes for walk-throughs Plan a protocol for a walk-through Conduct a walk-through	Lead a classroom walk-through to examine student work	Session 14
<b>14</b>	<b>3</b>	Benchmarking Successful Schools	Benchmark successful schools Identify schools that outperformed you Focus the school visit	Summarize findings from a benchmarking school visit	
<b>15</b>	<b>3</b>	Addressing the Problem	Explore and select strategies that address the problem Identify staff development needed to implement strategies Develop an annual staff development	Align a staff development strategy with one school improvement strategy	

**Semester 2**  
**Sessions are 3 hours**

<b>Session #</b>	<b>Mod</b>	<b>Workshop</b>	<b>Activities</b>	<b>Required Assignments</b>	<b>Due Date</b>
<b>1</b>	<b>4</b>	Communicating Purpose and Expectations	Identify district expectations for monitoring student progress Communicate expectations to staff for how to monitor Use teacher observations to reinforce	Communicate expectations for monitoring student progress	Session 5
<b>2</b>	<b>4</b>	Developing a Monitoring Plan	Identify data to be used in monitoring Create data collection templates for monitoring student progress	Identify data you will use in your monitoring plan	Session 3
<b>3</b>	<b>4</b>	Developing a Monitoring Plan	Create data collection templates for monitoring student progress	Create a data collection template you will use	Session 8
<b>4</b>	<b>4</b>	Developing a Monitoring Plan	Examine the use of grades for monitoring Monitor the plan	Develop and present a monitoring plan to staff	Session 8
<b>5</b>	<b>4</b>	Examining Your Monitoring Data	Plan for data dialogues Find time for data dialogues	Write a memo to staff to explain your expectations for data dialogues	Session 9
<b>6</b>	<b>4</b>	Examining Your Monitoring Data	Lead data dialogues	Write a reflection of lessons learned from your data dialogue	Session 10
<b>7</b>	<b>4</b>	Examining Student Work	Create an expectation Plan an activity for examining student work		
<b>8</b>	<b>4</b>	Examining Student Work	Lead the process of examining student work	Write a reflection of lessons learned from an examination of student work	Session 13
<b>9</b>	<b>4</b>	Using Data to Inform Instruction and Staff Development	Identify strategies to use data to inform instruction Identify strategies to promote the use of data to inform instruction		
<b>10</b>	<b>4</b>	Using Data to Inform Instruction and Staff	Identify strategies to inform staff development Design a staff meeting activity that promotes the use	Design a staff meeting activity that promotes the use of data to	Session 11

		Development	of data to inform instruction	inform instruction	
<b>11</b>	<b>4</b>	Examining Classroom Assignments and Assessments	Examine assessments Examine assignments	Design a staff meeting activity that examines classroom assessments	Session 12
<b>12</b>	<b>4</b>	Creating Assessments and Scoring Tools	Use state rubrics and scoring tools Develop or revise assessments and scoring tools Identify staff training needs  Design staff development activities		
<b>13</b>	<b>4</b>		Score sample student responses	Design a staff meeting activity to score student responses using a rubric	Session 14
<b>14</b>	<b>4</b>	Graphing and Analyzing Classroom Data	Create a grade book Graph classroom data Analyze classroom data	Graph and analyze classroom data	Session 15
<b>15</b>	<b>4</b>	Creating Intervention Plans	Identifying classroom interventions Identifying extra time interventions Identifying program interventions Evaluate intervention	Design an evaluation of an intervention	Week after Session 15