



Northwest Evaluation Association

Partnering to help all kids learn

Goal Setting and Communication Overview

In this 3 hour module, participants will use their growth data to evaluate areas of strength and concern. Based on growth analysis, participants will learn to set goals and build action plans that enable effective communication and conferencing with students, parents, and other key stakeholders.

On-site Workshop Preparations

- **Participants:** Up to 40 participants per facilitator including the District Leadership Team (made up of key leaders responsible for curriculum and instruction at all levels).
- **Expectations for the Participants:**
 - **Building Local Expertise Model** – Designed to provide district staff (e.g., instructional leaders, lead teachers, instructional coaches, building and district level administrators) with tools and resources needed to implement goal setting and to teach concepts and content to others within their schools and district.
 - **All Staff Model** – Designed for staff who will be using Measures of Academic Progress® (MAP®) data to inform instructional decisions.
- **Pre-Workshop Online Trainings:** The online trainings described on the following page should be completed by the identified audience prior to the on-site workshop.
- **Arrangements, Reports, and Materials Needed for On-Site Workshop:**
 - **Training Module Setup:** Chart pack/easel/markers; highlighters/tape/3 x 3 sticky notes; projector/screen and computer with Internet access; tables and comfortable adult chairs preferred.
 - **Reports:** To derive maximum benefit from the day, participants should bring copies of the reports listed below. When those who are attending are not assigned to a specific class, they should obtain reports from one teacher with whom they work.
 - Achievement Status and Growth (ASG) Summary Class Report (from your most current testing period) – Request from MAP Coordinator or Building Administrator
 - * The **ASG Summary Class Report**, available after the second testing season, displays data relative to the growth targets for each student that were calculated based on the student's grade and RIT level in the previous testing season.
 - Teacher Report – fall and spring – class and subject should match Achievement Status and Growth (ASG) Summary Class Report above
 - Online Individual Student Progress Report; one student (text version) – one per participantFor teachers to access the Online Individual Student Progress Report, follow the directions below:
 1. Under the *Online Reports* heading, click on **Class Rosters**.
 2. Select the term and select the class, then click **Submit**.
 3. Select the comparison period to show the student's growth and select **Text** version. Do not click Submit after making these selections. Scroll down the page to view the report.
 4. In the *Name* column, click on a student name to view their report.
 5. The Online Individual Student Progress Report opens in your PDF-viewing software. On the toolbar, click **Print** to print the report.
 - Dynamic Reporting Suite - Student Goal Setting Worksheet (same student and subject as Online Individual Student Progress Report)
 - One or more DesCartes: A Continuum of Learning® / Primary Grades Instructional Data pages related to the above reports

Pre-Workshop Online Trainings

To access the online trainings, go to the **Professional Development** page in the **Partner Support** section of the NWEA web site.

Online Trainings	Description	Purpose	Audience
Preparing for Training: An Overview for Leadership	½ Hour – Recorded Online Training: Self-paced, facilitator-led session. This training is most effective in a small group setting.	To review key concepts in the training, identify goals for the training, and create a plan to communicate desired outcomes to training participants	District Leadership Team
MAP [®] Basics	½ Hour – Recorded Online Training: Self-paced, facilitator-led session. This training is designed for use by those who need general understanding of the MAP system. This is also available as a Knowledge Academy Course.	To give participants an overview of the basics of the MAP system	Participants who did not attend a MAP [®] Administration training