Managing Student Work

Objectives

• Manage students grades
• Manage your feedback and monitoring system
• Communicate assignments and work requirements.

Your Grading System

• You have to decide on a grading system.
  – It has to conform to your local school policies
• Grading factors:
  – achievement, effort, participation, homework, improvement
Your Grading System

- Plan frequent evaluation of all aspects of student work.
- Decide on the weight you will give to each evaluation item.
- Set up your grade book.

Feedback

- Students can be allowed to check some of their own assignments.
  - Allow them to check and correct work. They learn from this process.
  - Collect and spot-check the papers yourself.

More Feedback

- Describe a model how you want the checking done.
- Hold students responsible for accurate checking.
- Do not have students call out their grades for you to record.
**Monitoring Work in Progress**

- After making assignments:
  - Begin it as a whole-class activity, show how to do one of two items and then have them do one or two on their own, then work independently.
  - Circulate and check each student's progress periodically.
  - Avoid just going to students who ask for help. You miss those who do not ask.

**Long-Range Monitoring**

- Use your grade book to monitor student's progress.
  - Assignments being turned in on time?
  - Pattern of success dropping off.
  - "Attack" these bad patterns.
    - Talk to the student
    - Call parents
    - Set up a plan for improvement

**Communicating Assignments**

- Students need a clear idea of what and how!
  - Explain all requirements and features of the assignment.
  - Show them examples of good work:
    - Standards of good work: spelling, neatness, format, etc.
  - Students still will not get these instructions if they are inattentive or absent.
**Instructions for Assignments**

- Explain them orally.
- Post them.
- Make a handout.
- Have them copy it in their notebook.
- Post them on your web site.
- Make sure these items are clear:
  - Grading criteria for the assignment
  - Requirements for the assignment

**Form, Neatness, and Due Date Standards**

- If you hold them accountable, you must make it clear what your standards are:
  - Grammar, spelling, correct format?
  - Wordprocessed or handwritten?
  - Type of paper, notebook
  - What type of heading do you want on work?
  - Due dates . . . Consequences if late.
- Help them develop good work habits . . . This will really pay off for them when they enter the workforce.

**When they are absent . . .**

- Remember . . . They miss instruction, directions for assignments, and assistance they may need.
- Absences are not always their fault.
- You need to help the returning student get back in the groove.
Helping them . . .

- Post assignments on the board.
- Keep an “absence folder” of handouts that students can go to without bothering you.
- Decide how long they have to make up work.
- Have a place for them to turn in makeup work and pick it up when you have checked it.
- Set up a time to meet with students who are working on makeup work.
- Decide how you will help students who miss group work.

Assignment for next week

- Develop a system for managing Absent Students work.
- Bring to class.
- Let’s wordprocess this and make it neat. You are a teacher . . . good grammar and check spelling.