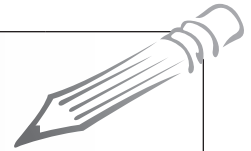


Teacher Guidelines for Creating Student Checklists



Teacher task: Use these guidelines to create a checklist to lead your students through a specific project or performance. Then use this checklist to self-assess your checklist.	Not Yet	Yes
Language of the standards: Did you include . . .		
● The vocabulary from your state standards?		
● Important people and places?		
● Key concepts from the standards?		
"Chunking" the main ideas or categories: Did you . . .		
● Categorize (chunk) parts of the standards that fit together?		
● Limit each chunk to three to five subskills?		
● Rearrange performance indicators under each category so they fit logically?		
Sequential order: Did you . . .		
● Arrange the checklist in the order students would complete the work?		
● Arrange the order so it is developmentally appropriate?		
● Add steps that are necessary for understanding?		
Scoring: Did you . . .		
● Avoid providing scoring columns for the big abstract categories that appear in the shaded rows?		
● Designate one point for a "Yes" or "In Progress" rating?		
● Designate a zero for a "Not Yet" or "Do Over" rating?		
● Provide a scale to give specific feedback to students?		