

Figure 6.7: MSCT Look-Fors Tool

MSCT name:			Date:	
Question 1: What is it we want our students to know and be able to do?	Yes	No	N/A	Notes
The team focuses on a skill or essential standard. Curriculum can be discussed but only when it is in support of a skill.				
The team maintains clarity in using common vocabulary, progressions, learning targets, and success criteria.				
Question 2: How will we know if each student has learned it?	Yes	No	N/A	Notes
The team creates a method to check for understanding (formative, common formative, end-of-unit).				
The team analyzes their checks for understanding (for example, types of questions, taking the test prior to administering it, discussing testing protocols).				
The team develops performance-level criteria (rubrics).				
Questions 3 and 4: How will we respond when some students do not learn it?	Yes	No	N/A	Notes
How will we extend the learning for students who have demonstrated proficiency?				
The data the team discusses is timely (within one to two weeks).				
The team discusses overall trends and misconceptions. Common errors with a question or skill Strengths with a strategy or skill				

Questions 3 and 4: How will we respond when some students do not learn it? How will we extend the learning for students who have demonstrated proficiency?	Yes	No	N/A	Notes
The team discusses strategies for core instruction.				
The team analyzes data by student and by skill.				
The team coordinates a plan to respond to the data.				
The team discusses strategies to respond to data during intervention time. The team plans interventions for students who have not yet met proficiency.				
The team is planning extension activities for students who are proficient.				
Dialogue	Yes	No	N/A	Notes
The team has an agenda and uses it to guide its work.				
All team members actively participate in the meeting.				
The team's conversations stay focused on the four critical questions, with little to no veering off topic.				
Team members are respectful to one another.				
The team makes effective use of time.				
Next Steps	Yes	No	N/A	Notes
The team determines the next action steps.				

Source for four critical questions: DuFour, R., DuFour, R., Eaker, R., Many, T. W., Mattos, M., & Muhammad, A. (2024). Learning by doing: A handbook for Professional Learning Communities at Work (4th ed.). Solution Tree Press, p. 67.