



### ONLINE LEARNING DATA PROTOCOL

This tool walks educators through the weekly and monthly actions of analyzing student progress on their online lessons. It includes teacher actions, space for notes and suggested next steps. This protocol can be used with any online content provider. Specific content provider data protocols are linked on page three.

Weekly actions		Data notes	Next steps
<b>Step 1:</b> Check to see which students met their weekly goal	Determine how many lessons students passed and compare to their individual goal or the class expectation	Students who met goal	1. Update classroom tracker for students to see their progress 2. Adjust student goals for the following week, if needed. Share any changes or adjustments with students.
<b>Step 2:</b> Determine which students are not meeting usage or pass rate expectations	Create a list of students who have only passed 2 or fewer lessons or have less than 40 minutes on task	Students who did not pass 2 lessons and/or have less than 40 minutes of use	1. Reflect on what might be causing low usage or pass rate, such as absences, distractions, behavior, unclear expectations, difficult lessons, etc. 2. Address these students. Consider doing one (or multiple) of the following: <ul style="list-style-type: none"><li>○ Have a one-on-one conversation with these students about their effort</li><li>○ Ensure that students know how to be successful, including using tools</li><li>○ Change their seat</li><li>○ Reteach computer expectations</li></ul>



<b>Step 3: Prepare for upcoming lessons</b>	Decide if you want students to complete a specific digital lesson to help prepare for upcoming in-class lessons	Upcoming skill and corresponding digital lesson EX.) Short a sound → Practicing short a	Suggest a remedial or prerequisite lesson to allow students to practice the skills they'll need to be successful with in-class lessons
			OR  Have students complete a lesson that matches what you will be teaching in class to determine how much scaffolding is needed in your upcoming week.

Monthly actions		Data notes	Next steps
<b>Step 1: Determine which students are struggling by looking at their pass rate over the past 3-4 weeks.</b>	Create a list of students who have a pass rate below 70% (for the month)	Students who have pass rate below 70%	<ol style="list-style-type: none"> <li>1. Address the skill(s) that students are struggling with. Consider doing one (or multiple) of the following:               <ul style="list-style-type: none"> <li>● Teach a mini-lesson with a small group or one-on-one with a student</li> <li>● Differentiate or scaffold an upcoming whole group lesson</li> <li>● Redo the lesson(s) with a student to determine their misunderstanding</li> <li>● Talk with student(s) about their effort</li> <li>● Ensure that students know how to be successful, including using tools</li> </ul> </li> <li>2. Assess student mastery of the topic by reassigning the lesson or using another assessment</li> </ol>



<b>Step 2:</b> Regroup students based on their progress	Determine how you want to form 2-3 groups: <ul style="list-style-type: none"><li>• Mastery of upcoming skill(s)</li><li>• Similar struggles</li></ul> For guidance on this, <a href="#">click here</a> .		Student names	Notes about group
		Group 1		
		Group 2		
		Group 3		

**Content provider specific data protocols**

If you use any of the following programs, consider using this specific protocol. Note: These were last updated in August 2020; any changes made to the content provider interface or features since then are not reflected here.

[Achieve3000](#)

[Imagine Math](#)

[iReady](#)

[Lexia Core 5](#)

[Reading Plus](#)

[Zearn](#)