



## STUDENT PROCESSING TOOLS

The practice of supporting students with their online instruction by providing a physical place--like paper--for students to write as they are working is often referred to as “screen-to-paper transfer”. Having paper or something else to write on as students work on online instruction supports their learning by providing a place for students to process and record their learning. This could look like scrap paper or whiteboards to solve math problems, a note taker to capture big ideas or sticky notes to write down confusing concepts or lingering questions. No matter what screen to paper transfer looks like, it is important for every grade level using blended learning to incorporate some type of “paper” for students to use to support their processing of online learning.

### Examples of screen to paper transfer

Example	Description	Why use it?
Scrap paper	Scrap paper could be exactly what it sounds like- scrap pieces of paper for students to work out their thoughts on. It could also be a dedicated notebook where students show their work, a whiteboard that students use to solve problems or any “tool” that provides students a place to work out their thoughts.	The purpose of scrap paper or other similar tools is to provide students an informal place to process their learning. Scrap paper is especially important during online math instruction where students benefit from putting pencil to paper so they don't try to do all of the math in their head. Scrap paper helps students process what they are working on and emphasizes problem solving over answer getting.
Note taker	A note taker is a more structured format for students to take notes in during online instruction. This often includes a place to record the lesson title, key ideas, vocabulary, a place to show their work in math, learning takeaways, lesson pass rate and a lesson reflection. The structures of note takers may vary depending on the subject, teacher or even student but at minimum the structure of a note taker should support students to process the big ideas from a lesson and be reflective of their learning.	The purpose of a note taker is to support students--especially older students or students working on longer and more complex online lessons--to organize and process the information they are learning. Utilizing a note taker also helps support students to take ownership of their learning and reflect on strengths and areas for growth.
Content provider specific note taker	Some content providers create note takers specifically designed to complement their online lessons. The often include components mentioned above but are specific to the structure and format of the lessons students will see on that specific content provider.	The benefits of a note taker that is specific to a content provider is that--in addition to the benefits noted above--students are supported through the specific steps of the online lessons they are working on. Because the note taker was created specifically for that program, students will more easily see how the online lesson and notetaker work together.



Sticky notes	Sticky notes (or small pieces of paper) are a quick way for the student to communicate one idea from their online learning to the teacher or the class. Students could be asked to write down one key concept, learning take away or lingering question and post it somewhere in the classroom.	The purpose of using a sticky note as screen to paper transfer to provide students an opportunity to synthesize their online learning in a short, written note. This type of screen to paper transfer also provides quick feedback to the teacher on what students are learning or struggling with.
Manipulatives	Manipulatives are math tools that are typically used during instruction with the teacher. They can be a helpful tool to support students during online math instruction. Often, manipulatives are only given to specific students who are struggling.	The purpose of manipulatives are to support students—especially younger students, students who benefit from tactile learning or students who are struggling to use the virtual manipulatives—to solve online math problems. Manipulatives give those students the opportunity to problem solve and process math problems in a hands on way.

### Working with students

Like any other system, when starting to use note takers or other types of screen to paper transfer in the classroom, teachers should introduce the tool they choose intentionally. This means modeling for students how to use the tool-- when to use it, what to write down, what not to write down, where to store the tool, how to share information with the teacher, and any other expectations the teacher has for students related to their screen to paper transfer tool. For more support on modeling expectations for students, see [this resource](#) on modeling content provider best practices.