



**ZEARN DATA PROTOCOL**

**Key reports**

As of June 2021, this is how we suggest you access these reports. Any changes made to the product since then are not reflected in this document.

<p><b>Pace report</b> Reports tab &gt; Class reports &gt; Pace</p>	<p><b>Progress report</b> Reports tab &gt; Class reports &gt; Progress</p>	<p><b>Tower alerts report</b> Reports tab &gt; Class reports &gt; Tower alerts</p>
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Weekly actions		Data notes	Next steps
<p><b>Step 1:</b> Check to see which students met their weekly goal</p>	<p>Determine how many lessons students passed and compare to their individual goal or the class expectation. Suggested Goal: 4 lessons per week</p>	<p>Students who met goal</p>	<ol style="list-style-type: none"> <li>1. Update classroom tracker for students to see their progress</li> <li>2. Adjust student goals for the following week, if needed. Share any changes or adjustments with students.</li> </ol>
<p><b>Step 2:</b> Identify which students are struggling with lessons</p>	<p>Using the Tower alerts report, determine:</p> <ul style="list-style-type: none"> <li>• Are there students who are struggling with the same skill?</li> <li>• Are there any students struggling with multiple skills?</li> </ul> <p>Review student(s) Student notes and Exit tickets for clues to what they might be struggling with</p>	<p>Students who are struggling</p>	<p>Address the skill(s) that students are struggling with. Consider doing one (or multiple) of the following:</p> <ul style="list-style-type: none"> <li>• Teach a mini-lesson with a small group or one-on-one</li> <li>• Differentiate or scaffold an upcoming whole group (or small group) lesson</li> <li>• Redo the online lesson(s) with a student to identify their area of misunderstanding</li> <li>• Talk with student(s) about their effort (if you believe lack of focus is the problem)</li> <li>• Ensure that students know and use the tools they need to be successful, including note takers, scratch paper, and built in help features</li> </ul> <p>Have the student try the lesson again by giving them time on Zearn within 24 hours of addressing the skill.</p>



Monthly actions		Data notes	Next steps
<p><b>Step 1:</b> Determine if there are students not passing 4 lessons/week for multiple weeks</p>	<p>Use the Tower alerts report to see if the student(s) are struggling.</p>	<p>Students who are struggling</p>	<p>Address the skill(s) that students are struggling with. Consider doing one (or multiple) of the following:</p> <ul style="list-style-type: none"> <li>• Teach a mini-lesson with a small group or one-on-one</li> <li>• Differentiate or scaffold an upcoming whole group (or small group) lesson</li> <li>• Redo the online lesson(s) with a student to identify their area of misunderstanding</li> <li>• Talk with student(s) about their effort (if you believe lack of focus is the problem)</li> <li>• Ensure that students know and use the tools they need to be successful, including note takers, scratch paper, and built in help features</li> </ul> <p>Have the student try the lesson again by giving them time on Zearn within 24 hours of addressing the skill.</p>
<p><b>Step 2:</b> Ensure students are progressing at the appropriate pace</p>	<p>Check on students' progress through the curriculum (use Progress report).</p>	<p>Students who are behind pace</p>	<p>If students are falling behind their peers, consider providing extra support with one of the following ideas:</p> <ul style="list-style-type: none"> <li>• Deliver a remedial direct instruction lesson to the student(s) struggling with the skill</li> <li>• Teach a differentiated mini-lesson focused on the errors the student(s) is making</li> <li>• Provide offline guided practice based on harder to master skills</li> <li>• Provide independent practice/homework based on harder to master skills</li> <li>• Teach a prerequisite skill that the student(s) might need to strengthen</li> <li>• Adjust student groupings based students progress through the curriculum</li> </ul>