

Tuning Protocol Worksheet

1. Introduction: Group Norms, guidelines, and schedule.

Facilitator: _____

Team/Grade Level: _____ Date: _____

Group participants: _____

2. Teacher Presentation:

Group listens as teacher presents background and work to be examined.

Teacher/Group presenting: _____

Type of work: _____ Extended Response Prompt
 _____ LDC Teaching Task
 _____ Student Work
 _____ Short Answer Question
 _____ Multiple Choice Questions
 _____ Other _____

Context for work (unit, background): _____

Focusing Question: _____

3. Clarifying Questions:

Group asks any questions to clarify the presentation or the work itself.

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4. Examination of work sample(s): (silent time for group to examine work)

5. Pause for reflections: (time to think about warm and cool feedback responses)

6. Warm/Cool Feedback: (Group shares feedback—presenter is silent. Circulate around group—each member contributes Warm feedback, then each member contributes cool feedback.)

Warm Feedback (Strengths/Mastery)	Cool Feedback (Gaps/Misconceptions)

7. Reflection:

Presenter speaks to comments/questions he/she chooses while participants are silent.

This is not a time to defend oneself, but a time for the presenter to reflect aloud on ideas of interest. The facilitator may intervene to focus, clarify, etc.

8. Plan/Next Steps:

Group discusses strategies to strengthen work, offers suggestions on instruction, etc.

<u>Needs</u>	<u>Strategies</u>

9. Debrief:

Facilitator leads discussion of this tuning experience. Recaps main ideas, discusses suggestions for next meeting, explores ways to apply strategies across contents, etc.