

Middle School TBT Documentation Form

Date: _____ TBT: _____ Time: _____

Attendees: Team Leader: _____ Secretary: _____
Facilitator/Time Keeper: _____ Gopher/Snack Provider: _____

Goal: To improve instruction for the betterment of student learning and achievement.

Step 1: Collect and Chart the Data – (5 Minutes)

- Data is ready and brought by all teachers
- Item analysis is done
- Include # and % of students tested/proficient and not proficient
- Determine your benchmark score grouping criteria
- Use chart to compile each classroom's data

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Step 2: Analyze Questions & Student Responses – (10-15 minutes)

- Determine overall student strengths
- Were there common errors?
- Were there misconceptions?
- Are the questions providing the right information?
- Is there a trend?
- Prioritize needs for next steps.

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Step 3: Determine Instructional Strategies to Use: (15 – 20 minutes)

- What differentiated strategies will you use?
- Does instruction need to be focused on core instruction to improve all student achievement or is this designed for intervention/enrichment time?
- Determine length/frequency of instruction. How many minutes/days/weeks.
- Do you need support/training in a specific strategy?
- Decide on post-assessment.

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Step 4: Implement the Instruction Consistently – (1 -2 weeks)

- What will you do?
- Who is responsible?
- What is the deadline?

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