

## CHECKLISTS IN YOUR CLASSROOM

### 1. Identify the purpose and scope of the observation.

- Common goals for the entire class
- Specific skills for small groups of children
- Individual child's target goals

### 2. Determine the key focus of observation.

- Identify specific skills
- Organize the skills in a logical sequence, from easier to more difficult

### 3. Develop the format.

#### Organization:

- By activity
- By learning objectives or skills
- By individual children

#### Data recording points:

- One time
- Multiple times

#### Data recording method:

- Checkmarks
- Yes/No
- Specific notations
- Predefined categories or ratings

#### Implementation method:

- Clipboard
- Small notebook
- Cards
- Other ideas



### 4. Use checklist to collect data.

#### Where:

- During large group
- In small group
- One-on-one with an individual child

#### When:

- Weekly
- Biweekly
- Monthly

### 5. Transfer data to files.

- File system used in agency/program
- Portfolios
- Electronic files