

## TEACHER CHECKLIST of Activities

- Create classrooms within the WriteToLearn program
- Enroll students in each classroom within the program
- Post the student WriteToLearn URL in an easily accessible place (e.g. desktop shortcut, school website, favorites list, etc.)
- Instruct students on how to use the WriteToLearn program and provide details to students on how information gained from the WriteToLearn program will be used for classroom instruction
- Assign students, at a minimum, two essay prompts during testing window throughout the school year
- Consider the amount of flexibility afforded to teachers within the program and adjust prompts assigned to students accordingly to meet classroom needs
- Provide appropriate accommodations for students according to their IEP/504/LAP during the administration of the assessment
- Access student and classroom reports to examine data about student writing and use the student data generated by the WriteToLearn program to further differentiate and individualize student instruction
- Use the WriteToLearn program as an instructional tool in conjunction with regular classroom writing instruction in order to support the formative assessment process
- Consider the use of summary writing activities within the WriteToLearn program to supplement instruction in a variety of content areas. Please note, the summary writing activities do not meet the South Dakota Department of Education student participation requirement for this assessment.