

## Assessing Projects: Monitoring Progress Progress Reports

### Examples of Elementary Progress Reports

Students bring the following forms to project meetings for progress checks and feedback. The storyboard helps ensure students are on track before they continue working. These forms come from the [Playground Design](#) Unit Plan within the *Visual Ranking Tool*.

#### Playground Map Progress Checklist

Use this checklist to plan, monitor, and assess your playground map to make sure it includes all project requirements. Bring this checklist to the project meetings.

Requirements	To Do	In Progress	Completed
We created a playground map to scale. All items on the map are in proportion.			
We planned a space that is safe. We left enough room between elements and did not overcrowd the playground.			
The map is 2-dimensional and was created from a bird's eye view. All objects are displayed as if you were looking down on them.			
We chose appropriate geometric shapes to represent each of the playground elements. If the picnic table is rectangular, we selected a rectangle to represent it.			
We labeled each playground item on the map. It is easy to read and see what each geometric shape represents.			
We included a map key. The scale is clearly indicated on the map.			

#### Playground Design Slideshow Progress Checklist

Use this checklist to plan, monitor, and assess your slideshow presentation to make sure it includes all project requirements. Bring this checklist to the project meetings.

Requirements	To Do	In Progress	Completed
We created a title slide that includes the project title and names of all team members.			
We created an introductory slide to explain our project.			
We explained the process we used to determine what items should be included in the new playground design.			
We used math to communicate and persuade. We used and displayed the data we collected to prove our points.			
We included the final <i>Visual Ranking</i> list.			

We included a chart that displays playground elements we are going to keep, add, or change. Our chart gives reasons for including or changing these items. The reasons include an evaluation of the data.			
We included a scanned picture of our playground map. The map is to scale and depicted from a bird's eye view. A map key is included.			
We addressed the Essential Question: <i>How can our voice be heard?</i> in the summary slide.			
We considered our audience.			
We put our best effort into creating high-quality work.			

### Playground Presentation Storyboard

Use this storyboard to plan your presentation. Bring your draft to the project meeting for approval.

Date: \_\_\_\_\_

<b>Title Slide</b>	<b>Introductory Slide</b>
<b>Process</b>	<b>Data</b>

**Visual Ranking List**

**Chart of Playground Elements**

**Playground Map**

**Summary Slide**