Determine where to next
Consult scope and sequence, syllabus and other school planning document cycles.

Examine expectations
Based on the length of the learning cycle and performance standards (eg Mathematics rubric, syllabus document), determine what level of achievement is expected at the end of the learning cycle
What must students master during this cycle?

Create a common post assessment
To be administered at the conclusion of the teaching cycle

Administer the common post assessment BEFORE teaching
What do students already have, knowledge, skills etc
Who is starting from scratch in skills or application of skills?

Send pre test data to supervisor
By mid first week of the cycle team leaders must have the data collection sheet for your class

Team leader charts data
Data in graphical form back to team by the end of the first week of the teaching learning cycle

Analyze strengths and obstacles
Set goals and strategies to meet goals

Teach

Administer post test
Three days prior to next meeting administer the post test
Results back to supervisor 2 days prior to the next cycle meeting

Meet as a team
Supervisor displays data for discussion as to student progress towards goals, success of strategies etc

Determine where to next