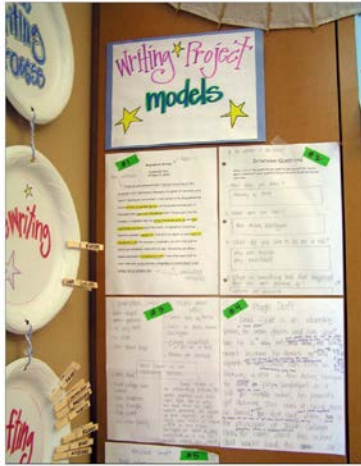


Status of the Class

- Planning
- Drafting
- Revising
- Editing
- Publishing



Checking in with each student after a mini-lesson as they are setting off for independent work time creates a system for accountability during the workshop. The writing process takes time, however we don't want students dallying through the planning process for days, or putting off revisions and never getting to publish. There are several methods for checking in. You can simply keep a student list on a chart such as the this example and ask each student to call out where they are in the process before they begin. You could put a check mark in the appropriate box for where they are in the process; if several times they indicate they are planning you can make a note to check in with them individually once the workshop is underway to see why the planning process is taking so long.

(On our website) at [http://www.knoxeducation.com/sites/main/files/file-attachments/status_of_the_class_checklist - student writing progress chart.pdf](http://www.knoxeducation.com/sites/main/files/file-attachments/status_of_the_class_checklist_-_student_writing_progress_chart.pdf)

Student Writing Progress Chart

Writing Type: _____ Project: _____ Date: _____

Name	Planning	Drafting	Revising	Editing	Publishing	1:1 Conference

Alternatively, students can self-monitor by checking themselves off on a checklist, such as the one below. This checklist can sit out on their desk, so you can easily see what they are up to as you walk around the room. The clothespin system can also work. Students simply move their pin when they move on to another step in the process.

(On our website) at

[http://www.knoxeducation.com/sites/main/files/file-attachments/my_writing_progress_chart - steps to writing.pdf](http://www.knoxeducation.com/sites/main/files/file-attachments/my_writing_progress_chart_-_steps_to_writing.pdf)

My Writing Progress Chart

Opinion
 Informative/Explanatory
 Narrative
(circle one)

Name: _____ Project: _____

STEPS to WRITING

When you have finished a step in writing color in the square.

Planning	Drafting	Revising	Editing	Publishing

If you need a little extra help check here.

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