Record Keeping

This module will discuss the record keeping resources provided for teachers and students.

The Goal of Record Keeping with the Math-U-See Program
The goal is for students to demonstrate proficiency in the skills taught within the scope and sequence of the instructional program. Record keeping allows both students and teachers to mark progress towards mastery within the Math-U-See program.

How to Use the Record Keeping Forms

Daily Record Keeping
Within a unit, teachers will assess students and will record data using daily lesson practice pages, student teach-back of concepts, systematic review pages, lesson tests, and unit tests. For an example of how a completed form might look, see the sample on the following page.

Lesson objectives covered in the unit are listed separately at the bottom of each page and are grouped by lesson. Check boxes are provided to assist the teacher in tracking which specific objectives have been mastered and which may need additional instruction and practice. Objective lists for each level are also available to download from the online Professional Access.

Note that on the Record Keeping Forms for *Alpha* through *Zeta* there is a box labeled "Counting?". During the pre- and post-unit tests, teachers should observe and record whether students are using counting strategies or touch points to assist in calculation.

Proficiency criteria are assigned based on the pre- and post-unit tests. (Refer to the Lesson Planning module for information on pre- and post-unit test administration.) The criteria, their abbreviations, and the score required are as follows:

Advanced (A)	90–100%
Proficient (P)	80–89%
Nearing Proficiency (NP)	70–79%
Beginning Steps (BS)	<70%

Teachers may wish to use these same percentages when assisting students with the Lesson Test portion of the Student Self-Reflection discussed in the next section of this module.

Math·U·See

Student John Johnson

Sample Record Keeping: *Beta*

	Date	Test Score	Proficiency	Counting?
Pretest (Unit Test I)	2/19/18	55%	BS	✓

		LESSON PRACTICE			TEACH BACK	SYSTEMATIC REVIEW			A&E	Lesson Test	Test Date
		A	B	C		D	E	F			
1	Place Value	93%	100%		✓	93%	100%			94%	2/22/18
2	Sequencing	71%	83%	92%	✓	81%	88%	94%		94%	3/1/18
3	Inequalities	86%	100%		✓	94%				100%	3/5/18
4	Rounding to 10	60%	70%	90%	✓	86%	86%	93%		93%	3/13/18
5	Multiple-Digit Addition	50%	70%	80%	✓	75%	86%	100%		93%	3/23/18
6	Skip Counting by 2	100%			✓	92%				92%	3/27/18
7	Addition with Regrouping	40%	70%	90%	✓	80%	87%	93%		87%	4/11/18

	Date	Test Score	Proficiency	Counting?
Posttest (Unit Test I)	4/13/18	86%	P	✓

LESSON OBJECTIVES

Lesson 1 **Place Value**

- ☑ BE.1.a — Represent a number up to three digits with blocks (units, tens, and hundreds), with words (orally), and with numerals

Lesson 2 **Sequencing**

- ☑ BE.2.a — Order numbers (up to three digits) from least to greatest
- ☑ BE.2.b — Order numbers (up to three digits) from greatest to least

Lesson 3 **Inequalities**

- ☑ BE.3.a — Use the symbols >, <, and = to indicate whether a number is greater than, less than, or equal to another

Lesson 4 **Rounding to 10**

- ☑ BE.4.a — Round two-digit numbers to the closest ten
- ☑ BE.4.b — Estimate sums of two-digit numbers by rounding the addends

Lesson 5 **Multiple-Digit Addition**

- ☑ BE.5.a — Convert between standard notation and place-value notation
- ☑ BE.5.b — Add multiple-digit numbers (no regrouping) using various strategies

Lesson 6 **Skip Counting by 2**

- ☑ BE.6.a — Skip count by two

Lesson 7 **Addition with Regrouping**

- ☑ BE.7.a — Add two-digit numbers (with regrouping) using various strategies

Proficiency Guide: A (Advanced) 90–100% **P** (Proficient) 80–89% **NP** (Nearing Proficiency) 70–79% **BS** (Beginning Steps) Below 70%

Blank record keeping forms for each level *Primer* through *Calculus* are provided in this module, or they can be downloaded as fillable PDFs from the online Professional Access.

Student Self-Reflection
Self-reflecting is important for students because it helps them pause, consider their level of understanding, and determine where difficulties lie. A self-realization of progress and success also builds self-confidence.

The Student Self-Reflection gives students an opportunity to think about their understanding of both mathematical and word problems for a lesson. The teacher reviews the Self-Reflection with each student and assists the student as needed in its completion.

A blank Student Self-Reflection form is provided in this module. It also available to download from the online Professional Access.

At the End of a Level
The Class Placement Test Data form from the Placement module includes a column labeled Posttest. When a student has finished the fourth unit test, the final test or final exam for that level should be given as another piece of data showing student mastery. Record the results on the Class Placement Test Data form, and celebrate the student's success before moving on to the next level.