POLE MOUNTAIN LEARNING

Teacher instructions

Grades 3-8 | Excel workbook and printable packet | Version 1.1

From a brief check to the next lesson

1. Save a cycle copy

Save the .xlsx locally for one class and cycle. Use up to 30 anonymous student IDs, 6 skills, 4 plans, and 60 follow-up rows. Keep the ID key separately.

2. Choose relevant skills

In Skill Setup, replace the separate sample skills with your own skills, prompts, and criteria as needed. Use unique skill names. Clear unused rows. The packet includes original reading and math checks and sample responses.

3. Check and record

In Quick Check, enter an ID, date, and 0/1/2 for each relevant skill. Use two brief demonstrations. 0 = not yet demonstrated; 1 = partial or prompted; 2 = both independent. Leave unchecked skills blank. Record evidence and supports.

4. Review suggested groups

In Groups, select a skill in B15. Counts and the roster update. Filter Possible next step to see students for explicit teaching or guided practice. Look at the student work before you group. Review entry warnings. Students may need more than one skill. Split large groups as needed.

5. Plan the next instruction

In Plan, copy selected IDs as values. Write a measurable goal, a model, guided practice, an independent check, session dates/materials, and a reassessment date with a decision rule.

6. Recheck and decide

In Follow Up, use one row per student/skill/recheck. Copy the baseline as a fixed value, record date, new evidence and score, choose the next action, and set the next check date. Suggestions use the new score. Groups continues to show the initial check.

Workbook habits

Amber cells are teacher entries; gray cells are formulas. Do not overwrite formulas. Use the supplied rows; use another copy for additional students or cycles. Save a new cycle before changing IDs or skill definitions. Print the packet at Actual Size on US Letter; workbook sheets have print areas. If Excel uses manual calculation, refresh with Formulas > Calculate Now.

Privacy and instructional judgment

No login, macros, external connections, cloud syncing, or data transmission to Pole Mountain. Use local storage outside synced folders when required. Follow district rules for access, retention, sharing, and printing. Avoid names and other identifying information. Sample checks are classroom planning prompts, not standardized assessments. Confirm needs with observations and classroom work.

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