



Documenting Project Based Learning

Training Starter Template

Objectives: All participants in the training will be able to

- Identify at least three examples of methods to document learning from projects, such as rubrics, checklists, or portfolios.
- Select a documentation method that fits project-learning objectives.
- Analyze examples of tools for documenting learning.

Total amount of time: _____ **Number of participants:** _____

Preparation: _____ **Materials:** _____

_____	_____
_____	_____
_____	_____
_____	_____

Training Opening

- Engage participants _____ minutes
(Begin with icebreaker/warm-up activity related to the topic.)

- Introduce the topic _____ minutes
(Motivate participants, show them why the topic is important, and share objectives and agenda.)

Training Middle _____ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic.)

- Brainstorm a list of different learning objectives for PBL.
- Brainstorm a list of various demonstrations of learning or products of PBL
- Discuss how the demonstration shows what was learned and how well as well as how the learning and achievement might be recorded or documented.
- Review three types of documentation: ratings or assessments based on rubrics, performance checklists, and structured portfolios. Discuss these and other ideas and provide resources for guides and tools.
- Match different objectives, demonstrations, and documentation options.
- Discuss advantages and challenges with respect to particular projects.



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Training Wrap-up and Closing

- Summarize, consolidate _____ minutes
(Connect again to the objectives, check for understanding, discuss questions.)

- Plan next steps _____ minutes
(Be specific about application to immediate practice.)

- Closing comments _____ minutes
(Acknowledge, motivate, and inspire.)

Post-training Assessment and Revision

- Check effectiveness of training through formal or informal assessment.
- Note changes to make.
- Note areas for additional training.