



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.)

- Start by brainstorming a list of learning objectives for a specific project. What academic and 21st century skills will students gain?



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- Next, 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.
- Now that staff have an understanding of various types of documentation, match the original learning objectives. For each objective, brainstorm a list of various demonstrations of learning or products. You may wish to do this in small groups or pairs.
- As a large group, go through the demonstrations of learning/products for each objective. Be sure to discuss how the demonstration shows what was learned and how well as well as how the learning and achievement might be recorded or documented.
- Finally, discuss advantages and challenges of the demonstrations of learning chosen.

Training Wrap-up and Closing

- Summarize and 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