

# Tuning Protocol Worksheet

## 1. Introduction: Group Norms, guidelines, and schedule.

Facilitator: \_\_\_\_\_

Team/Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Group participants: \_\_\_\_\_

\_\_\_\_\_

## 2. Teacher Presentation:

Group listens as teacher presents background and work to be examined.

Teacher/Group presenting: \_\_\_\_\_

Type of work:        \_\_\_\_\_ Extended Response Prompt  
                          \_\_\_\_\_ LDC Teaching Task  
                          \_\_\_\_\_ Student Work  
                          \_\_\_\_\_ Short Answer Question  
                          \_\_\_\_\_ Multiple Choice Questions  
                          \_\_\_\_\_ Other \_\_\_\_\_

Context for work (unit, background): \_\_\_\_\_

Focusing Question: \_\_\_\_\_

\_\_\_\_\_

## 3. Clarifying Questions:

Group asks any questions to clarify the presentation or the work itself.

?

?

?

?

## 4. Examination of work sample(s): (silent time for group to examine work)

**5. Pause for reflections:** (time to think about warm and cool feedback responses)

**6. Warm/Cool Feedback:** (Group shares feedback—presenter is silent.)

Warm Feedback	Cool Feedback

**7. Reflection:**

Presenter speaks to comments/questions he/she chooses while participants are silent.

This is not a time to defend oneself, but a time for the presenter to reflect aloud on ideas of interest. The facilitator may intervene to focus, clarify, etc.

**8. Plan/Next Steps:**

Group discusses strategies to strengthen work, offers suggestions on instruction, etc.

- 
- 
- 

**9. Debrief:**

Facilitator leads discussion of this tuning experience. Recaps main ideas, discusses suggestions for next meeting, explores ways to apply strategies across contents, etc.