



Project-Based Learning Toolkit for Teachers

Tools to help you generate ideas, plan, create, implement, assess and refine your project-based learning experience to make the most of this valuable learning tool for both you and your students this school year.

Name _____

Subject _____

Class Period _____

Projects that I Want to Implement this Year

“Seek opportunities to show you care. The smallest gestures often make the biggest difference.” — J. Wooden

1. _____
2. _____
3. _____

What tools do I need in order to successfully implement my project?

“Success is liking yourself, liking what you do and liking how you are doing it” - Maya Angelou

Project 1 _____

Essential Question: What skills do I want my students to learn via this project?

Anticipated duration of project _____

Project theme _____

Knowledge Resources Needed:	Instructional Materials Needed:
Physical Supplies Needed:	Technology Resources Needed:
Action Items: Project Outline _____ Project Expectations _____ Project Contract _____ Project Deliverables _____ Rubrics _____ Team Evaluation _____ Self-Assessment _____ Student Project Feedback _____ Teacher Project Review _____ Project Refining _____	Follow up Steps:

Additional Thoughts

Project 2

Essential Question: What skills do I want my students to learn via this project?

Anticipated duration of project _____

Project theme _____

Knowledge Resources Needed:	Instructional Materials Needed:
Physical Supplies Needed:	Technology Resources Needed:
Action Items: Project Outline _____ Project Expectations _____ Project Contract _____ Project Deliverables _____ Rubrics _____ Team Evaluation _____ Self-Assessment _____ Student Project Feedback _____ Teacher Project Review _____ Project Refining _____	Follow up Steps:

Additional Thoughts

Team Assessment

Use the rubric and rating system below to assess your team as a whole and your personal performance. In your team rating, consider how most of your teammates fulfilled the criteria and average out each individual's performance in your rating. For instance, if two of four team members rated a four under Participation, and the other two rated a two, then the average would be three. This evaluation will be confidential so you should feel free to be as candid and honest as possible.

	4	3	2	1	You	The Team
Participation	Participated fully.	Participated most of the time.	Participated some of the time and frequently distracted.	Participated rarely or not at all.		
Listening	Listened to others and spoke when appropriate.	Listened to others, but sometimes talked over other speakers.	Willing to listen to others but talked over other speakers most of the time.	Did not listen to others and talked over other speakers all of the time.		
Cooperation	Cooperated and did not argue.	Cooperated but sometimes argued.	Cooperated sometimes but always argued.	Did not cooperate effectively.		
Time Management	Completed all team-assigned tasks on time.	Completed most team-assigned tasks on time.	Completed few of the team assigned tasks on time and required the help of others to meet deadlines.	Completed none of the tasks on time and other team members ended up doing the work.		
Teamwork	Always treated others respectfully and shared the workload fairly. Maintained team goals and helped others stay on task. Respected others' opinions and supported decisions.	Often treated others respectfully and shared the workload fairly. Maintained team goals. Usually respected opinions and supported decisions.	Sometimes treated others disrespectfully and did not share the workload fairly. Sometimes veered off from the team goals. Usually sided with those who had a similar opinion or decision.	Treated others disrespectfully and did not share the workload. Did not stick to the team goals. Did not respect opinions or decisions of others.		
Contribution	Collected and shared information that related to the topic. Offered detailed, constructive feedback when appropriate.	Collected and shared some information related to the topic. Offered constructive feedback when appropriate.	Collected information but often the information was off-topic. Offered feedback but which was sometimes inappropriate or not useful.	Collected little data and most did not relate to the topic. Provided only fault-finding criticism with no suggestions.		

What did the team do particularly well?

What do you think the team could improve upon?

Self-Assessment

What did I feel that I did particularly well?

What did I feel I could improve upon?

Project Student Feedback Form

Name _____ Class Period _____

Project Name _____

What did I like most about this project and why?

What did I like the least about this project and why?

My suggestions for improving this project include:

1. _____
2. _____
3. _____

Additional project ideas that I think would be fun:

1. _____
2. _____
3. _____

Are there additional resources we could use in this project? If so then what would those be?

1. _____
2. _____
3. _____
4. _____
5. _____

Did the project help you learn what you needed and wanted to learn? If YES HOW?

If NO, WHY NOT and WHAT DO YOU NEED in order to learn more and be successful with this type of project?

Teacher Project Review

Project Name _____

**Are students learning the skills I anticipated when designing this project? If no-
Is additional support needed?**

For struggling students _____

For students with special needs _____

For advanced students _____

For diverse learning styles/preferences _____

Any challenges for students when completing this project?

1. _____

2. _____

3. _____

Any modifications I want to make to this project for future classes?

1. _____

2. _____

3. _____

Additional resources needed

Knowledge Resources Needed:	Instructional Materials Needed:
Physical Supplies Needed:	Technology Resources Needed:
Action Items:	Follow up Steps:

Additional Thoughts

Accountable Talk Stems

Ways to engage with other students in a manner that is respectful and mindful of others' thoughts and opinions while expressing your own views etc.

STATE A NEW OPINION

- I think/believe that ...
- In my opinion ...
- From my perspective ...
- Based on ..., it seems that
- After reading ..., I conclude that

ASK FOR CLARIFICATION

- What do you mean by ...?
- Why do you think that?
- Will you explain that again?
- I have a question about ...
- I don't quite understand. Can you explain it little bit more?

AGREE, DISAGREE, OR ADD ON

- I agree with you because ...
- That answer makes sense because ...
- I respectfully disagree with you because ...
- I have a different point of view ...
- I would like to add on ...
- To expand on what said, ...
- This reminds me of ...
- To piggyback on what said

PARAPHRASE OR RESTATE YOUR OPINION

- So what you are saying is that ...
- In other words, you think ...
- I noticed that ...
- If I understand you correctly, your opinion is that ...

Helpful Sites for Project-Based Learning

TOP PICKS | 19 TOOLS-Tools for Project-Based Learning

<https://www.common sense.org/education/top-picks/tools-for-project-based-learning>

11 Essential Tools for Better Project-Based Learning

<https://www.teachthought.com/project-based-learning/11-tools-for-better-project-based-learning/>

5 Examples of Project-Based-Learning Protocols

<https://www.teachthought.com/project-based-learning/5-examples-of-project-based-learning-protocols/>

15 Ideal Apps for Enhancing Project-Based-Learning in Your Class

<https://www.educatorstechnology.com/2018/06/15-ideal-apps-for-enhancing-project.html>