**Common Core Knowledge and Practice Survey: Overview and Set-up**

The Common Core Knowledge and Practice Survey is a tool for educators to reflect on their instructional practice and understanding of the Common Core State Standards (CCSS). Designed for use in a professional learning community (PLC) setting within a school, the survey is meant to spark conversation, identify areas for growth, and offer concrete ways for teams of teachers to continue to align their practice to the Shifts.

**Steps for Using the Common Core Knowledge and Practice Survey**

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| **Role** | **Actions** |
| Instructional Coach | * Creates an account in the survey portal (~ 5 minutes): [www.ccss-survey.org](http://www.ccss-survey.org/)
* Builds projects; one per teacher group (see project set-up template on pp. 2)
* Sends survey links to teachers (outside of the portal)
* Views aggregate data, discussion questions, and resources in report
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| Teacher | * Takes survey (~30 minutes)
* Visits survey portal ([www.ccss-survey.org](http://www.ccss-survey.org)) to request report
* Views individual report (includes aggregate data, questions, and resources)
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| Together | * Review data to determine key areas for exploration
* Dig into discussion questions to narrow focus and determine next steps
* Choose appropriate resources
* Measure progress
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**Using the Common Core Knowledge and Practice Survey Reports**

1. Examine the data
	* Start with the knowledge graphs. What trends do you see? Are there concepts that show clearer strengths or gaps in understanding?
	* Look at the connections between the knowledge data and the practice data. Are there places where participants seem to understand the Shifts but are not putting them into practice?
2. Prioritize your work
	* Choose a Shift or part of a Shift as a place to start. Make a plan for doing further exploration of that Shift, rather than trying to address everything in the report in a few PLC meetings.
3. Use the discussion questions to choose your resources
	* Read the discussion questions carefully; these questions are designed to help you tease apart different aspects of each Shift. After choosing an area of focus from the data, use the discussion questions to help better understand the areas of misunderstanding and needs of the group.
	* Examine the resources included in the report (or others available to you) and identify which ones will offer the greatest benefit to the group. .

**Common Core Knowledge and Practice Survey: Project Set-up Template**

**Directions**: Each survey that you send to a group of teachers is called a “project”.

* Think about a project as the group of people who will be meeting together to discuss the data in the report. You should set up a project for each different group of teachers or PLCs you meet with in your school(s). The data is presented in aggregate; a project requires a minimum of six teachers to maintain the anonymity of the participants. You will not be able to access reports if fewer than six teachers participate in the survey.

The grade and subject selections you make will determine what you can see in your reports. There is no way to modify the reporting for a project once the survey has been administered. Each project must be specific to either math or ELA/literacy.
* If you have elementary school teachers who cover both subjects, you will need to create two projects – one per subject area.
* Here are a few examples to illustrate different set up scenarios:
	+ If you are in a small K-5 school, and have 1 teacher per grade level, you will need to create 1 project per subject. Each project needs at least 6 participants to view reporting. The report will present the information in aggregate for the whole school.
	+ If you have a large middle school with more than 6 teachers per grade level who teach Math and ELA, you can set up a project for each subject at each grade level. The reports will present information for each subject and each grade. (Note: you would set up 3 projects with the same specifications: ELA/literacy 6-8 Group 1, ELA/Literacy 6-8 Group 2, ELA/Literacy 6-8 Group 3. If you have multiple PLCs in your school, each with at least 6 teachers, you can set up a project per PLC. The report will present information for each PLC.

Be sure to name your project so that it’s easy to remember in the future (e.g. *Lincoln E.S., grade 5 / ELA*)

Below is a worksheet to help you consider what projects you will need to create in order to get the most out of the survey. Add additional rows as necessary.

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| --- | --- | --- | --- | --- | --- |
| **School Name** | **Subject****(Select one only)** | **Grade Band****(may select multiple)** | **Project Name** | **Teacher Names – at least 6 (Optional)** | **Teacher Email (Optional)** |
|  | * ELA
* Math
 | * K-2
* 3-5
* 6-8
* HS
 |  |  |  |
|  | * ELA
* Math
 | * K-2
* 3-5
* 6-8
* HS
 |  |  |  |
|  | * ELA
* Math
 | * K-2
* 3-5
* 6-8
* HS
 |  |  |  |