



Grade Check Audit Checklist

THE FUTURE STARTS HERE.

Grade Check Audit Checklist:

- ☐ Glue-in Monday Meeting Form
- ☐ Write Quote of the Week & Respond
- ☐ Calculate GPA
- ☐ Write GPA on Monday Meeting Form, Grade Check Slip, & Focus Class Form
- ☐ Graph GPA in AA
- ☐ Write grades/% on Monday Meeting Form & Grade Check Chart in AA
- ☐ Highlight all C,D,F grade & reflect on each
- ☐ Write weekly responsibilities on Monday Meeting Form & determine focus class
- ☐ Complete Focus Class form
- ☐ Add information to 4WD; reflect if necessary; update with focus class info; set quantitative goal
- ☐ Write Monday Meeting Summary
- ☐ Conduct Monday Meeting in A-G Teams or Student-Chosen Teams

Weekly Plan

Monday:

- ★ Students complete the grade check audit
- ★ Students complete 'Monday Meeting' process

Tuesday:

- ★ Tutors sort TRFs
 - Students complete collegiate vocabulary (as usual)
- ★ Tutors assign students to groups
- ★ Tutors lead students in collaboratively sharing their TRF subject rationale.
 - Student shares-out A-G grades from the Grade Check Chart
 - Student shares trends based on prior weeks grades/percentages
 - Student flips to Monday Meeting form and shares any upcoming tests/quizzes/labs/presentations/extra credit opportunities that may greatly impact A-G grade(s)
 - Student explains how he/she used the data in the grade check chart and Monday Meeting form to choose an appropriate focus class.
 - Student provides specific reason(s) for focus class if it does not reflect lowest grade/%.
 - Student articulates the TRF connection.
 - Student explains **why** he/she chose the tutorial subject, drawing back on the Monday Meeting and grade check audit (special emphasis on FOCUS CLASS)
 - Peers are expected to ask questions/give feedback on each presenter's use of critical thinking in choosing a focus class and tutorial subject
- ★ Student presenter may change TRF subject if self-reflection and collaboration prove the original TRF subject is not related to the focus class.
 - Allow students to edit and/all sections of the form
 - Conduct tutorial
- ★ Students will meet in the same group on Thursday; a new tutorial session will be conducted
 - Focus on resources/accurately completing pre-work for TRF
- ★ Tutor collects data using the "check-off" list and makes comments accordingly.

Thursday:

- ★ Students complete collegiate vocabulary (as usual)
- ★ Tutors separate students into same groups
 - Students share improvements to their pre-work/POCs
- ★ Complete Tuesday's tutorial (if necessary); begin a new session

