One Protocol, No Prep Required

When looking at student data in any form, using a protocol is imperative to turn the analysis into action. A protocol consists of agreed upon guidelines for reading, recording, discussing, or reporting that ensure equal participation and accountability. When everyone understands and agrees to using the procedures of the protocol, participants are able to work more effectively both independently and collaboratively, often in ways they are not in the habit of doing. Protocols hold each person accountable and responsible for learning.

One of my go-to protocols is the ATLAS protocol. Find it here in this link, https://www.clee.org/resources/atlas-looking-at-data/

Be sure to read the protocol before you use it. I find it helpful to have copies available for the teacher on my team as well, so we can walk through each step together. Depending on how long your meetings are, you may need to tweak the length of each section. Step 4: *Implications for Practice* should be given a little more time than the rest, because this is where you get your ACTION. You can probably skip Step 5, as you'll probably be running out of time. Try to close with a short debrief about how the protocol went and what you might do differently next time.

I reformatted the protocol into a chart, see below, for easy implementation during a meeting. It is also helpful for capturing everyone's ideas. **Process Reminders:** Facilitator shares last. Ask everyone to think and take notes independently before sharing. Each person shares without discussion. Discuss as a team after everyone has had an opportunity to share.

ATLAS Protocol Template

FACTS	INTERPRETATIONS & WONDERINGS	IMPLICATION	NEXT STEPS
What do we see?	What does the data/student work suggest? What might the root cause(s) of these facts be?	What does this mean for our work? What strategies might be most effective? What else would you like to see happen in our practice?	Where do we go from here? When will we circle back? How should we continuously improve?