

Collaboration Steps	Considerations
1. Define student behavior to be monitored	Clearly defined behaviors are easier to measure.
2. Determine method for measuring progress	Consider the best method to minimize classroom disruptions.
3. Locate or design data collection form	Many data collection forms can be found online.
4. Determine roles	Decide who will collect data and when the data will be collected.
5. Collect data	Consider how much data or how long to collect data to accurately reflect student performance.
6. Analyze data	Putting data in a graph helps to more clearly see if students are actually making progress.
7. Determine next steps	Decide if an intervention is actually needed. Continue monitoring student progress.