



The New York State Seal of Biliteracy (NYSSB) Guidance Toolkit

Module #4: Monitoring Student Progress



Module Objectives

Participants will be able to:

- Share two ways to monitor student progress;
- Understand how to use a rubric to assess the Culminating Project Presentations; and
- Generate questions for use at future Culminating Project Presentations.

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- Suggested Timeline - Promotion and Recruitment Stage
- Warm Up - Create a metaphor about the School Notification Form process
- Share with a partner:
 - One promotional material created or used by your district
 - Choose one to share with the whole group
- Gallery Walk:
 - Draft of your school's Student Application
 - Draft of your school's Culminating Project Rubric
- Supporting students throughout the NYSSB process
 - Defining the roles and responsibilities of:
 - The Seal of Biliteracy candidate;
 - The candidate's advisor; and
 - The Seal of Biliteracy Coordinator.
 - Things to consider:
 - Time - How often will students meet with their advisors? How will their progress be monitored? How will the coordinator track data?



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- Location – Where will meetings take place? Will meetings be in person or online?
- Format – What methods or tools will be used for communication and progress monitoring?
- Resources:
 - Advisor-Candidate Meeting Log with exemplar template ([Excel](#), [PDF](#))
 - [Sample NYSSB Role Checklist](#)
 - Using the [End-of-Year Data form](#) to track student progress
- Preparing Students for Panel Presentations:
 - STEP 1 - Analyze the rubric ([sample](#) or your own) and discuss Interpersonal language skills to be assessed.
 - STEP 2 - Using the rubric, create questions for the panel members to ask the student.
 - STEP 3 - [Model Student Panel Presentation: “How Shall We Overcome?”](#)
 - Where does the student fall on the rubric?
 - What questions did you hear?
 - What questions might you add?
- Questions?
- Next meeting: _____



Before the next Module meeting, please do the following:

- Bring a draft of your culminating project and rubric; and
- Consider whom you might ask to serve on Interview Panel(s).



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For more information on the NYSSB, please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505. New York City Department of Education schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.

[The OBEWL New York State Seal of Biliteracy website](#)

[Regional Bilingual Education Resource Network \(RBERNs\):](#)

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)