



## ANECDOTAL RECORDS IN YOUR CLASSROOM

### Are your children learning what they need to know?

- Watch children during everyday classroom activities so you can monitor progress toward their goals.
- Write down what children do or say. This will help you understand how they are learning, so you can identify changes that would help specific children.

### Use these steps to collect anecdotal records.

- Plan ahead to collect information in important curriculum areas.
- Choose the skills to observe during different activities and in different areas in your classroom.
- Include the date and time, names, setting, curriculum area, and an objective description.
- Keep it simple—use clipboards, labels, sticky notes, paper, or an activity matrix. Choose the most efficient method for your teaching team.
- Go high tech—record observations using a handheld electronic device.

### Include the components of an effective record.

- Write a brief, accurate, objective description—what you see or hear. What are children saying or doing that shows their learning? Are you writing down facts, not opinions? Did you provide enough detail to capture the moment?



- Describe children's progress toward important learning goals. When you know how well they are meeting goals, you can share this information with parents and specialists.

### Use anecdotal records to better understand your children's learning.

- Enter the information into your program's curriculum or assessment system. Make sure the observations you collect are well-organized and easily accessible.
- Analyze your records so that you know whether children are learning what they need to know.
- Use the information to improve children's learning. If some children are struggling, use your observations to decide which goals need to be adjusted. Decide what and how to teach.