

## Teacher's Guide to One-on-One Conferences

### Materials

Always have the following materials ready for each student conference:

*Teacher-tip: Write down the materials that the students need to bring on the board and remind them before you begin conferencing*

- Student Feedback Report
- Student Work
- Student Reflection Worksheet
- Rubric
- Student Tracker

### Questions

Use these guiding questions to help facilitate your conference:

*Teacher-tip: Never ask yes/no questions!*

- How did you feel about this assignment before you started?
- How did you feel about this assignment as you were turning it in?
- What was the first thing you noticed about your Student Feedback Report?
- How do you feel about your rubric component scores?
  - You can be more direct if you would like the student to talk about one rubric component (i.e. "How did you feel about the Claim portion of the rubric?")
- What area of the rubric would you like to work on during our next assignment?
  - What is your goal score on that rubric component?
  - How can I help you reach that goal?
  - What are you going to do to make sure you reach that goal?

### Student Tracker

Use these guidelines to help make the most of [Marco Learning's Student Conference Tracker](#)

- Filter by student name so students do not see any other students' scores or become distracted by scores.
- After a couple of conferences with the same student, filter the sheet by student name so you can show the student how they have progressed throughout the year.
- Filter by assignment to independently reflect on students' feelings about that particular piece of work. Note any trends and reflect on how you can use qualitative data to improve your practice. Filter by rubric to notice if students are performing better on certain rubric components for different types of writing assignments.
- Record all meaningful dialogue! Use this sheet to help facilitate parent phone calls and conferences.

## Implementation

Use these tips to help make conferencing run smoothly in your classroom:

- Assign a silent, independent activity for students to work on while you are conducting conferences
  - Marco Learning's Student Reflection Worksheet works well, but not until students are confident completing it without your help.
  - Consider conferencing during silent activities you already have built into your lesson plans (SSR, independent practice, time to work on homework at the end of class, etc.)
- Strategically choose which students you need to prioritize.
  - Chances are, you are not going to be able to conference with all of your students (or even half of them) in one class period. To start, make a list of 5 to 7 students you want to meet with.
- Set a timer.
  - We love giving feedback, and we know you do too! It is so easy to get carried away; set a timer for each student conference. We recommend no longer than 5 minutes, with 3 and a half minutes being the sweet spot.