

**Scoring/coding your student comments to identify themes: Part 1**

1. First, examine numerical scores (= *frame of reference*)
2. Steel yourself → **INITIAL READ**
3. Walk away for at least 24-48 hours: breathe, exercise, rest ...
  
4. 2<sup>nd</sup> reading → **record perceived themes**
  - a) both positive AND negative
  - b) examine list for themes that are related and can be combined

STRENGTHS	POTENTIAL AREAS of IMPROVEMENT

**Scoring/coding your student comments to identify themes: Part 2**

5. 3<sup>rd</sup> reading = “coding”
  - tally number of comments per theme
  - combine themes if/as necessary
6. Analyze data for Take Home lessons:
  - Keep, discard, modify – Write these down
  - Meet with teaching colleagues to discuss

**PRELIMINARY ANALYSIS (Action Items)**

**KEEP**

**MODIFY**

**DISCARD**