



TOOL // Learning Skills and Work Habits Chart

What is it used for?

The tool is an organizational chart that allows educators to collect anecdotal comments on student's demonstration of the learning skills.

How do you use it?

The teacher, over time, records letters (E, G, S, NI) or comments to reflect observations of students' application of the learning skills from the provincial report card. The teacher has one sheet per student in a binder or on a clipboard and focuses on one particular area at a time.

How do you adapt it to other subjects and topics?

This tool is applicable to any grade level as the learning skills are consistent across grade levels.

Learning Skills and Work Habits

Name of Student: _____

Term: _____

Learning Skills	Date	Date	Date	Date
<p>Responsibility</p> <ul style="list-style-type: none"> - fulfills responsibilities and commitments within the learning environment - completes and submits class work, homework, and assignments in agreed upon timelines - takes responsibility for and manages own behaviour 				
<p>Organization</p> <ul style="list-style-type: none"> - devises and follows a plan for completing work and tasks - establishes priorities and manages time to complete tasks and achieve goals - identifies, gathers, evaluates information and resources to complete tasks 				
<p>Independent Work</p> <ul style="list-style-type: none"> - independently monitors, assesses and revises plans to complete tasks and meet goals - uses class time appropriately to complete tasks - follows instructions with minimal supervision 				
<p>Collaboration</p> <ul style="list-style-type: none"> - accepts various roles and an equitable share of work in a group - responds positively to the ideas, values, and traditions of others - builds healthy peer relationships - works with others to resolve conflicts - shares information and resources to problem solve and make decisions 				
<p>Initiative</p> <ul style="list-style-type: none"> - looks for and acts on new ideas - demonstrates capacity for innovation and a willingness to take risks - demonstrates curiosity in learning - approaches new tasks with a positive attitude - advocates for the rights of self and others 				
<p>Self-Regulation</p> <ul style="list-style-type: none"> - sets own individual goals - seeks clarification when needed - assesses and reflects on own strengths and needs and interests - identifies learning opportunities and choice - preserves and makes an effort when responding to challenges 				

E = Excellent G = Good S = Satisfactory N = Needs Improvement