

SCAN - PLAN - DO Strategy

Teachers, Parents and Others,

This strategy is designed as a **metacognitive** strategy to encourage students to think, prior to starting their work, about what they are going to do and how they are going to get it done. While we want students to initiate assignments quickly, we find that thinking about the assignment for a few minutes before beginning helps students start the assignment with more confidence. Especially when using virtual learning, the student often forgets the information you have shared leading up to the assignment as soon as they have logged off. You can reinforce their goal setting, planning, self-evaluating and successfully reaching their goals by **explicitly teaching** them how to use this strategy and **modeling** its use. It does not lock you in to using it the same way for all students; you can use your creativity to **differentiate, individualize** and meet the needs of all your students. Parents who see their student having difficulty beginning an assignment can use this to help them get started.

Directions for using. Start by talking about how this strategy will help the student and explicitly teaching this strategy. Model the use in your teaching right before you ask students to begin an assignment. Teachers teaching virtually may find it helpful to use this structure right before logging off prior to students completing work independently. When first teaching students to use it, have them manually check off that they have considered each component. When students have been using it long enough to make it an automatic part of their initiating, they will not need to manually check off the questions on the form.

For secondary students, we use the word Analyze in place of Scan.

Elementary
Scan, Plan, Do

Scan

Look over the assignment.

Ask yourself these questions:

- What is it I have to do?
- Will there be a product? If so, what will I need to submit?
- How much time do I have to do this?
- Do I foresee any problems?

Plan

How will I complete this assignment?

- Ask yourself these questions:
- Do I have everything I need to complete this?
- How should I divide my time?

- Do I see that I may have problems with this assignment? What can I do about the problems I have identified?
- Am I ready to begin?
- Don't forget to check my work before submitting.

Do

I am starting my plan.

- I will check the time—I can use a timer to help me with keep on track with time.
- I will divide the assignment into sections if it is a long assignment. Then, I will work in sections.
- I will check my work and fix mistakes if any.
- I will submit the completed assignment.