

Documentation

Workshop

# Today's Training

- (1) What is documentation? What does it include?
- (2) What is the purpose of documentation?
- (3) How will we do documentation this semester?
- (4) Discussions

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What is documentation?

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What is documentation?

*Discuss in your groups.*

# What is documentation?

Watch this video.

What are your thoughts? What is documentation?



YouTube video is [here](#).



# What is documentation?

## Definition

“Documentation records the experiences of children in the classroom. It makes children’s learning visible and encourages them to become central to their own learning.”

“The information can be used for reflection by teachers and children to extend and enhance learning and to explain the steps and details of a long-term project or investigation.”

<https://www.rootsandwingsfc.com/documentation>



# What is documentation?

## Definition

Documentation is a record of what students have done in the classroom.  
(Photos, videos, work samples, learning material, notes)

It is used to show the learning that has happened, and  
for reflection by teachers and students to inform future learning.

<https://www.rootsandwingsfc.com/documentation>

# What can documentation include?

Discuss in your groups.

# What is documentation?

Documentation can consist of:

- The documentation panels.

- Other forms.

Our observation forms and portfolios, other notes, videos, photos, files saved on the computer.

What can documentation include?

# Student Work Samples



What can documentation include?

# Student Work Samples





What can documentation include?

# Student Work Samples



## What can documentation include?

# Student Quotes



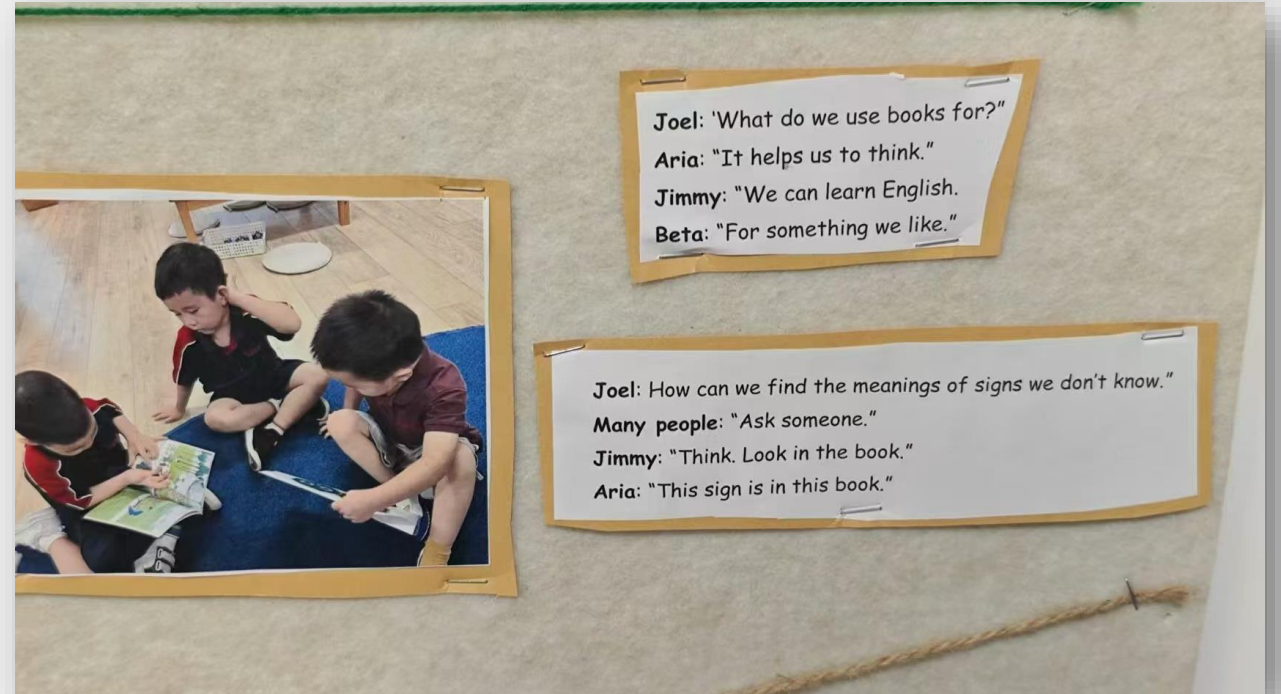
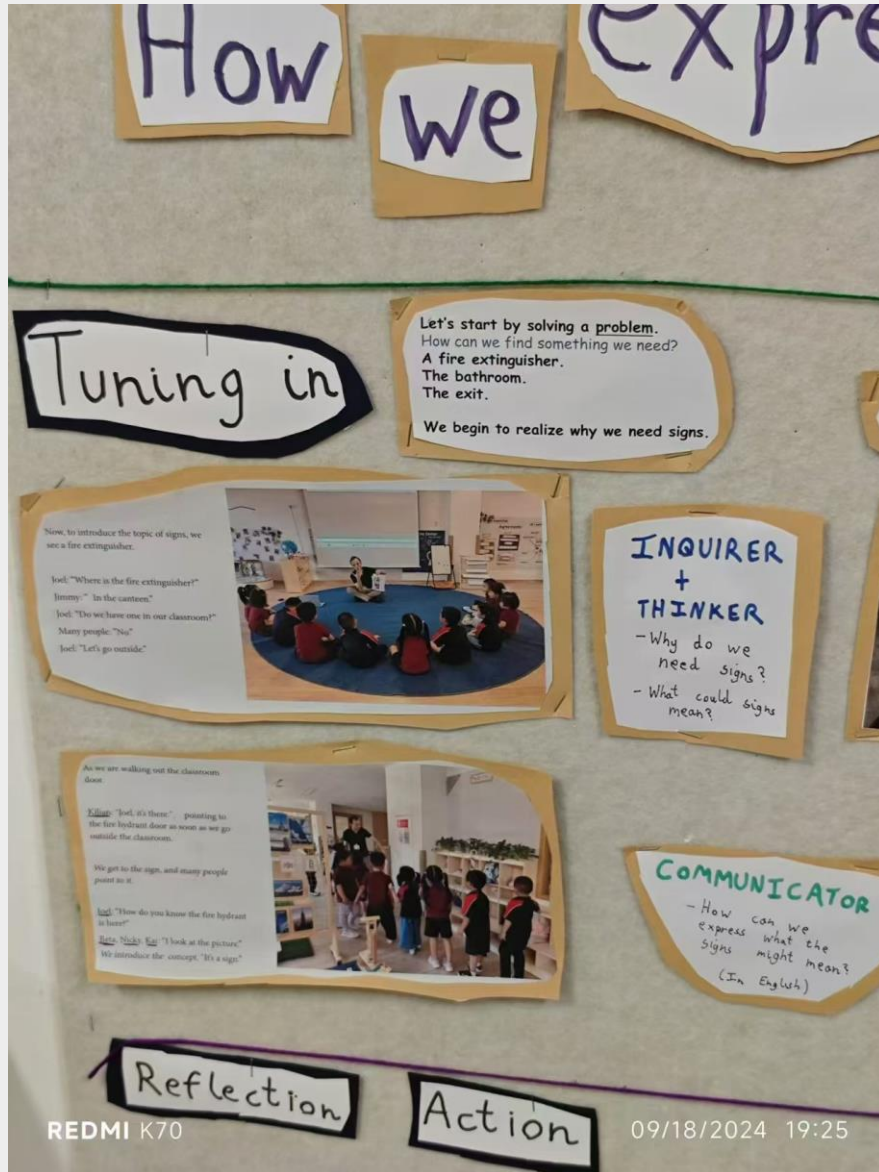
What can documentation include?

# Student Quotes



## What can documentation include?

# Student Quotes

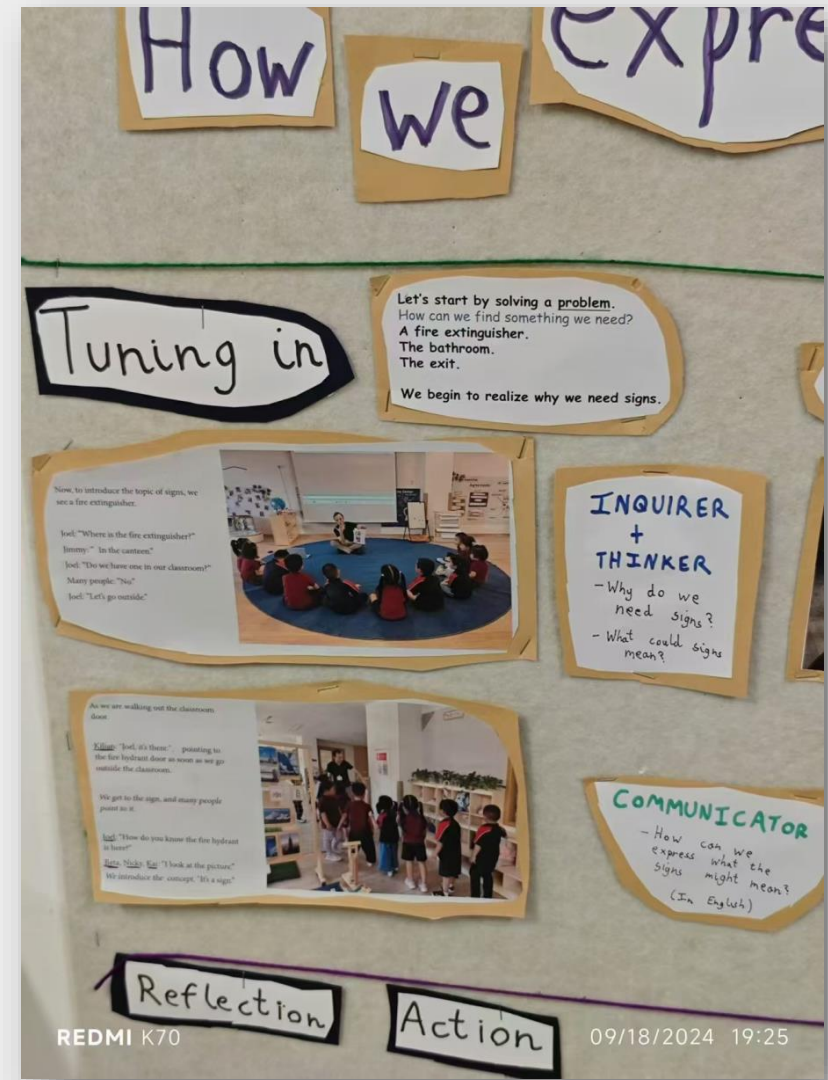
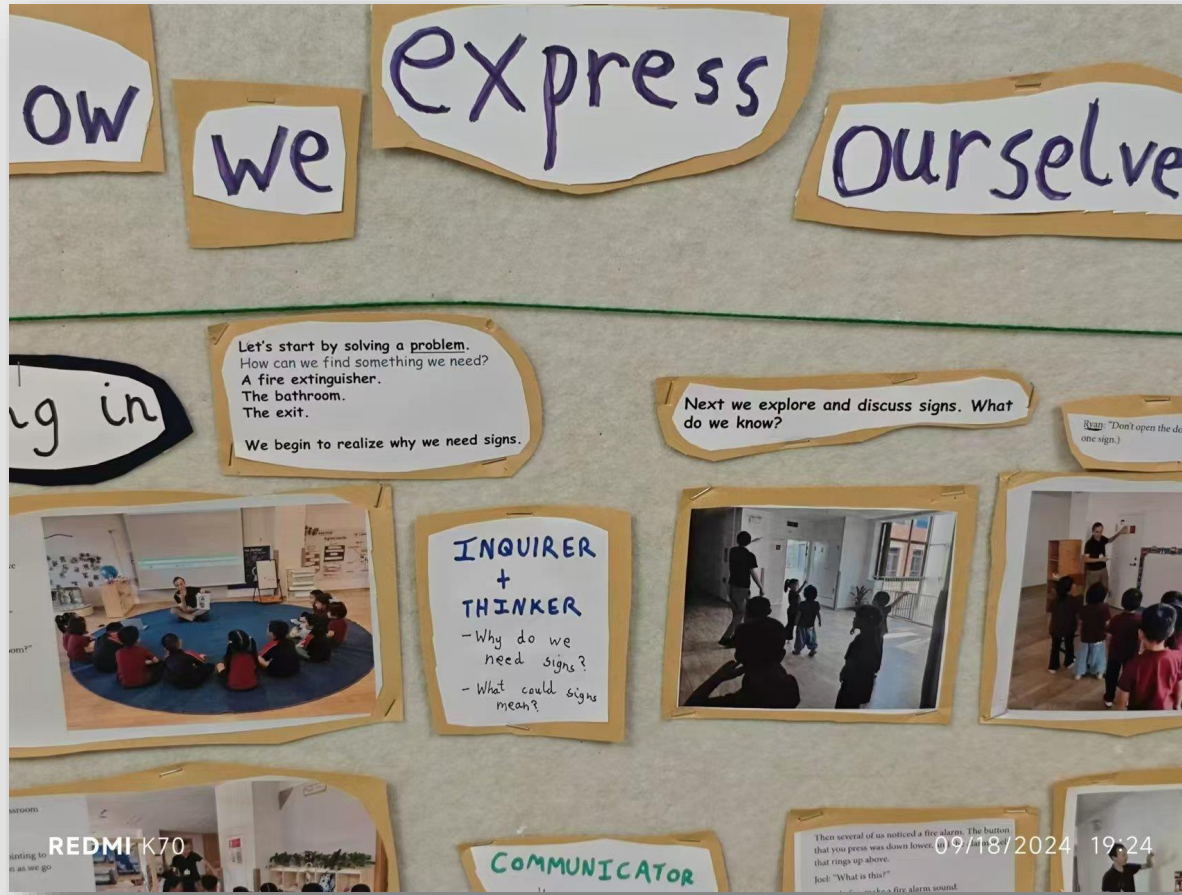


What can documentation include?

Descriptions of photos  
and work.

# What can documentation include?

# Descriptions of photos and work.



What can documentation include?

# Reference Materials



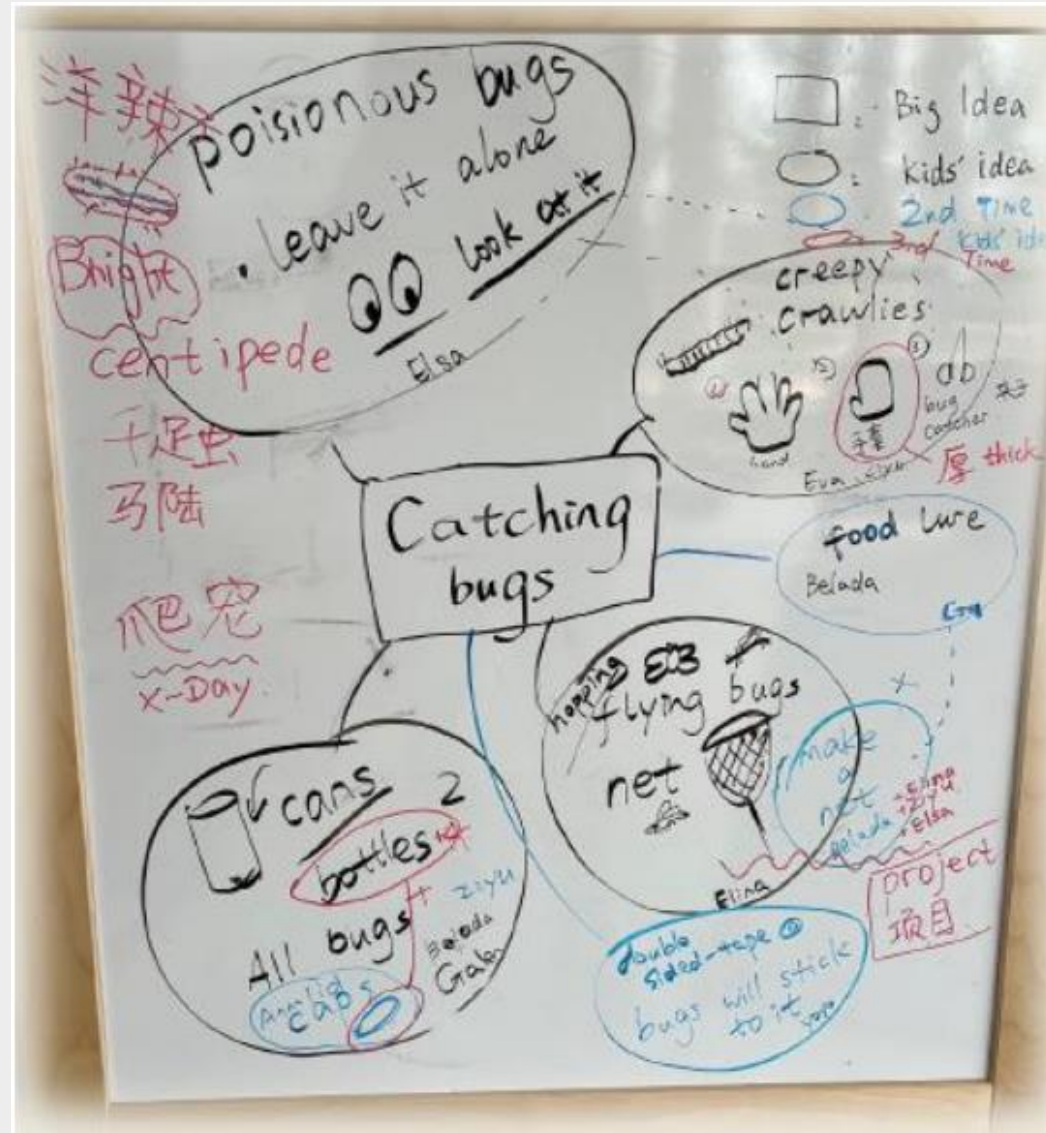
What can documentation include?

# Reference Materials



What can documentation include?

# Mind maps of your project topics.



What can documentation include?

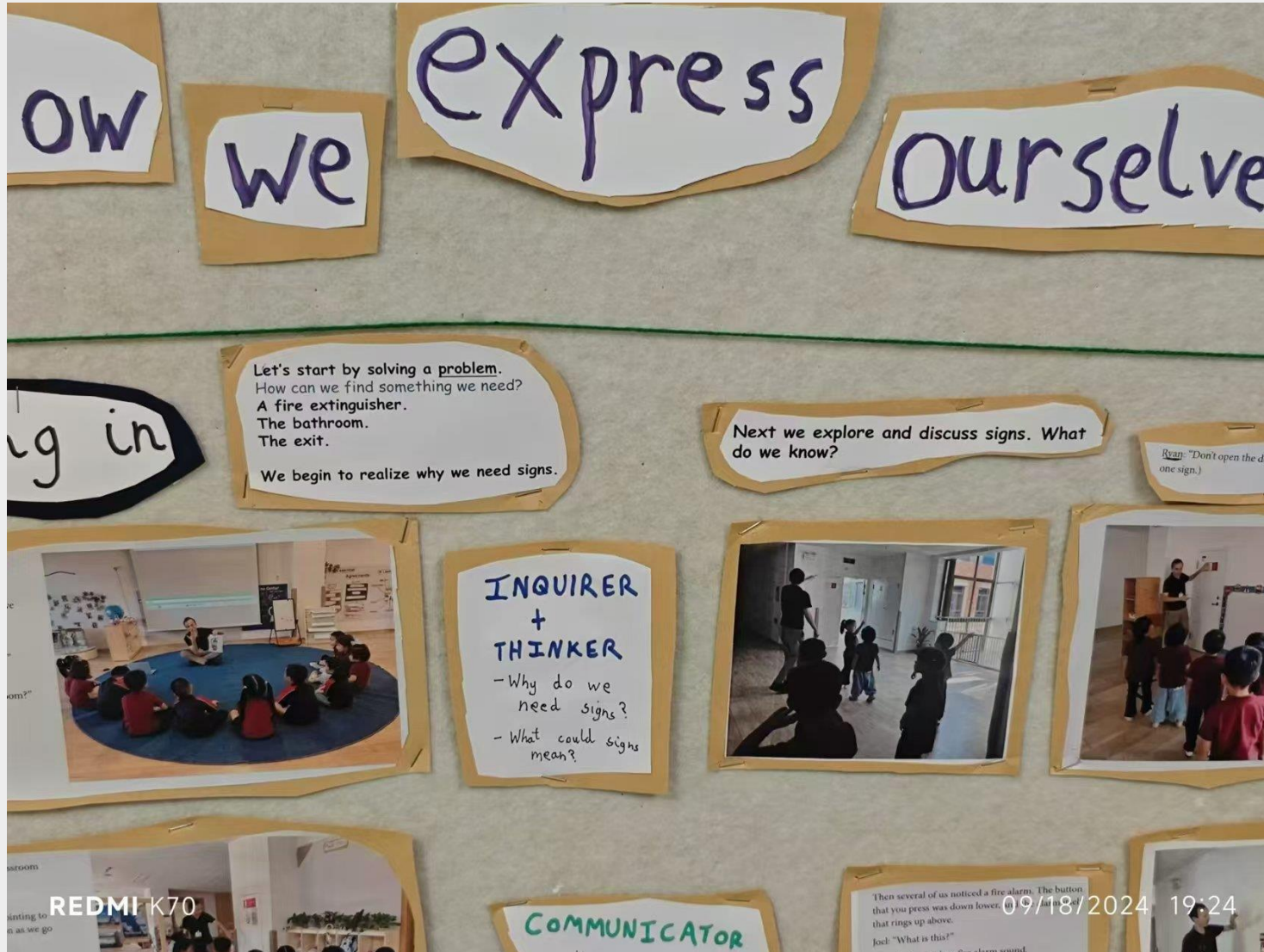
QR codes.





What can documentation include?

Can include the IB Learner Profiles.





## What can documentation include?

# Teacher reflections



Teacher  
ponderings  
and  
wonderings.  
老师沉思和  
好奇



### Classification Again重新分类

Could we discuss in depth how the flowers are different and possible reasons? Or discuss further methods of identifying flowers and other living things?

我们可以深入讨论一下这些花是如何不同的以及可能的原因吗?或者讨论进一步鉴别花和其他生物的方法?

Could we continue to take further the idea of the flower signs. Put them all together in a PDF book and then share with our friends and family for example?

我们可以继续进一步研究花的符号吗?把它们都放在PDF书里,然后分享给我们的朋友和家人?

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What is the purpose of documentation?

Discuss in your groups.

# What is the purpose of documentation?

- Teachers can revisit what is happening in the classroom.

We can work together and decide where to go next.

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Let's practice.

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## *Let's practice.*

Watch the following videos and discuss the following questions.

(1) What can you learn about the students in the videos?

What are their strengths? What are their interests? Is there anything they might need support with?

(2) What next steps could you take as a teacher?

Discussions with the students? Teaching activities and provocations?

A presentation of  
**COLORADO DEPARTMENT of EDUCATION**



YouTube video can be found [here](#).





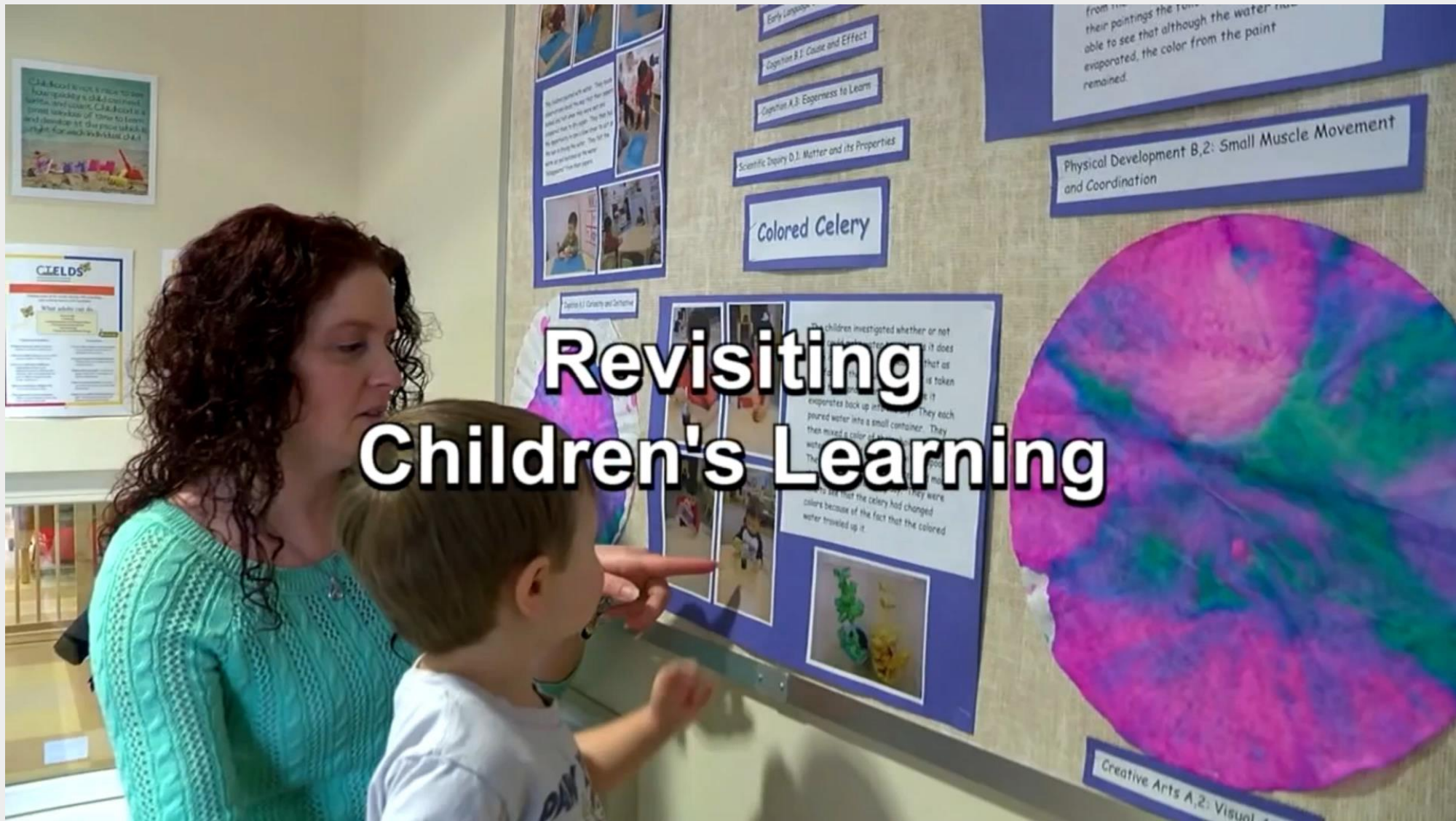
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# What is the purpose of documentation?

- Teachers can revisit what is happening in the classroom.

We can work together and decide where to go next.



# Revisiting Children's Learning

YouTube video can be found [here](#).

# What is the purpose of documentation?

- Teachers can revisit what is happening in the classroom.

We can work together and decide where to go next.

- Students can revisit previous work, with teachers or peers together, to reflect and take their thinking further.

(2) Use documentation as a provocation.





(2) Use documentation as a provocation.





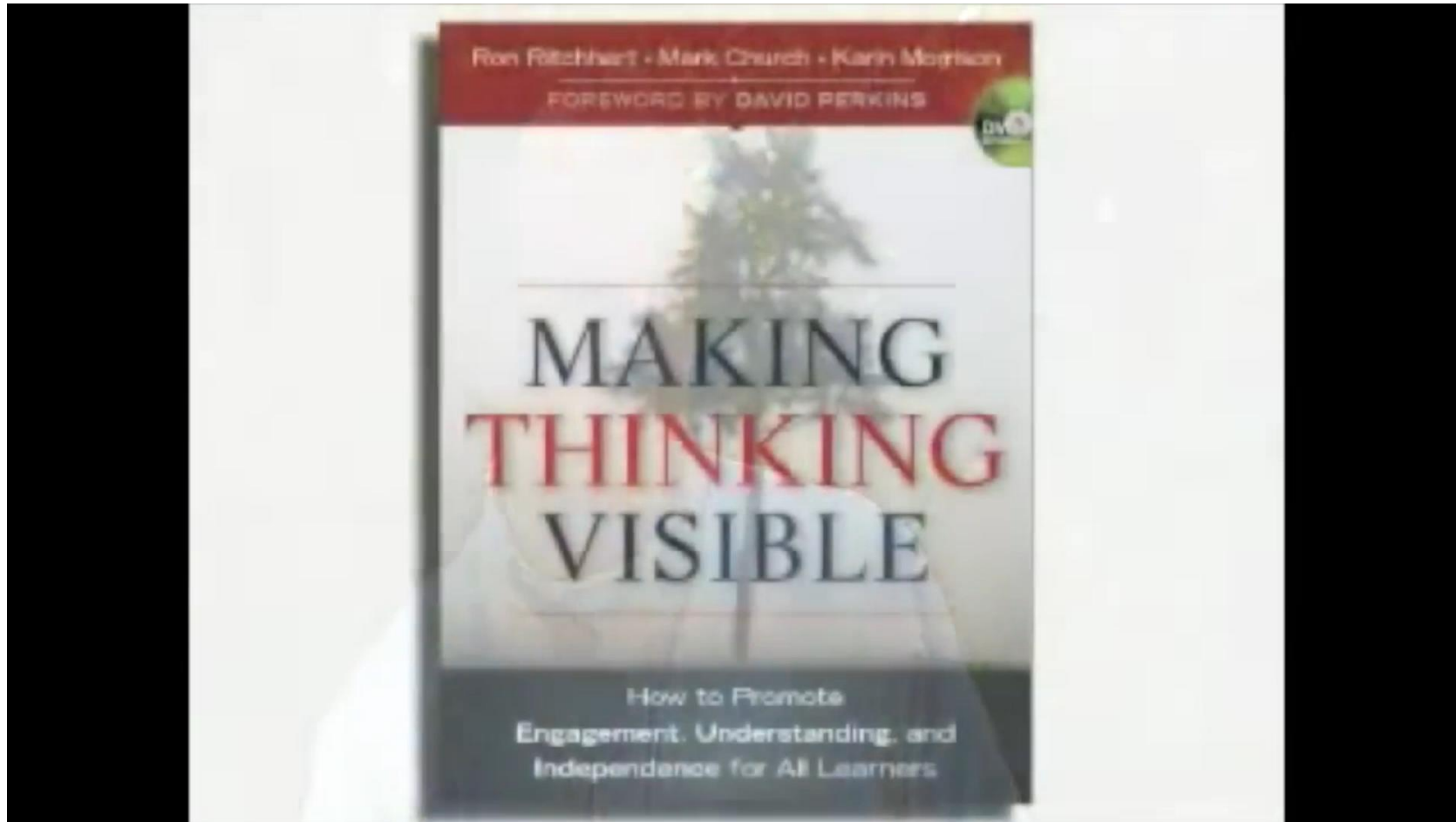
Use examples from the students themselves whenever you can for discussions/ “teaching”.



## What is the purpose of documentation?

- Teachers can revisit what is happening in the classroom. We can work together and decide where to go next.
- Students can revisit previous work, with teachers or peers together, to reflect and take their thinking further.
- Provocations and learning from each other. Students can be inspired by each other's work. Students can learn from each other and using their own experiences.





YouTube video can be found [here](#).



# What is the purpose of documentation?

Also:

- It can help make thinking and learning visible to students, teachers, parents and others in the school community.

How will we do  
documentation this  
semester?

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# How will we do documentation this semester?

We will continue with daily parental feedback, student observation forms, portfolios and other communication with parents.

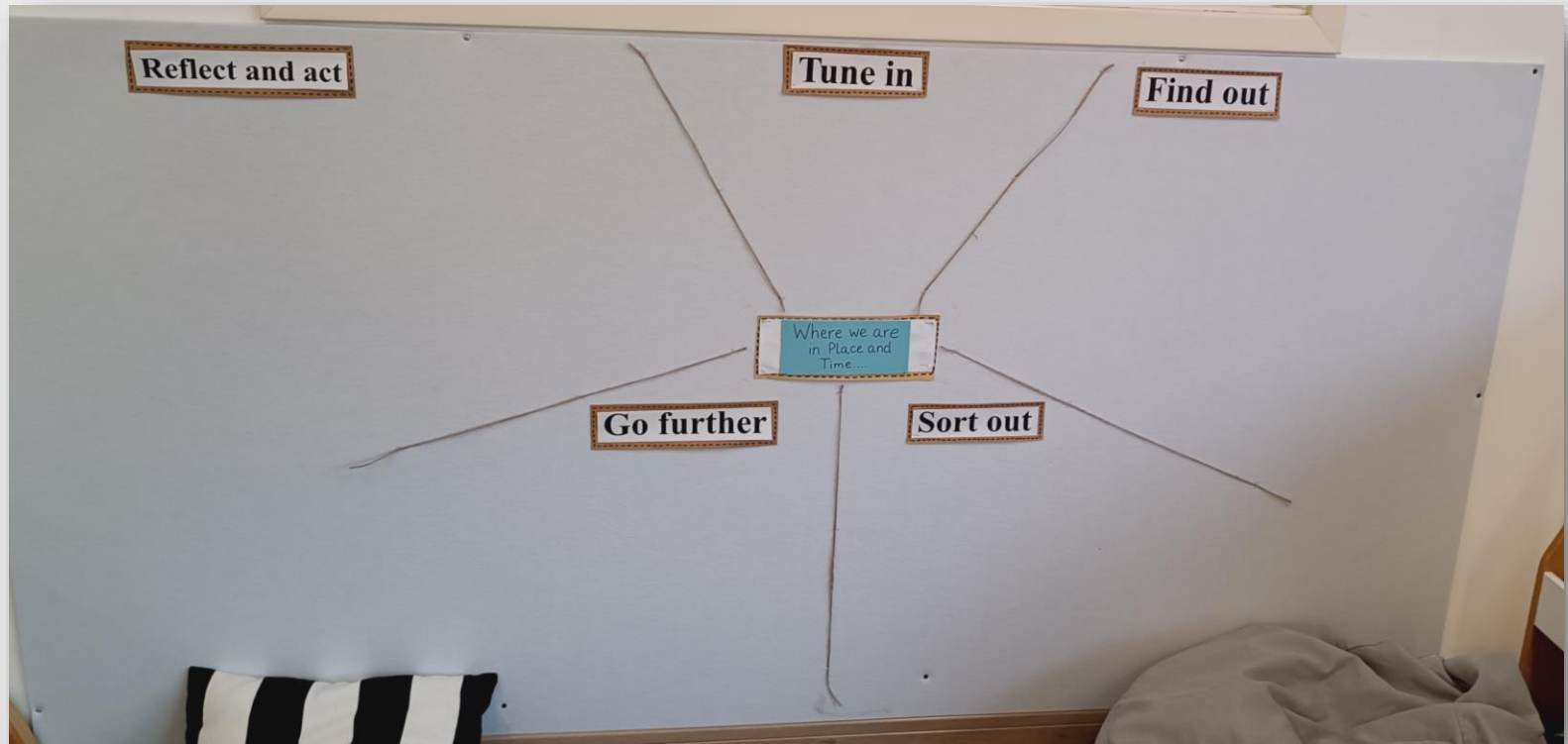
# How will we do documentation this semester?

We will continue with daily parental feedback, student observation forms, portfolios and other communication with parents.

## Documentation panels in the classroom:

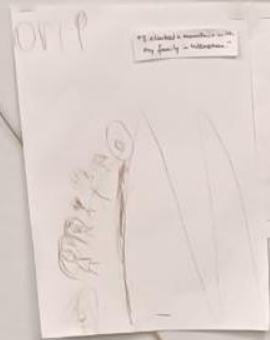
(1) IB phases of inquiry, documentation board.

**All teachers contribute.**





# Tune in



"I sketched a character with my family in Malawi."

"I went thinking and into the 'Dinosaur' from with my memory."

# Find out

Today was the first day back after the Spring Festival holiday! Everyone in P4 was excited to see all their friends and were very keen to play to our newly updated play, based on exciting new information. At the children's school school, they jumped over hurdles, played a drum, played an aerial ball, swayed in the lucky dip, and took some photographs to remember back all the children!



"I'm not Douglas's brother, they said they will read books, they had books and books."



# Where we are in Place and Time...



"The children designed and created their ideas for the Blue Air Lines logo."

# Go further



Children in Class 100 and Class 101 have been working on their 'Go further' project. They have been learning about the Great Wall of China and how it was built. They have also been learning about the Great Wall of China and how it was built. They have also been learning about the Great Wall of China and how it was built.



"I'm not Douglas's brother, they said they will read books, they had books and books."



"I didn't drawing of a place's history story."

# Sort out

Children in Class 100 and Class 101 have been working on their 'Sort out' project. They have been learning about the Great Wall of China and how it was built. They have also been learning about the Great Wall of China and how it was built. They have also been learning about the Great Wall of China and how it was built.

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BEA  
NXXXX  
PLIIP  
TO THE  
Z

"I'm not Douglas's brother, they said they will read books, they had books and books."

"The class called for lunch for to be the afternoon."





# The Inquiry Learning Cycle

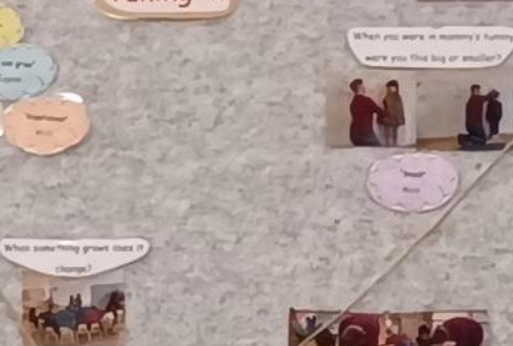
## Taking action

What can grow in a garden?  
What can grow in a pot?  
What can grow in a field?  
What can grow in a greenhouse?  
What can grow in a field?  
What can grow in a field?  
What can grow in a field?



## Tuning in

When you were in mommy's tummy were you this big or smaller?  
When something grows does it change?  
Growing up and Changing



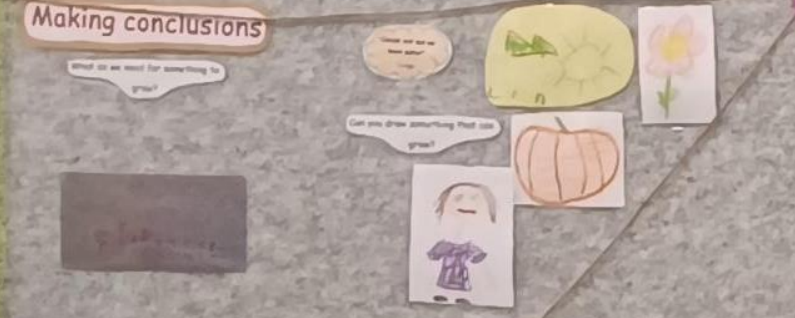
## Find out

By the time you are 10 years old you are much bigger!  
When you were in mommy's tummy were you this big or smaller?  
The most of the time all children all over the world have an older sibling and all the children in it is just because being the first of a generation does not make sense of the generations.  
Old people are big!  
What is a baby?  
What is a child?  
What is a young person?



## Making conclusions

What do we need for something to grow?  
Can you draw something that can grow?  
Can you draw something that can grow?



## Sorting out

Can you find a...  
What is a...?  
What is a...?  
What is a...?  
Look at the leaves you get outside and try to make a leaf.  
What can grow and change?  
What can grow and change?



## Going further



3  
SP C





# How we express ourselves

Central idea: people create signs and symbols to convey information

## Tuning in

Let's start by asking a problem: How can we find something we need? A fire extinguisher. The bathroom. The exit.

Next we explore and discuss signs. What do we know?



**INQUIRER + THINKER**  
- Why do we need signs?  
- How could signs help?



**COMMUNICATOR**  
- How can we know what the sign might mean?  
(in English)

Students are asked to create a sign for a problem they have. They are given a list of signs to choose from and are asked to create a sign for a problem they have. They are given a list of signs to choose from and are asked to create a sign for a problem they have.



## Reflection Action

## Finding out

Scavenger Hunt - One on campus and one in a local community



Research practice - can we find signs and their meanings in books?



What do you see in the book? How do you think the author is using signs? What do you think the author is trying to say? How do you think the author is using signs? What do you think the author is trying to say?

## Sorting out

## Going further

# How will we do documentation this semester?

## Documentation panels in the classroom:

(1) IB phases of inquiry, documentation board.

English and Chinese teachers can contribute.



## (2) Use documentation as a provocation.



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(3) Wonder Wall

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## Documentation panels in the classroom:

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English and Chinese teachers can contribute.

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Develop a habit of discussing documentation with students.

# How will we do documentation this semester?

What to include:

- Student work samples.
- Photos (+ brief descriptions)
- Student quotes.
- Reference materials
- QR codes to videos.
- Mind maps
- Teacher reflections



# How will we do documentation this semester?

Always, always, always remember the core purposes of decoration. It is not decoration!

Recap:

What are the purposes?

How will we do documentation this semester?

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As you feel ready, you can begin to add further documentation around the classroom.

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Remember:

- Collaboration between the teaching team is very important.

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## Remember:

- Collaboration between the teaching team is very important.
- Have discussions on your documentation to plan next steps.
- Use documentation for planning next steps for teaching activities and provocations.

# How will we do documentation this semester?

As you feel ready, you can begin to add further documentation around the classroom.

## Remember:

- Collaboration between the teaching team is very important.
- Have discussions on your documentation to plan next steps.
- Use documentation for planning next steps for teaching activities and provocations.
- Feel free to go to other teachers also.



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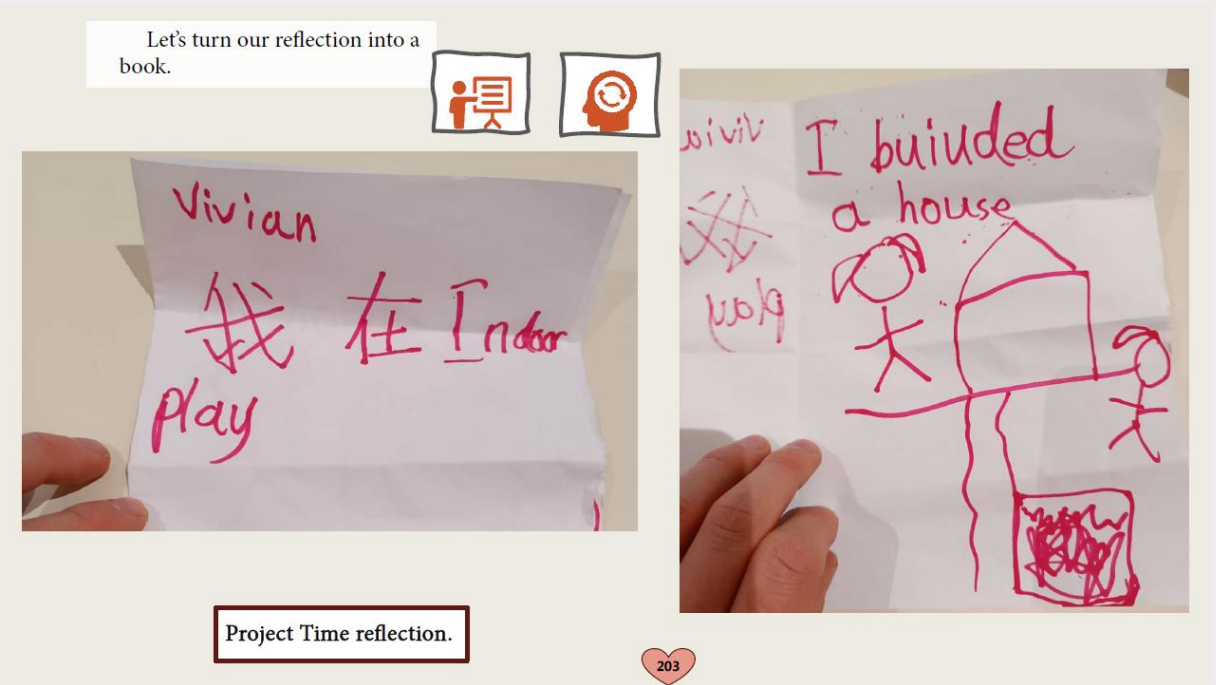
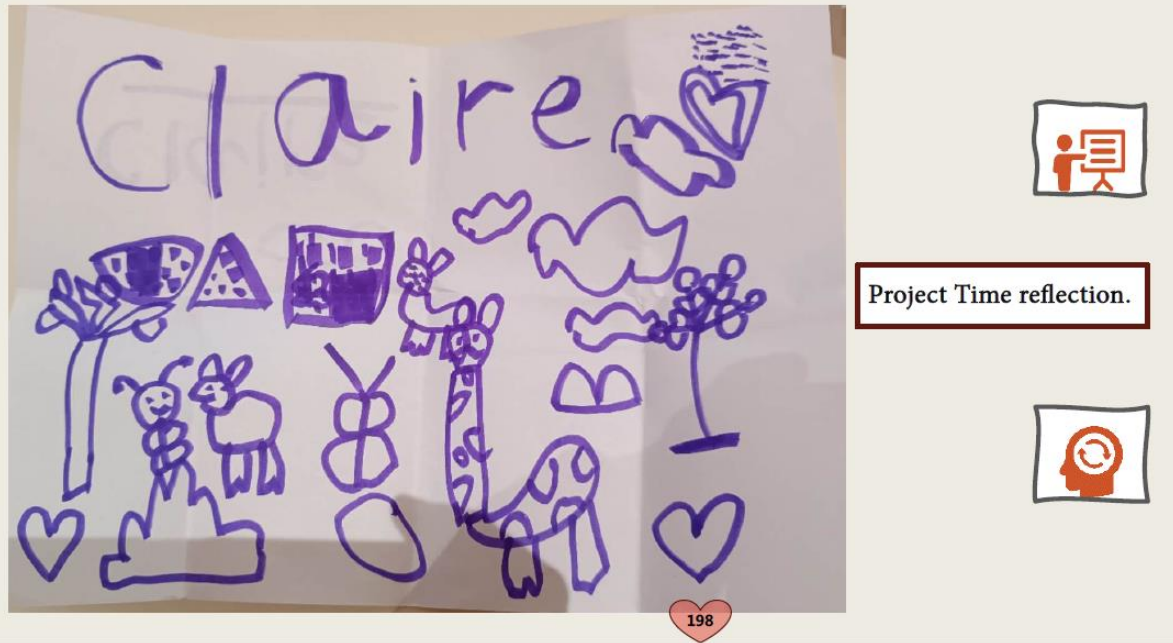
## Discussion Questions

(1) How can children be involved in the documentation creation?

(2) How can documentation be used with students?

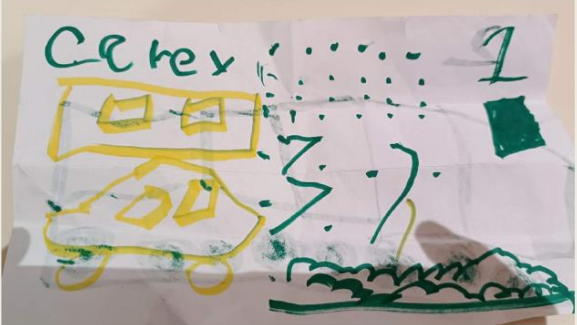
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Students could help take photos and draw pictures of what they have done.



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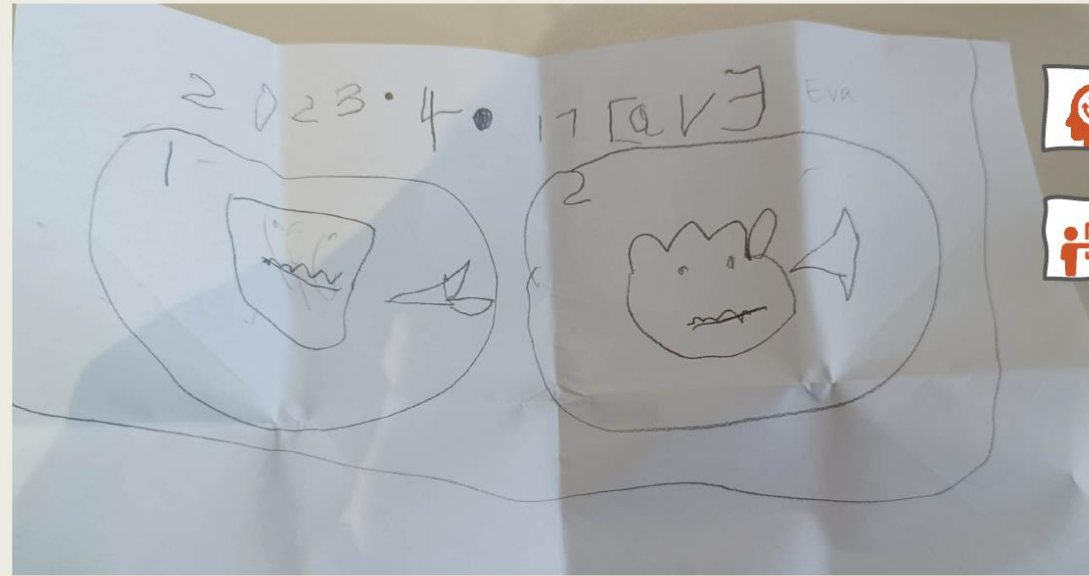


There are two parts to indoor exploration.

Project Time reflection.



204



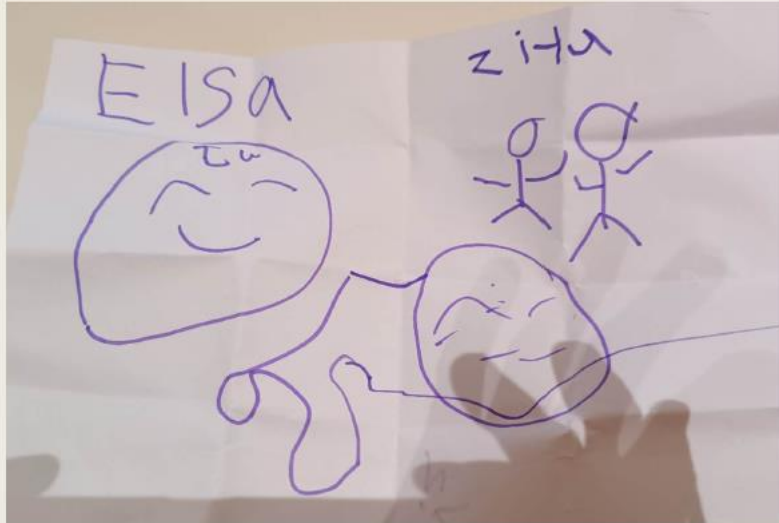
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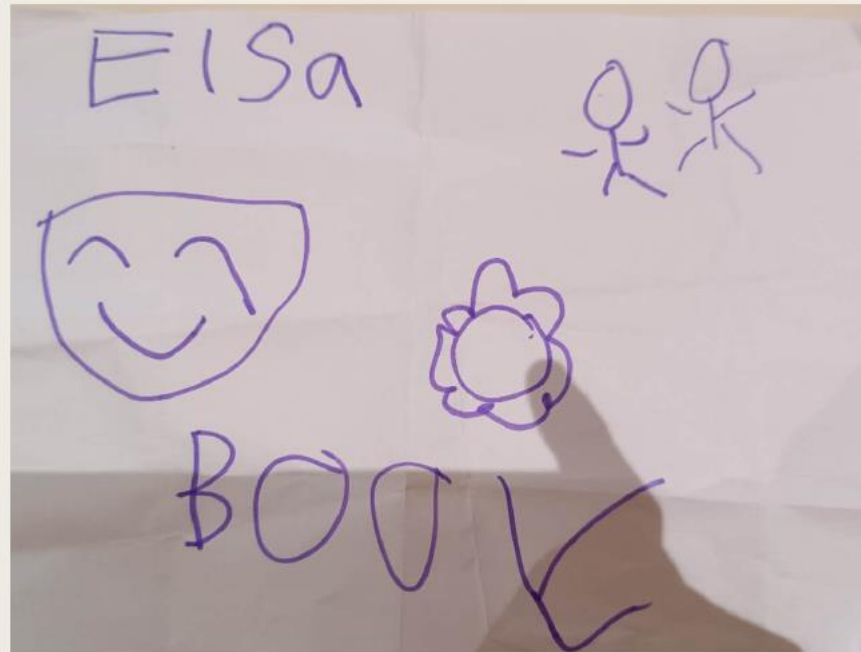
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# Making Documentation with Students

Students could help take photos and draw pictures of what they have done.



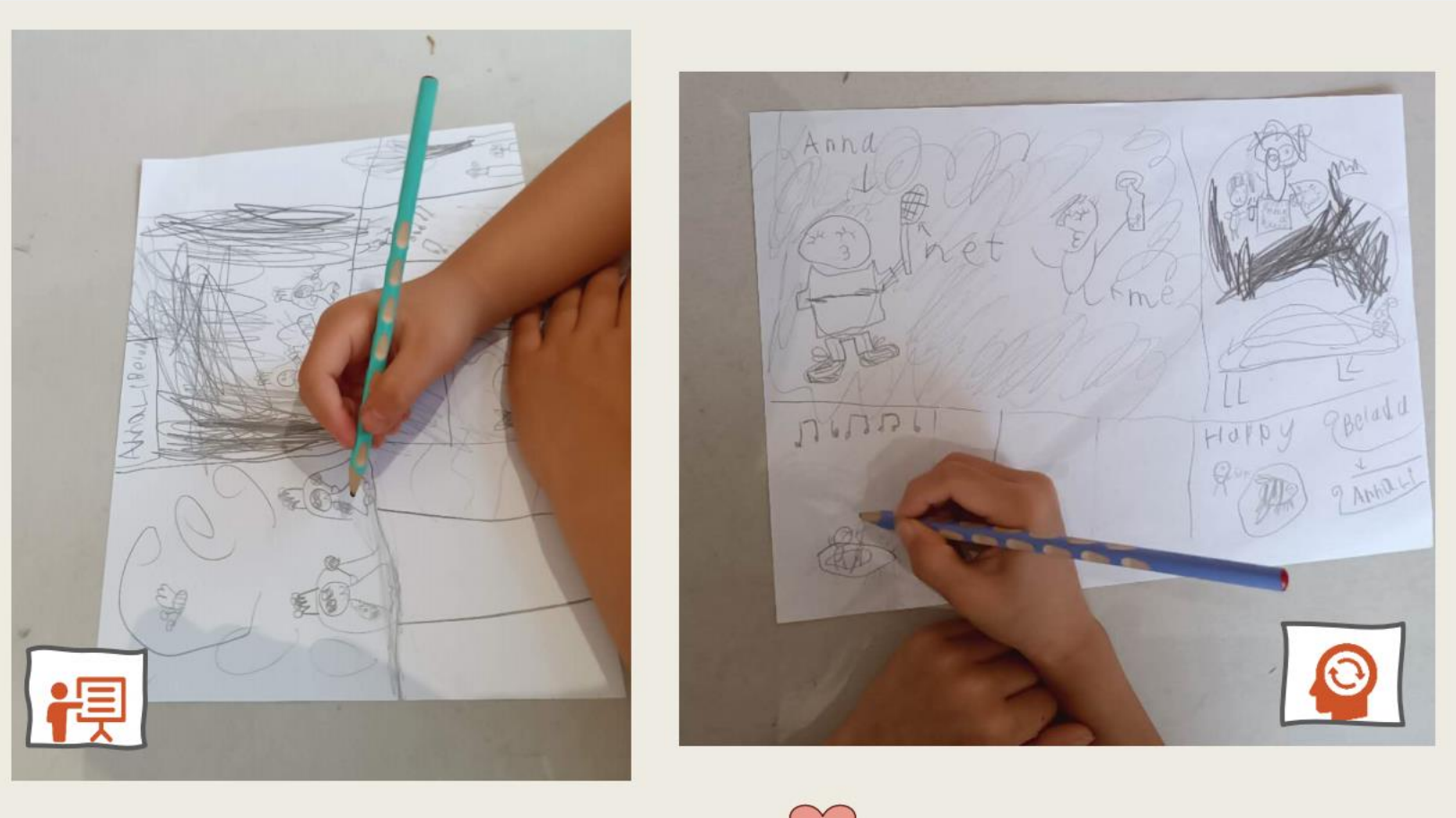
Project Time reflection.





# Making Documentation with Students

Students could help take photos and draw pictures of what they have done.



# Making Documentation with Students

Students could help  
arrange documentation.

# Discussion Questions

(1) How can children be involved in the documentation creation?

- Discuss with students what to display? Students help take photos?

(2) How can documentation be used with students?

- Discussions during circle time?

- Individual discussions during project time?

# Discussion Questions

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## Discussion Questions

(1) What are some challenges to implementing documentation in this way, and some potential solutions?



# Key Points - Review

- (1) What can documentation include?
- (2) What are some key purposes of documentation?
- (3) How will we use documentation this semester?

# Key Points - Review

## (1) What can documentation include?

Photos and descriptions, student quotes, videos (QR codes), teacher reflections, student work samples.

## (2) What are some key purposes of documentation?

Teachers can reflect on learning to plan next steps, students can reflect on learning, students can be inspired by each other, students can learn from each other, showing the learning process, teachers can use it to learn and become better teachers.

# Key Points - Review

## (3) How will we use documentation?

- Continue with 'Daily Diaries', student portfolios, student reports, other parent communication.
- An IB documentation display panel, showing the learning process with the stages of inquiry.
- Begin to practice using documentation as a provocation.
- Wonder Wall.

Add further documentation as you feel ready.

- *Collaborate as a teaching team on creation and use of documentation in planning next steps.*
- *Discuss in collaborative meetings.*
- *Use and create documentation with students.*

- Helps students learn from each other and inspire each other.
- Helps students reflect on their past experiences and take thinking further.
- Helps your teaching team reflect on how to best support students.
- Makes the learning process visible to students, parents and the school community.
- Can help you reflect to become a better teacher.

Good luck this semester!