Modern Teacher Grading Checklist

to Instantly Save 2 Hours a Week



Hi, I'm Jessica!

For the last 3 years, I've helped teachers get 80% of their time back by showing them new and innovative ways to get their tasks done and grading done so they can have a lifestyle outside of teacher work all the time.

After 10+ years in the classroom, I quickly realized that my Masters Degree in Education wasn't helping me to live the life I always dreamed of… spending 1-2 hours every evening and 3-4 hours each weekend to get in all my grading and progress monitoring was not my idea of the ideal teacher lifestyle.

My relationships suffered and I wasn't able to hang out with my husband. My health suffered because tasks became more important than eating. All I wanted was to enjoy my time in the evenings, weekends and summer spending time with my family outside camping, hiking and fishing. Making memories.

There had to be a better way...after years of struggle I found it!

A way to grade in less time + finally get more free time

On this checklist, we'll walk through how to instantly save yourself up to 2 hours per week of grading. If you are a busy educator, you may push grading off til the end of the grading period.

So this checklist is for forward thinkers who are open to shifting their grading workflow so they can ease the piles of grading that stare them down week after week (hello weekends free with grading to catch up on).

The Set Up

Most teachers I know keep a pile of papers in tow with them with the hopes of getting in some grading when they have a few minutes.

The problem with that, is thinking the old way about getting grades in when there's a few minutes will get you old results = grading piling up til end of grading period.

The new way is this…

Instead we have to think in a new way called "undercover grading"

We do this behind the scenes during the week where we create a plan to find pockets to grade consistently week in and week out.

In turn reaping the results by the end of the grading period = no extra work.

- ☐ **Designate 1-2 blocks of time each week (a prep, before or after school) to grade consistently. Schedule it on your calendar. Protect this time.**

The Modern Teacher Grading Checklist

Now that you've blocked out dedicated grading time and tossed out the old method of dragging the pile everywhere you go, let's talk about building in a grading framework using a simple checklist that instantly saves 2 hours in your week.

The truth is even if you block out time to grade weekly, without a plan to know exactly what you'll do with that block of grading time, chances are you'll become distracted which causes nothing but stress and anxiety when you DON'T get it done (who wants to live the next years of their career having that on their minds and chest?).

Using a simple checklist to grade below will allow you to create flow for yourself so you're not wasting time, you can just flow through each grading task.

When using the checklist, allow it to guide you, because there are just too many things beyond your control. You want to ensure the checklist keeps you moving forward and focused on your objective.

- ☐ **What am I grading? (one subject, one class, one class section)**
- ☐ **How will I grade? (one student at a time, one page at a time)**
- ☐ **Points assigned for each problem (by rubric, by me on a key)**
    - ☐ **Type of grading I will do for this assignment (Choose 1)**
        - ☐ **grade by points**
        - ☐ **grade for completion**
        - ☐ **grade with feedback**
    - ☐ **Feedback Sandwich (if grading with feedback, I will use this tool on ___ number of problems on this assignment)**
        - ☐ **Positive - "John, I really like how you… "**
        - ☐ **Something to work on - "I would have been nice to see…"**
        - ☐ **Positive - "Keep up the good work"**

Execution

The final piece of the puzzle is execution. Actually doing the grading consistently, you already know that you must have scheduled time and the checklist to guide you to accomplish your grading before the end of the grading window, now you need to execute.

The last thing you need is to procrastinate or find a rabbit hole that will take up more of your precious time.

Execution is the most important part to helping you complete grading in less time. But if you don't have the set up or framework, you can't execute.

- ☐ **When I sit down to grade I set a timer for the time I have allotted and ensure that my space is distraction free**
- ☐ **When the timer goes off, I note where I stopped and will pick up at my next scheduled grading block**
- ☐ **I will enter grades into the grade book**
    - ☐ **On the same day as I complete them**
    - ☐ **On a different day all at once**

That's a wrap!

Grading doesn't have to be difficult if you have the right set-up, checklist and plan for execution to get things done in LESS time.

When you accomplish grades quickly using the Modern Teacher Grading Checklist, you'll be able to get more free time during your evenings and weekends to do the things that you really want to do (insert family time, fun activities, free-time)!

If you are a teacher who wants more free-time to spend doing what you love, the next step is to hop on a short 20 min phone chat where we discover what's been holding you back from creating the lifestyle you want to live.

You'll also discover other areas of your teaching where you can save time, so you can keep your passion for teaching and still enjoy life without planning and marking on weekends and summers without prepping for the next year.

If it's important to you to live your life with quality and have balance between your career and the lifestyle you really want. Click here to find a time that works for you to chat so we can make a plan to get your time back and enjoy MORE family time, MORE time for yourself and MORE time doing whatever it is you enjoy!