TPS Regional Program
Quarterly Report User Guide

The Library of Congress has implemented a new reporting system beginning Fiscal Year 2021 (Oct. 1, 2020 through September 30, 2021.) This guide will assist Regional project leaders in completing the Quarterly Report, due January 1, April 1, July 1, and October 1. *Note: A copy of the report will be emailed to you at the address you provide in the report.*

https://illinoisstate.az1.qualtrics.com/jfe/form/SV_0CWax4vS2BzdggJ

Reportable TPS Events

Presentation	• 15 - 90 minutes; stand-alone session • Presenter-driven rather than activity-based
Workshop	• May be single or multiple sessions • Longer than 2 hours total • Interactive, facilitated engagement
Institute	• Multi-session workshop in which participants complete all or most TPS Program goals (See below)
Academic course	• TPS-focused course offered for academic credit as part of a regular academic schedule
Coaching	• Planned one-on-one or small group interaction • Not included as a session of another PD event

TPS Program Goals

Goal 1 Justify conclusions about whether a source is primary or secondary depending upon the time or topic under study

Goal 2 Describe examples of the benefits of teaching with primary sources

Goal 3 Analyze a primary source using Library of Congress tools

Goal 4 Access teaching tools and primary sources from loc.gov/teachers

Goal 5 Identify key considerations for selecting primary sources for instructional use (e.g. student needs and interests, teaching goals, etc.)

Goal 6 Access primary sources and teaching resources from loc.gov for instructional use

Goal 7 Analyze primary sources in different formats

Goal 8 Analyze a set of related primary sources in order to identify multiple perspectives

Goal 9 Facilitate a primary source analysis using Library of Congress tools

Goal 10 Demonstrate how primary sources can support at least one teaching strategy (e.g. literacy, inquiry-based learning, historical thinking, etc.)

Goal 11 Create a primary source-based activity that helps students engage in learning, develop critical thinking skills and construct knowledge

Reportable TPS Products

- Research or writing published in an academic or professional publication
- K-12 classroom activity or lesson plan
- Teacher professional development materials or syllabus
- Materials for promoting a TPS program and/or offering

Upload Report-related Files Acceptable file types: PDF, Document, Spreadsheet, and Graphic. Maximum size for each file is 16MB. Multiple files may be zipped and uploaded as one file.

Updated October 2020