QUARTERLY REPORT FORM QUESTIONS *(Condensed)*

Please provide information about all the Teaching with Primary Sources (TPS) professional development events that you led during this fiscal quarter and/or all TPS related-products that you developed.

Your information will be shared with the Library of Congress and the Teaching with Primary Sources Region that funded the project.

Note: You will have an opportunity to check and/or change your responses at the end of this instrument, before you submit your information. Your responses are automatically saved if you wish to take a break and come back later to complete your data entry. This will only work if you return to the same computer and use the same browser.

- **Enter the name and email address of the person completing this report.**
- **Provide the name of your institution or organization.**
  - If your TPS project has a specific website please provide the URL.
- **What is the status of your project?** (check box)
  - My TPS-funded project is currently open and has not reached its ending date.
  - My TPS-funded project has ended and its activities are being sustained.
  - My project was not funded by TPS, but our organization is conducting TPS related professional development activities.
- **Which region are you affiliated with?** (drop down)
- **What Fiscal Year are you reporting on?** (drop down)
- **What quarter are you reporting on?** (drop down)
  - If you're reporting an event that spans more than one quarter, please indicate the quarter in which the event was completed.

Event Types:

- **Presentation**: A stand-alone session lasting 15 minutes up to 2 hours.
- **Workshop**: This event type includes interactive, facilitated engagement by participants lasting more than two hours.
- **Academic Course**: This event type includes a course with a TPS focus offered for academic credit as part of a regular academic schedule.
- **Coaching**: This is a planned one-on-one or small group interaction, which is NOT included as a session of another PD event.
- **Product**: This is best described as something created by you or your participants with the intent to share with a wider audience. Examples of this include a primary source set, published article, or online interactive.

To report the **presentation(s)** you conducted this quarter, please enter the number of presentations below. If there are none to report, leave the 0 in the box and continue.

To report the **workshop(s)** you conducted this quarter, please enter the number of workshops below.

- Please keep in mind that we consider a multiday workshop one that has two or more sessions offered as a series with sequential information to the same participants. Furthermore, we consider a single-day workshop one that's offered one time to your audience. A single-day workshop may be repeated with a different audience more than one time, but each single-day workshop is counted as one workshop. If there are none to report, leave the 0 in the box and continue.
- Remember: If you are reporting a workshop that lasts more than one day, please report that workshop in the quarter in which it ended.

To report the **academic course**(s) you conducted this quarter, please enter the number of academic courses below. If there are none to report, leave the 0 in the box and continue.

- Remember: If your course spans more than one quarter, please report that course in the quarter in which it ended.

To report the **coaching session**(s) you conducted this quarter, please enter the number of coaching sessions below. If there are none to report, leave the 0 in the box and continue.

- Remember: if your coaching sessions span more than one quarter, please report the coaching sessions in the quarter in which they ended.

To report **product(s**) you or your participants developed this quarter, please enter the number of products below. If there are none to report, enter 0.

- Remember: If your product was developed over more than one quarter, please report the product in the quarter in which it was completed.

Based on the information about the activity that you indicated that was conducted (i.e. presentation, workshop, etc.) you will provide the following:

- Number of each activity conducted (presentation/workshop…)
- Title
- How it was conducted (online, in-person, blended (both in-person and online)
- List organizational partners (if any for activity)
- Number of participants
- Upload participant roster and any related materials
- Note: Academic Course will have additional information requested:
    - Identify the groups that took course (check from list)
    - Indicate teacher activities or products required (check from list)
- Note: Coaching Session(s) will have additional information requested:
    - Dates of coaching session(s)
    - Indicate the focus of the TPS coaching session(s)

- List any products created (additional information requested):
    - Indicate the category of each product
        - Academic/Professional Publication
        - K-12 Student Activities
        - K-12 Educator Materials
        - Marketing/PR Materials
        - PD Materials
        - Online Interactives
        - Preservice Teacher Materials
- Provide short narrative of 'any additional information' that you think is necessary/helpful
- Activity Details: Indicate/select the TPS Content covered by the activity (check from list):
    - Goal 1: **Determine** whether a source is primary or secondary depending upon the time or topic under study
    - Goal 2: **Understand** examples of the benefits of learning with primary sources
    - Goal 3: **Access** primary sources and related materials from loc.gov that support specific learning goals
    - Goal 4: **Use** Library of Congress Primary Source Analysis Tool and Teacher's Guides to observe, reflect, and question primary sources
    - Goal 5: **Identify** key considerations for selecting primary sources based on learner needs, interests, goals, and desire to create
    - Goal 6: **Understand** how to review and apply copyright information
    - Goal 7: **Apply** citation guidelines when using primary sources and other materials from loc.gov
    - Goal 8: **Analyze** primary sources in multiple formats
    - Goal 9: **Compare and Contrast** related primary sources to identify multiple perspectives
    - Goal 10: **Develop** inquiry, historical thinking, and literacy skills with primary sources
    - None
    - Other
- Indicate/select the groups reached by the activity (check from list)
    - Elementary/Secondary Teachers
    - Librarians/Media Specialists
    - Administrators
    - University Faculty
    - K-12 Students
    - University Students
    - Pre-Service Teachers
    - Community Members
    - Other
- Indicate Y/N if the **TPS Teachers Network** was used during activities
    - If yes, briefly describe the way it was used
- Indicate the states and congressional districts of participants (check from list)
    - Only indicate locations of which you are certain based on collected participant rosters
- Highlight successes and reflections
- Share any challenges or 'lessons learned'
- Share anything that "tells a story about the event(s)", i.e. quotes, evaluation results, etc.
- Indicate any projected grant activities for next quarter
- Share reflections on evaluation and assessment plans this quarter