

# Stoplight Protocol Instructions

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## Timing

The protocol is described below takes about 45 minutes to complete.

## Purpose

To inform participants about the steps of the Data Wise Improvement Process and provide an opportunity for reflection about where a school is with respect to the process. It also helps participants cultivate the habit of mind of **maintaining a relentless focus on evidence**.

## Materials

- A copy of the Data Wise Arrow for each participant (download from the Resources/Documents page of the Data Wise website)
- One inch dot stickers in red, yellow, and green (eight of each color)

## Steps

1. **1 MINUTE.** Tell participants that you are going to describe the key tasks involved with each step of the Data Wise Improvement Process and give them time to think about the extent to which those tasks are being performed at their school. They will capture their assessment by placing a colored sticker next to that step on the Data Wise Arrow handout as follows:

Red     We **don't really do** this step

Yellow   We **"sort of"** do this step (it happens in pockets or inconsistently)

Green   We **really do** this step and do it consistently

Ask people to choose a sticker without talking to or peeking at their neighbors. They should vote from their own experience and perspective, knowing that other people in the group may have different experiences. The most important thing, however, is that participants be able to cite evidence to support their response.

2. **24 MINUTES (roughly 3 minutes per step).** For each step of the Data Wise Improvement Process, read the key tasks that are associated with that step (these can be found on the Data Wise Rubric) and give people a minute to choose a sticker to place on their arrow.
3. **5 MINUTES.** Have participants share their arrow with the person sitting next to them.
4. **5-10 MINUTES.** Collect data on all of the arrows in the room. You can do this by using clicker devices, counting hands for the number of people who chose each color for each step, or simply having people hold their arrows over their heads and giving people a chance to look at one another's ratings. You can also make a large drawing or poster of the Data Wise Arrow and ask people to place new stickers on this arrow so that all of the information is in one place.
5. **10 MINUTES.** Ask people what they *notice* about the data about their perceptions of the extent to which the school is doing the key tasks associated with each step of the process, encouraging people to maintain a relentless focus on evidence as they do so. You can also open up the discussion to address what this activity made people *wonder* about the school's approach to improvement. Following this protocol with the Coherence Protocol can help ground the conversation in what is actually happening at the school.

