

Easy Five-Step Tutorial for Developing and Using Objectives:

1. What do you want teachers/students/participants to know and be able to do? (This step will be revisited as the assessment is developed, i.e., the assessment will determine the extent to which the participants have achieved the objectives.) Decide among objectives for content, skills, pedagogy (for teachers).
2. Determine which active/behavioral verb is best for assessing each behavior, which might include: explain, list, describe, interpret, compare, contrast, evaluate, predict, analyze, decide (NEVER 'understand'). Each objective must be measurable – in the assessment. If you have to ask yourself “how can I measure this?” you are on the wrong track. It should be obvious.
3. Look at your objectives to see if it isn't just a list of what you will do during the workshop.
4. Pare objectives down to the essential four to six. You might have to think about the larger idea for some of them. Are they going to “develop a histogram” or “organize data”? But remember, again, these are what you will assess.
5. Figure out within the workshop and/or at the end how you will assess the extent to which the objectives have been achieved. It doesn't require a test but you might just have participants post how they have organized data, reported out their claims and provided evidence, listed crucial rules/principles, provided ideas for implementing in the classroom.

SHARE THE OBJECTIVES WITH PARTICIPANTS

As you continue to develop workshops and write activities, please remember to “start with the end in mind.” Development comes *after* Step 1 (above).