**10 Ways for Teachers to Support Agenda Usage**

**❶ Explicitly tell students, “Write this in your agenda,” and wait for students to do it.**

Rather than saying, “Your homework tonight is…,” say, “Get out your agenda and write your homework…” It’s helpful to write this into your lesson plans as a way to help you explicitly remember to say this.

**❷ Build routines wherein students use their agendas.**

Start each week by having students write in the schedule for your class for the week. Or start each class period by having students write the objective or essential question of the lesson in their agenda.

**❸ Model agenda usage by having a weekly agenda on the wall.**

Students will benefit greatly by being able to see exactly what you expect them to write down in their agenda for your class, especially at first while you are helping them build the habit. Often companies that sell school agendas have laminated wall calendars available for teachers.

**❹ “Backwards map” major assignments together as a class.**

Anytime your students have a major project or test coming up, have them write down the due date in their agenda. Then help them through the process of brainstorming the components of the project, the time they need to complete these components, and their goal of when they should have each component done.

**❺ Use the agenda as a hall pass for trips to the restroom, nurses, office, etc.**

This is a great school wide initiative to get all students to use their agenda. Students are not allowed to leave the classroom without their agenda. This also provides teachers an easy way to track how many times students are leaving their class and other classes.

**❻ Have periodic “agenda checks” and give students a grade for their agenda usage.**

Many teachers use agendas for quick writes and bell-ringer activities. This can then be collected for a grade in your class. Another variation on this is having students do their “exit tickets” for your class in their agenda and showing it to you on the way out.

**❼ Support struggling students by having their parents or another adult view the agenda.**

Having parents or another adult sign the student’s agenda is a great way to create home accountability for assignments. The agenda can be a great tool for communicating with parents to make sure that they are aware of assignments and upcoming deadlines.

**❽ Start the year with an agenda “scavenger hunt.”**

If you school has a standard schoolwide agenda, there are probably many resources included in it that students never know about, such as motivational quotes, the Periodic Table, maps, and lists of U.S. presidents. Take a few minutes with your class to show them all the things that are available to them in their agenda. This activity can also be revisited periodically throughout the year.

**❾ Design an agenda that works for your school’s unique needs.**

This can be designed to correspond to the schedule and events of your school.

**❿ Find fun ways to incorporate the planner into your class.**

Have the class write down everyone’s birthday in their agendas. Add obscure holidays such as “National Share a Smile Day” (March 1). Count down the days until the end of school.

**Credits & References**

Solomon, B,. (2011). AVID The Students Success Path. San Diego, CA.