

TPS Regional Program

Quarterly Report User Guide

Grantees are required to submit reports on a quarterly basis as a means for you to share what is occurring with your funded project. This guide will assist Regional project leaders in accurately completing the Quarterly Reports. As a reminder, Quarterly Reports are 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	<ul style="list-style-type: none">• 15 - 90 minutes; stand-alone session• Presenter-driven rather than activity-based
Workshop	<ul style="list-style-type: none">• May be single or multiple sessions• Longer than 2 hours total• Interactive, facilitated engagement
Institute	<ul style="list-style-type: none">• Multi-session workshop in which participants complete all or most TPS Program goals (See below)
Academic course	<ul style="list-style-type: none">• TPS-focused course offered for academic credit as part of a regular academic schedule
Coaching	<ul style="list-style-type: none">• 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.