

COMMA USAGE EDITING

One skill, start to finish: the IEP goal, six probe forms, the graph. Untimed. Fillable PDF.

COMMA USAGE Comma Usage Editing – Goal and Directions

Goal, baseline, directions and benchmarks for one skill. Unlimited score is sentences fixed correctly out of 10.

Ten sentences per form, each missing one comma: two introductory-phrase items, three series-of-three items, three compound-sentence items, and two direct-address items, the same mix every form. The student finds where the comma goes and writes it in the box.

Sample goal — invented; edit every bracket to fit the student
By [annual review date], when given 10 sentences each missing one comma, [Student] will correctly place the missing comma in 8 of 10 sentences on 3 consecutive weekly probes, as measured by teacher-scored comma usage probes.

BY (DATE) _____ CRITERION (SCORE OUT OF 10, OR PERCENT) _____

GIVEN (CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT) _____ ON _____ OF _____ CONSECUTIVE PROBES _____

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE) _____ AS MEASURED BY (THIS PROBE: COMMA USAGE EDITING, FORMS A-F, PAGE 6-11) _____

Baseline: give Forms A, B and C on three days and take the middle score

BASLINE PROBE 1	BASLINE PROBE 2	BASLINE PROBE 3	MEDIAN (THE BASLINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MET?

Giving and scoring the probe
☐ Say: "Read each sentence. Find where the comma is missing. Write the comma in the box."
☐ Say: "Read each sentence. Find where the comma is missing. Write the comma in the box."

My name: _____ Date: _____

Find the missing comma. Write it in the box.

FIND WHERE THE COMMA IS MISSING - WRITE IT IN THE BOX

- Theo fold the laundry.
- Kian opened the window so Theo painted the fence.
- Ravi watered the garden and Kian locked the door.
- Ella packed a jacket markers, and a sandwich for school.
- Omar washed the car but Noah stacked the chairs.
- During recess the dog grows in the yard.
- Omar bought peppers lemons, and berries at the store.

COMMA USAGE Comma Usage Editing – Data Log and Graph

One row per probe. Three points in a row under the aim line is a decision, not a feeling: change the teaching and write what changed in the notes.

STUDENT _____ CRITERION / AIM _____ GOAL DATE _____

CORRECT OUT OF 10 - DRAW THE AIM LINE FROM THE BASELINE TO THE CRITERION FIRST, THEN PLOT EACH WEEK

WEEK	1	2	3	4	5	6	7	8	9	10	11	12

Probe (week)

#	DATE	FORM	CORRECT	ERRORS	SCORE USED ON GRAPH	NOTES (CONDITIONS, WHAT WAS RETACHED)

COMMA USAGE Comma Usage Editing – Caseload Summary

Every student on this goal, on one grid. Twelve rows, eight probes, one decision column.

TEACHER / CASE MANAGER _____ SKILL (AS THE GOAL WORDS IT) _____ MARKING PERIOD _____

STUDENT	BASLINE	CRITERION	P1	P2	P3	P4	P5	P6	P7	P8	TREND	DECISION THIS MONTH

How to fill it
☐ One row per student who has a goal on this skill. Baseline is the median of the first three probes.
☐ One column per weekly probe; write the score out.

What it is for
Grouping: When six students sit on the same goal, the individual graphs answer "how is this child doing" and nothing answers "who needs the same

EXAMPLE A Filled-In Data Log (Invented Student)

Kian is invented. Twelve weekly probes on comma usage editing, the aim line, the change that three low points forced, and the criterion being met.

The goal, as written for Kian, fourth grade (invented)
By May 20, when given 10 sentences each missing one comma, Kian will correctly place the missing comma in 8 of 10 sentences on 3 consecutive weekly probes, as measured by teacher-scored comma usage probes (forms A-F).

#	DATE	FORM	CORRECT	ERRORS	GRAPHED	NOTES
1	9/8	A	2	8	2	baseline
2	9/9	B	3	7	3	baseline
3	9/10	C	3	7	3	baseline (median of 2, 3, 3 = 3)
4	9/17	D	3	7	3	placed the comma in both direct-address items and the introductory phrase, but missed the introductory phrase, all three series items and all three compound sentences
5	9/24	E	2	8	2	same pattern
6	10/1	F	3	7	3	3 under aim line: drilled introductory phrases, series commas and compound sentences met
7	10/8	A	5	5	5	—
8	10/15	B	6	4	6	—
9	10/22	C	7	3	7	errors narrowing to one pattern
10	10/29	D	7	3	7	—
11	11/5	E	8	2	8	criterion met, 1 of 3
12	11/12	F	8	2	8	criterion met, 2 of 3

How to read the log
☐ Baseline was the median of three forms on three days: 2, 3, 3, so 3. Not the average, not the best.
☐ The aim line runs from 3 in week 1 to 8 at the goal date. Probes 4, 5 and 6 (3, 2, 3) sat under it: three in a row, so the teaching changed and the change is written on the row.
☐ The notes name the pattern, and just the count: "placed the comma in both direct-address items and the

PROGRESS MONITORING How This Pack Works

Goal, baseline, weekly probe, graph, decision. Six steps, one skill.

A progress monitoring goal needs a thing to count and a page to count it on. This file is both, for one skill: a goal written in the probe's own words, 6 equivalent forms of the probe that measures it, and a graph scaled to it. Nothing has to be built or found.

- Baseline.** Give Forms A, B and C on three different days. The middle score of the three is the baseline; write it on the goal page.
- Write the goal** from the six-part frame on the goal page. Start from the sample and change every bracket: the date, the condition, the criterion, the number of probes.
- Probe once a week** with the forms in rotation (A, B, C, D, E, F, A...). Never the same form two weeks running. Every form is ten items, untimed. Score it against the answer key (pages 16-17).
- Log and plot** the score the same day. Draw the aim line first, from the baseline on the left to the criterion at the goal date on the right, then plot each week's dot.
- Decide from the graph.** Three dots in a row under the aim line: change the teaching this week and write the change on the log. Three in a row over it: raise the target.
- Report from the log.** The log gives the progress report its numbers: baseline, the last two scores, and what the errors keep landing on.

The weekly routine, about five minutes
☐ Monday: pull the next form in the rotation (A, B, C, D, E, F, A...).
☐ Any day: give the probe one-to-one, untimed; ten items takes a few minutes.
☐ Same day: score it, log the row, plot the point, look at the last three points.
☐ Friday: if three points sit under the aim line, write the change you are making on the log.

Print and prep
☐ Print one copy per student per week: the student writes on the form and that same sheet is the one you score.
☐ The forms are student sheets with nothing on them but the problems. The answer key and the Correct ____ / 10 box for every form are on pages 16 and 17; score there, then log it.
☐ Keep the goal page and the graph page for each student at the front of the data folder; type into them or write on them.
☐ The caseload page is one grid for every student on this goal; print it once a month.

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What this probe is not

It is not a norm-referenced test and it carries no benchmark score. The sample goal uses invented criteria in brackets; your team sets the real ones from the baseline and the student's IEP. Every form is untimed and ten items long, so a score of 8 means the same thing on every form, and a student is never scored on speed.

Equivalent forms, and why it matters

Every form has ten items drawn the same way, from one shuffle of the same bank, and no item appears on two forms — 60 different items across the six forms. A score on one form means the same as a score on another, so the line on the graph is the student, not the paper. Rotate the forms and the page cannot be memorized.

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Sample goal — invented; edit every bracket to fit the student

By [annual review date], when given 10 sentences each missing one comma, [Student] will correctly place the missing comma in [8 of 10] sentences on [3] consecutive weekly probes, as measured by teacher-scored comma usage probes.

BY (DATE)

CRITERION (SCORE OUT OF 10, OR PERCENT)

GIVEN (CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT)

ON ____ OF ____ CONSECUTIVE PROBES

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE)

AS MEASURED BY (THIS PROBE: COMMA USAGE EDITING, FORMS A–F, PAGE 6–11)

Baseline: give Forms A, B and C on three days and take the middle score

BASILINE PROBE 1	BASILINE PROBE 2	BASILINE PROBE 3	MEDIAN (THE BASELINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MET?

Giving and scoring the probe

- ☐ Say: “Read each sentence. Find where the comma is missing. Write the comma in the box.”
- ☐ Correct: a comma in the box for that item; the score is whether the one missing comma was found, not where on the page it is written.
- ☐ Same four comma rules every form, so a missed item points at which rule, not just the score.
- ☐ Untimed. Let the student finish all ten.

Scoring rules for this student (accepted answers, reversals, supports allowed)

.....

.....

What the errors say to reteach (carry over from the log)

.....

.....

My name: _____

Date: _____



Find the missing comma. Write it in the box.

FIND WHERE THE COMMA IS MISSING · WRITE IT IN THE BOX

1. Theo fold the laundry.

2. Kian opened the window so Theo painted the fence.

3. Ravi watered the garden and Kian locked the door.

4. Ella packed a jacket markers, and a sandwich for school.

5. Omar washed the car but Noah stacked the chairs.

6. During recess the dog grows in the yard.

7. Omar bought peppers lemons, and berries at the store.

8. The cat wanders in the yard Theo.

9. Nadia saw monkeys seals, and wolves at the zoo.

10. Later the bee grows beside the fence.

My name: _____

Date: _____



Find the missing comma. Write it in the box.

FIND WHERE THE COMMA IS MISSING · WRITE IT IN THE BOX

1. Luz stacked the chairs so Ravi washed the car.

2. The robot floats along the path Ravi.

3. Luz bought carrots lemons, and peppers at the store.

4. Luz saw monkeys bears, and zebras at the zoo.

5. Priya folded the laundry but Ravi watered the garden.

6. Nearby the puppy waits by the door.

7. Before class the bird hides near the pond.

8. Ravi fold the laundry.

9. Diego packed a folder glue, and a sandwich for school.

10. Diego washed the car and Omar cleaned the kitchen.

Comma Usage Editing — Data Log and Graph

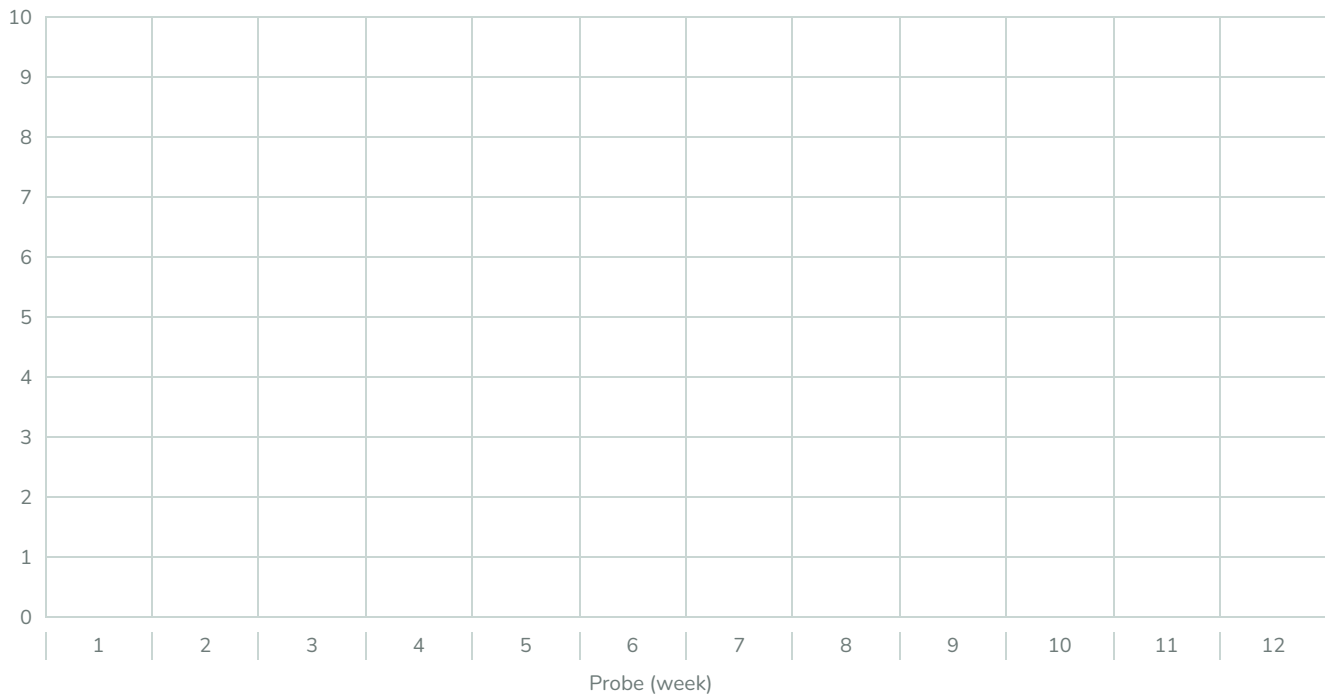
One row per probe. Three points in a row under the aim line is a decision, not a feeling: change the teaching and write what changed in the notes.

STUDENT

CRITERION / AIM

GOAL DATE

CORRECT OUT OF 10 · DRAW THE AIM LINE FROM THE BASELINE TO THE CRITERION FIRST, THEN PLOT EACH WEEK



#	DATE	FORM	CORRECT	ERRORS	SCORE USED ON GRAPH	NOTES (CONDITIONS, WHAT WAS RETEACHED)

Every student on this goal, on one grid. Twelve rows, eight probes, one decision column.

TEACHER / CASE MANAGER

SKILL (AS THE GOAL WORDS IT)

MARKING PERIOD

STUDENT	BASELINE	CRITERION	P1	P2	P3	P4	P5	P6	P7	P8	TREND	DECISION THIS MONTH

How to fill it

- ☐ One row per student who has a goal on this skill. Baseline is the median of the first three probes.
- ☐ One column per weekly probe; write the score out of 10, not a percent, so the rows compare.
- ☐ Trend: up, flat or down over the last four probes. That word, not the last score, is what the decision follows.
- ☐ Decision: keep going, change the teaching, or raise the target. A blank decision on a flat row is the thing this page exists to catch.

What it is for

Grouping. When six students sit on the same goal, the individual graphs answer “how is this child doing” and nothing answers “who needs the same fifteen minutes.” Rows that are flat together are a group; a row that is flat alone is a different question. Take this page to the data meeting instead of ten folders.

EXAMPLE

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8	10/15	B	6	4	6	–
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- ☐ The aim line runs from 3 in week 1 to 8 at the goal date. Probes 4, 5 and 6 (3, 2, 3) sat under it: three in a row, so the teaching changed and the change is written on the row.
- ☐ The notes name the pattern, not just the count: “placed the comma in both direct-address items and the introductory adverb, but missed the introductory phrase, all three series items and all three compound sentences” is what sent the teaching somewhere specific, and a score on its own would not have said that.
- ☐ Criterion met on probes 11 and 12; one more consecutive probe at 8 or better and the goal is met.

The progress report sentence this log produces

“On weekly comma usage editing probes (10 items, untimed), Kian scored 3 of 10 at baseline in September and 8 of 10 on each of the two most recent probes in November. Progress is sufficient to meet the goal of 8 of 10 on three consecutive probes by May.” Every number in it is on the log above; nothing is from memory.