

Which IXL skills a student masters and when. A plain tracking sheet, not a timed probe: individual, small-group, caseload, and home versions, a progress snapshot, and a filled example. Fillable PDF. For use alongside IXL.

EXAMPLE 1 A Tracking Sheet, Filled In							
An individual grade 5 math class is given a 20-item test on the week of October 23. The test is given to all students in the class, and the results are recorded in the table below. The test is given to all students in the class, and the results are recorded in the table below.							
Individual Tracking Sheet (page 7) — Marcus W., grade 5 (invented)							
Five skills on the list for a row. The first two were introduced Oct 1 and checked/mastered Oct 23 after three correct checks in a row. The next two were not yet, and the fifth has not been checked since it was introduced Oct 10.							
SKILL / STANDARD	DATE INTRODUCED	DATE LAST CHECKED	SMARTSCORE	MASTERCED	NOT YET	NOTES	
1 Multiply 2-digit numbers	Oct 1	Oct 23	92	☒	–	Three correct checks in a row.	Progress Snapshot (page 12), one review period The snapshot counts the rows above — five mastered, two not yet, three still not.
2 Divide with remainders	Oct 1	Oct 23	88	☒	–	Three correct checks in a row.	
3 Add fractions w/ unlike denominators	Oct 1	Oct 23	71	–	–	Errors in finding common denominator	REVIEW PERIOD Oct 1 – Oct 23 TOTAL INTRODUCED 5
4 Identify equivalent fractions	Oct 10	Oct 23	65	–	☒	Introduced one week later than the first two	
5 Compare decimals	Oct 10	–	–	–	☒	Not yet checked since introduction	TOTAL MASTERED 2

How This Tracking System Works

Three steps: write the skill list once, pick the sheet that matches today, and roll the numbers up before a meeting. Everything below is a plain tracking sheet, not a timed probe.

- 1 **Write the skill list once** on page 5 and number the skills. Fill the roster (page 6) for your whole caseload.
- 2 **Pick the sheet that matches today's situation** using the table below.
- 3 **Roll the numbers up** on the Caseload Mastery Overview (10) and the Progress Snapshot (12) before a meeting or a report.

IF YOU NEED TO	USE THIS PAGE
Set up a new skill list or student	Skill List Setup (5), Caseload Roster (6)
Track one student, skill by skill, over several checks	Individual Tracking Sheet (7)
Quick single check, no time for skill-by-skill detail	Quick Check-In Log (8)
Several students working from the same skill list at once	Small-Group Tracking Sheet (9)
See the whole caseload at a glance	Caseload Mastery Overview (10)
Send practice home with a family	Home Practice Log (11)
Report progress at a meeting, without a graph	Mastery Progress Snapshot (12)
Update a family or hand off to another provider	Family and Team Update (13)
Need wording for the notes column	Observation and Notes Phrase Bank (14)

What this file is not

Not a timed probe pack with a scoring strip, an aim line, and a graph — that is a different product type. This file has no timing and no graph: it is the running record of which skills are known, kept between assessments or on its own.

The habits this file assumes

- ☐ The skill list (page 5) is written and numbered before the first tracking sheet is used.
- ☐ Every check gets a date, even a quick one; a mastery date with no date next to it cannot be reported.
- ☐ A skill is only moved to mastered on the page it is tracked on; a mention in the notes column is not the same as checking the box.

Write in the skills this student (or group) is working on from their own IXL assignments. Number them once; every tracking sheet in this file refers to a skill by this number.

STUDENT OR GROUP

IXL SKILL SOURCE

DATE STARTED

#	SKILL / STANDARD	#	SKILL / STANDARD
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Write in your own skills

This page is blank on purpose. Write the skills this student or group is working on from their IXL assignments or your curriculum standards. Number the skills once; every tracking sheet in this file refers to a skill by its number instead of reprinting the whole list.

Where this list is used

- ☐ The individual tracking sheet (7), quick check-in log (8), and small-group sheet (9) all refer to a skill by its number from this page.
- ☐ If a skill is dropped or replaced, cross it out here rather than reusing its number for a different skill, so old tracking sheets still make sense.

More than twenty skills

Print a second copy of this page and keep numbering straight through: 21, 22, 23, and so on. Most IXL skill lists used for one review period fit on one copy of this page; a second copy usually means it is time to start a new list rather than add to this one.

One row per skill. The detailed version: a date introduced, a date last checked, SmartScore, mastered or not yet, and a note. Use the skill numbers from page 5.

STARTED

[illegible]

How to fill this sheet

Use the skill numbers from page 5. Check mastered when the skill meets your own criteria on that date; if not, check not yet and say why in the notes.

Mastered means

Log the SmartScore in its own column if your program uses one, or leave it blank and judge mastery by correct attempts in a row instead; write what counted as “mastered” once in the notes so it stays consistent.

SUMMARY Caseload Mastery Overview

One row per student, whole caseload. How many skills introduced, how many mastered, how many not yet, and the date of the last check.

UPDATED

[illegible]

Where the numbers come from

Introduced, mastered, and not yet are counts of rows on each student's individual tracking sheet (page 7), or a running total from the quick check-in log (page 8) for a student tracked that way. This page is the whole caseload at a glance; the individual sheet is where the detail lives.

EXAMPLE

A Tracking Sheet, Filled In

An invented fifth grader. Every count below is checked against the rows it comes from.

Individual Tracking Sheet (page 7) — Marcus W., grade 5 (invented)

Five skills on the list so far. The first two were introduced Oct 1 and checked mastered Oct 23 after three correct checks in a row. The next two are not yet, and the fifth has not been checked since it was introduced Oct 10.

#	SKILL / STANDARD	DATE INTRODUCED	DATE LAST CHECKED	SMARTSCORE	MASTERED	NOT YET	NOTES
1	Multiply 2-digit numbers	Oct 1	Oct 23	92	☐	–	Three correct checks in a row
2	Divide with remainders	Oct 1	Oct 23	88	☐	–	Three correct checks in a row
3	Add fractions w/ unlike denominators	Oct 1	Oct 23	71	–	☐	Errors in finding common denominator
4	Identify equivalent fractions	Oct 10	Oct 23	65	–	☐	Introduced one week later than the first two
5	Compare decimals	Oct 10	–	–	–	☐	Not yet checked since introduction

Progress Snapshot (page 12)

The snapshot counts the rows above — five introduced, two mastered, three still not yet.

REVIEW PERIOD

Oct 1–23

INTRODUCED

5

MASTERED

2

NEW THIS PERIOD

2

NOT YET

3

NEXT CHECK

Oct 30

What the Quick Check-In Log (page 8) would show

Oct 23, skills 1–5, 2 mastered this check, 2 not yet, one not checked — same facts as the sheet above, one line instead of five.

What the Family and Team Update (page 13) would say

Grade 5 IXL math, page 5. Newly mastered: skills 1 and 2. Still not yet: skills 3 and 4, with a note on what to try next. Next check Oct 30.