Study Smart

TUTOR FIELD GUIDE

Progress Checks: Teach. Check. Grow.

A practical guide to using quick checks during tutoring.

One big idea
A Progress Check is not the finish line. It tells you what to teach next.

TEACH ➤ CHECK ➤ RESPOND ➤ RECHECK

What you will learn

1. Find the matching Progress Check in your workbook.
2. Administer a quick four-question check.
3. Respond to the results, then check for growth.
4. Include students in tracking and recording progress.

Illustrated with actual pages from the Study Smart Grade 4 Mathematics Level E Student Workbook (2026).

01 / FIND IT

Match the check to the skill.

Start with the lesson topic, not the next available check number.

STEP 1

Choose the lesson.

Grade 4, Set 1 includes a lesson called **Rounding for Estimation** (printed page 14).

STEP 2

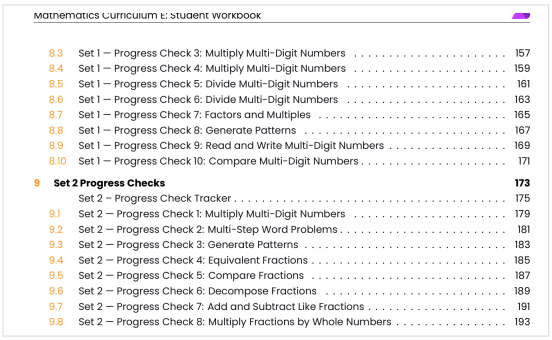
Find the matching check.

In the Progress Checks section, look for **Progress Check 2: Round Multi-Digit Numbers** (printed page 155).

STEP 3

Prepare it before class.

Leave about 10 minutes for students to show what they know.


Mathematics Curriculum E: Student Workbook

8.3 Set 1 — Progress Check 3: Multiply Multi-Digit Numbers . . . 157
8.4 Set 1 — Progress Check 4: Multiply Multi-Digit Numbers . . . 159
8.5 Set 1 — Progress Check 5: Divide Multi-Digit Numbers . . . 161
8.6 Set 1 — Progress Check 6: Divide Multi-Digit Numbers . . . 163
8.7 Set 1 — Progress Check 7: Factors and Multiples . . . 165
8.8 Set 1 — Progress Check 8: Generate Patterns . . . 167
8.9 Set 1 — Progress Check 9: Read and Write Multi-Digit Numbers . . . 169
8.10 Set 1 — Progress Check 10: Compare Multi-Digit Numbers . . . 171

9 Set 2 Progress Checks 173
Set 2 – Progress Check Tracker . . . 175
9.1 Set 2 — Progress Check 1: Multiply Multi-Digit Numbers . . . 179
9.2 Set 2 — Progress Check 2: Multi-Step Word Problems . . . 181
9.3 Set 2 — Progress Check 3: Generate Patterns . . . 183
9.4 Set 2 — Progress Check 4: Equivalent Fractions . . . 185
9.5 Set 2 — Progress Check 5: Compare Fractions . . . 187
9.6 Set 2 — Progress Check 6: Decompose Fractions . . . 189
9.7 Set 2 — Progress Check 7: Add and Subtract Like Fractions . . . 191
9.8 Set 2 — Progress Check 8: Multiply Fractions by Whole Numbers . . . 193

Cropped workbook Table of Contents.

Find it fast

Set 1 tracker: printed page 149; checks begin on page 153.
Set 2 tracker: printed page 175; checks begin on page 179.

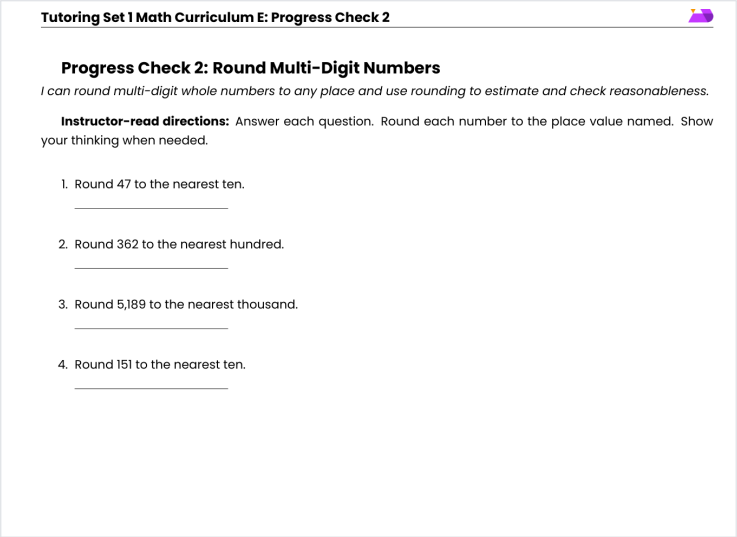
REMEMBER

A Progress Check should correspond to the skill students actually practiced.

02 / CHECK

Four questions. About ten minutes.

A quick snapshot of understanding, not a high-pressure exam.



Tutoring Set 1 Math Curriculum E: Progress Check 2

Progress Check 2: Round Multi-Digit Numbers

I can round multi-digit whole numbers to any place and use rounding to estimate and check reasonableness.

Instructor-read directions: Answer each question. Round each number to the place value named. Show your thinking when needed.

1. Round 47 to the nearest ten. _____
2. Round 362 to the nearest hundred. _____
3. Round 5,189 to the nearest thousand. _____
4. Round 151 to the nearest ten. _____

Actual Grade 4 Progress Check 2: rounding.

1. **Use the matching check after the lesson or related practice.**
2. **Let students respond independently; offer appropriate reading support when needed.**
3. **Score each of the four items and look for patterns in mistakes.**

WHAT TO NOTICE

Which specific steps are difficult?
For rounding, check whether students identified the correct place, checked the digit to its right, and rounded appropriately.

A low score is useful information. It is not, on its own, a judgment of tutor performance.

03 / RESPOND

What if students struggle?

Use today's responses to plan the next session.

SESSION 1

Teach + Try 1

- Teach the rounding lesson.
- Administer Progress Check 2.
- Several students score 1–2 / 4.

Notice: Rounding to hundreds and thousands needs more practice.

SESSION 2

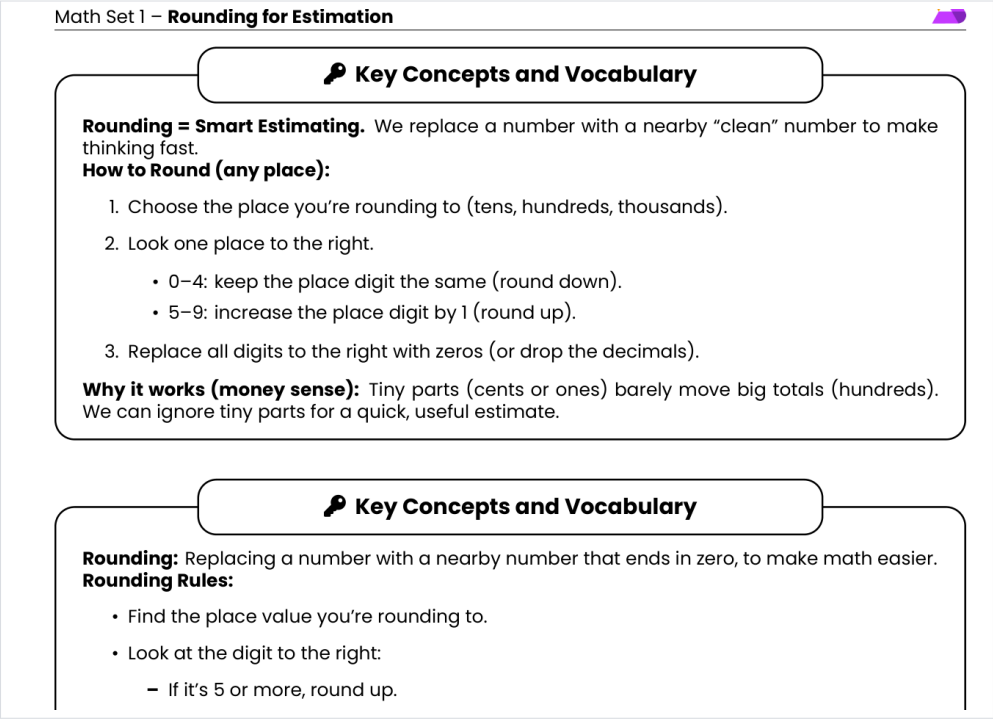
Respond + Try 2

- Reteach for 5–10 minutes.
- Model and give fresh practice.
- Invite students to explain their thinking.

Next step: Recheck when students are ready.

EXAMPLE FROM THE GRADE 4 BOOK

Rounding for Estimation teaches choosing the target place and using the neighboring digit to round.



Math Set 1 – **Rounding for Estimation**

Key Concepts and Vocabulary

Rounding = Smart Estimating. We replace a number with a nearby "clean" number to make thinking fast.
How to Round (any place):

1. Choose the place you're rounding to (tens, hundreds, thousands).
2. Look one place to the right.
   - 0–4: keep the place digit the same (round down).
   - 5–9: increase the place digit by 1 (round up).
3. Replace all digits to the right with zeros (or drop the decimals).

Why it works (money sense): Tiny parts (cents or ones) barely move big totals (hundreds). We can ignore tiny parts for a quick, useful estimate.

Key Concepts and Vocabulary

Rounding: Replacing a number with a nearby number that ends in zero, to make math easier.
Rounding Rules:

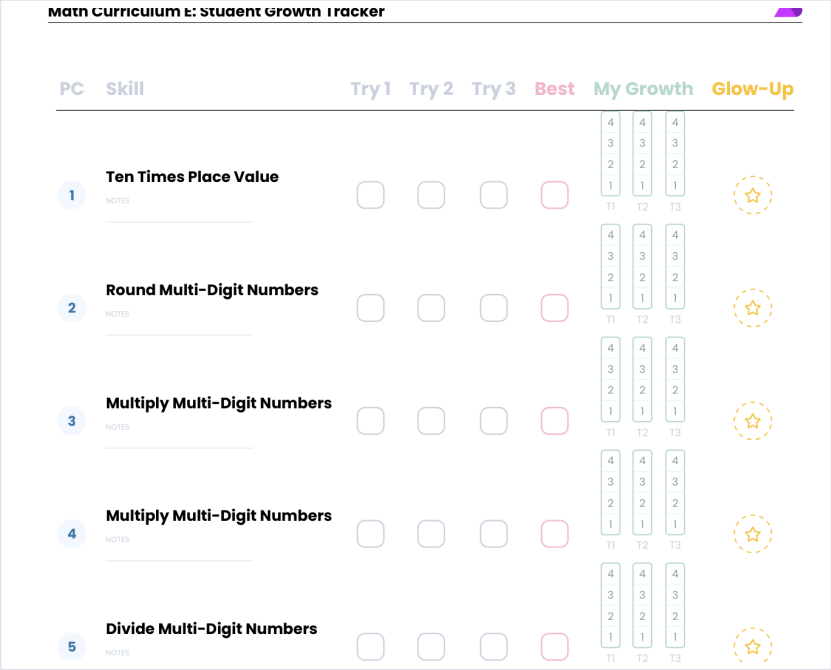
- Find the place value you're rounding to.
- Look at the digit to the right:
  - If it's 5 or more, round up.

Be thoughtful about repeats. The workbook provides Try 1, Try 2, and Try 3 on the same questions. Give meaningful instruction between tries; use new practice items and student explanations to confirm understanding.

04 / GROW

Let students see their growth.

The tracker makes progress visible and gives students a voice.


Math Curriculum E: Student Growth Tracker

PC	Skill	Try 1	Try 2	Try 3	Best	My Growth	Glow-Up
1	Ten Times Place Value					T1 T2 T3	
2	Round Multi-Digit Numbers					T1 T2 T3	
3	Multiply Multi-Digit Numbers					T1 T2 T3	
4	Multiply Multi-Digit Numbers					T1 T2 T3	
5	Divide Multi-Digit Numbers					T1 T2 T3	

Grade 4 Set 1 tracker with score spaces for three tries.

DO THIS TOGETHER

1. Set a small skill goal.
2. Record each score in the tracker.
3. Talk about what improved.
4. Choose the next skill to practice.

Ask: “What did you learn since your first try? What helped? What should we practice next?”

Scores describe current learning, not student potential. Celebrate strategies, effort, and evidence of growth.

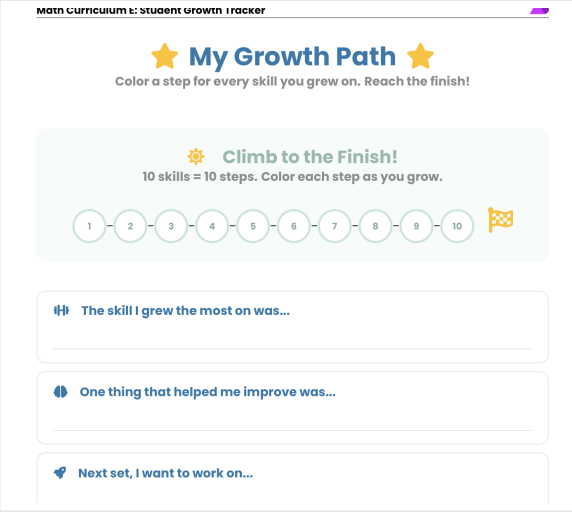
05 / RECORD

Turn checks into useful progress data.

Good data helps instruction and strengthens partner reporting.

AFTER EACH CHECK

1. Score the four answers according to the applicable key.
2. Discuss and update the student tracker.
3. Enter the result in Presentify using your program instructions.
4. Use the results to plan tomorrow's instruction.



The student-facing Growth Path celebrates progress.

Two complementary records

Student Growth Tracker (in the workbook): students see their scores, discuss their progress, and set the next goal.

Presentify (Study Smart reporting platform): tutors enter results using program instructions so the team can monitor progress and communicate evidence of growth to partners.

Final reminder: Progress Checks are part of tutoring, not an extra event. Teach, check, respond, and check again when appropriate.

This guide illustrates Grade 4 Math (Level E). Other grades and early literacy programs may use different assessments and sequences. Follow program-specific Presentify instructions.