

# BoQ Quick Check Guide

- ☐ Complete the Mini-SET. *This is optional but strongly encouraged.*
- ☐ Hand out rating form and scoring rubric to team members.
- ☐ Collect completed forms from team members.
- ☐ Complete the coach rating form. This is the same form the team members complete.
- ☐ Utilizing the *BoQ-R 2013 Spreadsheet*, enter team member responses into the *BOQ - Individual Team Member Comparison* section of the spreadsheet. The cells will be red if the score entered is out of the range possible for that item.

*Note: The mode should automatically populate under the Est Mode column. If the mode does not automatically populate, you will need to enter the mode for each item, which will then populate in the other Team Score columns (colored blue) throughout the spreadsheet.*
- ☐ Under the *School-wide Benchmarks of Quality: SCORING FORM (Revised)* section, enter coach responses under Coach Score (colored green). Hover over the red triangle on each cell under Scoring Options to review the description for that score from the scoring rubric.
- ☐ Enter a 1 under the discrepancy column (colored yellow) if a discrepancy is noted (use your judgment if it's close).
- ☐ Once a 1 is entered, items with discrepancies will be listed and highlighted on the *Discrepancies* table of the spreadsheet. The team must discuss each discrepant item and come to a consensus. Enter the final score under "Post Meeting Score" column (colored orange).
- ☐ Once the post meeting score is entered, the discrepant items will automatically populate in the post meeting column in all sections of the spreadsheet (colored orange). The items that were not marked as discrepant will have to be hand entered in the post meeting score column (colored orange).
- ☐ The total BoQ Score will automatically compute based on the post meeting scores entered. Section % will automatically be entered in the BoQ Team Summary.
- ☐ Enter areas of strengths and need based on score for critical elements and discussion within the *Benchmarks of Quality Team Summary and Action Plan Steps* section of the spreadsheet. *This is optional but strongly encouraged.*
- ☐ Send your completed spreadsheet to you District Coach or Regional TAC to be entered into the PBIS Apps website.