

**Description:**

A Process Analysis requires that students keep records of the actual steps they take in carrying out a representative assignment and asks them to comment on the conclusions they draw about their approaches to that assignment. This diagnostic information can be used to help student pinpoint problems in their methods of working and, ultimately, improve them.

**Step-by-Step Procedure:**

1. Choose an assignment that
  - a. you are genuinely interested in how students work through it
  - b. your students are likely to benefit from focusing on it and
  - c. the assignment is complex enough to provide an interesting analysis.
2. Inform students that they will be required to keep a record of their work process – actual steps, time taken for each step, and a description for each step.
3. Ask students to hand in the Process Analysis along with the assignment or immediately after they have handed in the assignment.
4. Look over the analyses for areas where students spend the most time, areas that should be part of the process but are not, etc.
5. Report findings back to the class and/or have students share with each other how they completed the process.