Galileo® K-12 Online: Digital Curriculum's Teacher Lesson Plan Builder Tools

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PURPOSE

The *Digital Curriculum Platform* supports the integration of instruction with assessment to promote learning. The first component of this platform is the *Digital Curriculum Builder* tool which provides curriculum developers the ability to build units of study for each course offered by their district/charter school. A unit contains the unit details, standards to be addressed, materials, and assessments. Once published, the units built may be scheduled so that they can be viewed and accessed by teachers.

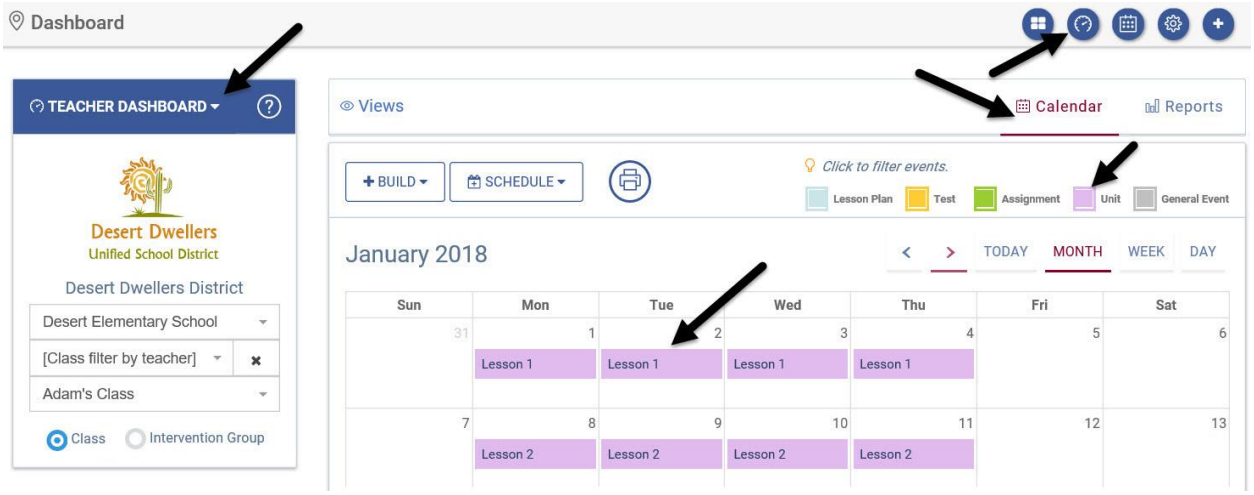
The second component of the *Digital Curriculum Platform* is the *Teacher Lesson Plan Builder* tool. Once a digital curriculum is created and the desired units scheduled, they will display on the calendar for teachers to explore. Teachers may then use the *Lesson Plan Builder* tool to create personalized lesson plans that are aligned to and exemplify the instructional goals expressed in the units. Once built these plans may be scheduled, which in turn schedules any activities and assessments associated with the lesson plans for students access from the *K-12 Student-Parent Center*.

ACCESS, PREVIEW, AND EXPLORE THE UNIT

Once a unit is built and scheduled it will display on the various class calendar pages.

ACCESS THE CLASS CALENDAR

A scheduled unit will appear on the calendar on the ***Teacher Dashboard***.



District- and School-level users may also view the unit from the **Class Calendar** icon accessed from the top menu bar or from the ***Class Calendar*** page in the ***Curriculum*** area.

(Image on next page.)

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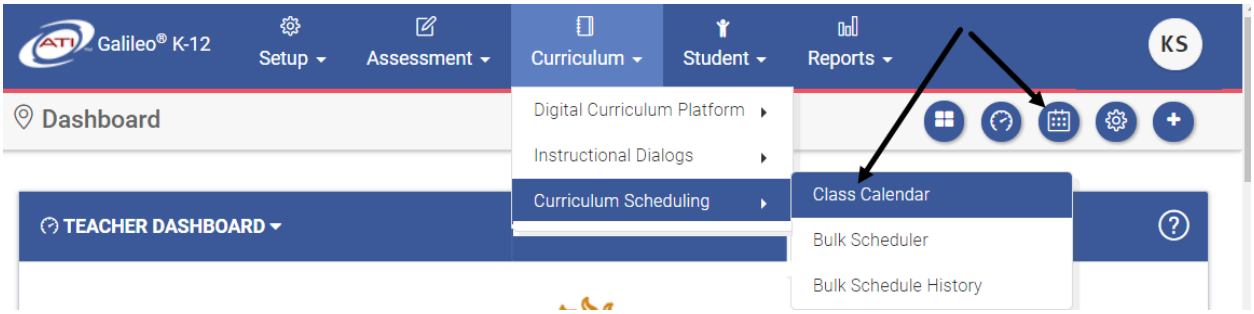
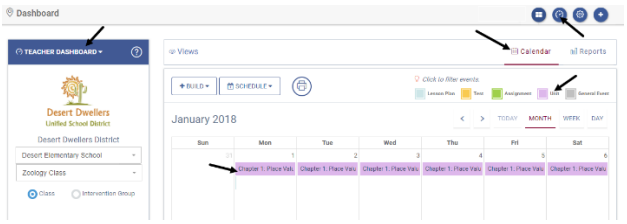
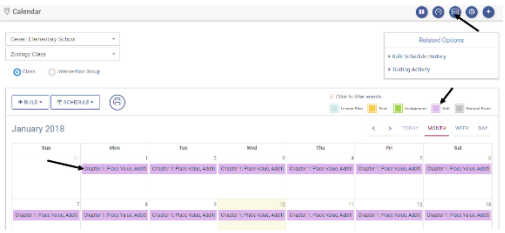


EXPLORE A UNIT

1. A user can explore a unit by clicking on the name of the unit on the class calendar available on the ***Teacher Dashboard*** or the ***Calendar*** page available to School- and District-level users.

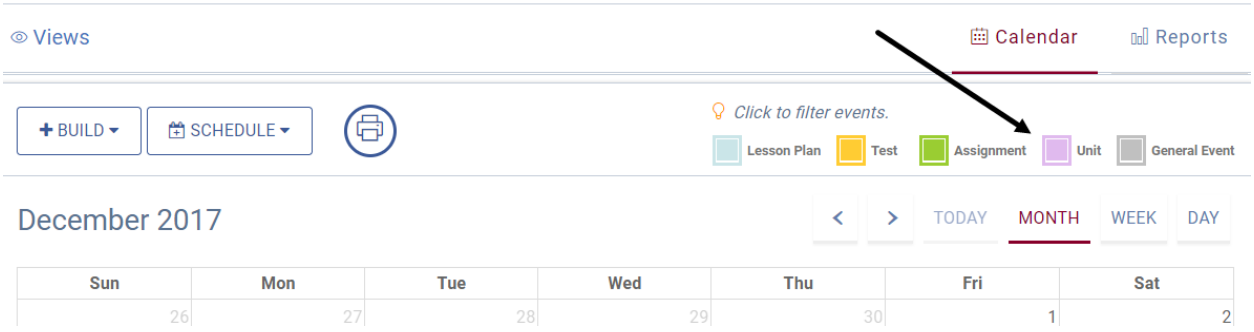


Teacher Dashboard



Class Calendar

2. From the ***Teacher Dashboard Class Calendar*** the activities displaying on the calendar may be filtered just to display units, by clicking **Units** in the legend.



3. Scroll through the page to read the details of the unit plan. Be sure to click the Show Description link and any embedded links or videos.

(Image on next page.)

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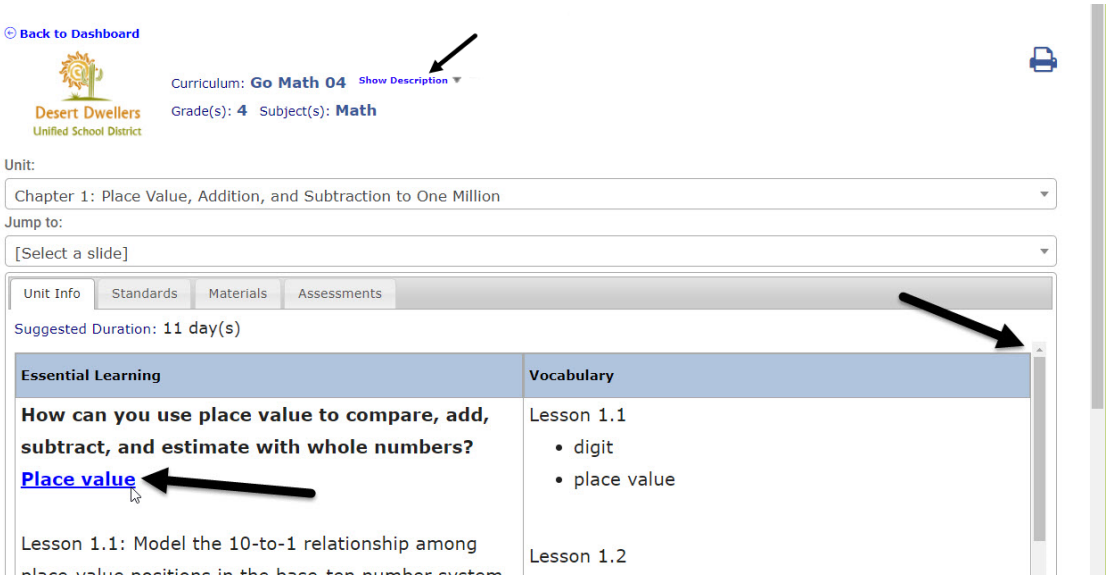
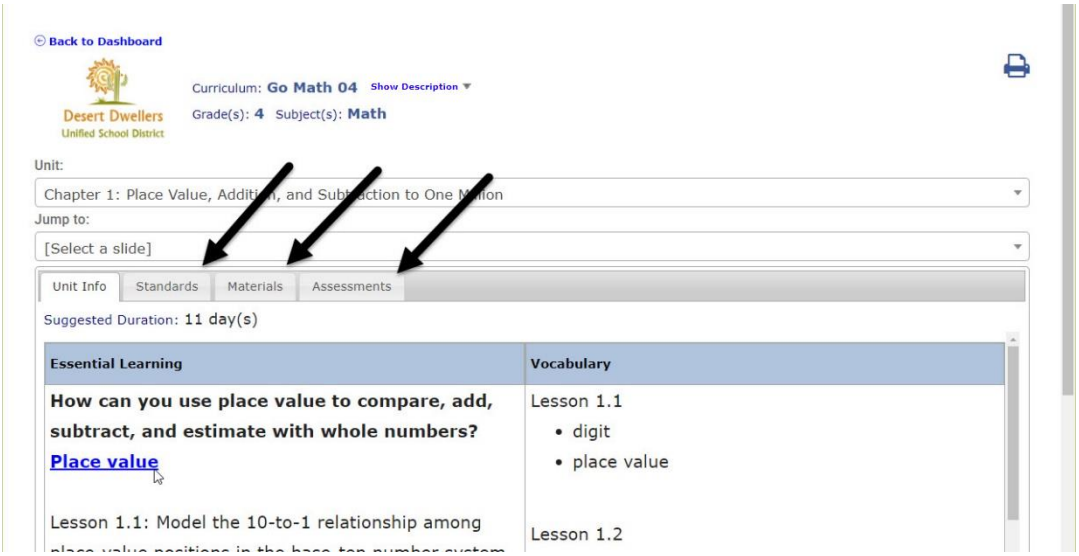


4. Please note, that the scheduled unit may also include **Standards**, **Materials**, and **Assessments**. These may be previewed by clicking the desired tab.



5. From the **Materials** tab, provided resources may be previewed by clicking the **icons** beside the name.

(Image on next page.)

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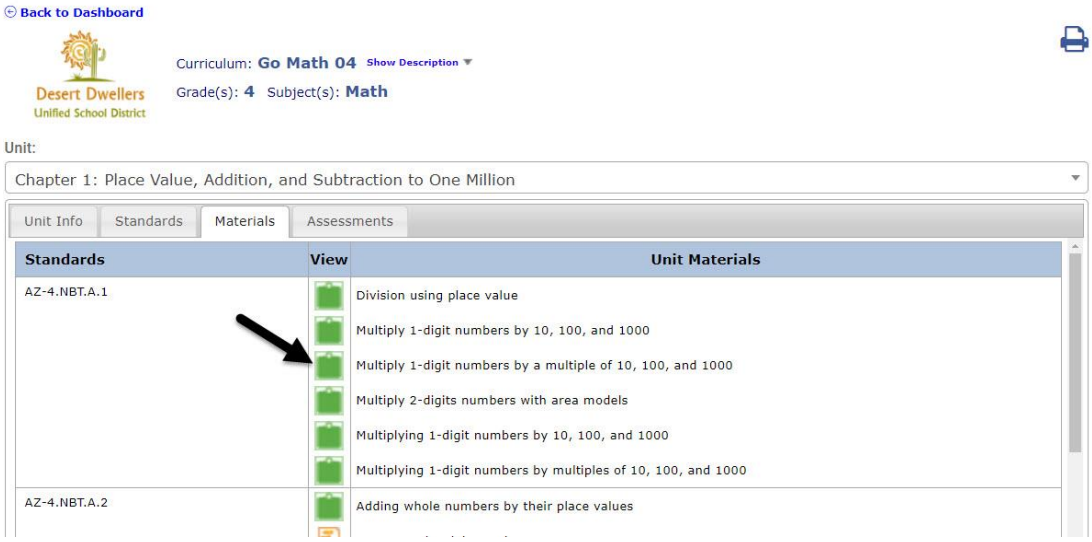

6. From the **Assessments** tab, the assessments linked to the instructional unit are displayed.

7. Test blueprints may be accessed by the user, which detail the standards assessed by the tests linked to the instructional unit. These are accessed via the **Assessment Info** icon. Click the icon next to the assessment to preview the *Test Blueprint* report.

8. If you are provided the appropriate access you may also preview the assessment by clicking the **test** icon.

9. To preview other units in the currciulum not scheduled, select the unit in drop-down box.

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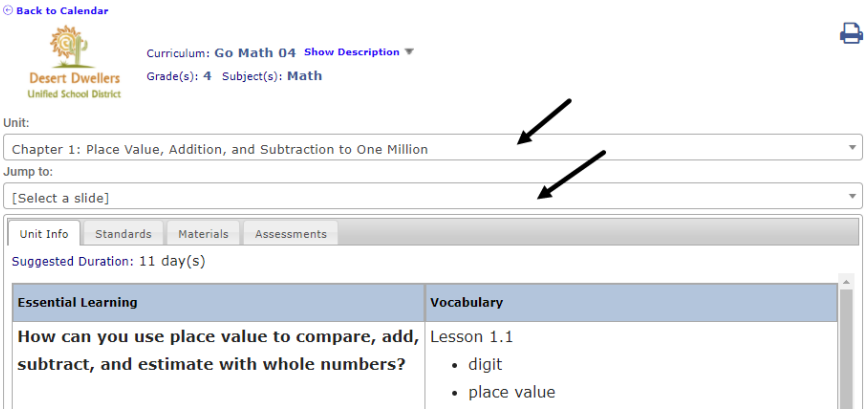
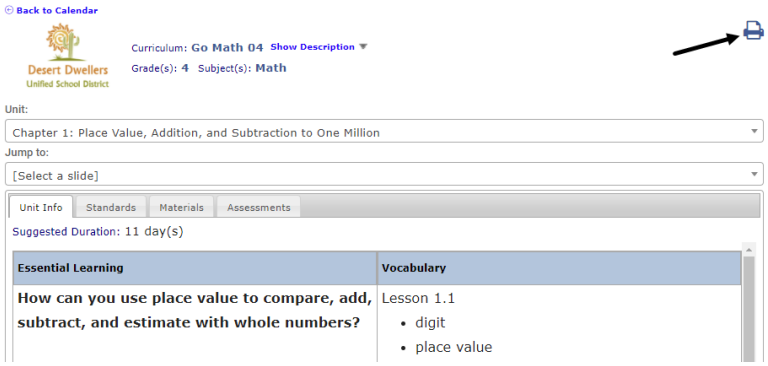
10. To preview a specific slide within a unit, use the **Unit** and the **Jump to:** drop down boxes.

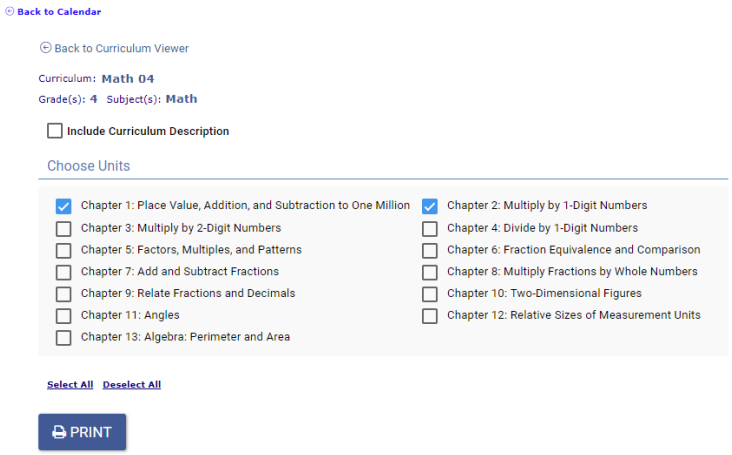


11. To print a unit or units:

    a. click the **Printer** icon.



    b. Determine which units you wish to print and if you'd like to print the *Currciulum Description* that was detailed on the **Setup Tab**.



    c. Click the *Print* button once you've made your selections.

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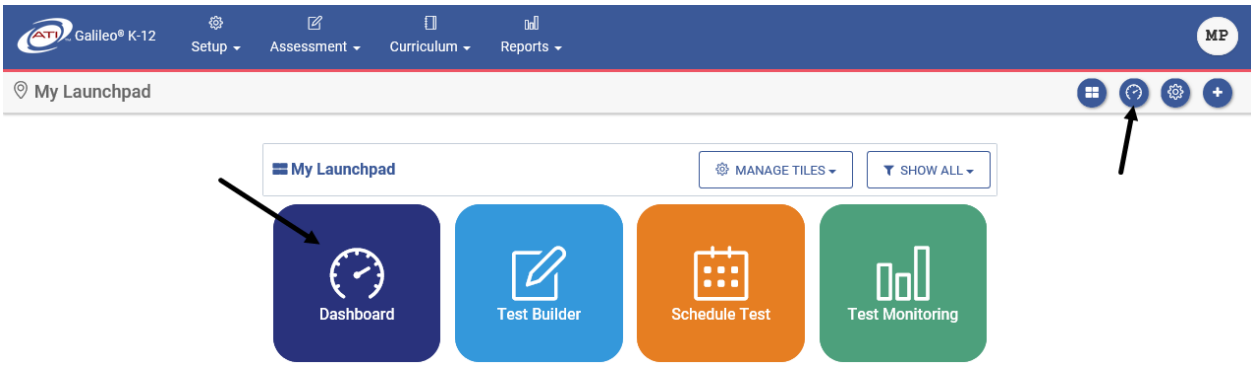
ACCESS LESSON PLAN BUILDER TOOLS

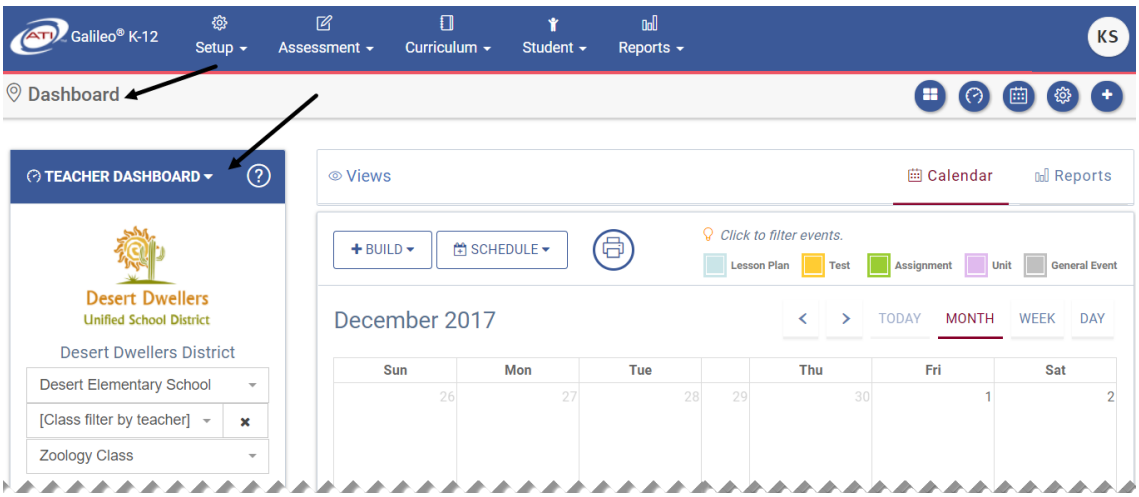
The *Lesson Plan Builder* tools are accessible from the ***Teacher Dashboard***, as well as from the ***Curriculum*** area.

TEACHER DASHBOARD

1. Click the **Dashboard** icon or tile.



2. Hover over the **Dashboard menu option** and select **Teacher**.



3. In the *Dashboard Group Filter* widget, select the **Class** radio button filter mode.

4. If you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.

5. Verify the **Class**.

(Image on next page.)

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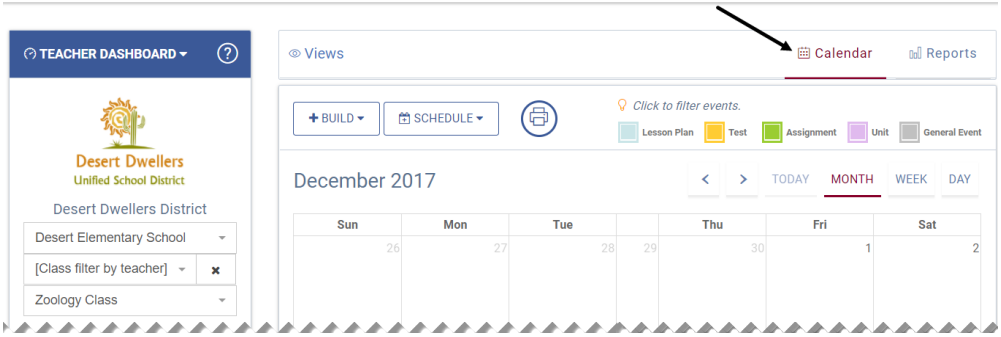
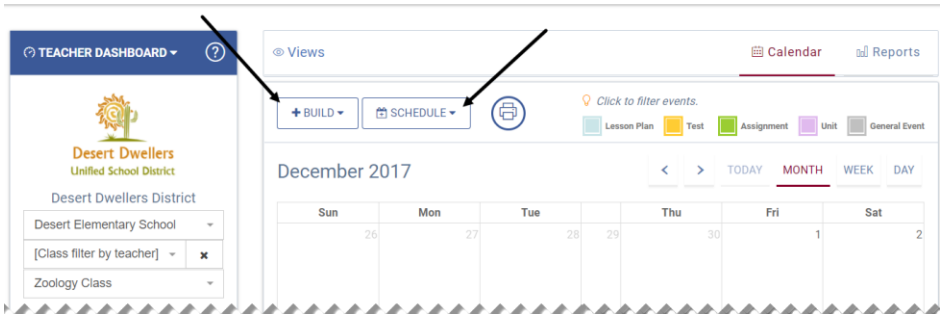
6. If necessary, click the Calendar view link.

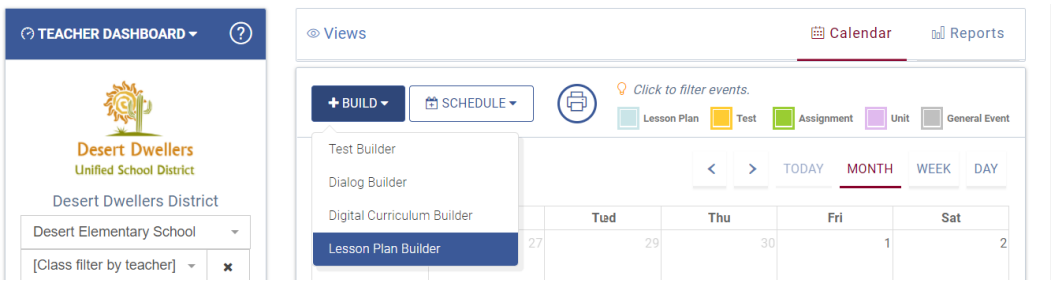


7. Notice that the calendar has **Build** as well as a **Schedule** menu options.



8. To:

   a. build a lesson plan, click the **+Build>Lesson Plan Builder**. Refer to the Lesson Plan Builder section, page 11, for instructions.



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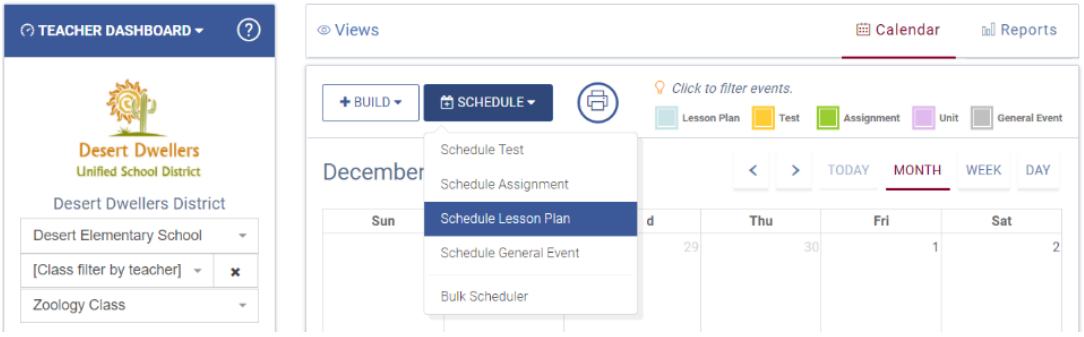
b. copy a lesson plan, proceed to the Copy a Lesson Plan section, page 28, for instructions.

c. preview a lesson plan, proceed to the Preview a Lesson Plan section, page 29.

d. edit a lesson plan, proceed to the Edit a Lesson Plan section, page 31.

e. delete a lesson plan, proceed to the Delete a Lesson Plan section, page 32.

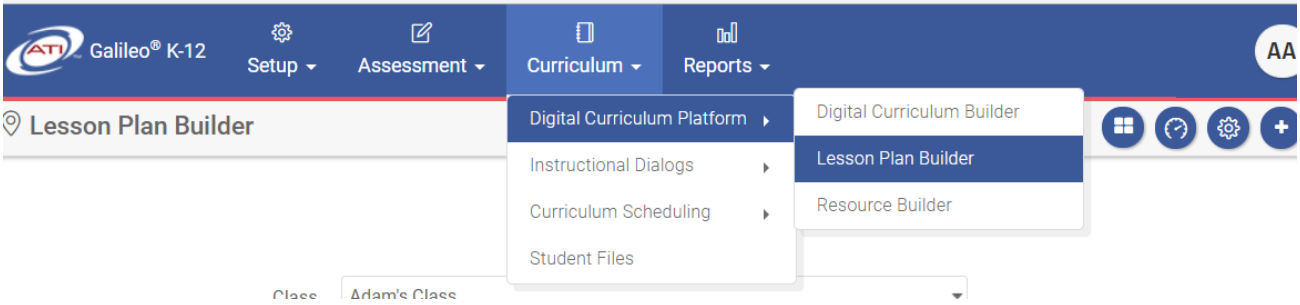
f. schedule a lesson plan, click the **+Schedule>Schedule Lesson Plan**. Refer to the Schedule a Lesson Plan section, page 34, for instructions.



CURRICULUM AREA

Curriculum tools including the *Lesson Plan Builder* may also be accessed by users from the ***Curriculum*** area.

1. Click **Curriculum>Digital Curriculum Platform>Lesson Plan Builder**.



2. Once on the ***Lesson Plan Builder*** page, determine how to proceed. To:

a. build a lesson plan, proceed to the Lesson Plan Builder section, page 11, for instructions.

b. copy a lesson plan, proceed to the Copy a Lesson Plan section, page 28, for instructions.

c. preview a lesson plan, proceed to the Preview a Lesson Plan section, page 29.

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d. edit a lesson plan, proceed to the Edit a Lesson Plan section, page 31.

e. delete a lesson plan, proceed to the Delete a Lesson Plan section, page 32.

f. schedule a lesson plan, refer to the Schedule a Lesson Plan section, page 34, for instructions.

LESSON PLAN BUILDER

A teacher may create personalized lesson plans that are aligned to and exemplify the unit plan, by using the *Lesson Plan Builder* tool.

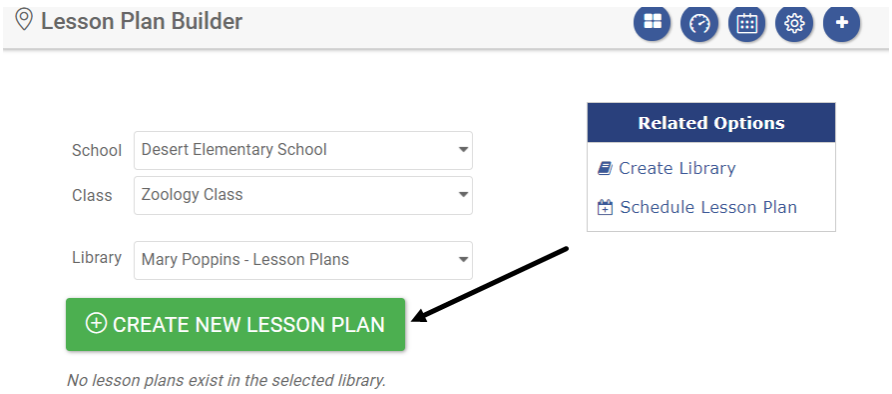
CREATE A LESSON PLAN

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.

2. Select the **Library** where you wish to save the lesson plan you are about to build.

If there is no library in which to save the lesson plan, one must be created. This can be done by following the instructions in "A Guide for Galileo K-12 Online: Library Builder" or the online help files.

3. Click the Create New Lesson Plan button.



Typically users create a "template" lesson plan, with the slides named and ordered as desired, but left blank. Then the copy lesson plan feature (page 28) is used to create the desired lesson plan and the information specific to that lesson is completed on each slide.

A Template Lesson Plan contains the desired Plan Detail slides titled but the content of the slides not filled in. A user may then just copy the template, edit the title, grade, and subject as needed, link the appropriate unit, and then just fill in the

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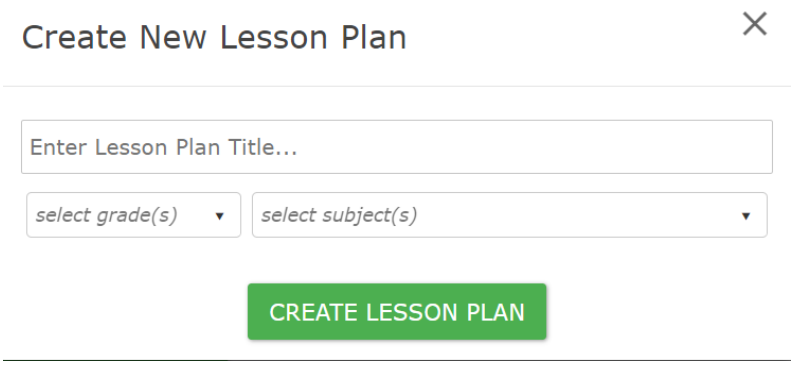
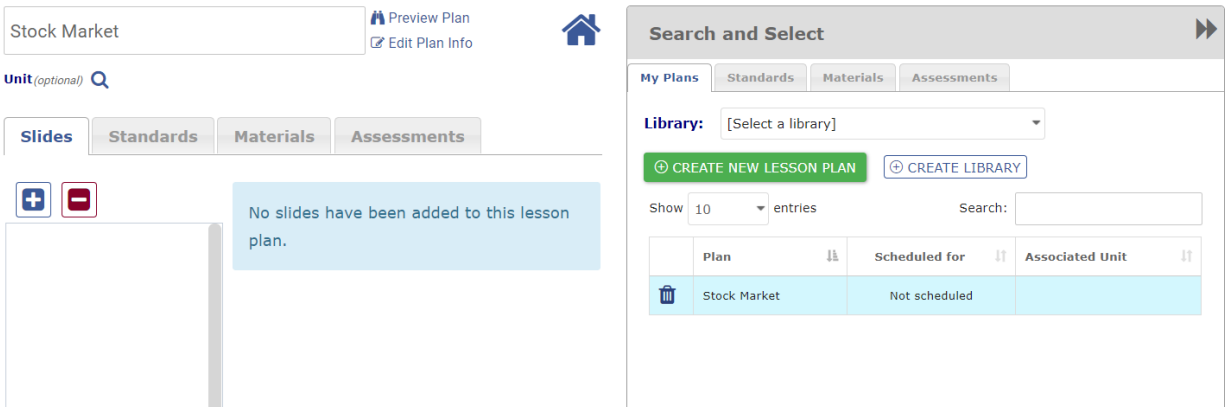
Plan Details slide. For instructions on copying a template, please see page 28.

4. Enter the **lesson plan title**, select the **grade**, the **subject** and click **Create Lesson Plan**.



5. The *Lesson Plan Builder* tool will open displaying two windows side-by-side.



6. Refer to the following sections for next steps:
    a. Lesson Plan Builder Overview section, page 12.
    b. Build a Lesson section, page 14.

LESSON PLAN BUILDER OVERVIEW

The window to the left shows the tools (**Unit selector**, **Plan Slides (Details)**, **Standards**, **Materials**, and **Assessments**) a user has available when creating a lesson.

The ***Search and Select*** window to the right displays the following tabs: **My Plans**, **My Unit** (if a unit was selected in the other window), **Standards, Materials** and **Assessments**.

(Image on next page.)

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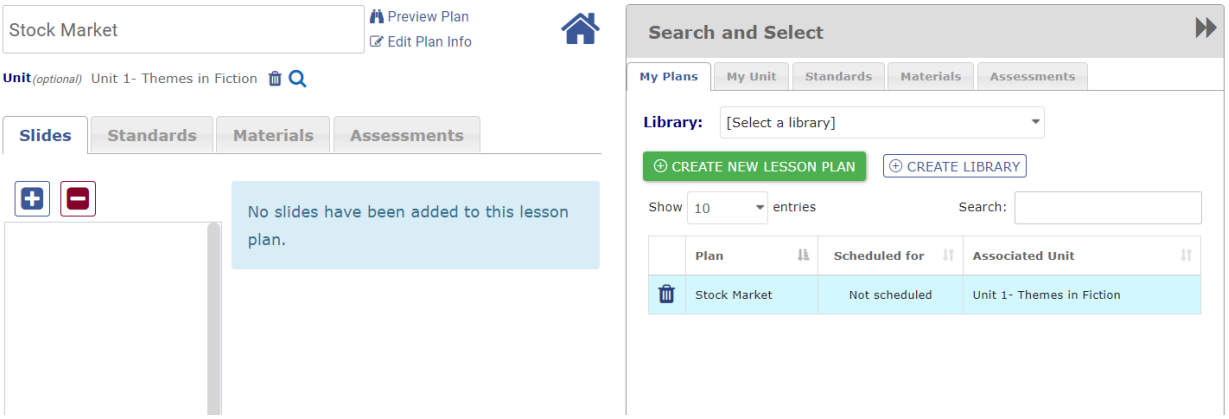
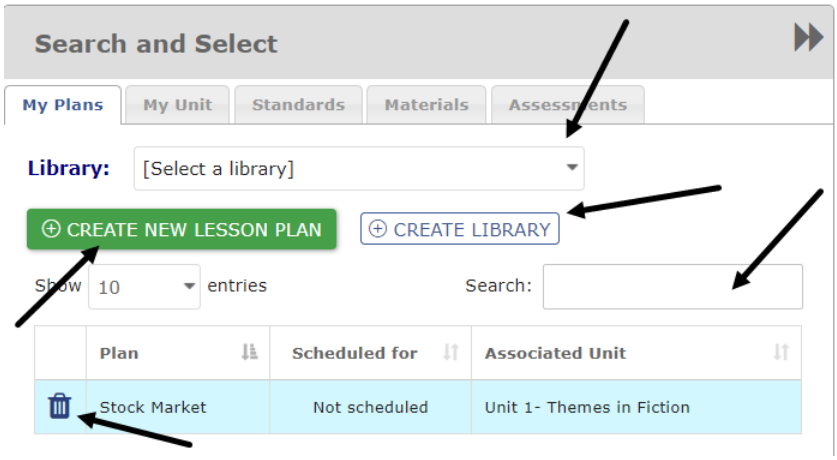


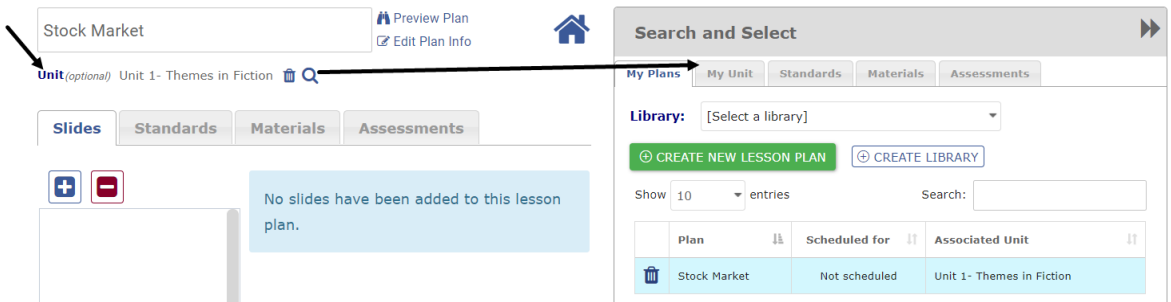
My Plans

The **My Plans** tab under the ***Search and Select*** window allows the user to manage the lesson plans being created.



My Units

The **My Unit** tab under the ***Search and Select*** window provides the user access to the *Unit Plan* to which he or she is linking the lesson plan. This only appears if a unit was selected in the other window.



When selecting **My Unit**, you may view the **Unit Info, Standards, Materials**, and **Assessments** that are *currently* linked to the unit. The unit may be previewed in a

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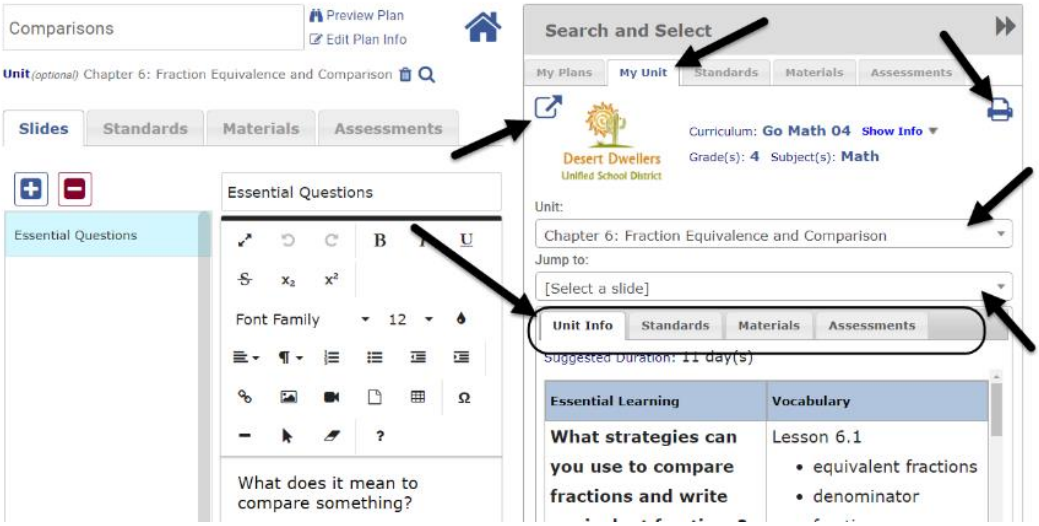
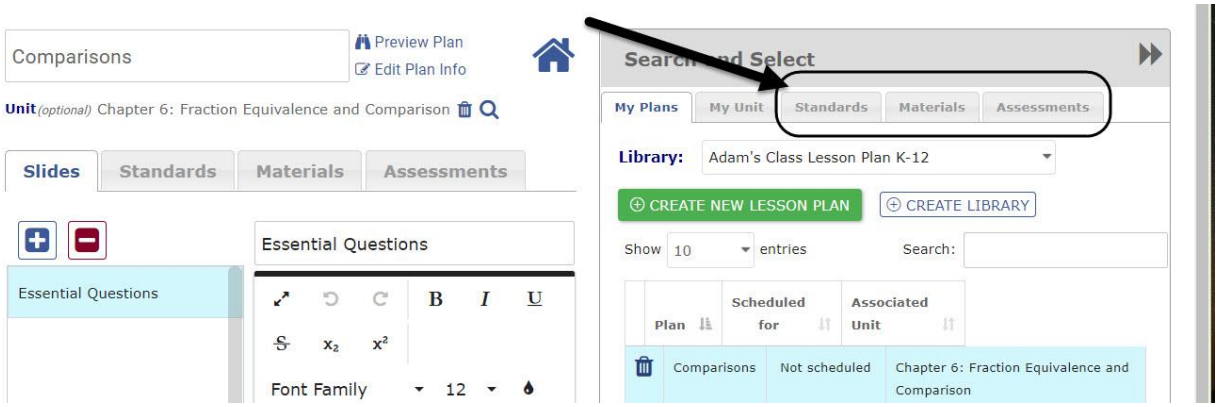
pop-up window and may be printed. You may also preview other units and specific slides of the unit by utilizing the **Unit** and **Jump to**: drop-down boxes. From the **My Unit** tab, you will be able to select the unit's standards, materials and assessments and incorporate them into your lesson.



STANDARDS, MATERIALS AND ASSESSMENTS

The **Standards, Materials**, and **Assessments** tabs allow a user to link standards, materials, and assessments to the lesson plan in the absence of a unit plan. These tabs also allow a user to link standards, materials, or assessments not articulated in a linked unit plan.



BUILD A LESSON

1. Verify that you are on the ***Lesson Plan Builder*** page. Refer to Create a Lesson Plan section, page 11, for directions.

2. At any point in the plan building process you may:

    a. **Preview Plan**, **Edit Plan Info** (Title, Grade and Subject),

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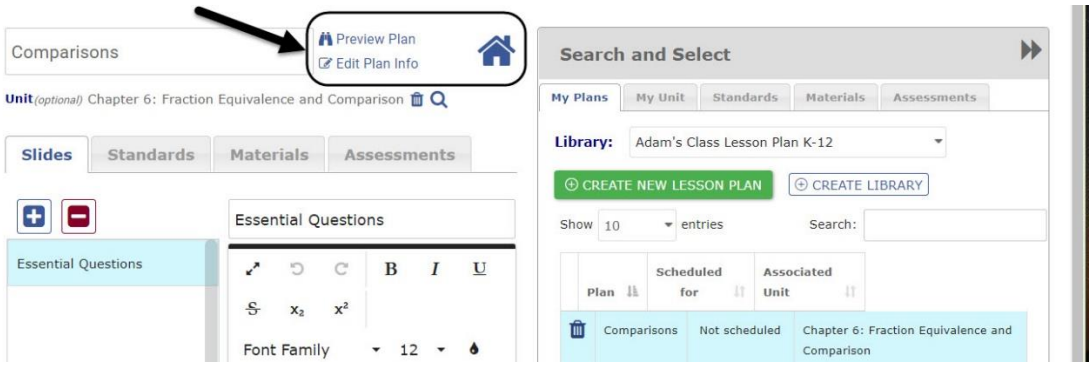
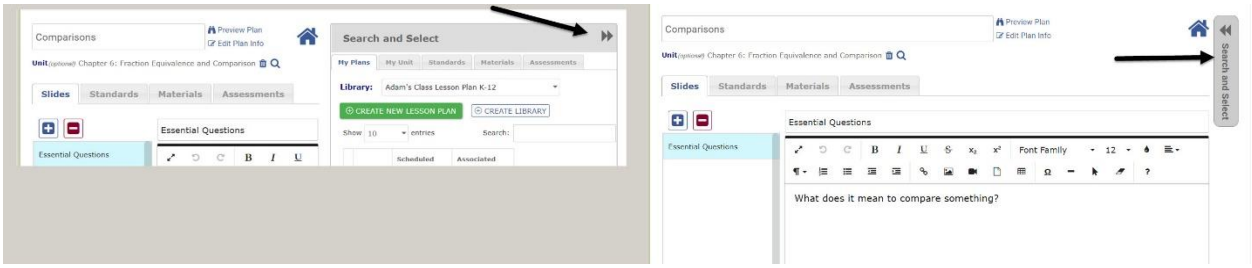
b. return to the ***Lesson Plan Builder*** page.



c. also collapse and expand the **Search and Select** interface as you are building your plan. Collapsing the **Search and Select** interface provides you more screen "real estate" to work with when building your lesson plan.



LINK PLAN TO UNIT

3. *(Optional)* Link the plan to the appropriate **Unit**. Please note, if you link a unit to your lesson plan, you will be able to select the unit's standards materials and assessments to incorporate into your lesson plan.

    a. To link a unit click the **magnify glass** icon.

    b. Select whether you wish to search **All Available** digital curriculum libraries or only scheduled curriculum units.

    c. Select the **Library** or the **Class** that has units scheduled.

    d. Select the desired unit to link to the lesson plan.

    e. Click the *Save* button.

(Image on next page.)

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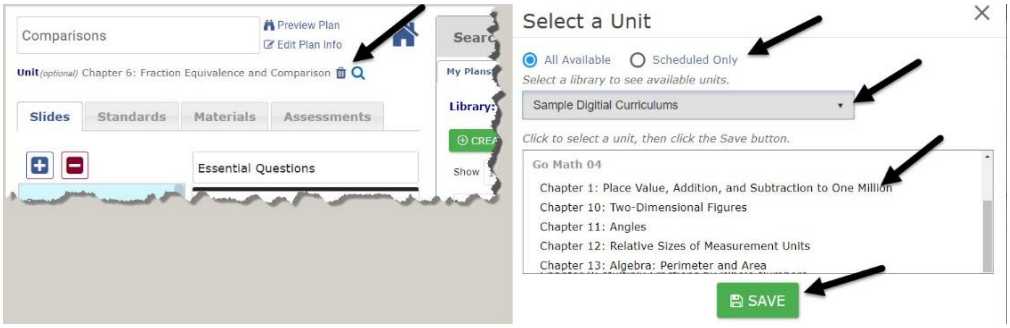
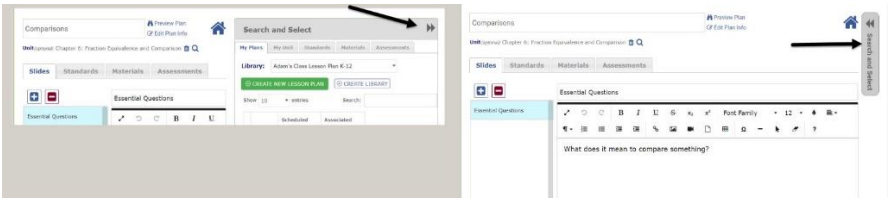


There are four tabs available that provide users with the tools needed to enhance the lesson plan.

TAB 1: SLIDES

4. The **Slides** tab allows users to add slides of customized content, ensuring that the lesson plans built reflect the district's, school's, or teacher's template. The user simply clicks the **plus** icon, **titles** the slide, and **adds the desired content**. These steps are repeated to add additional slides.

*A user may click the double arrows (>>) by the **Search and Select** box to expand the screen size of the tabs to more easily build your lesson plan.*



TAB 2: STANDARDS

5. Click the **Standards** tab.

6. You may do one or both of these options:

   a. Select standards in the linked unit plan to apply to the lesson plan.

      i. Under ***Search and Select*** window, click **My Unit** tab.

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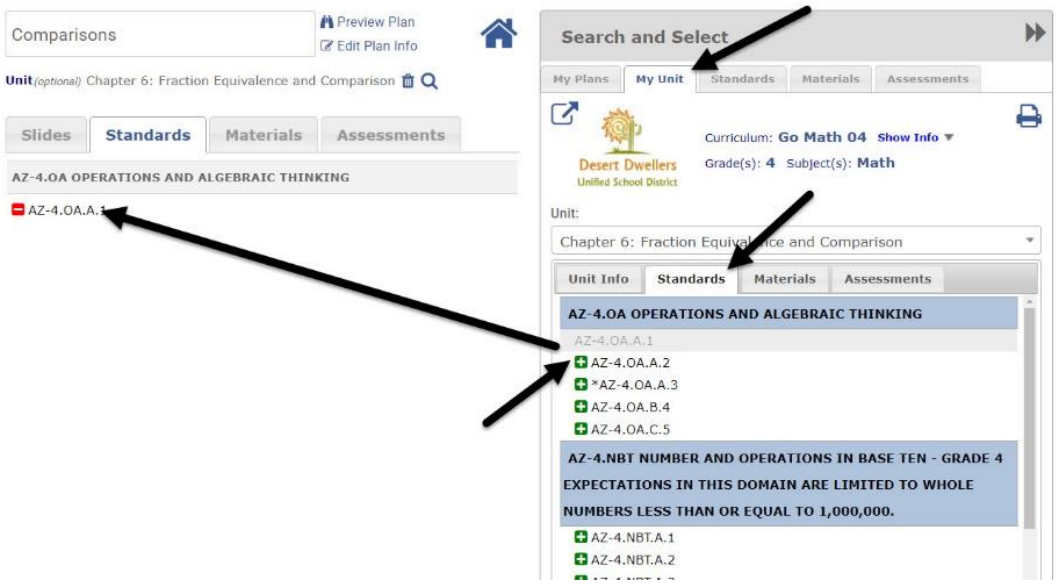
ii. Click the **Standards** tab. All the grade-level standards associated with the unit will appear.

iii. Click the **green plus** icon to move the desired standards to your plan.

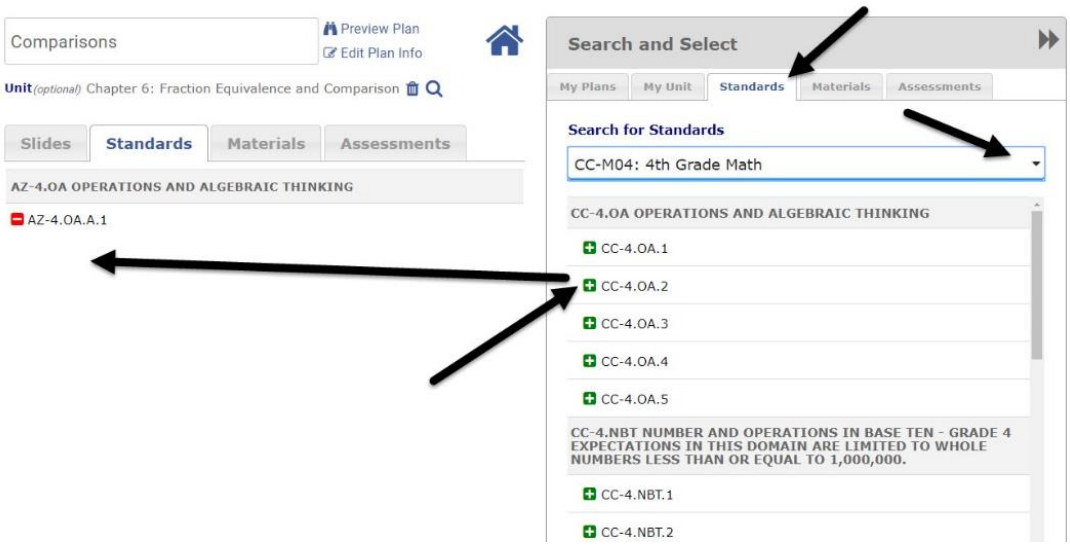


b. select your own standards to link to your lesson plan.

i. Select the **Standards** tab under ***Search and Select*** window.

ii. From the **Search for Standards** box, select the **grade** and **subject level standards**. All the grade-level standards will appear.

iii. Click the **green plus** icon to move the desired standards to your plan.



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TAB 3: MATERIALS

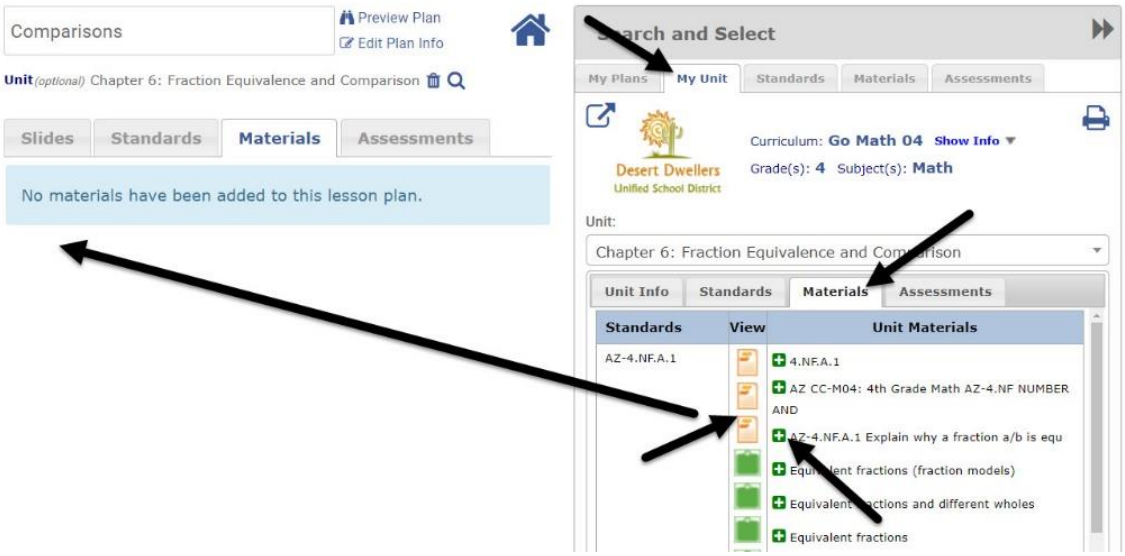
Once standards are selected, materials that are linked to those standards may be added to the lesson plan. There are two types of materials that may be linked to a lesson plan. Some materials are activities and resources meant for students, such as KAHN ACADEMY®, or Dialog content. Other materials are intended to just be resources for a teacher, such as web content, including EngageNY.

7. Click the left **Materials** tab.

8. You may select materials provided in the linked unit to add to the lesson plan. Select **My Unit** under the ***Search and Select*** window. You may do one or all of these options:

    a. Select the **Materials** tab.

        i. Click the **view** icon to see the materials in the associated unit and click the **green plus** icon to include the desired materials in your plan.



    b. To add other materials select the **Materials** tab under ***Search and Select*** window on the right side of the page. The standards linked to the lesson plan appear.

    c. There are *three ways* to add materials to your lesson plan:

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i. add existing materials linked to standards or from a library (page 19),

ii. create a new dialog (page 20), and/or

iii. create new resources (page 21).

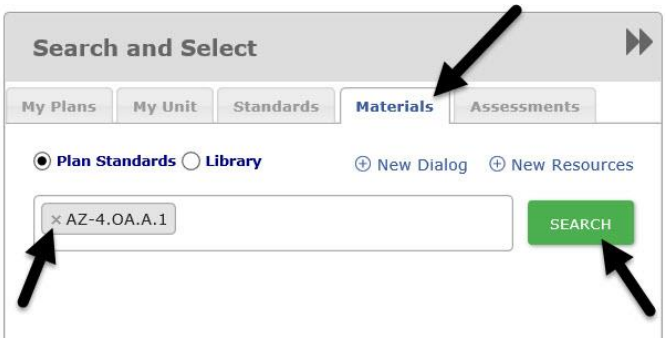
ADD EXISTING MATERIALS

The user building a lesson plan may attach Dialogs or other Galileo-provided materials by following the steps listed below. These may be searched by standard or by library.

SEARCH BY PLAN STANDARDS

9. Verify that the **Plan Standards** radio button is selected.

10. Notice that the standards that you attached to the lesson plan appear. To remove a standard from your search, just click the **X**.

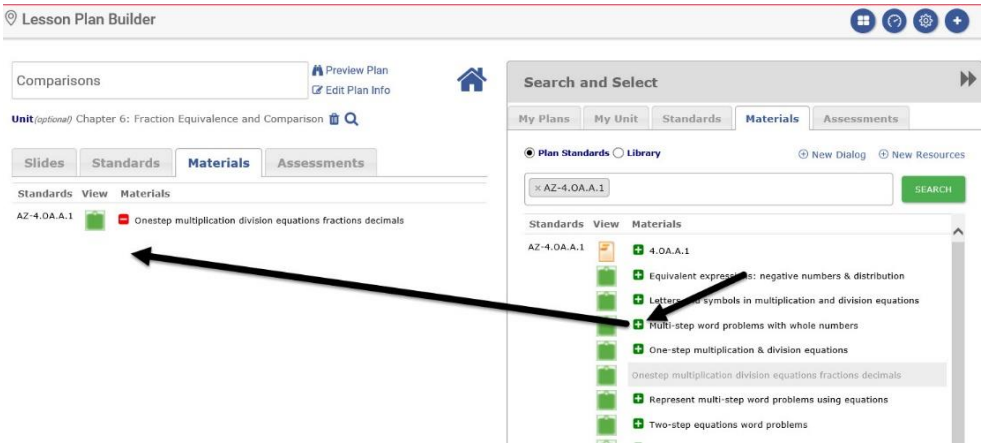


11. To search on the standards linked to your lesson plan click the *Search* button.

11. A list of materials linked to the standard(s) will appear.

12. Click the **View** icon to see the material.

13. To add the material to the lesson plan, click the **green plus** icon by its name.



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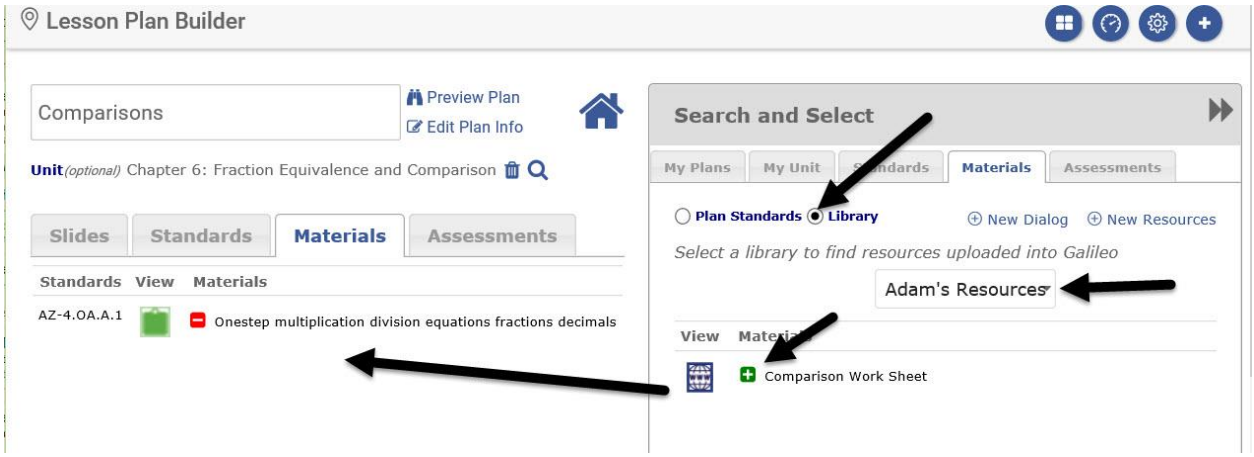
SEARCH BY LIBRARY

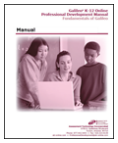
If a user has created and saved resources in a Galileo resource library, they may be searched and added to the lesson plan.

9. Click the **Library** radio button.
10. Select the **Library** that houses the resources.
11. A list of materials housed in that Library will appear.
12. Click the **View** icon to see the material.
13. To add the material(s) to the lesson plan, click the **green plus** icon by its name.



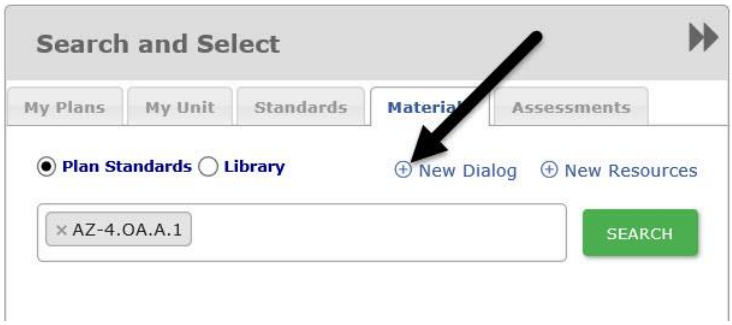
CREATE NEW DIALOG

If you wish to add web content for students to access, you will want to use the *+New Dialog* link to add it to a lesson plan.



For instructions on building a more robust Dialog, refer to the Dialog Builder manual or the online help files.

9. To create a new dialog click the +New Dialog link.



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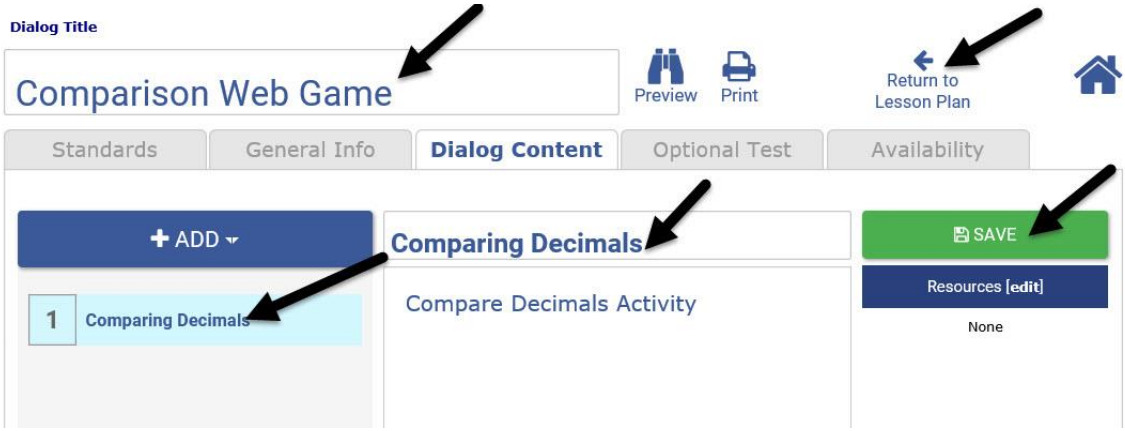
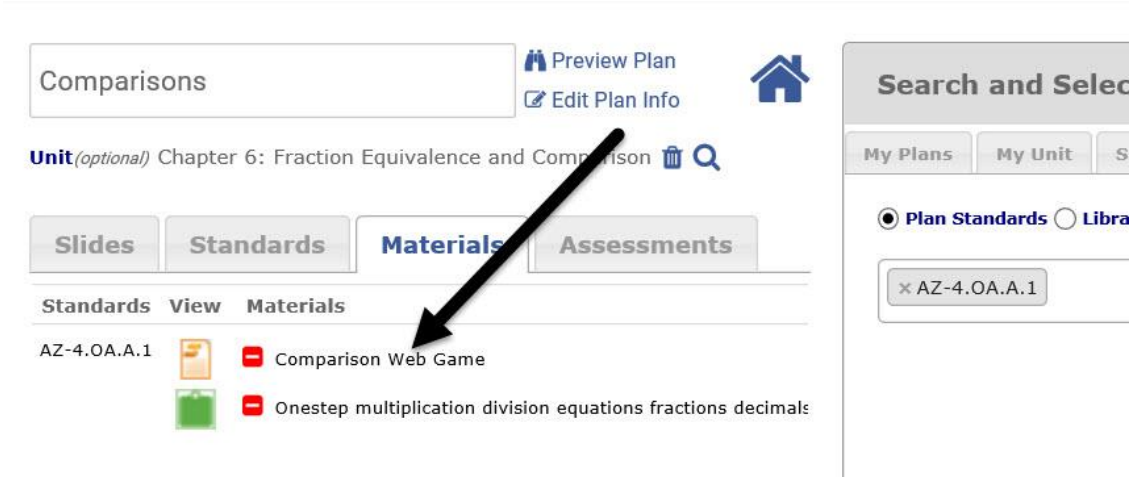
10. The Dialog will automatically be titled "A New Dialog". Re-title the **Dialog**.
11. The first slide of the Dialog is titled "New Slide Title." Re-title the slide.
12. Add **slide content**. You may add text, images, links and movies.



13. Click the *Save* button.
14. The slide is added to the dialog.
15. Once done, click the ←Return to Lesson Plan link.
16. A pop-up will appear asking if you would like to publish your Dialog and add it to the lesson plan. Click the *Yes, publish and add to the lesson plan* button.
17. The Dialog is now added to the lesson plan.



CREATE NEW RESOURCE

A user may create a resource if they wish to provide a file or link to a lesson plan. Please note, students will **not** be able to view or access resources.

9. Click the +New Resources link.

(Image on next page.)

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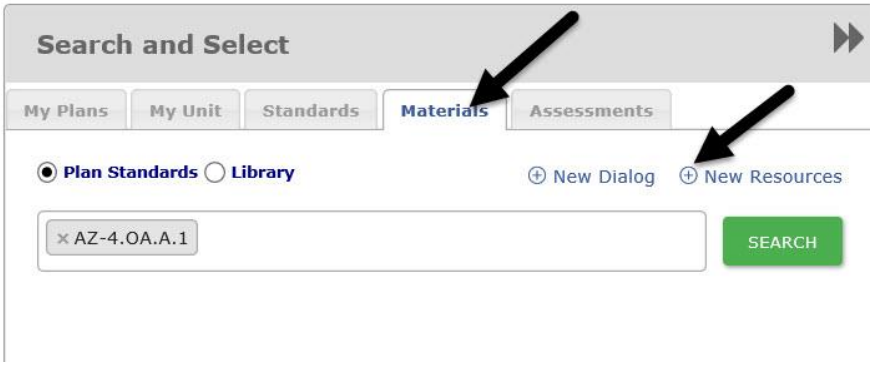


10. Select if the resource you are going to add will be a **Web Page** or **File Attachment**.

11. To add a:

    a. web page, follow the directions on page 22.

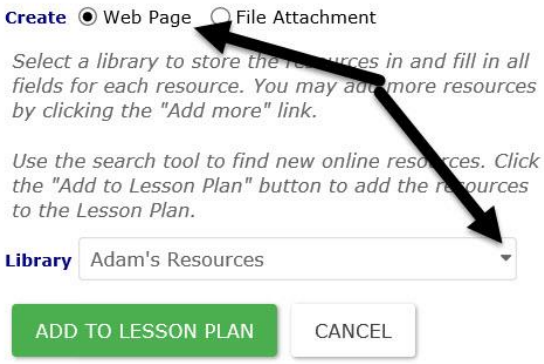
    b. File, follow the directions on page 24.

WEB MATERIALS

Please note, webpages attached as resources will be available to teachers but not available to students. If you'd like to add a webpage for students' to access, you can add that as a Dialog. Refer to the Create New Dialog section, page 20, for instructions.

12. Select the **Web Page** radio button.

13. Select the **Library** that will house the resource you are about to add.



14. Select the **Standard** that will be linked to the resource.

KNOWN WEB SITE ADDRESS

15. Type the **Name** of the resource.

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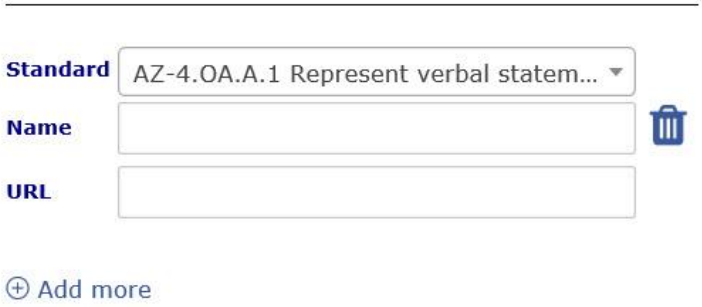
16. In the **URL** field, type in the website address.



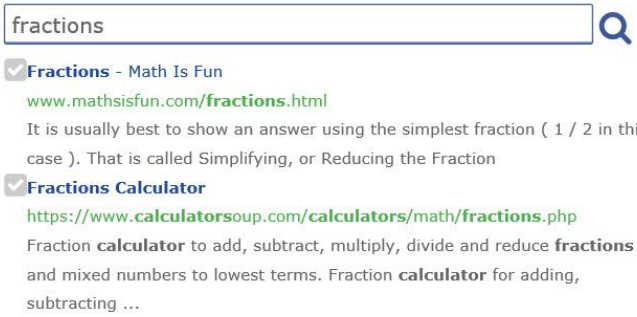
17. Click the +Add More link to add additional resources linked to this standard.

SEARCH THE WEB

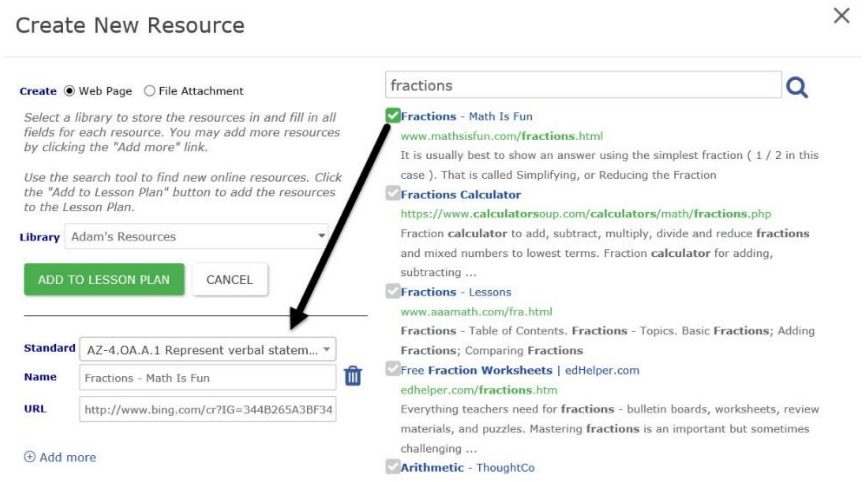
You may use the search feature in Galileo to search for content to link.

18. Type the word(s) in the **Search** field and click the **magnifying glass** icon.

19. A list of search results will display. The resources may be viewed by clicking the title link.



20. A resource found via the search may be added by clicking the √ icon. Notice that the name and URL are automatically created for you. You may edit this name.



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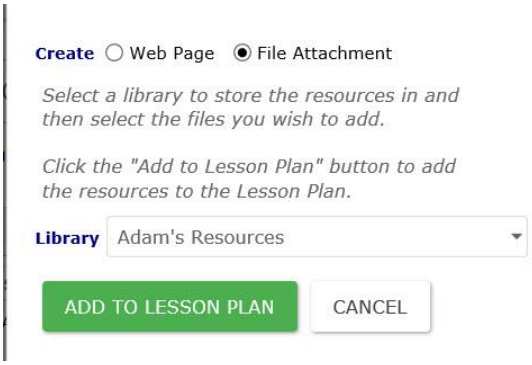
21. Click the *Add to Lesson Plan* button.

FILE ATTACHMENT

22. Select the **File Attachment** radio button.

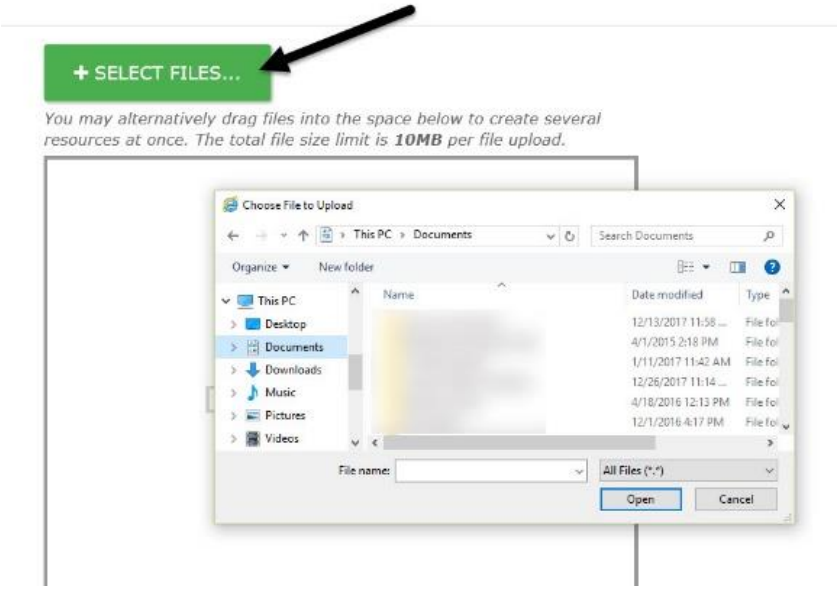
23. Select the **Library** that will house the resource you are about to add.



24. Click the *+Select Files…* button and navigate to the file you'd like to attach.

25. Either:

i. Click the *Open* button.



ii. Navigate to the file through traditional means and click and drag the file to the "drop box."

(Image on next page.)

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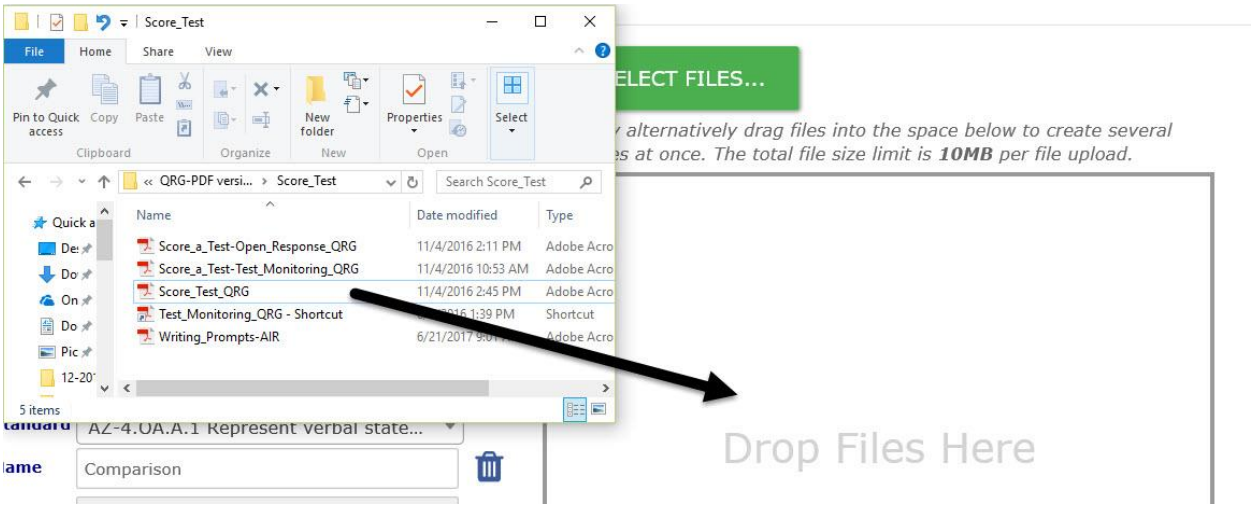
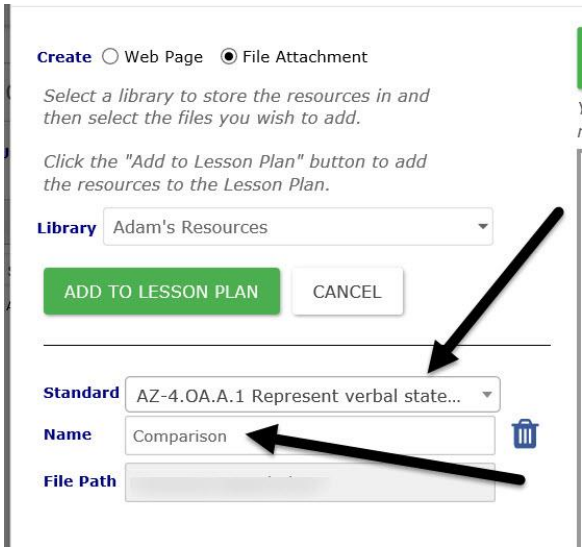


26. Once the file is added, a **Standard** box appears so you may link a standard to the resource.

27. Notice that the file name is automatically created for you. You may edit this name.



28. Repeat these steps to add additional files.

*Click the **trashcan** icon to remove a resource.*

29. Click the *Add to Lesson Plan* button.

30. The newly added resource is now linked to the Lesson Plan.

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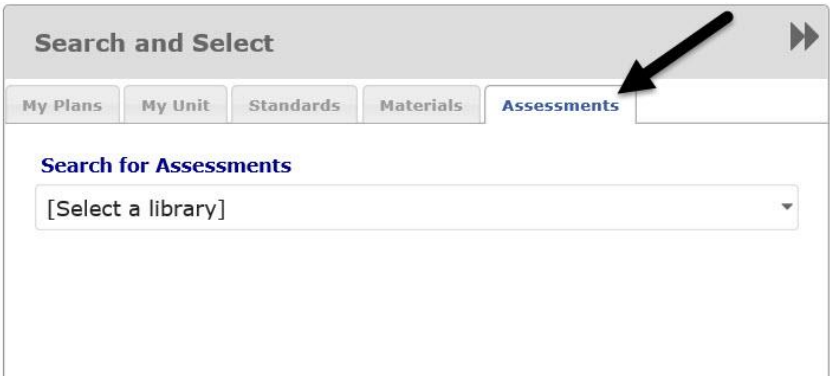
TAB 4: ASSESSMENTS

31. Click the left **Assessment** tab.



32. You can include assessments by:

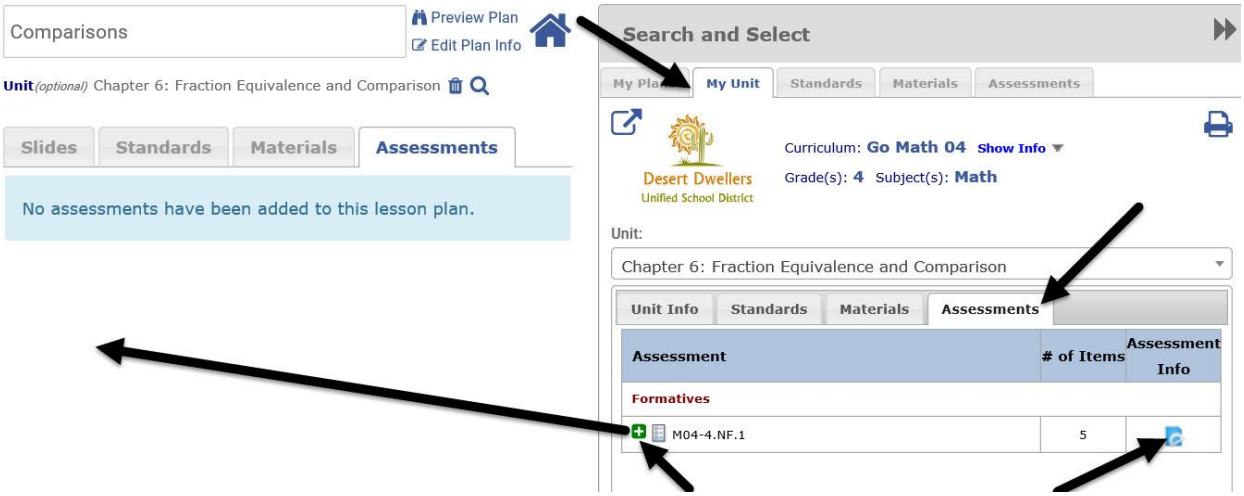
    a. Selecting assessments provided in the linked unit to add to the lesson plan.

        i. Select **My Unit** tab and the **Assessment** tab.

        ii. To see a test blueprint of each test click the **Test Blueprint** icon.

        iii. To view the test (provided you have the appropriate permissions) click the **paper** icon.

        iv. Click the **green plus** icon to include the desired assessments to your plan.



    b. Adding other assessments not linked to the attached lesson plan by selecting the **Assessment** tab under ***Search and Select*** on the top right side of the page.

        i. Select the **Library** that houses the desired assessment.

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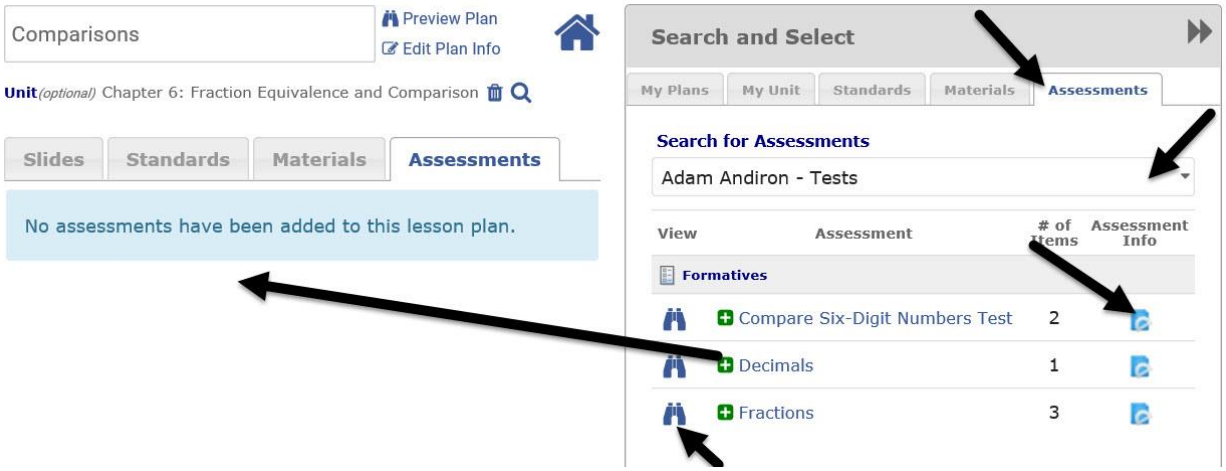
ii. To see a test blueprint of each test click the **Test Blueprint** icon.

iii. To view the test (provided you have the appropriate permissions) click the **binocular** icon.

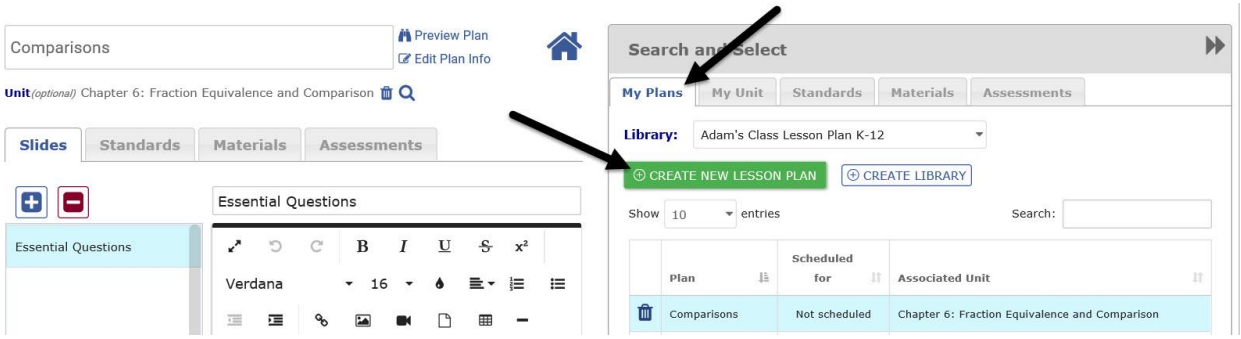
iv. Click the **green plus** icon to include the desired assessments to your plan.



ADD MORE PLANS

Once your lesson plan is built you may create another lesson for the unit. Either:

1. Click the +Create New Lesson Plan link from the **My Plans** tab.



- or -

2. Make a copy of plan and edit the information. Refer to the Copy a Lesson Plan section, page 28, for further instructions on copying a plan.

(Image on next page.)

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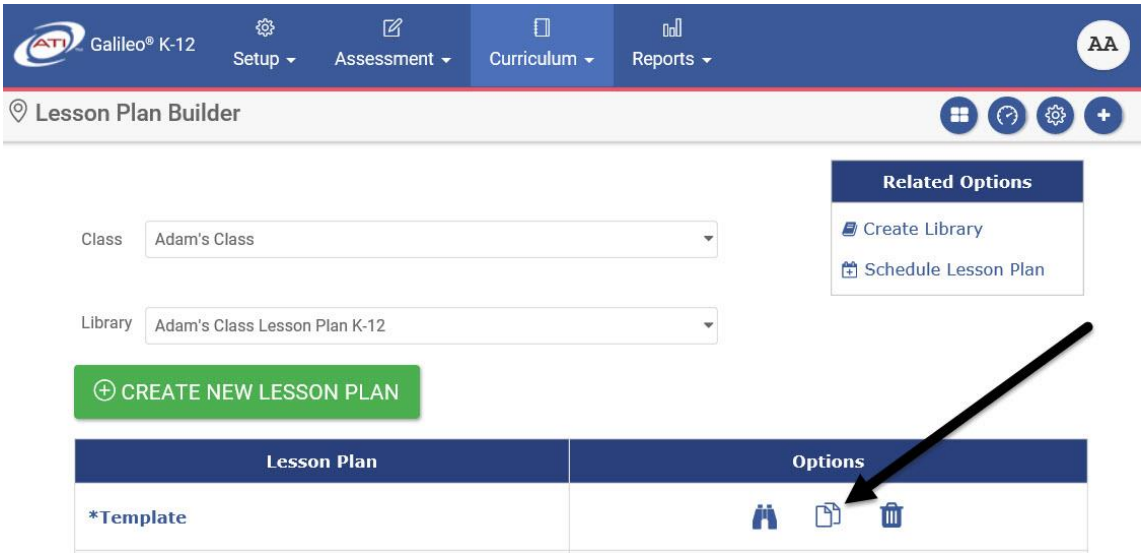
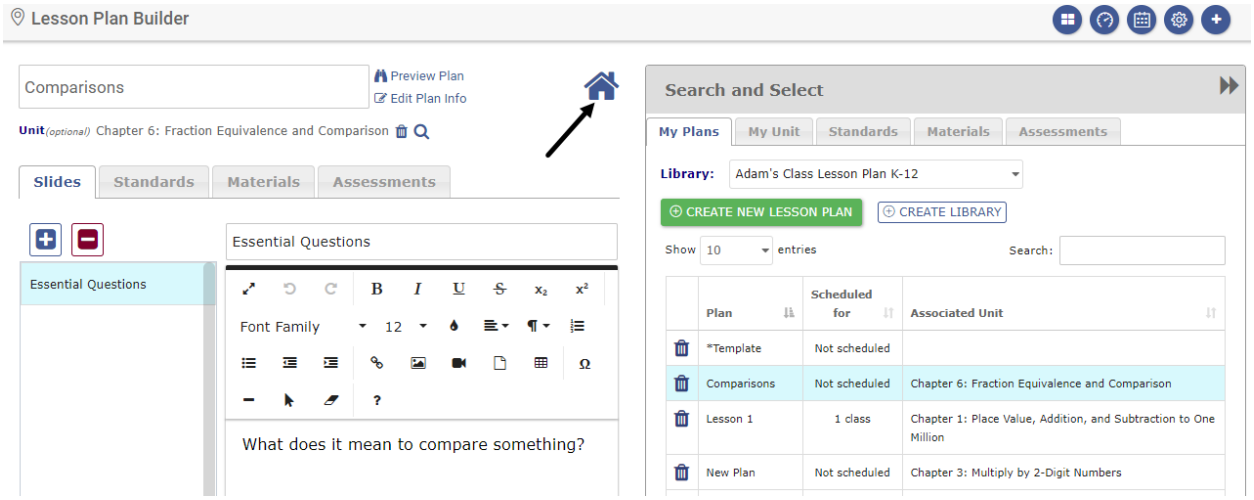


RETURN TO THE LESSON PLAN BUILDER PAGE

Once all desired lesson plans have been added, the user may close out of the lesson plan window by clicking on the **home** icon. The added plans may now be scheduled.



COPY A LESSON PLAN

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.

2. Select the **Library** where you wish to save the lesson plan you are about to build.

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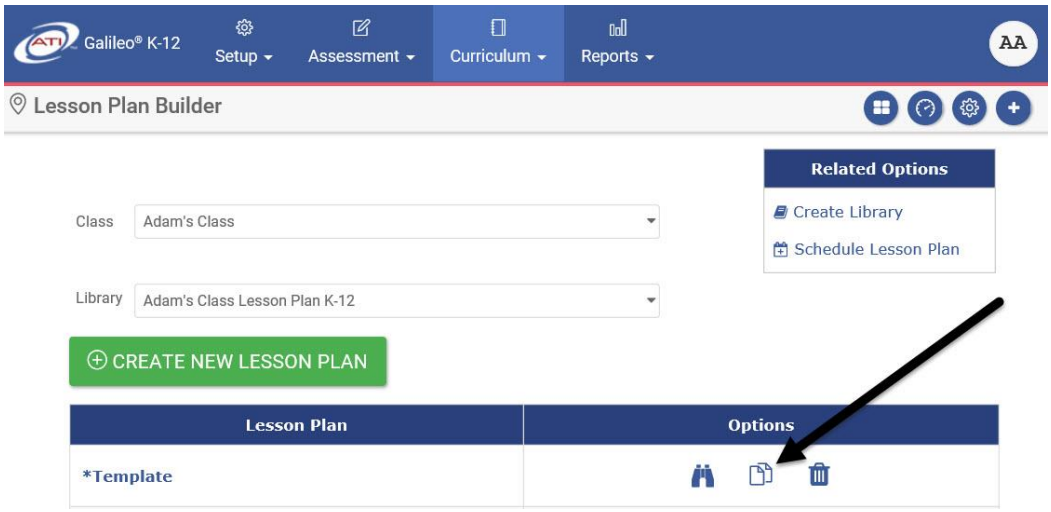
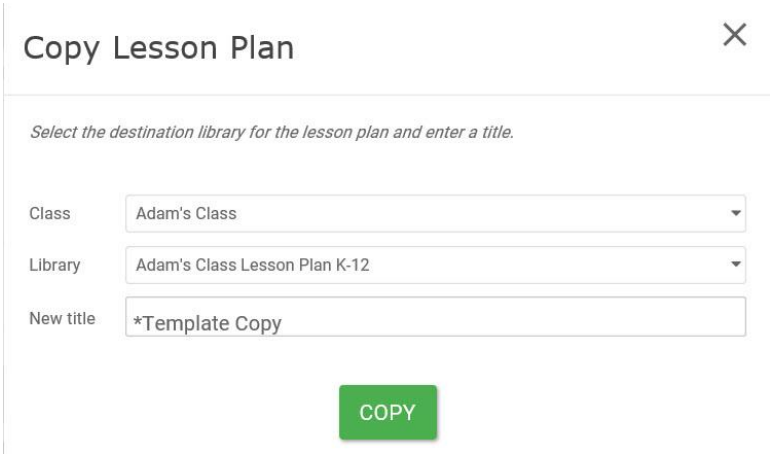
3. Click the **Copy** icon of the lesson plan you wish to copy.



4. Select the **School** and **Class** that houses the library to which you would like to copy the lesson plan.
5. Select the lesson plan **Library** to which you would like to copy the lesson plan.
6. **Title** the new lesson plan.
7. Click the *Copy* button.



8. Now make any necessary changes to the copied lesson plan.

PREVIEW A LESSON PLAN

If the lesson plan was scheduled, it may be previewed from the ***Class Calendar*** page. Refer to the Preview Scheduled Event section, page 38, for directions.

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.

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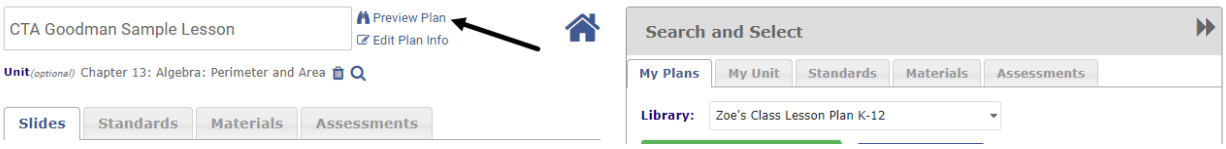
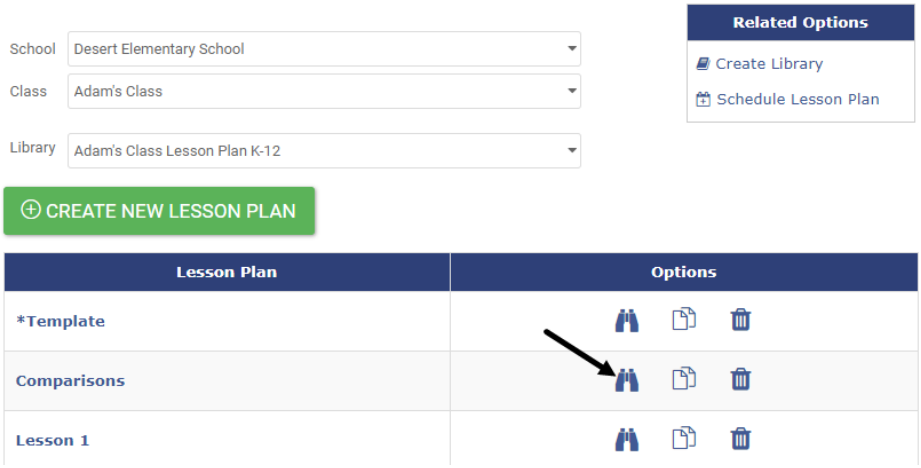
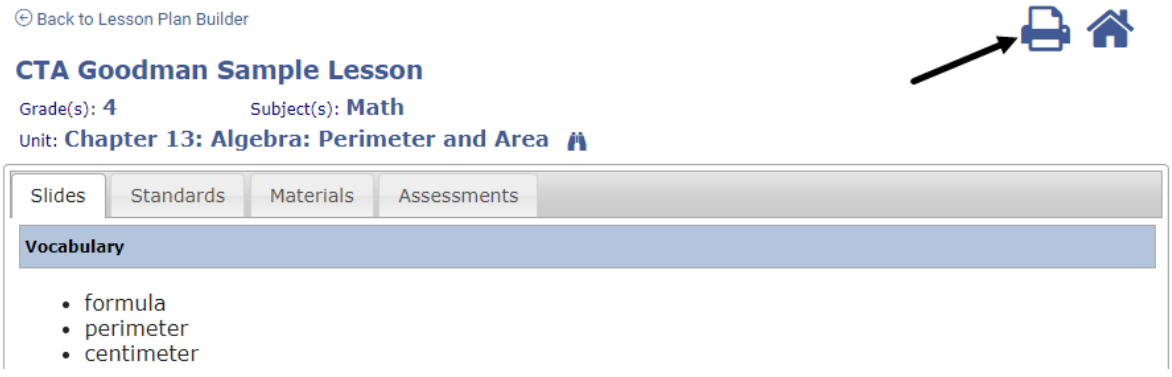
2. Select the **School** and **Class** that houses the library to which you would like to preview the lesson plan.
3. Select the **Library** in which the lesson plan houses.
4. Either click the:
    a. Name of the Lesson Plan link you wish to preview.
        i. Click the Preview Plan link.



    b. Click the **binoculars** icon on the index line to the lesson plan you wish to preview.



5. To print the unit, click the **printer** icon.



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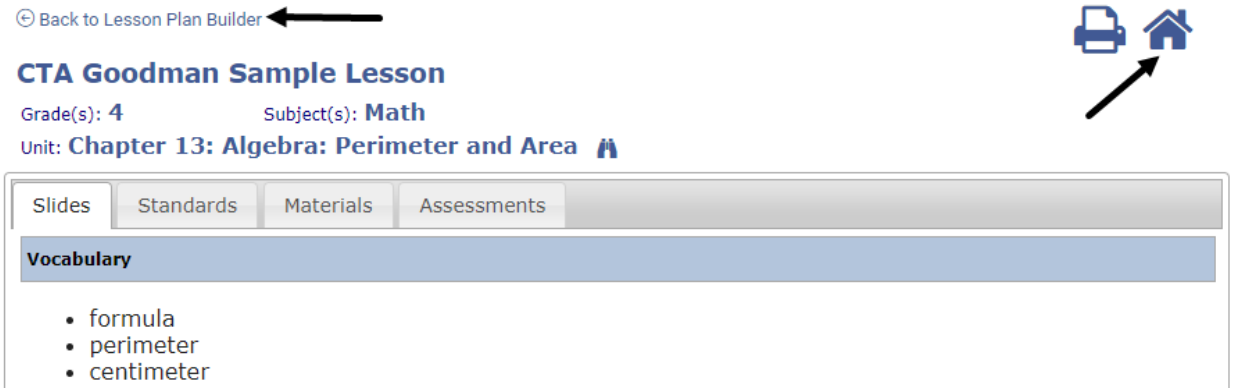
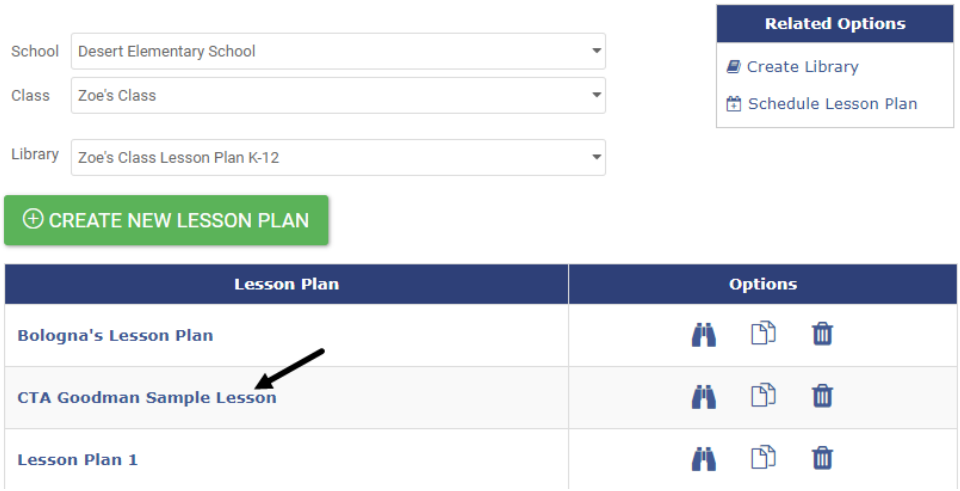
6. Click either the Back to Lesson Plan Builder link to return to the building page or the **home** icon to return to the ***Lesson Plan Builder*** page.



EDIT A LESSON PLAN

Once a lesson plan is created, it may be edited from the main ***Lesson Plan Builder*** page.

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.
2. Select the **School** and **Class** that houses the library to which you would like to delete the lesson plan.
3. Select the **Library** in which the lesson plan houses.
4. Click the name of the Lesson Plan link you wish to edit.



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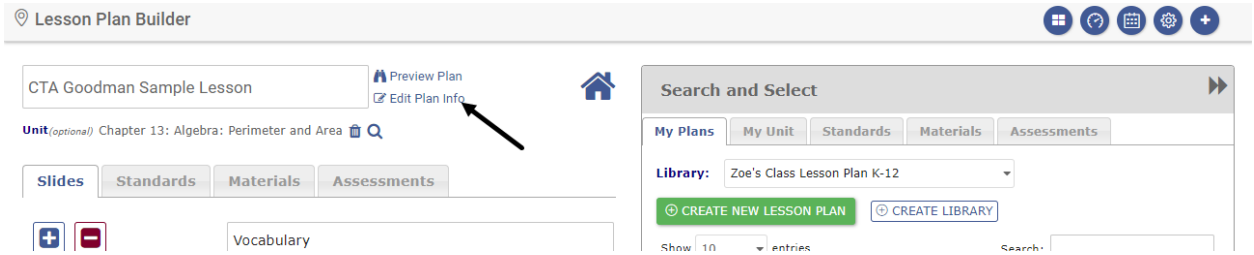
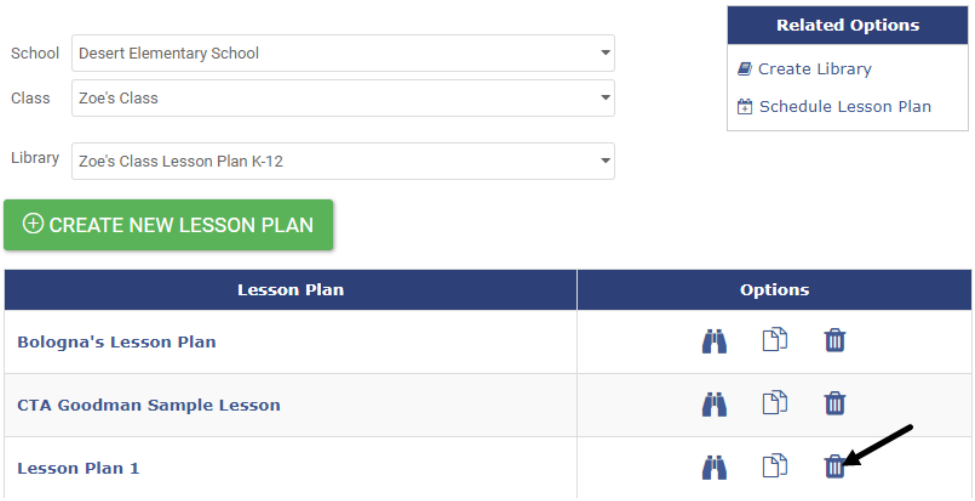
7. Make the necessary changes. To change the Plan Information (grade and subject) click the Edit Plan Info link.



8. Don't forget to save the changes.

DELETE A LESSON PLAN

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.
2. Select the **School** and **Class** that houses the library to which you would like to delete the lesson plan.
3. Select the **Library** in which the lesson plan houses.
4. Click the **trashcan** icon on the index line next to the desired lesson plan.



5. Confirm the deletion message.

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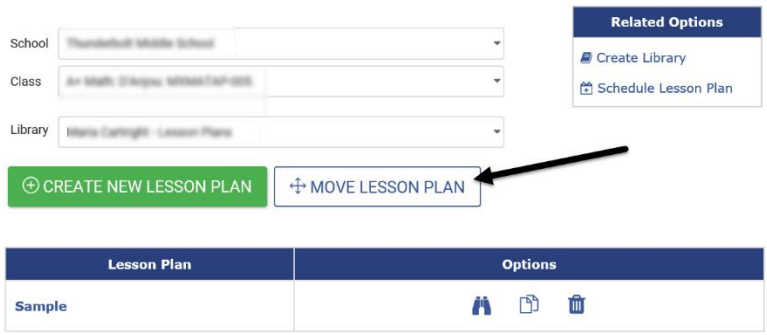
MOVE A LESSON PLAN

A lesson plan may be moved from one library to another. This is helpful when staff are collaborating or reviewing lesson plans. Lesson plans that are completed, reviewed and sanctioned can then be moved to a library for staff to utilize.

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.
2. Select the **School** and **Class**.
3. Select the **Library** in which the lesson plan in housed.
4. Click on the **Move Lesson Plans** button.



5. Using the **From Library** drop-down, select the library that houses the lesson plan(s) you would like to move.
6. Place checkmarks by the lesson plan(s) you would like to move.
7. Using the **To Library** drop-down, select the library where you will place the selected lesson plan(s).
8. Click the **Move Lesson Plan** button.

SEARCH FOR A LESSON PLAN

1. Access the ***Lesson Plan Builder*** page. Refer to the Access Lesson Plan Builder Tools section, page 8, for directions.
2. Select the **School** and **Class**.
3. Select the **Library** in which the lesson plan in housed.

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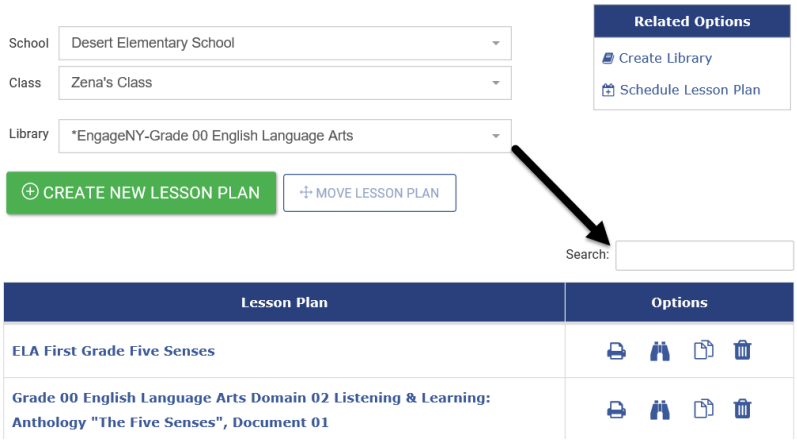
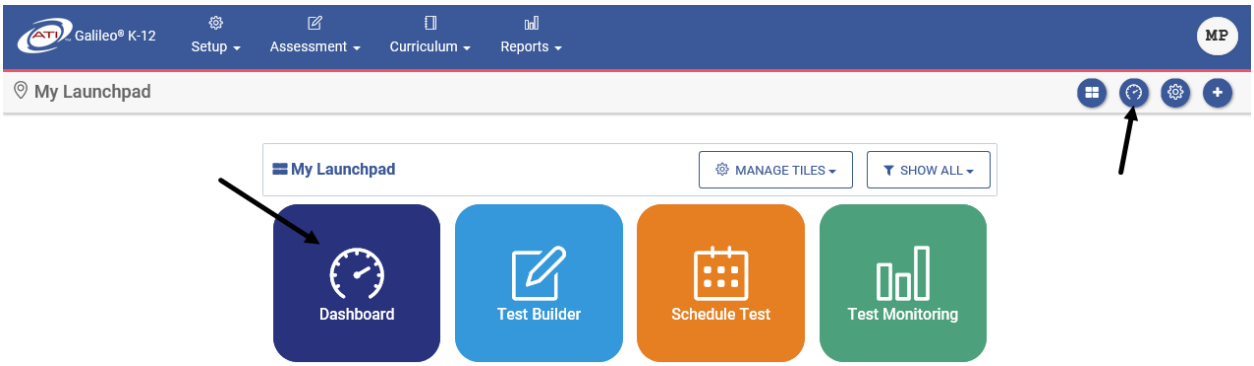
4. To find a particular *Lesson Plan,* type in keywords from the Lesson Plan's title in the **Search** textbox.



SCHEDULE A LESSON PLAN

SCHEDULE FROM THE TEACHER DASHBOARD PAGE

1. Click the **Dashboard** icon or tile.



2. Hover over the **Dashboard menu option** and select **Teacher Dashboard**.
3. Select the **Class** radio button filter mode.
4. If you are a District- or School-level user or a user with access to multiple schools, use the **School** drop-down field to select the school.
5. Verify the **Class**.

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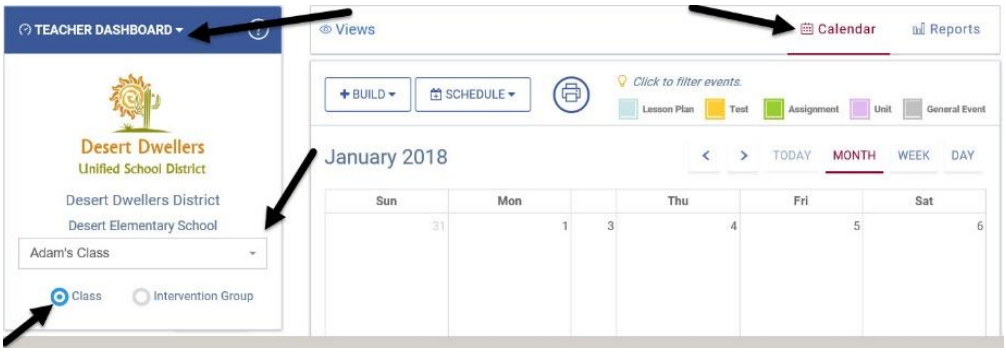
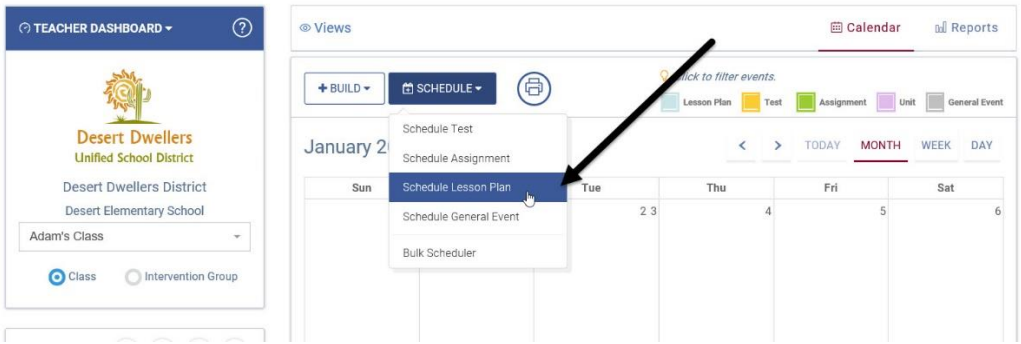
6. If necessary, click the Calendar view link.



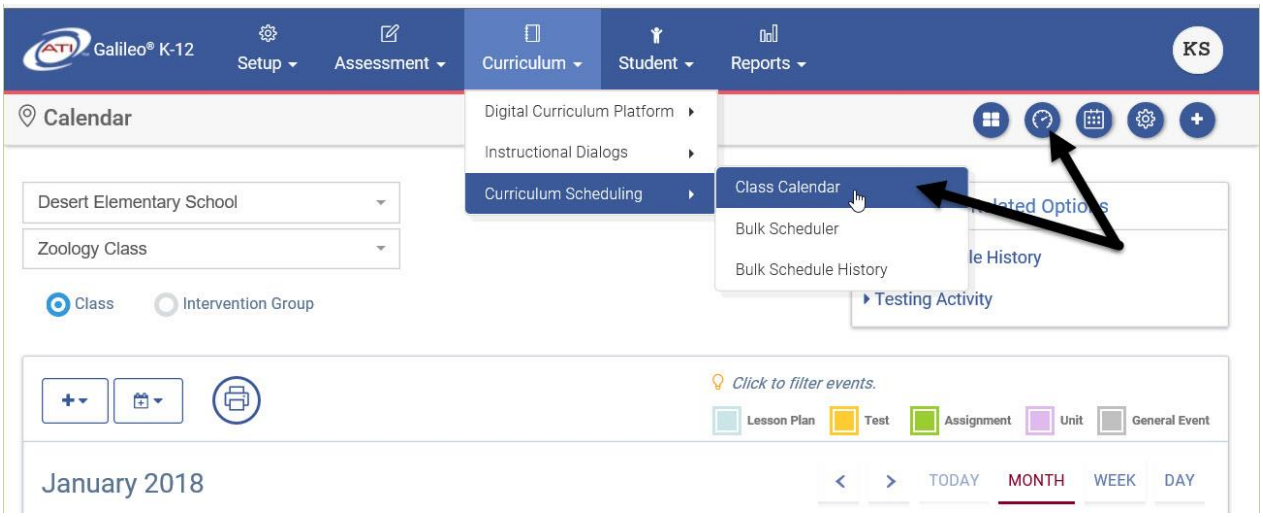
7. Click the **+Schedule>Schedule Lesson Plan**.



8. Proceed to the Schedule section, page 36, for next steps.

SCHEDULE FROM THE CLASS CALENDAR PAGE

The *Schedule Lesson Plan* tool may also be accessed from the ***Class Calendar*** page available to School- and District-level users.



and

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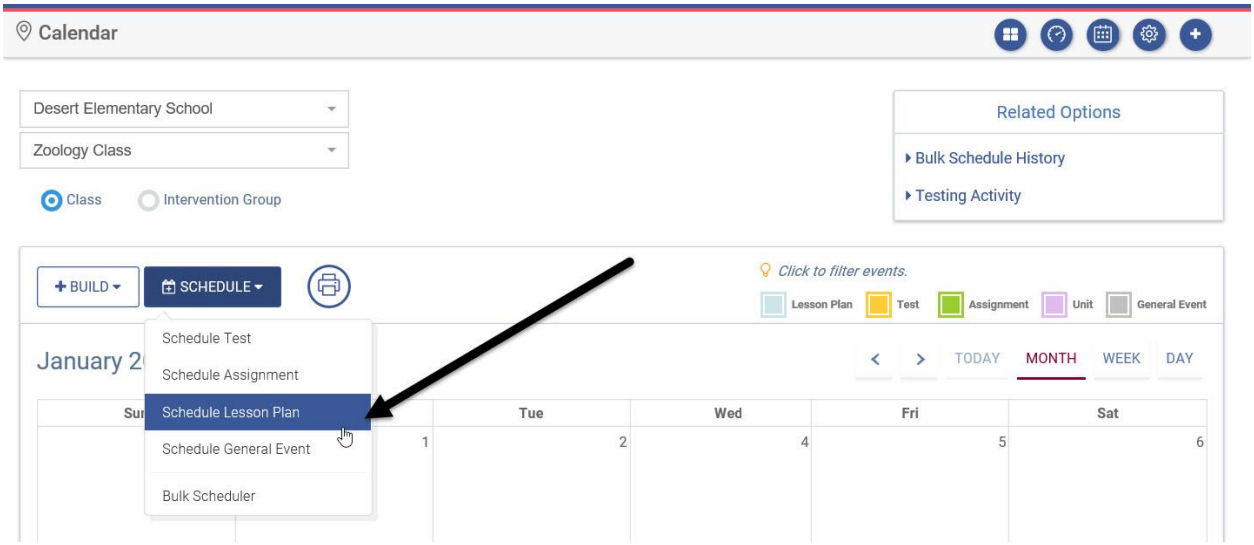

Proceed to the Schedule section, page 36, for next steps.

SCHEDULE

1. Select the **Library** and the **Lesson Plan**.
2. Select the dates that the lesson will span. Notice that individual student materials and assessments can also be independently scheduled.

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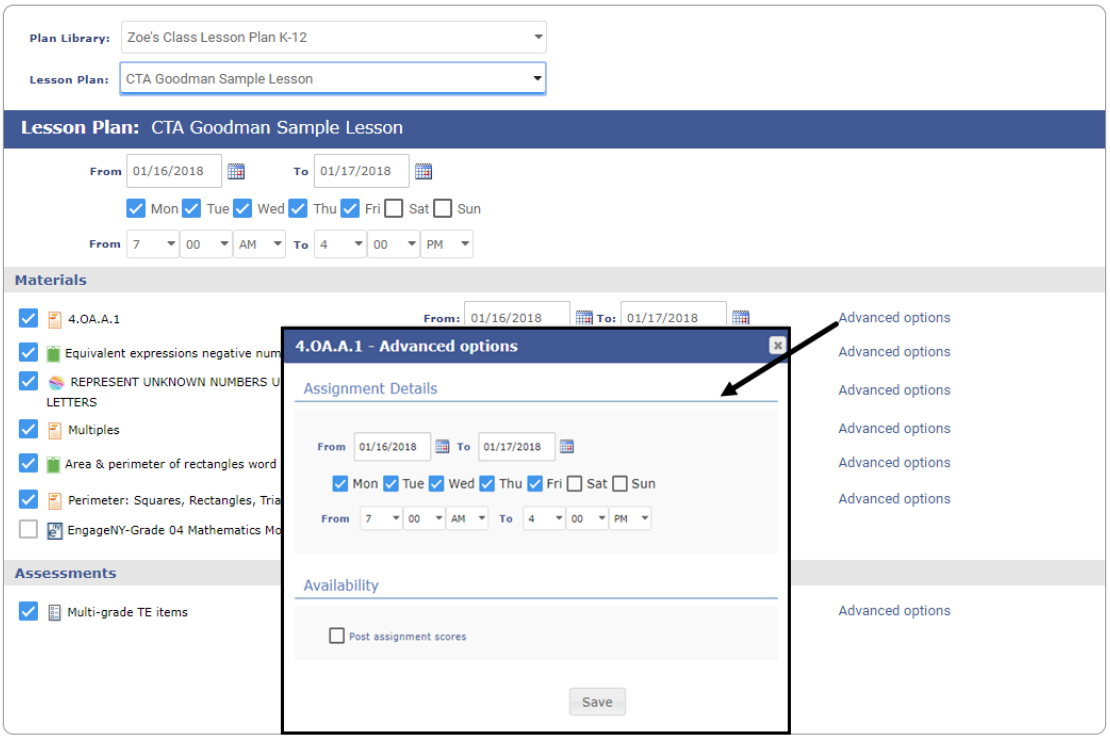
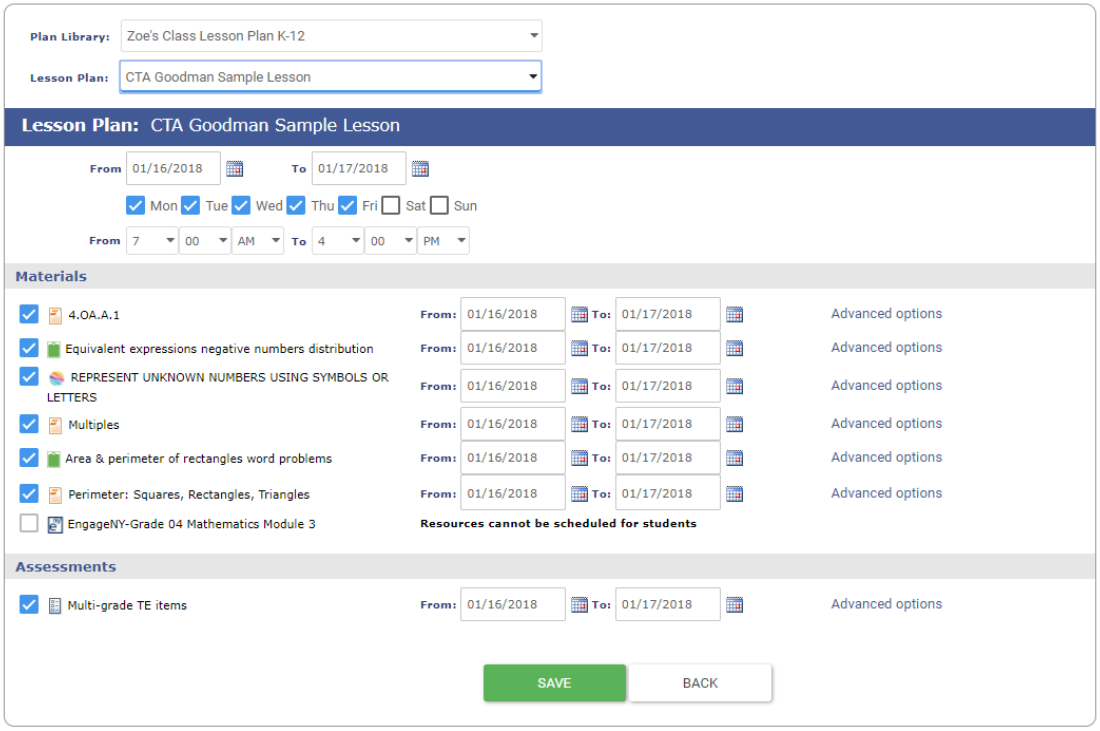
3. (*Optional*) Click the Advanced Options link for additional scheduling options.



4. Once your lesson plan and associated materials have been scheduled, click the *Save* button.



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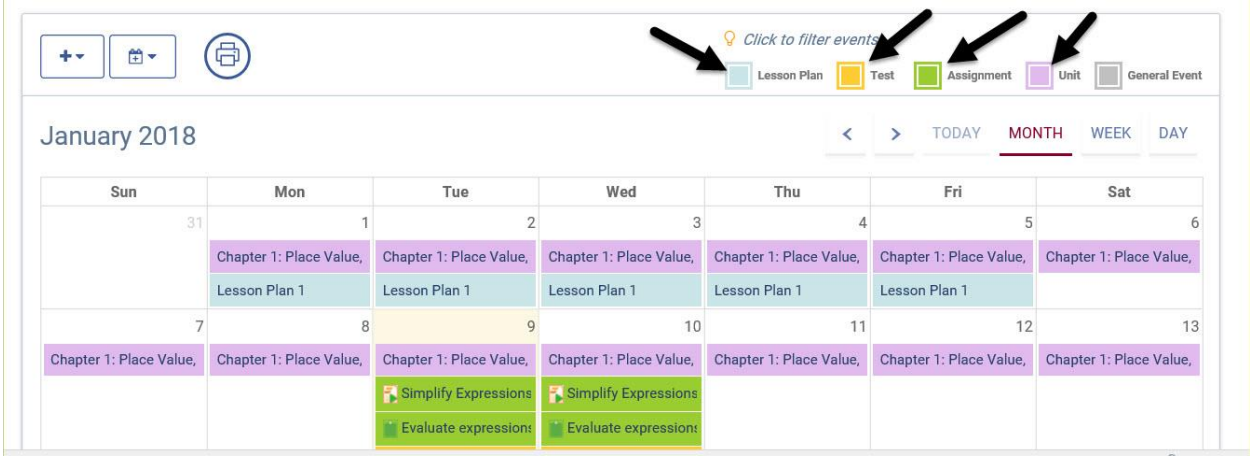
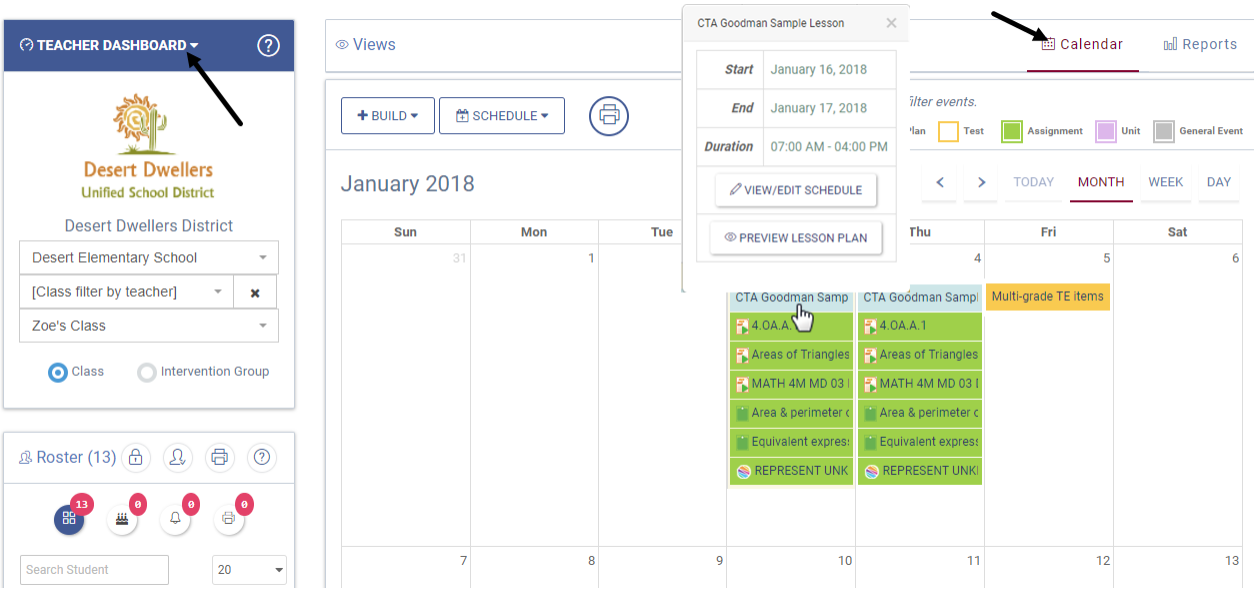
5. The Lesson Plan, associated materials, and assessments now appear and are accessible from on the ***Calendar*** pages. Student resources and assessments are accessible via the *K-12 Student Parent Center*.

6. From both ***Calendar*** pages a user may remove a specific event by clicking on the colored box next to the Lesson Plan, Test, Assignment or Unit. Clicking on the colored box removes the event from the calendar. Clicking on the box again adds the event type back to the calendar.



PREVIEW SCHEDULED EVENT

Once the event is scheduled, access the ***Class Calendar*** (from the ***Teacher Dashboard*** or the **Class Calendar** icon). Click the desired scheduled event link. If necessary, click the *View/Edit Schedule* button to view additional information.



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