# eduphoria forethought Lesson Planning – Step-by-Step

# 1. Determine template to be used:

- Click on My Lesson Planner OR your Team
   Planner
- Click the date on the calendar in which you want to start planning.
- Delete the portion of the template text that you do not want to use and/or create your own template based on your class needs.
- Click on the WRENCH tool and click on Set as Default Text for Entry
- The template you created will now be on all future planning dates.

# 2. To begin entering a lesson plan:

- 1. Click on My Lesson Planner OR your Team Planner
- 2. Click the date on the calendar in which you want to start planning.
- Click an entry in the lesson plan content area. If you are in your personal planner, it will become active immediately. However, if you are in a <u>team planner</u>, you must first click on the **Check out and edit lesson** button / OK in order to make that lesson editable.

Monday August 10	2009		Curriculm Docu	
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(	1 Mc	e Up in	Plans	
	🕹 Mov	Move Down in Plans		
	📝 Cha	Change Entry's Title and Details		
	🐻 Set	Set as Default Text for Entry		
	💥 Rem	Remove From Day's Plans		
		-		

Click Here to Search



- 4. Key in lesson plans for this date and course. Notice that you may format your page by changing font color or alignment, adding bulleted or numbered lists.
- 5. Lesson plans may not automatically be saved. In order for all features to work and to ensure no work is lost, please **SAVE** each day's plans.



#### To add a learning standard to your lesson:

- 1. Must be IN the entry window for the lesson in which you are editing.
- 2. Navigate to the learning standard on the left in which you want to include
- 3. **Double-click** the standard to have it added to the top panel in your plan

## To remove a standard from your lesson:

- 1. **Right-click** on the standard in your plans
- 2. Select Remove From Lesson in the menu

READINGComprehension	<ul> <li>S</li> </ul>	2		
The student is expected to				
establish and adjust purpos such as to find out, to unde interpret, to enjoy, and to [7.A]	e for readi srstand, to solve probl	ng 📩 ems.		
draw upon his / her own ba provide connection to texts	ckground t ;.[7.B]	0		
monitor his / her own readir and make modifications whe understanding breaks down rereading, using resources, questioning.[7.C]	ng strategie en n such as b; , and	эs У		
construct images such as gr organizers based on text do text structures.[7.D]	raphic escriptions	and		
analyze text structures suc contrast, cause / effect, ar order for how they influenc understanding.[7.E]	h as compa nd chronolo e	are / gical		

#### To document Blooms, Instructional Strategies & Assessments covered in this lesson:

- Click anywhere in the blue, shaded title box at the top of the window to open the checklist.
- 2. Click to select each of the Blooms levels, Instructional Strategies, Assessments and Co-Teaching Approaches that will be covered in the current lesson.
- 3. Click on CLOSE and you will see only those items you selected below the Learning Standards.

#### English I

Double click the standards on the right to see them here. Click here to select checklist items for this lesson.

English I			8 · 8 🖻 📏 ·
Double click the standards on the right to a	er Dem Gere.		
Sloom's			
Remember	M Apply	[⊻] Evaluate	
Understand	Anolyze	Create	
Instructional Strategies			
Erainstorming	Lecture	Simulation/ Role-playing	
Compare/Contrast	Modeling/Demonstrating	Socratic Seminar	
Cooperative Learning	Presentation	Summarizing/Note-taking	
Discussion	Problem-based Learning	Teacher-directed Q & A	
Independent Guided Practice	Real-world Application	Thinking Maps	
Inquiry .	Project/Lab	Other	
Assessments (Formative and Summal	live]		
Anecdotal Records	Dournals	Quiz or Test	
Classroom Observation	Performance	Reflectors	
Conferences	Project	Writing Sample, Essay	
Formal Lab Report	Portfolio	@ Other	
Graphic Organizers			
Co-Teaching Approach			
One Teach, One Support	Alternative	Team	
Paralel	Station		
			Close

#### To attach a document to the lesson:

1. At the bottom of each lesson's entry window, you may click on the paper clip button to attach a document related to the lesson.



2. Browse to find the file to be attached... enter a description of the attached file (if you want), and click on **Attach**.

### To view, enter or print plans by week:

- 1. Click the down arrow next to the **View Planner in Other Ways** icon on the toolbar and click on **View Weeks Plans** to access your five-day plans.
- 2. Click on the Print button to print weekly plans to Word, Excel or PDF...then, print from within the new window.
- 3. To move week-to-week, use either the calendar or the green navigation arrows.
- 4. To return to the planner view, double-click a day. Print options are also available from the daily view.

<b>Monday</b>	<b>Tuesday</b>	Wednesday	Thursday	Friday
Nov, 05 (Day 56)	Nov, 06 (Day 57)	Nov, 07 (Day 58)	Nov, 08 (Day 59)	Nov, 09 (Day 60)
nemistry	Chemistry	Chemistry	Chemistry	Chemistry
. Instructional	1. Instructional	1. Instructional	1. Instructional	1. Instructional
ocus/Conceptual Lens:	Focus/Conceptual Lens:	Focus/Conceptual Lens:	Focus/Conceptual Lens:	Focus/Conceptual Lens:
. Teaching Strategies:	2. Teaching Strategies:	2. Teaching Strategies:	2. Teaching Strategies:	2. Teaching Strategies: