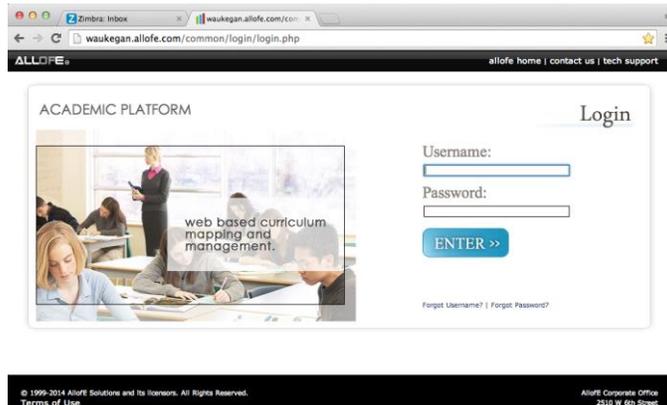


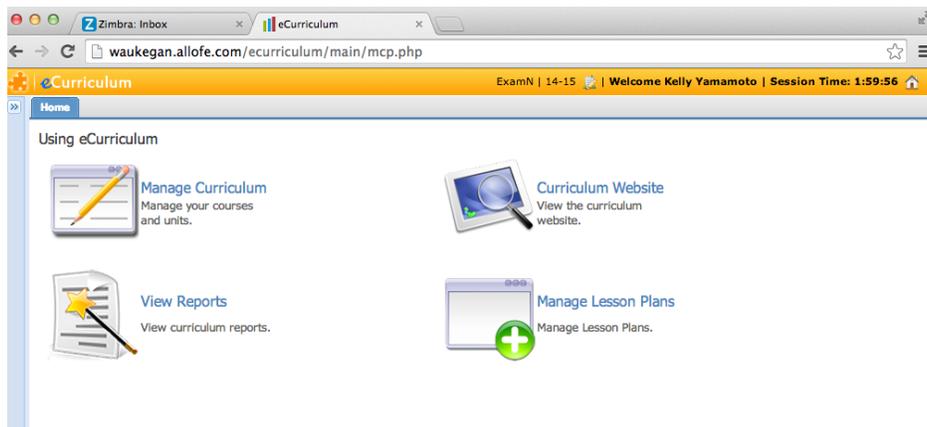
EXAMN LESSON PLANS

WRITING YOUR LESSON PLANS

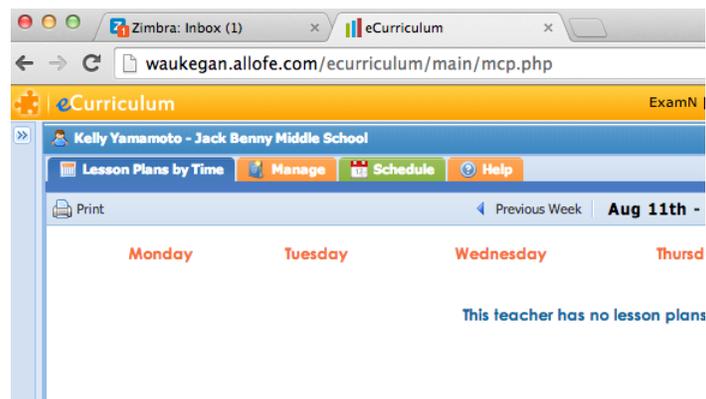
- 1) Go to <http://waukegan.allofe.com>
- 2) Enter your **regular username and password**. When you log in, it should bring you to the eCurriculum screen.



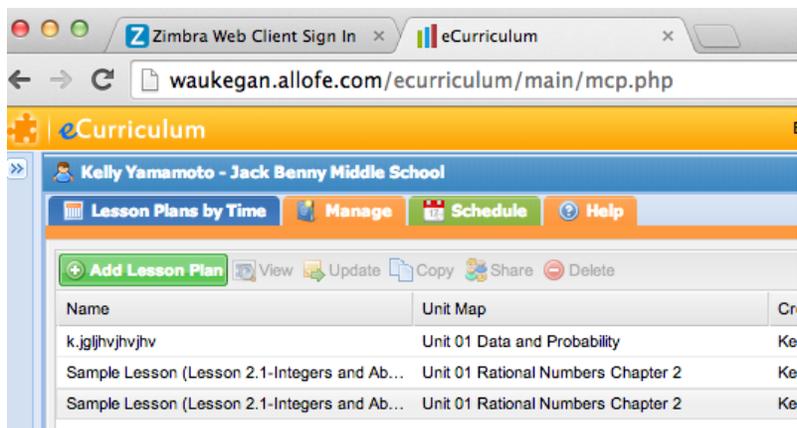
- 3) Click on **Manage Lesson Plans**



- 4) Click on the orange **Manage** tab.

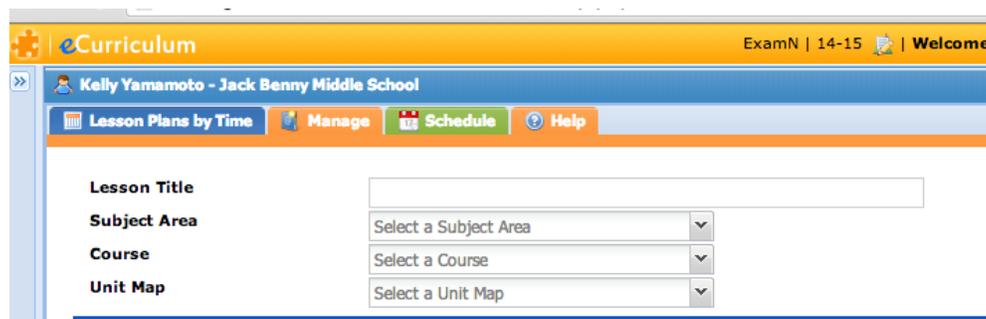


5) Click **Add Lesson Plan**.



6) Enter your **Lesson Title**.

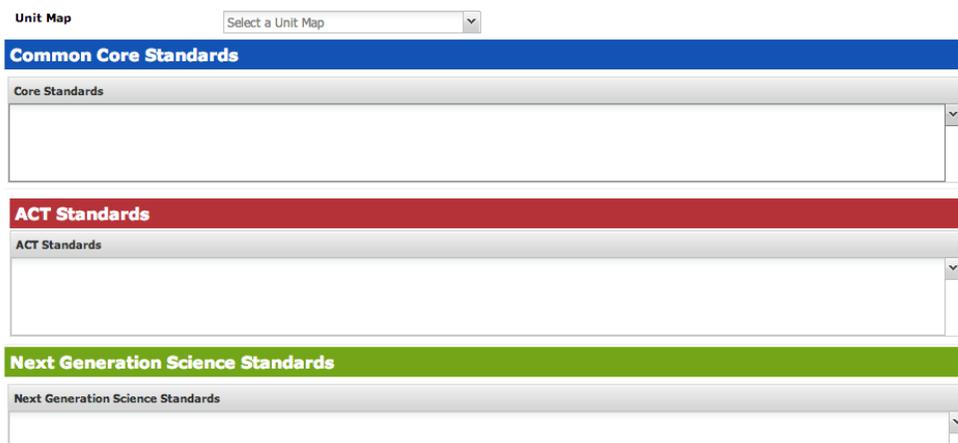
7) In the drop menus, select your **subject area, course, and unit map** (if applicable).



8) **Math, Communications, and Social Studies**—Select applicable Common Core State Standards from the drop down menu. **Science**—skip down to #10. You can add as many standards as you need. If you need to delete a standard, just un-highlight it from the drop down menu.

9) Skip ACT Standards.

10) **Science**—Select applicable Next Generation Science Standards from the drop down menu. You can add as many standards as you need. If you need to delete a standard, just un-highlight it from the drop down menu.



- 11) Type in your **Lesson Objective**.
- 12) Type in your **Assessment and Evaluation** (formal and/or informal).
- 13) Type in your McRel Strategies, Blooms' Taxonomy, and activities in your **Strategies and Activities**. I typically use a step-by-step layout, but you can fill it out how you want.
- 14) Type in any supports and extensions of your lesson in the **Methods of Differentiation and Accommodations** section.

The screenshot shows a web-based curriculum management system. At the top, there's a navigation bar with 'Curriculum' and 'ExamN | 14-15 | Welcome K'. Below that, a user profile for 'Kelly Yamamoto - Jack Benny Middle School' is visible. A menu bar contains 'Lesson Plans by Time', 'Manage', 'Schedule', and 'Help'. The main content area is divided into four colored sections: 'Lesson Objective' (orange), 'Assessment And Evaluation' (purple), 'Strategies And Activities' (teal), and 'Methods of Differentiation and Accommodations' (blue). Each section has a large empty text box for input.

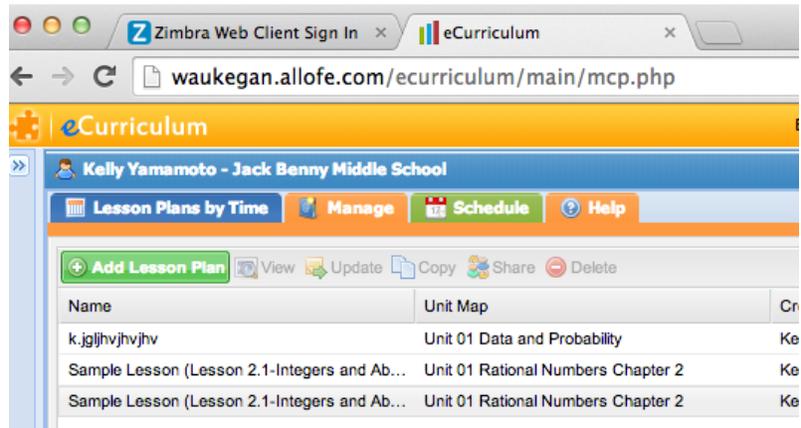
- 15) If you **Co-Teach**, type in any other strategies you will be using and select appropriate drop down choice. If you **do not Co-Teach**, type in your method of teaching from the drop down menu and provide a brief description (large/small groups, team teaching, etc.).
- 16) Type in any **materials and resources** needed for your lesson. Attach files if applicable.
- 17) Type in any **homework assignments** for your lesson. Attach files if applicable.

This screenshot shows the 'Co-Teaching Methods and Strategies' section in red, which includes a 'Model:' dropdown menu with 'Select a Model' as the current selection. Below it is a large empty text box. The 'Materials and Resources' section is in green and features a large empty text box on the left and an 'Attachments: Uploaded Files' area on the right. This area includes a 'Choose File' button, the text 'No file chosen', and 'Add File', 'Download File', and 'Remove File' buttons. The 'Homework' section is in orange and also has a large empty text box and an 'Attachments: Uploaded Files' area with similar file management options.

- 18) Double-check your lesson and click **Submit**. You are done writing a lesson.

POSTING YOUR LESSON PLANS

- 1) Click on the green **schedule** tab.



- 2) **Highlight** desired class. Make sure you are on the correct date you want to assign the lesson.
- 3) In the **Lesson Plan Column** on the far right, **click the open space** and a drop down menu will appear.
- 4) Use the drop down menu to **select appropriate lesson**.
- 5) Check under **Lesson Plans by Time** to make sure your lesson is posted. You may have to refresh your computer if you don't see it right away.

Kelly Yamamoto - Jack Benny Middle School				
Lesson Plans by Time				
Edit Weekly Schedules				
Date	Start Time	End Time	Section	Lesson Plan
Aug 18th - 24th				
08/21	7:45 AM	8:26 AM	Algebra 7th Grade (2027-705)	
08/21	8:29 AM	9:10 AM	Algebra 7th Grade (2027-705)	
08/21	9:57 AM	10:38 AM	Math Academy 7 (2807-706)	k.jgljvhvjvhv
08/21	10:41 AM	11:22 AM	Math Academy 7 (2807-706)	Sample Lesson (Lesson 2.1-Integers and Absolute Value)
08/21	12:53 PM	1:34 PM	Algebra 7th Grade (2027-704)	
08/21	1:37 PM	2:18 PM	Algebra 7th Grade (2027-704)	Sample Lesson (Lesson 2.1-Integers and Absolute Value)
08/22	7:45 AM	8:26 AM	Algebra 7th Grade (2027-705)	

SHARING YOUR LESSON PLAN

- 1) Click on the **manage** tab.
- 2) **Click** on the lesson you would like to share.
- 3) Click on **share**.
- 4) **Select** all of the teachers you would like to share the lesson with.
- 5) Click **save**.

PRINTING YOUR LESSON PLAN

- 1) Click on the **manage** tab.
- 2) **Click on the lesson** you would like to print.
- 3) Click **view**.
- 4) Scroll down and click **print**.

VIEW OTHERS' LESSON PLANS (those who have shared lessons with you)

- 1) Click on the **manage** tab.
- 2) All lessons of yours and others who have shared lessons with you should be listed. The creator of the lesson plan will be listed as well.
- 3) **Double click** on the desired lesson plan you would like to view.