Willingboro Public Schools

2021-2022

Writing Effective Lesson Plans

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Objectives

A well-written objective statement provides a clear picture of the outcome or performance you expect as a result of the lesson. It should be specific, concise, and most importantly, observable or measurable.
A learning objective contains three major components:

1. **Condition: The condition under which the student will perform the skill/demonstrate knowledge**
2. **Behavior: The skill students will learn. This component of the objective should contain an action verb**
3. **Measure: The criteria used to Measure Performance**

Examples

Condition: After reading Chapter 2 in "To Kill a Mockingbird," then having a class discussion,
Behavior: SWBAT analyze 2 characters' interactions and compare them and how the interactions advanced and impacted the plot
Measure: Write a minimum of 5 interactions on a T-Chart

Condition: After completing a close reading on Chapter 3: The Road to Immigration
Behavior: SWBAT demonstrate written knowledge of the process immigrants traveling through Ellis Island into the United States endured
Measure: By composing a sequence of events paragraph listing all steps in the process

Condition: After Reading Mother Tongue by Amy Tan and Richard Rodriguez's Blaxicans
Behavior: Students will analyze in writing how multiple texts examine similar themes
Measure: By generating a thesis section of an essay that will earn 3/4 on the thesis section checklist

Condition: After discussing and researching the negative impact of various household products
Behavior: WALT analyze how toxic chemicals can cause immediate or long-term damage on the environment
Measure: By citing 2 advantages/2 disadvantages of chemicals

Anticipatory Set

To write an effective lesson plan, you must define the Anticipatory Set. In the Anticipatory Set section, you outline what you will say and/or present to your students before the direct instruction of the lesson begins.

The purpose of the Anticipatory Set is to:

- Hook the students
- Provide continuity from the previous lesson, if applicable.
- Allude to familiar concepts and vocabulary as a reminder and refresher.
- Tell the students briefly what the lesson will be about (the what, how, and why for learning).
- Gauge the students' level of prior knowledge.
- Briefly expose the students to the lesson's objectives and how you will get them to the end result.

   To write your Anticipatory Set, consider the following questions:

- How can I involve as many students as possible, piquing their interests for the subject matter to come?
- How should I inform my students of the lesson's context and objective, in student-friendly language?
- What do the students need to know before they can delve into the lesson plan itself and direct instruction?

Examples:

- Remind the children of animals and plants they have studied earlier in the year in Geography.
- Ask the class to raise their hands to contribute to a discussion of what they already know about plants. Write a list on the blackboard of the characteristics they name while prompting them and offering ideas and comments as needed. Repeat the process for a discussion of the properties of animals. Point out major similarities and differences.
- Tell the children that it is important to learn about plants and animals because we share the earth with them and depend upon each other for survival.

Direct Teacher and Modeling Instruction

Definition: After writing the Objective and Anticipatory Set, you're ready to delineate exactly how you will present the most important lesson information to your students.

Your methods of Direct Instruction could include reading the textbook, displaying visuals or graphs, showing real-life examples of the subject matter, using props, discussing relevant characteristics, watching a movie clip, or other hands-on and/or presentational steps directly related to your lesson plan's stated objective.

When determining your methods of Direct Instruction, consider the following questions:

- How can I best tap into the various learning modalities (audio, visual, tactile, kinesthetic, etc.) to meet the learning style preferences of as many students as possible?
- What materials (books, videos, visual aids, props, technology, etc.) are available to me for this lesson?
- What relevant vocabulary do I need to present to my students during the lesson?
- What will my students need to learn in order to complete the lesson plan's objectives and independent practice activities?
- How can I engage my students in the lesson and encourage discussion and participation?
- How will I model the expectations for the learners?

Examples:

- Think outside the box and try to discover fresh, new ways to engage your students' collective attention to the lesson concepts at hand.
- Avoid just standing in front of your students and talking at them. Get creative, hands-on, and excited about your lesson plan, and your students' interests will follow.
- Before you move on to the Guided Practice section of the lesson, check for understanding to ensure that your students are ready to practice the skills and concepts you have presented to them.
- Do a read-aloud using: Life in the Rainforest: Plants and Animals by John Doe. Ask questions (Connection to ELA)
- Talk about characteristics of plants and animals mentioned in the book.
- Show the class a real, living plant and walk them through the functions of the different parts of the plant. (Connection to Science)
- Show the class a real, living animal (perhaps a small pet brought in from home or a classroom pet borrowed from another teacher. Discuss the parts of the animal, how it grows, what it eats, and other characteristics. (Get permission first).

Small-Group Instruction

In the Small Group Instruction section of your written lesson plan, outline how your students will demonstrate that they have grasped the skills, concepts, and modeling that you presented to them during Direct Instruction.

Plan for how you will engage all three levels of your learners. Although all students are being exposed to the same objective, the means to achieve the objective will look different for each group.

Closure:

Closure is the time when you wrap up a lesson plan and help students organize the information into a meaningful context in their minds. A brief summary or overview is often appropriate. Another helpful activity is to engage students in a quick discussion about what exactly they learned and what it means to them now. (Exit Tickets, Parking Lot, Reflection)

Look for areas of confusion that you can quickly clear up. Reinforce the most important points so that the learning is solidified for future lessons. (Provide constructive feedback).
Examples:

- Discuss new things that the students learned about plants and animals in the rainforest.
- Summarize the characteristics of plants and animals and how they are alike and different. (compare and contrast)
- How can I integrate objectives from this particular lesson into the future? projects?

WPS Lesson Plan Format 2021-2022

Teacher : _____ **Grade:** _____ **Subject:** _____ **Date :** _____

Complete all blank cells below:

Link to FF Component	Section of Lesson Plan	Teacher Response
1c	NJSLS/link: NJ CCCS	
1c	Objective:	**Student Outcome**
1c	a. Condition	What will be given to students to assist them in meeting the objective(story web)
1c	b. Behavior	What the student will learn. This is not an activity(The students will be able to define the feature of a personal narrative using a story web).
1f	c. Measure	How you will assess the student performance(The story web will contain the title, character, setting and events).
1a/1b/1e	. Instruction	**See below**
1e	a. Do Now	<5 min Class Building Activity - Kagan Strategy
1e	b. Anticipatory Set	<5 min
1e	c. Teacher Instruction, Guided Practice, Model	<15 min
1e	Small-Group/Centers/Independent Practice	
1a/1b	d. Approaching Level	
1a/1b	e. On Level	
1a/1b	f. Beyond Level	
1e	g. Higher Order Thinking Questions	Using Bloom's Taxonomy identify three higher order questions you intend to ask during this lesson
1d	h. Material/Resources/Technology	
1a	i. Progress Monitoring Strategies	
1f	. Assessment	Formative and/ or Summative
1e/1b	Extension & Enrichment Activities	Challenge activities where applicable
1d	. Plan for Paraprofessionals	Where applicable
1e/1f	I. Closure	Closing/Debrief
1e	II. Homework: Class/Homework	Extended practice of the objective

WEEKLY LESSON PLAN REVIEW MATRIX

Lesson plans are to be posted by teachers in OnCourse Lesson Planner no later than 3:00 pm every Friday.   Inclusion teachers are to post their modified lesson plans no later than 3:00 pm on the following Monday.   Administrators will post written feedback to every teacher, every week.

DISCIPLINES:	K – 2	3 – 4	5-8		9-12	
	All Months	All Months	Odd Month	Even Month	Odd Month	Even Month
English Language Arts	Principal	Williams	Williams	Principal/A.P. *	Principal/A.P. *	Williams
Mathematics	Principal	Braverman	Braverman	Principal/A.P. *	Principal/A.P. *	Braverman
Social Studies	Principal	Principal	Dr. Moore	Principal/A.P. *	Principal/A.P. *	Dr. Moore
Science	Principal	Principal	Brandon	Principal/A.P. *	Principal/A.P. *	Brandon
Special Education	Principal/ Lewis (Self-Contained)	Principal/Lewis (Self-Contained)	Lewis	Principal/A.P. *	Principal/A.P. *	Lewis
World Language	N/A	Walker (K-4)	Walker	Principal/A.P. *	Principal/A.P. *	Walker
ESL/Bilingual	N/A	Dr. Moore(K-4)	Dr. Moore	/Principal/A.P. *	Principal/A.P. *	Dr. Moore
Librarians	N/A	Principal(K-4)	N/A	N/A *	Crisostomo	Principal/A.P. *
Applied Technology Courses	N/A	Crisostomo (K-4)	Crisostomo	Principal/A.P. *	Principal/A.P. *	Crisostomo
Art	N/A	Walker(K-4)	Walker	Principal/A.P. *	Principal/A.P. *	Walker
Music	N/A	Walker (K-4)	Walker	Principal/A.P. *	Principal/A.P. *	Walker
Physical Education	N/A	Owen(K-4)	Owen	Owen	Owen	Owen

LOCATIONS:	J C Stuart	Garfield East	
Early Childhood PreK	Principal	Principal	
DEPARTMENT LOGS:	CST	Attendance	
	Dr. Nesmith	Carter	
NOTE: (*) - The Principal reserves the right to assign his or her building administrator(s) to various disciplines. If this occurs, the Principal will promptly notify all affected staff and the Assistant Superintendent for Curriculum and Instruction. This will become effective January 14, 2022			

Lesson Planner
Teacher User Guide

About OnCourse

OnCourse is a timesaving Website that facilitates lesson planning and homework posting for teachers and helps administrators readily review and supervise lesson plans and track state curriculum standards. OnCourse provides:

Teacher Web-Based Lesson Plan Book-Teachers can create and archive lesson plans, link them to state standards, and then submit them to administrators instantly. A Website editor allows teachers to personalize web pages where homework assignments are published automatically from their lesson plans each night. Teachers can also post syllabi and resource pages for students, parents, and colleagues.

Administrator Lesson Plan Manager- Administrators can review, comment on, and print out lesson plans for their entire school from one organized and easy to navigate interface. Administrators can also monitor teacher websites and school calendars from this management center.

Track and Analyze State Standards -The OnCourse Reporting Suite allows administrators and teachers the ability to track the extent to which each content area of the curriculum addresses state standards for any given week, month, or year. Users can then drill down and see, for example, which lessons focus on reading standards, how often reading standards are linked to lesson plans, and what percentage of lesson plans are geared toward reading standards.

Minimum System Requirements

- *PCs* — Access to the Internet using Internet Explorer 5.5 or higher, Mozilla FireFox 1.0 or higher, or Netscape 7.2 or higher.
- *MACs* — OS 10.0 or higher and access to the Internet using Netscape 7.2 or higher, or Mozilla FireFox 1.0 or higher.
- *Adobe Acrobat Reader* — Required to download, view, and print user guides that are posted online.
- *Pop-up Blockers* — OnCourse requires that a variety of dialog boxes open. Pop-up blockers should be turned off because they can prevent these dialog boxes from opening properly.
- *System Fonts* — Set the system fonts to medium in order to achieve a maximum display for the OnCourse screens.

Getting Into OnCourse

Step 1: Logon to OnCourse

1. Open your Internet Browser.
2. Type http://wboe.oncoursesystems.com OR login through the Clever portal at http://www.clever.com.
3. Click "Log In" and login through Google SSO.
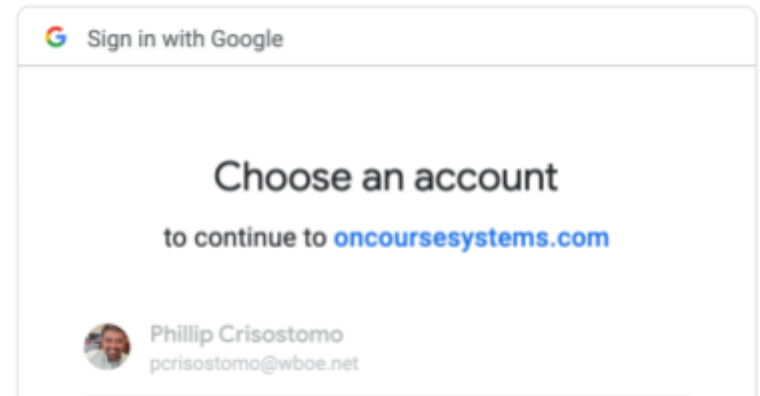
Step 2: Opening the Lesson Plan Screen (My Planner)

1. Click "My Planner on the opening screen using the menu on the left-hand side.
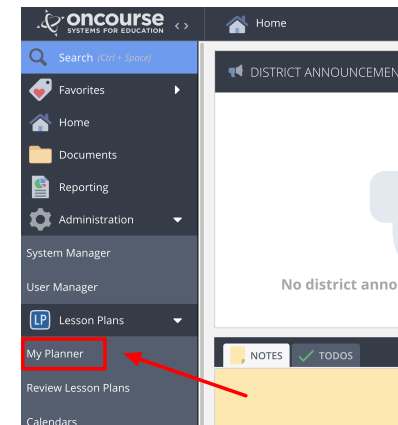
Navigating in "My Planner"

The lesson plan screen opens to the current week's lesson plan, which includes a panel down the left side of the screen (which will now be referred to as the "Navigation Tree"). From this "tree", you will access most of the features OnCourse has to offer. Each feature will be covered in depth in another section of this manual. Refer to the Table of Contents for page numbers.

The following is an example of the opening screen for "My Planner".

Calendar (*right*): This section allows you to use the calendar to move backward to previously written lesson plans and forward to work on upcoming plans. The current week's lesson plan remains open as well as any additional lesson plan weeks. **Note:** Lesson plans are archived by OnCourse for up to five years.
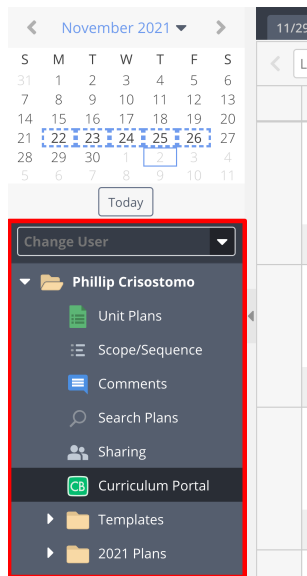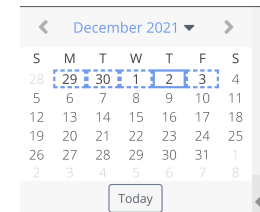
Navigation Tree (*left*). This section allows you to navigate between all the features of OnCourse. You can also use the tabbed system across the top for easy navigation between your planner, accessing uploaded documents, and the curriculum portal.

Open Tabs (*below*). Tabs are displayed for all open lesson plan weeks as well as for all other features opened from the "Navigation Tree". The tab for your current week's lesson plan will contain the date. This tab will never close. To navigate between tabs, simply click on the tab you want to display. Click on the "X" to close any of the tabs you no longer need.
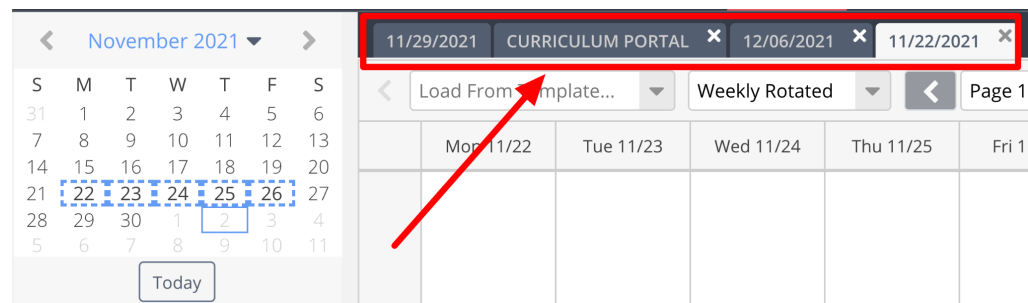
Navigating the Lesson Plan Toolbar
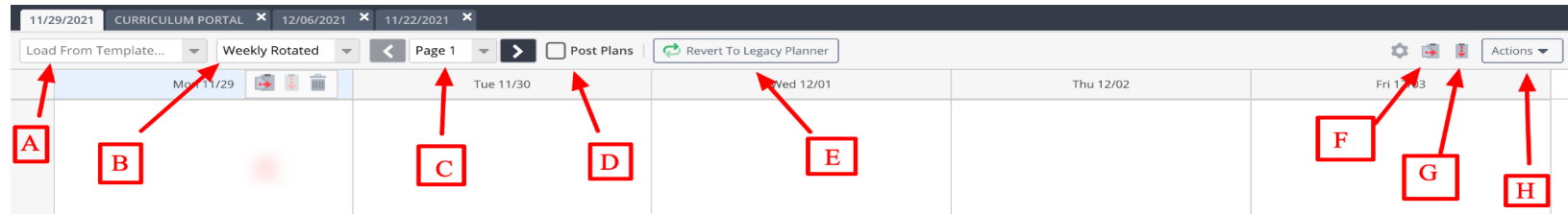
A. **Load Template:** Repetitive entries can be saved in a lesson plan template. Careful planning and design of your template will reduce the amount of repetitive typing necessary in each week's plans. Click the arrow at the right side of the box to load the template you previously designed. **Note:** For the 2021-2022 school year, the Master: General Lesson Plan Template has already been pre-loaded.

B. **View Box:** Lesson plans may be displayed in "Weekly View", "Weekly Rotated", or "Daily View". Click on the arrow at the right side of the box to change the view.

C. **Page Box:** By default, four periods are displayed per screen (page). In OnCourse, five pages are available for lesson planning. Although not realistic, up to 20 periods are available for lesson planning. Click the arrow on the right side of the box to choose the next page (set of four periods) to be displayed in the lesson plan grid.

D. **Post Plans Checkbox:** Click this checkbox to release the lesson plans to your administrator. Until this box is checked, no one, other than the teacher, can access the plans for that week.

E. **Revert to Legacy Planner:** This allows you to revert to the legacy planner, which is the old layout for OnCourse.

F. **Copy Page**: This allows you to copy the entire page.

G. **Paste Page**: This allows you to paste an entire page of plans onto the page you are viewing.

H. **Actions:** There are four actions in this menu:

   a. Bump Plans - allows you to bump your plans one day later (i.e. for a snow day)
   b. Export - allows you to export your plans as an Excel or Word document.
   c. Print - allows you to print your plans
   d. Delete Page - allows you to delete the plans on the entire page

Navigating in "My Planner" - Moving Toolbars

Column Toolbar

A. **Copy Column**: This allows you to copy plans for the entire column.
B. **Paste Column:** This allows you to paste plans onto an entire column.
C. **Delete Column:** This allows you to delete plans from the entire column.
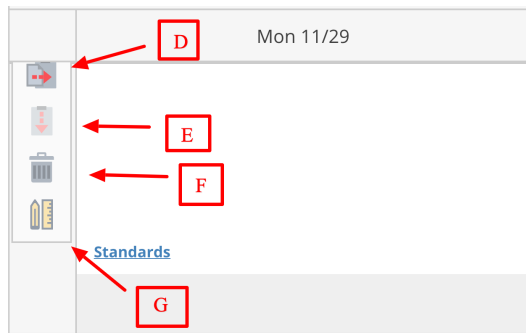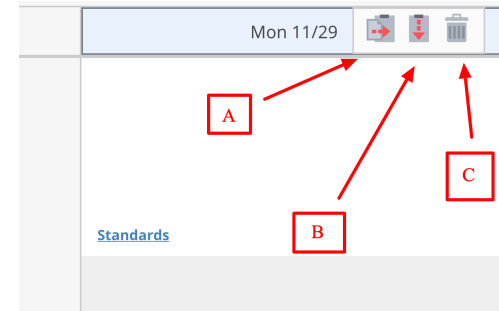
Row Toolbar

D. **Copy Row:** This allows you to copy plans for the entire row.
E. **Paste Row:** This allows you to paste plans onto an entire row.
F. **Delete Row**: This allows you to delete plans from the entire row.
G. **Edit Period Name**: This allows you to name the period.

Period Toolbar

H. **Copy Standards:** This allows you to copy standards for the block.
I. **Copy Block:** This allows you to copy the plans for an individual period.
J. **Paste Block:** This allows you to paste the plans into this block for an individual period.
K. **Delete Block:** This allows you to delete the plans for an individual block.
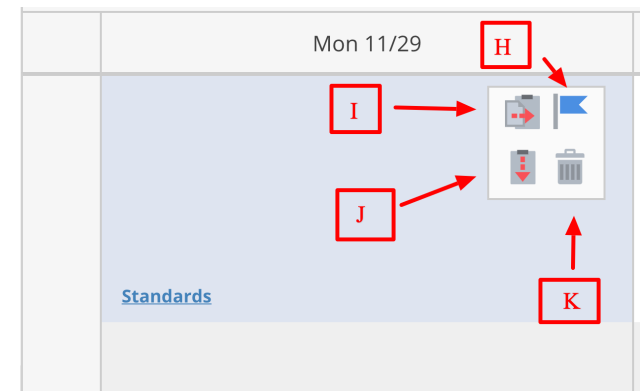
Creating a Weekly Lesson Plan

The lesson plan screen automatically defaults to the current week, which is shown on the Date tab, when the screen opens.

Step 1: Select the Appropriate Week.

If you are preparing lesson plans for the current week which opened as the default (Date tab), skip to step 2. To create lesson plans for a different week, click on the calendar to change the week for which you want to create lesson plans. A new tab will open with the date of the week you selected (Monday's date).
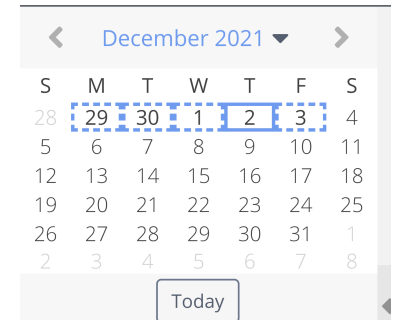
Step 2: Load Your Template.

Before entering any plans, you must first load the district lesson plan template (titled "Master: General Lesson Plan Template"). If you omit this step, begin typing your plans, and later choose to load a template, you will lose all information typed.
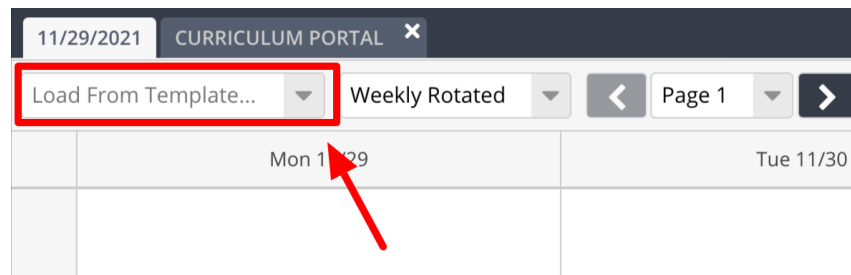
You will now see the lesson plan template added to your page. If you have more than one page of lesson plans, you will have to repeat the above step for each page!

Creating a Weekly Lesson Plan

Step 3: Entering Your Plans

1. Click anywhere in the white block of the day and subject/period you want to begin. Note: Your mouse pointer will be a hand.
2. The Lesson Plan Editor will open. The template will appear in the top portion of the editor. Click in the box wherever you want to begin typing.
3. Click on the appropriate tab to add standards or open the curriculum portal.
4. Click "Save" and change to a different day and/or subject (column header) by using the "Change Day/Period" drop-down boxes or click "Save & Close" to save changes and exit the editor.

Accessing the Curriculum Portal

The district curriculum is now available in OnCourse for easy reference as you complete your lesson plans. To access the Curriculum Portal, click on "Curriculum Portal" in the Navigation Tree, click on "Willingboro School District", and then open the curriculum you want to access.

Submitting Your Weekly Lesson Plan to Your Administrator

Posting Your Plans

☐ Post Plans

1. Click the "Post Plans" box. A check mark will appear in the box. (This box must be checked in order for your administrator to gain access to your lesson plans.
2. Click "OK" to the question, "Make plans available to administrator?" Note: Administrators have "view only" access.

Post Changes ✕

Make plans available to your administrator?

Yes   No

Unpost Plans ✕

Revoke access to plans?

Yes   No

Revoking Your Plans

1. Uncheck the "Post Plans" box.
2. Click "OK" to the question, "Revoke access to plans"? Note: Your administrator will no longer be able to access your plans.

Make a change to your lesson plan?

After submitting your plans, any changes made will automatically copy over for administrative review. You may choose to revoke plans first, make the changes, then repost. However, this is not necessary.

Printing Your Lesson Plans

Lesson plans may be printed with or without homework and standards. You also have a choice whether or not you want to include the names of unit plans and/or documents linked to your lessons. It is recommended that you do not use the "Print" feature directly in OnCourse, but to Export your plans to Word or Excel, open them in Word/Excel or Google, and then print.

Step 1: Click "Actions" and "Export".

Step 2: Select the dates for your plans and then the paper size, orientation, and pages. Click on Standards, Unit Plans, and Documents if desired, and then select either Excel or Word.

Step 3: Your lesson plans will then be downloaded. Open them in the appropriate program and print from there.

Viewing Administrator Comments

After reviewing your lesson plans, your administrator may choose to send you a comment regarding your submission. To view your comment, follow the steps below:
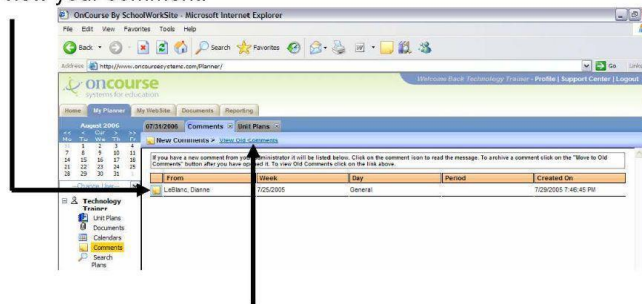
Step 1:

The first time you log on to OnCourse after an administrator sends you a comment, you will see a "Post-It Note" over your lesson planner screen notifying you of the comment. To view the comment, click the "Click here to view!" link.

Step 2:

The "Comments" tab will open. The "Post-It Note" for the new message will be blinking. Click over the blinking note to view your comment.

Note: To view old (archived) comments, click on the "View Old Comments" link. Once you have viewed the information, return to this link again which will now read "View New Comments." This one link will allow you to switch between new and old comments.

Step 3:

A window will open with the administrator's comment.

To archive a comment, click on the "Move to Old Comments" button after reading your comment. Note: You can not delete comments.
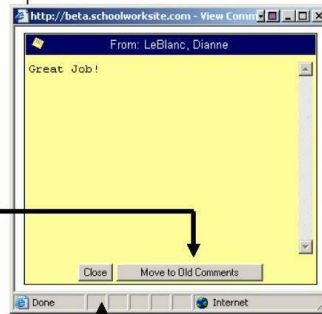
Clicking "Close" will close the window; however, your comment will remain in the current comments list.

Lesson Plan Sharing

Step 1: Click on "Sharing" from the "Navigation Tree".

Step 2: Click the "Add Staff Member" button and search for the person you want to share your plans with. Select the teacher(s) and then click "Add".

Once a co-worker grants access to you, you will see his/her name (if you select the down arrow) in the "Navigation Tree".
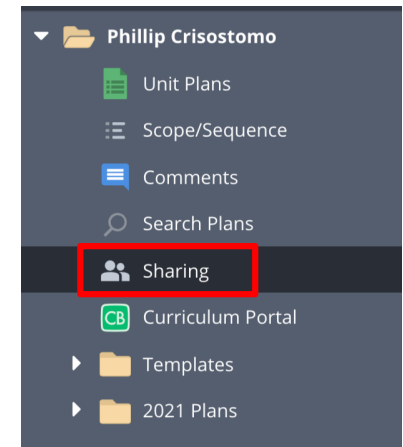
Accessing Another Teacher's Plans

Step 1: Click on the "Change User" dropdown box. A list of all co-workers who have granted you access to their plans will appear.

Step 2: Select the person whose plans you would like to view.

Once you have selected another person's plans to view, the main "Navigation Tree" will change to that person. Think of it as being logged into his/her filing cabinet. You have the ability to access and search the Unit Plans, Templates, and all weekly Lesson Plans. You will NOT have access to their Document Library, Calendar, Comments, Sharing, and Reporting.

Note: You can't edit another person's lesson plans. To edit your plans or to get access to your plans, unit plans, documents, calendar, comments, searching capabilities, reporting, sharing, and templates, you MUST go to the "Change User" dropdown box (under the calendar) and select yourself as the user. **You can only view and copy another person's plans.**

From here, use the moving toolbars to copy their plans and paste them onto your plans.
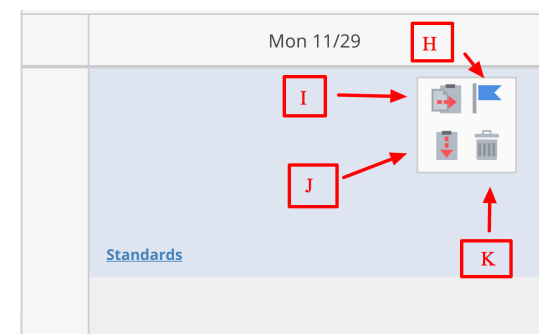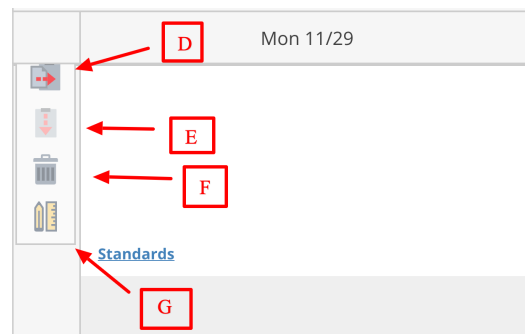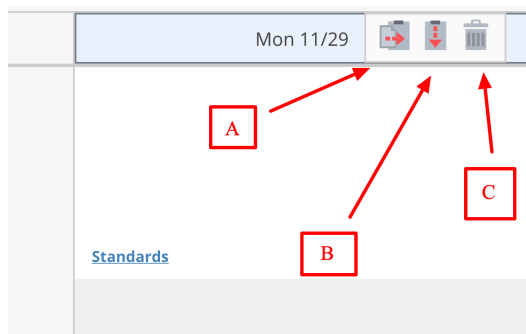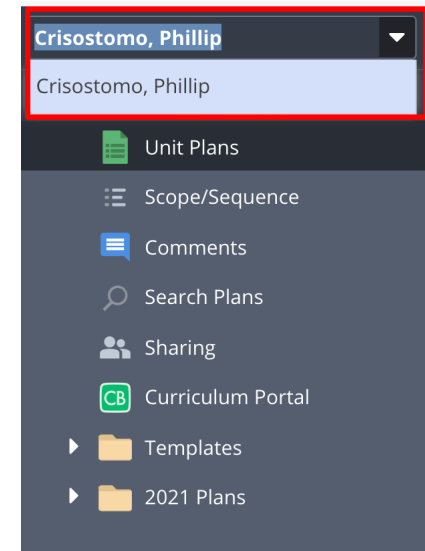
Accessing the Standards

Standards can be accessed via the Lesson Plan Editor. To access and link the standards into your lesson, follow the steps below.
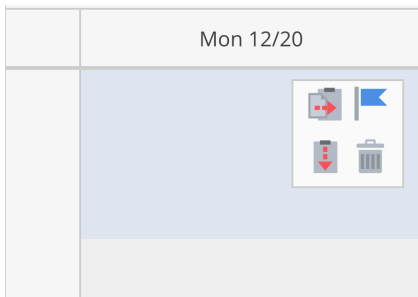
Step 1: Get into the Lesson Plan Editor by clicking inside of a lesson plan block. Pay attention to the day of the week and the subject area for which you are planning.

Step 2: Click on the standards tab for your state. Note that Next Generation and AASL standards are also available.

Step 3: Click on your Content Area.

Step 4: Select your grade level, then select the standard you wish to add. You can also search for the specific standard you are looking for in the search bar.

23
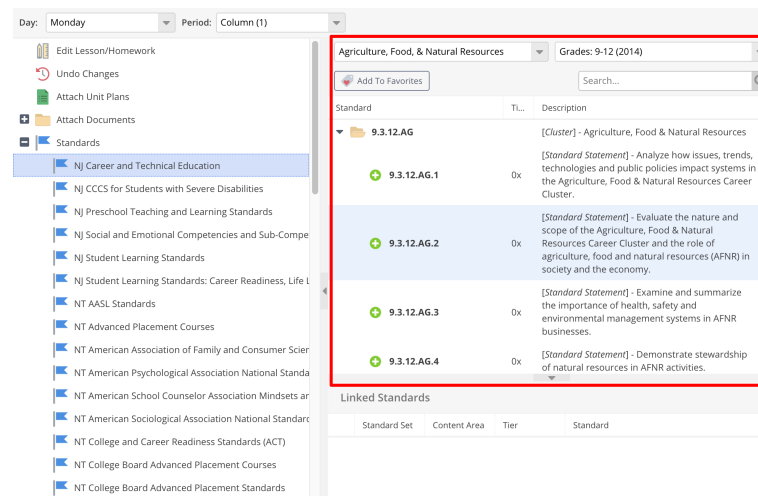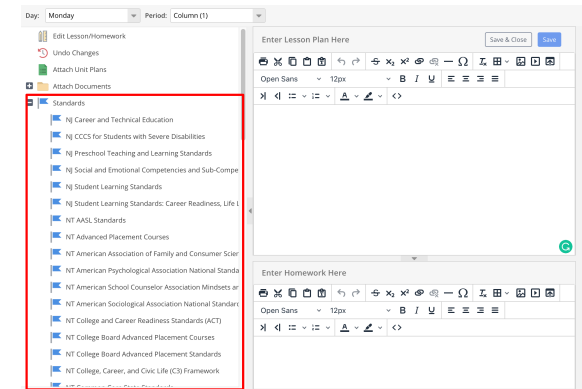
Reporting

The reporting feature allows you to run your own personal reports to see what standards you have taught and how often.

There are two types of reports:

1. Teacher Lesson Plan Report - this report allows you to save and export plans for any given time period. You might use this feature to back up your plans on a semester or yearly basis.
2. Teacher Profile Report - this report provides feedback regarding the content standards.

To run a report:

Step 1: Click on the Reporting tab. The "Reporting" window will open.

Step 2: Select the type of report.

Step 3: Select start and end dates.

Step 4: Click "Generate Report" button.