



Online Lesson Plan Builder for Adult Education

**Outreach and Technical
Assistance Network**
<http://www.otan.us>

This course covers the following topics:

- Create an Account
- Use “Get Help Here”
- Navigate the Side Menu
- Use the Top Menu Bar
- Create a New Lesson
- Upload an Attachment
- Create a Rubric
- Share Lessons with a Group
- Make Lesson Plan Public

OTAN activities are funded by contract #5000 of the Federal P.L., 105-220, Section 223, from the Adult Education Office, Secondary, Postsecondary and Adult Leadership Division, California Department of Education. However, the content does not necessarily reflect the position of that department or the U.S. Department of Education.

Table of Contents

Handout Conventions	1
Using the Lesson Plan Builder.....	1
Exercise #1 – Creating an Account.....	2
Exercise #2 - How to Use “Get Help Here”	2
Exercise #3 - Navigate the Side Menu Bar	3
Exercise #4 - Using the Top Menu Bar	3
Exercise #5 - Create a New Lesson	4
Exercise #6 - Upload an Attachment	5
Exercise #7- Create a Rubric at Rubistar	6
Exercise #8 - Share Lesson with a Group	8
Exercise #9 – Viewing Group Lesson Plans	8
Exercise #10 - Make Lesson Plan Public.....	8
Exercise #11 - View Other Public Lesson Plans	9
Exercise #12 – Delete a Lesson Plan	9
OTAN Workshop Evaluation Form.....	10
OTAN Support.....	11

Handout Conventions

First let's cover a few things about this instruction handout. Since each section builds on the previous section, we recommend you complete each section before moving to the next one. In each section, you will be guided through step-by-step instructions.

Instructions that you should follow will look like this:

(1) Instructions for you to follow will look like this

If we want you to type something, we will set it in bold like this:

(1) Type **POSSESSIVE PRONOUNS** in the box

If you are to press a key on your keyboard, the key will be in brackets like this:

(1) Press **[CTRL]**

Unless otherwise stated, all "clicks" will be with the left mouse button.

Whenever we say "Place your cursor..." we want you to put your cursor in the place you need it to be and click so it blinks there.

Using the Lesson Plan Builder

The OTAN Online Lesson Plan Builder is designed as a tool for adult educators to improve instruction. It is intended for use by both new teachers who are studying their craft and experienced teachers developing detailed lesson plans to share with their peers.

The Lesson Plan Builder makes it easy for you to develop quality Lesson Plans that address adult education content standards in the context of Comprehensive Adult Student Assessment System (CASAS) and Secretary's Commission on Achieving Necessary Skills (SCANS) competencies.

The Lesson Plan Builder....

- Provides a customer friendly template to develop lessons for Adult Educators
- Provides sample lessons as models
- Allows the user to "Backward Design" a lesson
- Provides a quick link to CASAS and SCANS competencies
- Stores lessons for future use
- Allows sharing with a group or publicly

Exercise #1 – Creating an Account

- (1) Open your browser and go to: www.adultedlessons.org.
- (2) Read the objectives of the Lesson Plan Builder.
- (3) Click on **New to the site?** on the top menu bar.
- (4) Create your Sign-in name and password.
- (5) Write your **Sign-in name** _____ **and password** _____
- (6) Fill in the appropriate information.
- (7) Scroll to the bottom of the screen and click **Save and continue**.

Exercise #2 - How to Use “Get Help Here”

- (1) Roll cursor over **Get Help Here** on the top menu bar of the screen.

NOTE: There are four different selections: Writing Lesson Plans, About this Site, Measurable Verbs, and Using the Help Screen.
- (2) Click **Writing Lesson Plans**. Read about WIPPEA and Backward Design.

NOTE: The focus of this workshop is not to learn how to create lesson plans but to learn how to use the Lesson Plan Builder. If you need more information about creating lesson plans you should attend a CALPRO Workshop entitled “Effective Lesson Planning. The dates of these workshops can be found by logging on to: www.calpro-online.org and clicking calendar.
- (3) Click the **My Home** on the menu bar to get back to your home page.
- (4) Roll the cursor over **Get Help Here** again and click on **Measurable Verbs**.

NOTE: This is a list of measurable verbs that can help you write the objective for your lesson. You can download this list to your desktop or print it.
- (5) Click your browser’s, **BACK** button to get back to the Lesson Plan Builder.
- (6) Roll the cursor over **Get Help Here** click on **Using the Help Screens**.

Note: This screen tells you about two colored question marks that will help you as you create your lesson.
- (7) Roll the cursor over the **PURPLE QUESTION MARK**, now over the **YELLOW QUESTION MARK**.

NOTE: The purple question mark gives you an example of what you should write. The yellow question mark explains the concept.
- (8) Click **My Home** on the menu bar to get back to your home page.

NOTE: You can also click on “Read more about our contextual help screens located throughout the Web site” in the middle of your home page to get the same information.

Exercise #3 - Navigate the Side Menu Bar

- (1) Click **My Home** on the menu bar to get back to your home page.
- (2) Click **Start a New Lesson Plan**.

NOTE: The side bar menu turns yellow to indicate where you are in the lesson plan development. The title on the top of the page will also identify where you are in the lesson.

- (3) Type **TEST - DELETE** for the name of the lesson and complete the remaining required items (those with an asterisk).
- (4) Scroll to the bottom of the BASIC INFORMATION page. Click **Save and continue**.

NOTE: In order to jump around on the left side menu bar when creating a new lesson you need to complete the Basic Information, and save it.

- (5) Click on different stages of the lesson on the side menu bar.

Exercise #4 - Using the Top Menu Bar

NOTE: Before putting information in the Lesson Builder it is important to look at the options you have on the top menu bar.

- (1) Upload an attachment – “How To”, will be demonstrated as we put a lesson on the Builder.
- (2) Create a rubric – “How To”, will be demonstrated as we put a lesson on the Builder.
- (3) Point to **Find Assessments** on top menu bar and click **CASAS CA EL Civics**.

NOTE: You can view the Pre-Approved Civic Objectives List to decide which objectives meet your students' needs. You can also view the Pre-Approved Additional Assessment Plan List to select a corresponding Additional Assessment Plan. You cannot view Your Agency's Current Selections of Civic Objectives and Additional Assessment Plans.

- (4) Click **Pre-Approved Civic Objectives list**.

NOTE: The Pre-Approved Civics Objective List opens in a new browser window. You'll find the competency area, the objectives, etc.

- (5) Close the Pre-Approved Civics Objective List window.
- (6) Click the **Pre-Approved Additional Assessment Plans List** to select a corresponding Additional Assessment Plan.

NOTE: You'll find type, level, language and literacy objectives.

- (7) Click **View Details** in the Details column. Scroll down and you'll see the "Additional Assessment Plan Tasks".
- (8) Click your browser's **BACK** button to get back to CASAS Additional Assessment Plan home page.
- (9) Click your browser's **BACK** button to get back to CASAS EL Civics home page.
- (10) Click your browser's **BACK** button to get back to the Lesson Plan Builder page.

Exercise #5 - Create a New Lesson

- (1) Click **My Home** on the top menu.
- (2) Click **Start a New Lesson Plan**.

NOTE: You will receive a printout of a lesson which indicates each stage. Copy this lesson into the Builder. As a class, we'll go page by page.
- (3) Copy the **BASIC INFO** from the lesson plan you received into the Builder.

NOTE: If you want to practice with the Lesson Plan Builder, you should add "Delete Me" to the name of your lesson, so you will recognize it as a test when you submit it for public viewing.
- (4) Scroll to the bottom of the page and click **Save and continue**.

NOTE: Look at the left menu bar; you are now on the Objectives screen.
- (5) Fill in the goal and the objective(s) of the lesson.
- (6) Click **Save Changes**.

NOTE: The screen has returned to the Objectives section again.
- (7) Roll cursor over the **Backward Design** question mark. Read about backward design. Then click on the box to close it.
- (8) Scroll down the page. Click **CASAS Competencies - Jump there**.
- (9) Select the CASAS competencies that are on your printed lesson.
- (10) Scroll to the top or bottom of the page and click **Save and continue**.
- (11) Scroll to **SCANS Competencies - Jump there**.
- (12) Select the SCANS competencies from your printed lesson and click **Save and continue**.
- (13) Click **Resources** on the left menu bar.
- (14) Click **CASAS Instructional Materials Quick Search**.
- (15) Read about Quick Search. Right now the Quick Search is a CD that you can order. In the near future, it will be a searchable online database.

- (16) Scroll down and click **2.1.8 Use telephone to make and receive calls (for ESL Level A learners)**.

NOTE: You'll see names of publishers and books that cover that competency. This gives you an idea of what the Quick Search offers.

- (17) Close these two new windows to return to the Resources Screen.
(18) Fill in the resources from your printed lesson.
(19) Click **Save and continue**.

NOTE: You have now finished the lesson preparation. You are in Warm-up/Review, the beginning of your lesson creation. Read the purpose of each stage on the top of the page before filling in the information.

- (20) Fill in the WARM-UP/REVIEW section from the sample lesson. Click **Save and continue**.
(21) Fill in the INTRODUCTION. Click **Save and continue**.
(22) Fill in the PRESENTATION. To add a part 2 or 3, click the **Add another part** checkbox. Each time you fill in the section click **Save and continue**.
(23) Fill in the PRACTICE stage of the lesson. Click **Save and continue**.

NOTE: There are some handouts that accompany this part of the lesson. We will cover how to upload an attachment after the lesson content is filled in.

- (24) Fill in the EVALUATION section from the printed lesson. Click **Save and continue**.
(25) Click on **Application / Extension** on the left menu.
(26) Fill in the APPLICATION from the printed lesson. Click **Save and continue**.

Exercise #6 - Upload an Attachment

- (1) Insert your CD.

NOTE: The CD has the attachments to upload for either the ESL Lesson or ABE/GED/HS Lesson.

- (2) Click **Upload an attachment** on the top menu bar.
(3) Write a description.

*NOTE: The description must match the title of the document on your computer. For the ESL Lesson the first attachment is called: Potluck Sentence Strips. Type **Potluck Sentence Strips** in the description. For the ABE/GED/HS lesson the first attachment is 3 Points in Line. Type **3 Points in Line** in the description.*

- (4) Click the **Browse** button to find the file and select it.
- (5) Click the **Open** button in the **Choose file** dialog box.
- (6) Scroll down and click **Upload this file**.

NOTE: A page will open and say "Thank you! Your attachment has been submitted...."

- (7) Click **Upload an attachment** again on the top menu bar. Type a description for the second attachment. For the ESL lesson type **comprehension questions** and for the ABE/GED/HS math lesson type **3 points triangle**.
- (8) Click the **Browse** button to find the file and select it.
- (9) Click the **Open** button in the **Choose file** dialog box.
- (10) Scroll to the end of the page and click **Upload this file**.

NOTE: A page will open and say: "Thank you! Your attachment has been submitted...."

*NOTE: Upload one more attachment for the ESL lesson. It is called "**potluck cloze**."*

- (11) To find attachments in your lesson plan, look at the left menu bar and click **Print Lesson Plan**. Scroll to the bottom of the page to find the attachments.

*NOTE: The attachments are ready to print - just click on them, then use your browsers **BACK** button to return to the lesson plan.*

- (12) To print your lesson, scroll to the bottom of the page and click **Save and continue**. On the top of the next page you'll see **click here to download your lesson plan**.
- (13) Click on **click here**, and use your browser's File menu to save a copy to your computer.
- (14) Click your browser's **BACK** button to get back to the lesson plan.

Exercise #7- Create a Rubric at Rubistar

- (1) Click **Create a rubric at Rubistar** on the top menu bar.
- (2) Read "To make a rubric:"

NOTE: Before clicking "Open the Rubistar window," read below– "To return to the Lesson Plan Builder when you are finished in Rubistar, close the Rubistar window. (Don't use the browser back button)."

- (3) Click on **Open the Rubistar window**.
- (4) Click **Create Rubric** from the header menu

(5) Find a Category and click a rubric template from the choices shown.

(6) Read the Warning.

NOTE: The Rubistar will expire in 40 minutes.

(7) Fill in **Rubric Information**.

(8) Scroll to "Creating and Editing Your Rubric".

(9) Click the **Drop-Down arrow** under category.

NOTE: You'll see different wording depending on which rubric category you choose.

(10) Click on one of the categories.

NOTE: Look to the right and you'll see that a rubric has been created. The wording on the rubric can be changed.

(11) Fill in the rubric from the printed lesson you received.

(12) Scroll to the bottom of the screen and click **Submit** the rubric.

NOTE: The next screen gives you an opportunity to modify the rubric. Otherwise, scroll to the bottom of screen. There are three features. Print, Download and Make Available Online.

(13) Click **Download**.

NOTE: Now you have the option to print, create an offline browser account or an excel spreadsheet.

(14) Click **Download Excel Spreadsheet**.

(15) Choose **Save** and save the file to your Desktop.

(16) Close the Rubistar Web site and return to the Lesson Plan Builder page.

(17) Click **Upload an attachment** on the top menu bar.

(18) Type a Description.

NOTE: The description must match the title of the document on your computer.

(19) Click the **Browse** button to find the file and select it.

(20) Click the **Open** button in the **Choose file** dialog box.

(21) Scroll to the end of the page and click the **Upload this file** button.

Exercise #8 - Share Lesson with a Group

- (1) Click **My Home** to return to the Home Page.
- (2) Click **Work with groups**.
- (3) Click **Create a group** and enter a participant at this workshop's email, then click **Submit**. If the participant has more than one account you may be presented with a drop-down box and asked to choose the user you wish to add.

Note: You must use the name and email your colleague used to create his/her Lesson Plan Builder account. Your colleague will then be notified that she/he has joined your group.

NOTE: If you want to see all of the people who are Members of Your Group or which Groups You Belong to, you will need to refresh your screen.

- (4) Click **My Home** to return to the Home Page.
- (5) Click **Work with groups**.
- (6) Click **Share a lesson plan**. Choose a lesson to share, then find the **Share** button and click it.

NOTE: The bottom of this page has a feature to delete your shared lessons. Deleting these lesson plans will not affect the lesson plans you have created in your account.

Exercise #9 – Viewing Group Lesson Plans

- (1) Click **My Home** to return to the Home Page.
- (2) Click **Work with groups**.
- (3) Click **View shared plans**.
- (4) Click on one of the titles listed to view a Lesson Plan.

NOTE: You will see all the lessons you have shared with the group as well as the ones others have shared with you.

NOTE: Editing or modifying shared Lesson Plans do not change the original Lesson Plans. Changes are saved only to the shared version.

Exercise #10 - Make Lesson Plan Public

- (1) Click **My Home** to return to the Home Page.
- (2) Click **My Lesson Plans** and choose one of them by clicking the title.

- (3) Click **Make this lesson plan public** when you are ready to share a lesson plan with other teachers.

Note: When you click on “Make this plan public,” your lesson plan will be submitted for review by an adult education lesson planning expert. If the reviewer feels that some changes should be made, they will edit your lesson plan, and send you a copy, requesting your permission to publish.

If the changes required are extensive, the reviewer may send you a message suggesting changes that need to be made. We encourage you to participate.

Exercise #11 - View Other Public Lesson Plans

- (1) Click **My Home** to return to the Home Page.
- (2) Click **View lesson plans submitted by other users**. Click the title to view the lesson. It can only be viewed and printed, not modified online. Any attachments will be presented as links at the bottom of the lesson plan.

Note: The lesson plans in this collection have been submitted by teachers like you who have created their lesson plans using the Lesson Plan Builder. All of these lesson plans have been reviewed by lesson planning experts.

Exercise #12 – Delete a Lesson Plan

- (1) Click **My Home** to return to the Home Page.
- (2) Click **My Lesson Plans**.
- (3) Click the lesson **TEST - DELETE** that appears on your Home Page.

Note: This is the Basic Information screen. Look to the upper right corner of the lesson and you’ll see two links: “Make this lesson plan public” and “Delete this lesson plan.”

- (4) Click **Delete this lesson plan** when you are ready to delete it.

OTAN Workshop Evaluation Form

You can also fill out this evaluation online at <http://www.otan.us/otaneval/>

Workshop:	Lesson Plan Builder for Adult Education	Date:	
Trainer:			

<p>Please indicate whether you agree or disagree with the following statements:</p> <p>A=Strongly Agree B=Agree C=Neutral D=Disagree F=Strongly Disagree N/A=Not Applicable</p>	
1. The workshop objectives were clearly stated.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
2. The overall workshop was easy to follow and understand.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
3. The trainer spent ample time answering questions.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
4. The workshop handouts and visual presentations were used effectively.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
5. There was enough time to complete each section of the workshop without feeling rushed.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
6. The hands-on portion of the workshop made the information easier to learn.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
7. I feel comfortable enough with the Lesson Plan Builder to start using it to create my lesson plans.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
8. I would highly recommend this workshop to a friend or colleague.	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> N/A
<p>Comments or suggestions for improvement:</p> 	

OTAN Support

Still have questions about the Lesson Plan Builder or having problems with the OTAN Web sites?

Call OTAN for assistance at 800-894-3113 (CA Only) or 916-228-2580. Our reference and/or support staff will assist you - Monday through Friday, 8:00 am - 4:30 pm (excluding holidays).

You can also email your questions and/or support requests to: support@otan.us