



# Friday Focus

## CARTER COUNTY SCHOOLS

Volume 2, Issue 2

August 23, 2013

### Calendar of Events:

Sept. 3-6 CARE follow-up

Sept. 4 West Middle and High Academy

Sept. 5 K-1 Academy

Sept. 9-12 East Middle and High Academy

Sept. 11 Pre-school/Elem. Spec. Ed. Academy

Sept. 19 3-2 Academy

Sept. 26 5-4 Academy

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### Lesson Planning on CIITS

Lesson planning is a critical piece of great instruction. A new tool that teachers across Kentucky can utilize to help in their planning process is CIITS. Carter County is excited to have teachers uploading their lessons to this website. As this initiative is in its beginning stages, many teachers have questions about how to start. There is so much to see and do on CIITS; this year our focus is on lesson planning and assessments.

In order to get started, teachers must know how to login. A teacher's username is his/her email address. When teachers are new to CIITS, they must choose an option called, "First time logging in." By doing so, they will have a temporary password sent to their email. A similar option can be selected if people forget their password. Simply supply your email and choose "Forgot password." Be sure to choose a password that is easy to remember. (Many folks use their Infinite Campus password.)

Once teachers are logged in, they can begin entering a lesson plan by hovering over the Classrooms tab, clicking on Instruction-

al Materials, and clicking on the word Go beside the Create Lesson Plan box. This will lead to a series of tabs that need to be completed in order to do a lesson plan. The first tab is the Properties tab where teachers will give their plans a title, etc. Second, teachers will choose Standards by expanding any lists marked with a "+" sign. Third, teachers will either choose to follow the District Template or File Upload method of entering their lesson plans. Tabs four and five are optional. The button "Save and Continue" can be found at the bottom of the screen each time a tab is completed. Don't forget to do this step!

Finally, everyone will want to View Material once they have finished entering their plans. These words are in the bottom left corner of the screen. Clicking here will take teachers to a view of their lesson plans as well as a list of options for how to proceed. (See photo.) For example, submitting will send the lesson plan to the principal for viewing. Creating a PDF

makes the plan available for saving and printing. Creating an Express Test allows teachers to access the CIITS item bank for questions pertaining to the standards they selected in their lesson plan. This is a great way to quiz your students on the day's lesson. PDF's can be made of these express tests, or students can log on to CIITS and take these quizzes via computer. Express tests can even be viewed online and used as a Smartboard activity. One other time-saving option is the Copy option. By copying a lesson, teachers can retain their original lesson while editing the new version and renaming it for use in the next week of class.

CIITS has a great deal to offer educators in our district. The district will continue to supply training and utilize this resource to improve instruction. For information regarding CIITS, please contact one of the Curriculum Specialists.

Be the first to recommend

Submit to School Bank

Edit

Copy

View Related

Build Express Test

Create PDF

Schedule

These options appear when teachers View Material.

### Why Are Lesson Plans Important?

Why are detailed and organized lesson plans necessary? Lesson plans provide a guide, or roadmap, for managing the learning environment and moving our students to meeting learning targets. As all teachers know, a lot of unpredictable events occur in the classroom. If you don't have a good plan for the day (overall plan, backup plan for roadblocks in learning, GPS for unexpected "construction detours," etc.), you will not meet your learning goal destinations at the end of the day. Regardless of the format, all teachers need to make wise decisions about the strategies and methods they will employ to help students move systematically toward learner goals. The more organized a teacher is, the more effective the teaching-- and thus the learning-- will be. Writing daily lesson plans is a large part of being organized.

Making a lesson plan is similar to planning for a family party. When making preparations for a birthday party, you have to plan ahead to ensure you not only make enough food for everyone, but also that the food is something your guests will enjoy. Make sure your lesson is prepared well enough to "feed" each of your students so that they all come out full of knowledge and eager to come back for more. To achieve that you'll need some careful and complete planning as you prepare for the unexpected. All in all, it comes down to what you have in your bag. If you keep these things in mind, prepare adequately, and come in with a positive outlook, then things will be fine. With the right planning, you'll know what kind of fun and learning you and your students can expect!