A GUIDE TO UTILIZING BYOC AS A TEACHER

UNDERSTANDING THE BASIC FRAMEWORK OF BUILD YOUR OWN CURRICULUM

There are two platforms when developing your curriculum into a "Continuous Instructional Improvement Model".

Platform 1	Platform 2
CURRICULUM	**CLASSROOM**
Course	**Classroom Setup**
Units	**Lesson Plans**
Topic	
Standards & Learning Targets (objectives)	
Activities	
Develop a consistent district-wide curriculum that is available to all stakeholders. BYOC is organized by courses, which are then broken down into units, topics and activities that are aligned to your standards and learning targets. This will create an outline of your course. Courses are built from the top down. For example: One entire course is made up of units. Then each unit is narrowed down into topics. The activities that you are teaching are stored under your topics. All learning targets are attached to your topics and your activities.	On the classroom side of BYOC you can store your educational resources, lesson plans, attachments and web links directly tied to the course curriculum. Within the classroom you can pull together all of your courses and activities. By using the projected schedule you can see how your curriculum fits in the school year and which activities are scheduled for which days. You can print lesson plans, sub plans complete with activities and post documents and resources for your students and parents. <u>All of this can be accessed and adjusted from year to year, rather than starting from scratch every year</u>. You can always know where your curriculum is when it comes to covering your standards and learning targets.

Follow these steps to easily build and adjust your curriculum to best meet student needs.

All instruction guides can be found within the Build Your Own Curriculum website under "Help and Training: Curriculum Help" or on our district website on the curriculum tab.

Platform 1: Plan what you are going to do:
The more content and time you put into platform 1 of BYOC the better and more developed Platform 2 will be. Example: The more information you put into your course, units, topics and activities, the better your lesson plans will be and it will take you less time to create them. It is very important for you to attach your standards and learning targets to your topics and activities. If you do, then all that information will be applied to your lesson plan when you use your topics and activities. By doing all the work on Platform 1 side, all the standards and details that are attached will stay with those topics and activities unless you manually edit them.

1. CREATE YOUR COURSE:

Basic information for your course, including the name, duration of the course, which grade levels it covers, how many credits it is worth, and a short description that should be found in the course description booklet if your building has one.

The duration of the course is how long it lasts in the school year.

Example:
Course: Science Tech
Duration: semester
Standards: NGSS 7th grade

Detailed instructions can be found in guides:

Introduction and basic training guide for teachers
How to – Create a Course

The course description is a brief overview that is a well-written description of the content and purpose of the course. It is a summary of what the students will learn.

The grade levels covered are important and should be specific. This will make attaching the standards easier and more defined later in your planning.

Learning Targets are the objective that students should know. They are tied directly to the standards. **Attaching the standards and learning targets here can make things easier later in your development.**

2. ADD UNITS:

Units give you your scope and sequence.
Add each unit you teach during the course. Pay attention to the duration of each unit to be sure you have allowed adequate time during the year to cover all materials.

Units should include the titles, description, order and duration (time frame).

Units should be appropriate for the content covered. The order and duration are sensible and appropriate for coverage of the content. The duration is stated in days rather than weeks.

Time given to all units should add up to the length of the course. **Detailed instructions can be found in guides:** Introduction and basic training guide for teachers How to – Create a Course	Materials, resources, academic vocabulary, technology integration, cross-curricular, essential questions, assessments and pre-requisites should be added here Each unit should have a well-written description of what the students will learn in paragraph form. Units could be chapter Titles, obviously unit titles, or specific skills for certain courses. Essentially they are how you divide up the content throughout the course.
3. ADD TOPICS: Add topics to each of the units you teach. Pay attention to the duration of each topic to be sure topics within each unit can be covered in the amount of time devoted to that unit. Typical guideline for BYOC is approximately 5-6 topics per unit. **Detailed instructions can be found in guides:** Introduction and basic training guide for teachers How to – Create a Course	Topics include title, order, and duration. Topics should be appropriate for the content to be covered. The order and duration are sensible and appropriate for coverage of the content. The duration is listed in days and the total time covered does not exceed the total days of the unit duration. Topics are what teachers base their lessons and learning activities on. Topics are similar to sections in your chapter. You must include materials/resources, vocabulary, and summative assessment information. These will come from the larger unit list and resources.
4. ASSIGN LEARNING TARGETS (objectives) AND STANDARDS TO TOPICS: Learning targets are objectives or competencies, skills or knowledge students should know and be able to do by the end of the course. They are tied directly to the standards. Connect your targets and standards to each topic. Topics can cover more than one learning target. **Detailed instructions can be found in guides:** Introduction and basic training guide for teachers, How to – Create a Course	Each topic features at least one learning target tied to adopted standards. Think of learning targets as Building Blocks for each standard. What are the pieces of information we want students to learn in order to Master the standard?

5. ADD ACTIVITIES & ATTACHMENTS: Activities are the how of what you teach and are used to cover the content of each topic. You can upload resources and connect links to show activities students will complete as they learn the learning targets of each topic. Multiple activities can be included by multiple teachers for each topic to build a bank of quality activities to help students achieve the learning targets. **Detailed instructions can be found in guides:** How to – Create an Activity	You must include the name of activity and description. The Department, Course, Unit, and topic dropdowns allow you to choose the learning targets already assigned. You just check the box and hit save and continue. You can add more details like: Instructional Strategies, Differentiation, Bloom's Taxonomy, Rigor and Relevance, Attachments – links, documents, videos, etc. here. The more details that you include in this section the more developed your lesson plans will be and the easier the lesson plan will be to complete.

COMPLETING PLATFORM 1: At this time, all course standards and learning targets should be attached to units, topics, and activities. This can be checked by selecting your course standard or learning target buttons that you will find on your course details or scope and sequence page. You can also see this when you view your course by looking at Course Print, Scope and Sequence/Big Picture, and Course Outline/Big Picture on the left hand menus list. Some of the reports will also give you overview information on your course.

Any information that you have created at this point will carry over from year to year. You are ready to move to Platform 2.

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Platform 2: Execute and Teach your plan: Classroom Features
This platform allows you to put your curriculum into action. This is the day to day side of BYOC. It is designed to leverage all of the effort that has gone into creating your district's curriculum. If you have fully populated your curriculum, added activities, attached standards and learning targets, you can now focus on creating your lesson plans.

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1. CREATE CLASS:

You must create a class and attach a course in order to create your lesson plan.

Detailed instructions can be found in guides:

How to – Add A Class

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Create one class per prep.

Include the description, select the lesson plan template you prefer and any other details.

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2. DEVELOP LESSON PLANS:

Assuming that you have completely populated all parts of the curriculum and added activities, lesson planning can now focus on scheduling what aspects of the curriculum you are delivering and when and what activities or attachments you are using for a group of students.

Detailed instructions can be found in guides:

How to – Create A Lesson Plan
How to – Advanced Lesson Plan Options

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There are several ways to view lesson plans. The easiest way to view them as a whole, is to use the plan book view.

You can recur a lesson plan if you have a lesson that you use over and over again or need for multiple days. For example, if you have a spelling test that you do each Friday, you could recur this lesson to occur at the same day and time each week.

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As you proceed through the year and at the end of the school year:

1. Use the various reports to analyze how your course covers your content standards and learning targets. (Guide – Introduction to Reports)
2. Use your assessment scores to measure the effectiveness of the curriculum. Give areas of concern a deep look and adjust the curriculum at least annually to form a foundation of continual improvement and growth in your students. Example: If you have a standard that students performed low on then look at how many times your curriculum covered it and what time of year. Maybe it happens to be one that you taught only at the beginning and you need to reteach it later or spiral it throughout the curriculum during the next year.

3. Be sure to continuously reflect, revise, and collaborate to ensure horizontal and vertical alignment, and to maintain an accurate and effective curriculum map for each course.
4. Use the Search Curriculum for Other Districts features to get new ideas and activities.

Detailed Instruction can be found in the following Guides:

Introduction and Basic Training Guide for Educators
How to – Create a Course
How to – Create an Activity
How to – Add a Class
How to – Create a Lesson Plan

Extra Guides to help along the way as you want to do more details or go further
Advance Teacher Training Guide
How to – Create an Assignment
How to – Advanced Lesson Plan Options
Introduction to Reports
How to – Search Other District's Curriculum