

This educational tool was developed by Jamie Flick and Nicholas Karnes, in conjunction with Bloomsburg University and Dr. Thomas J. Starmack, Assistant Professor. Information from the Learning Focused Schools model was utilized in the development of this tool. Permission to duplicate and distribute this tool for educational purposes is granted.

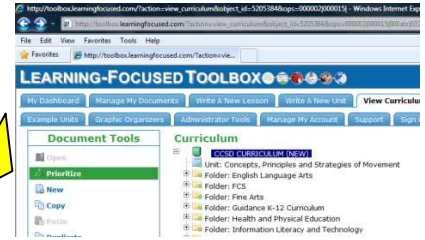
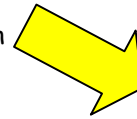
- You are currently editing under your School District's documents". You may want to make a copy of your District's documents and place them in your own documents folder. To do this, click "My Dashboard" from the tabs at the top of the toolbox.
- Click "Manage My Documents"
- Double click "My District's Documents"
- Double click on your District's curriculum.
- Find the course that you created a curriculum for.
- Click once on that course so that the course is highlighted.
- Click "Copy" from the toolbox's left sidebar and click the "OK" message.
- Scroll up to the top of the toolbox and click once on "My Documents" so that "My Documents" is highlighted.
- Click "Paste" from the toolbox's left side bar
 - ***If you accidently paste a course that you don't want, click once on that course and click "Delete" from the left sidebar.

- To print any of the documents you created, click "My Dashboard" and find your curriculum in either "My Documents" or "District's Documents".
- Click (once) on the unit you would like to print and select "Print" from the left sidebar.
 - The sidebar provides different options for documents you can print. Click on the option to print, choose the criteria to be printed by checking or un-checking the provided boxes, and then click print.

Toolbox Tips

Using the LFS Toolbox

- Double click on "View Curriculum" from the main page.
- Double click on the name of your District's curriculum, and then click once on the name of the District's curriculum, so that the name is highlighted. In the left "Document Tools" sidebar, click "Prioritize".



- Click on your subject standards (you will need to go back and also do this for the Anchors as well), click on the group of standards you would like to align to, and click on your grade level.
- Click on the "standard category" that relates to the content area(s) that you will align your course to and then click on an "organizing category" to begin. **You must go back and prioritize all "organizing categories" and "standard categories" that relate to your content area!!!**

- Click on the "Graphic Organizer" box. You can choose a premade graphic organizer by clicking on the "Graphic Organizer" sidebar on the left of the toolbox or you can type in a description of an alternative graphic organizer.
- Click on the "Instruction" box to add any details or descriptions on how you will teach the lesson.
- Click the "Assignment or Assessment" box to add a homework assignment and/or a description of an assessment that will be given.
- Click on the "Extended Thinking Strategy" box to add a premade extended thinking strategy from the sidebar on the left of the toolbox or add a description of your own extended thinking strategy.
- Click on the "Summarizing Strategy" box and add a summarizing strategy from the left sidebar or add a description of your own summarizing strategy.
- Click the "Differentiation", "Review/Revise", and "Resources/Materials" boxes to add information/descriptions about each component.
- Attach any documents or rubrics by clicking on the green "+".



- Once you are finished creating the acquisition lesson, click the "save" icon at the top of the toolbox.
- To create an acquisition lesson for a different Lesson Essential Question, locate the new LEQ from the right sidebar, and drag that LEQ into the "Lesson Essential Question" box.
- REPEAT ALL ABOVE STEPS FOR CREATING AN ACQUISITION LESSON PLAN.
- Once finished, click on the "Tools" tab, choose another unit and REPEAT THE PROCESS for ALL UNIT TOPICS created.
- Once all Student Learning Map's are created, put the mouse over the "My Dashboard" tab at the top of the toolbox, and click "View Curriculum".

Creating Acquisition Lessons

- Go to <http://www.learningfocused.com/>
- Place your mouse on the toolbox tab and click "sign in".
- Under the "Member Sign In" Box, enter your assigned email address and password.
- If your license has expired, type in one of the license keys found on the back of your LFS books.



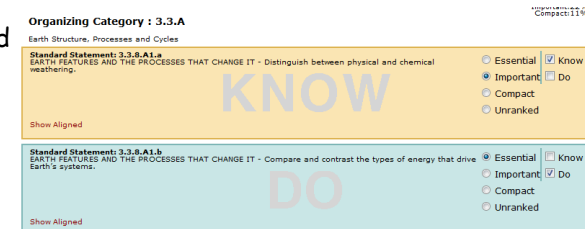
Getting Started

*** If you create an LEQ that you want to then delete, click on that question and a red "X" should appear. Clicking that "X" will delete the LEQ from the list.

- Once LEQ's are developed for each topic, identify key vocabulary from the K-U-D Organizer. Key vocabulary is vocabulary that is necessary to learn and understand the concepts in the unit. Choose priority words from the State Standards to explicitly teach.
- To add Key Vocabulary, click the green "+" next to the "Vocabulary" box. Add as many vocabulary words as necessary to meet the standards within the concept. (It is not necessary to add a definition for each vocab word.)
 - *** If you create an LEQ that you want to then delete, click on that question and a red "X" should appear. Clicking that "X" will delete the LEQ from the list.
- Once finished, click on the "Tools" tab, choose another unit and REPEAT THE PROCESS for ALL UNIT TOPICS created.
- Once all Student Learning Map's are created, put the mouse over the "My Dashboard" tab at the top of the toolbox, and click "View Curriculum".

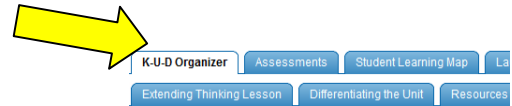
Creating Student Learning Maps

- From the main curriculum page, click on the districts' curriculum, the subject, content area, and unit topic that the student learning map will be designed for. Click "Open" on the "Document Tools" sidebar.
- Click "Acquisition Lesson" from the tabs at the top of the toolbox.
- The first Lesson Essential Question that was created in the Student Learning Map is automatically imported into the "Lesson Essential Question" box.
- Edit the Instructional Date, by clicking on the calendar and choosing the date or dates the instruction will occur.
- When developing assessment prompts ask yourself: What must students learn in order to answer the lesson essential question. Click on the green "+" to add the assessment prompts you've developed.
- Create an activating strategy by clicking on the "Activating Strategy" box. Previously created activating strategies are found in the "Activating Strategy" sidebar on the left side of the toolbox. If you want to use one of those strategies, click and drag them to the "Activating Strategy" box. If you would rather create a different activating strategy, type a description in the "Activating Strategy" box.
- Each standard will be broken down individually. Read the standard and choose whether that standard is essential, important, compact, or unranked to teach. Then, decide whether that standard highlights content/information that students should "know" or "do"
 - Knowledge: information such as vocabulary terms, definitions, facts, formulas (ex: Names of weather instruments).
 - Do: Demonstratable skills such as literacy, numeracy, and thinking strategies (ex: Observe and record daily weather conditions).
- Once all standards have been prioritized, click back to prioritize all "organizing categories"
- Once all "organizing categories" have been prioritized, click back to choose another "standard category" to prioritize.
- Once all "standard categories" have been prioritized, click back 3 times, to the list of standards by subject. **DON'T FORGET TO ALIGN and PRIORITIZE ALL OF THE ANCHORS!!!!!!!!!!!!**
- Once all standards and Anchors for your content areas are prioritized, click "View Curriculum" from the tabs on the top of the toolbox.



Prioritizing the Curriculum

- Click on the name of your district's curriculum, double the subject area folder (i.e. Math, Science, World Languages) that you would like to align, and double click on the content area that you would like to create units for.
- Click once on the name of the unit you would like to create a K-U-D for, so that the unit is highlighted. In the "Document Tools" sidebar, click "Open"
- At the top of the browser page, multiple tabs will be available. Click "K-U-D Organizer"



- A sidebar on the right side of the page, called "State Standards" is available. Click on the content standards that relate to the unit you just created. (You will need to do this for the Anchors as well!!!)
- Choose the group of standards you would like to align to, choose your grade level, choose the "standard category" that relates to the content area(s) that you are aligning your course to, and choose an "organizing category" to begin.
- Read through the prioritized list of standards on the right sidebar. If any of the standards apply to the current unit for which the K-U-D is being created, click once on the standard and drag it over to the space underneath the statement "Which standards are students learning in this unit?"

- o If you accidentally drag a standard that you don't feel belongs, click on that standard and a red "X" should appear. Clicking that "X" will delete the standard from the list.

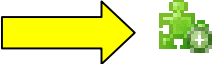
- As standards are being dragged, they will automatically become organized into "Know" and "Do" columns within the tool box.

- MAKE SURE THAT ALL "Organizing Categories", "Standard Categories" and Anchors are dragged into the K-U-D. This can be a long process. It is helpful to make a list of all categories and Anchors that need to be dragged onto the K-U-D and cross them off as completed.

- The last part of the K-U-D is to create an "understand" Statement. An "understand" statement refers to the important ideas, principles, and generalizations that allow students to make connections and see patterns and relationships among content (ex: Patterns in weather allow us to predict weather).

- Type the "understand" statement in the "Understand" box in the toolbox.

Creating the K-U-D Organizer

- From the main curriculum page, click on the Districts' curriculum, the subject, content area, and unit topic that the student learning map will be designed for. Click "Open" on the "Document Tools" sidebar.
 - Click "Student Learning Map" from the tabs at the top of the toolbox.
 - The "Understand" statement, previously created as part of the K-U-D now becomes the "Key Learning".
 - Develop a "Unit Essential Question" (UEQ) that reflects the key learning. Ask: What is the important idea you want students to be able to answer? (Example: What makes weather a system?)
 - Once a "UEQ" is developed, type that question in the box labeled "Unit Essential Question".
 - Next, use the "K-U-D Organizer" to develop concepts that will be addressed in the unit (Examples: "The Atmosphere", "Weather Factors", "Weather Patterns", and "Weather Prediction").
 - Click the small green puzzle icon to add each concept to the map. 
 - Once each concept is created, standards and Anchors need to be aligned with each concept. Choose the standards (from the "Unit Standards" sidebar on the right side of the page) and drag any applicable standards over to the appropriate concept. The standard should be dragged to the part of the map labeled "My Objectives".
 - *** Each concept should be aligned to standards or anchors.
 - *** If you accidentally drag a standard that you feel doesn't belong, click on that standard and a red "X" should appear. Clicking that "X" will delete the standard from the list.
 - Once all standards are dragged and aligned with each concept, develop lesson essential questions from the K-U-D Organizer. The lesson essential questions (LEQ) reflect what you want students to know and be able to do by the end of the lesson. They are built from the "Know" and the "Do" on the K-U-D Organizer.
 - To add Lesson Essential Questions, click the green "+" next to the "Lesson Essential Question" box. Add as many LEQ's as necessary to meet the standards within the concept.
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- Click on the name of your district's curriculum, double click on the subject area folder (i.e. Math, Science, World Languages) that you would like to align, and double click on the content area that you would like to create units for.
 - In the "Document Tools" sidebar, click "Open".
 - At the top of the browser page, multiple tabs will be available. Put your mouse over the "Tools" tab and click "Create New Unit in This Course".
 - Put your mouse back over the "Tools" tab and click "Rename this Unit". Choose a name for your new unit.
 - Once you have named your unit, repeat this process for all units you would like to create.
 - *** If you create a unit that you would like to delete, put your mouse over the "Tools" tab and click "Delete This Unit".
 - Once all units are created, put the mouse over the "My Dashboard" tab at the top of the toolbox, and click "View Curriculum".

Creating a New Unit