Tips for Easy Unit Planning During Digital Learning

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What we will talk about

PLANNING FOR DIGITAL LEARNING DAYS

- Unit Planning for Digital Learning
- Unit Introductions
- Practice Activities
- Assessments

ORGANIZATION

- Organization in the LMS
- Organization of time

Unit Planning

Start with what you have – your face-to-face plans

Backwards plan to know what to expect

Last minute planning will add even more stress

How to Lesson Plan More Effectively

Curriculum Map: Assessments Mapped Out for the *WHOLE* Course *BEFORE* You Start

How many assessments will you give?

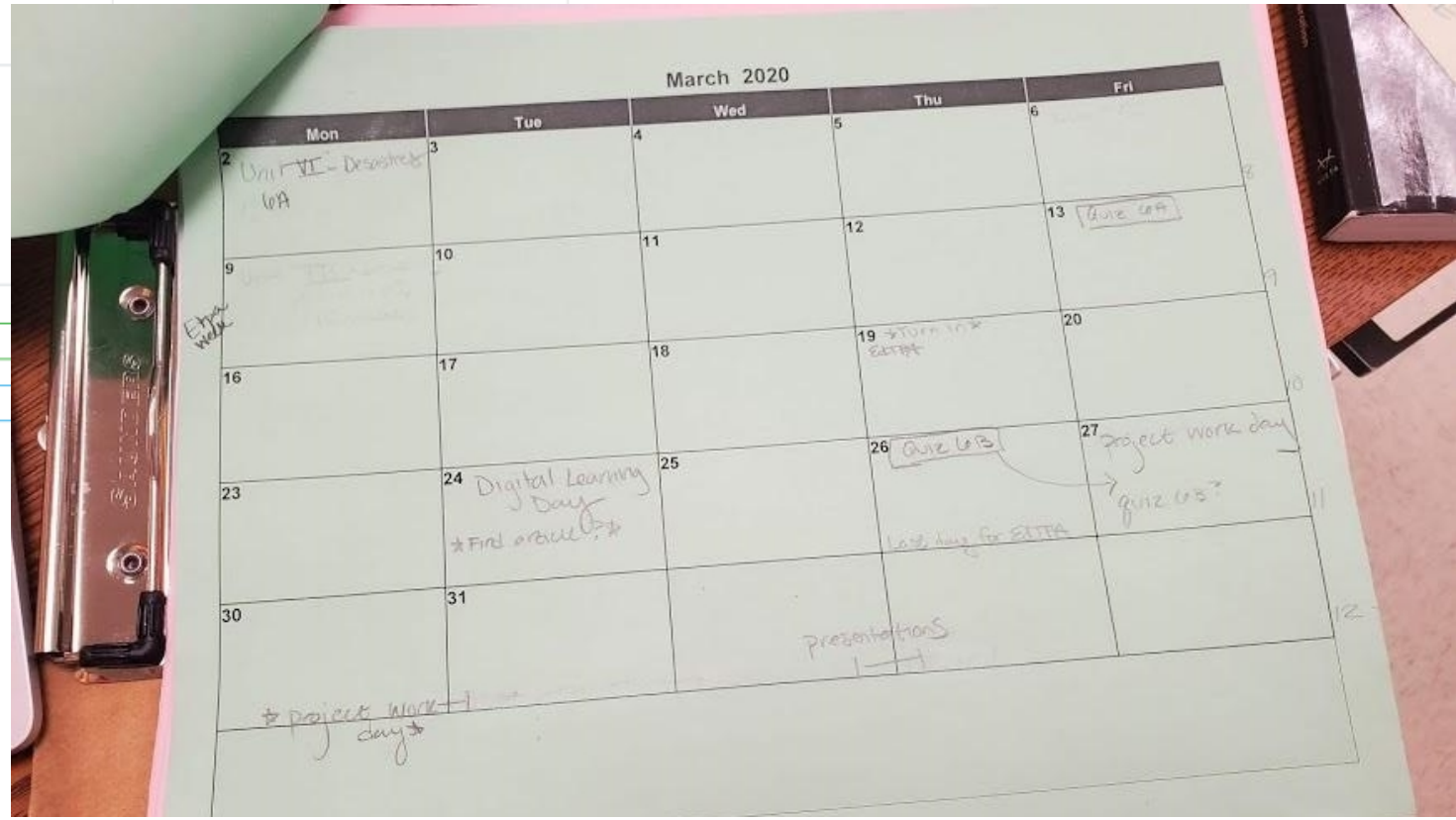
When are the major assessments?

Type? (reading, writing, listening, speaking—not specifics, but type of test you'll do)

Goal: Have your quiz dates done too*

-Sometimes not realistic for new preps

	desastres y las noticias Unit VII: Los desastres y las noticias					
8	9	10	11	12	13	14
15	16 Quiz 6A Quiz 6A	17	18	19	20	21
22	23	24 Digital Learning Day Digital Learning Day	25	26		
29	30	31	1 12:00a Presentations 12:00a Presentations	2		



Unit Plan

Confirm all assessment dates (with team members if necessary)

Set and confirm **quiz** and other **formative** dates

Arrange **general** flow of unit

Mon	Tue	Wed	Thu	Fri
20 *Ratliff Listening Review as WU ***Reading Prep: Madrid Un Viaje Dificil** ***Dialogue Prep:** **-model** **-you try Barcelona** **-Cusco** *Listening Prep *Reading Prep—Envelope Sentences Sub Version IV: City Writing from original plans on 15th finish by today so I can get feedback—post Friday and explain deadline importance? meetings on Zoom tomorrow!	**21 *Reading/Listening Test** ***Dialogue Prep #2** **-Review Barcelona/Cusco** **-You Add Guatemala** **-Panama** *R/L Test for Dead End III IV: Check feedback—meetings on Zoom? *IV: Audio Recording of situation on FlipGrid plus respond to peers in SPANISH with questions (to imitate classroom test idea)	**22** Unit 5 Spoken Test in Pairs— *print slides on colored paper (diff color per place) *do two rounds with two diff people -check that they get a diff color *let them choose which one I grade and staple together with rubric on BACK of colored sheet **Extra* *Start Unit 6 on DLD -Listening Comp Intro Story -GimKit whole list 500k due by 8AM of quiz day (29th)	**23** *A Ver si recuerdas—page 2 of NHS vocab list ☺ *Vocab Intro: -list -story -GoFormative "quiz" from DLD ☺ *LL: 9.1 self quiz—como cuidas el planeta --sp. 3 ch 9 mini prueba on paper AFTER as Reading to calculate score☺ *Read two situations from Kakie's Rompecabezas that I make and fill in blanks with verb choice (give English and Spanish?) *Grammar Notes	**24** *U6 Dictation—use NearPod to draw??? *Finish the story with quick write! Flex Friday for DLD
27 *video comp (video from U6 dictation—movie talk in files) *Liar Liar Vocab Practice *Kakie Rompecabezas Writing Activity with all the verb tenses *Rompecabezas from Th again x2 for Ss not going on to IV *going to IV write your situation following Th model *CDC 6.1	**28** **Kahoot Vocab Descriptions** **Jigsaw Grammar Review Posters?** *CDC 6.2 *Try to get IVs project info!	**29** ***Grammar Notes with Jigsaw Posters** ***CDC 6.1 (NHS 2018)** ***Captain Re-Tell: Capitan Planet ☺** **vocab quiz** **IVs—check feedback!**	**30 vocab quiz IRL** **Practice Reading Exam (NHS?)**** **WPF DLD: normal length for IVs or tell me 5 things in Spanish about life now (provide word bank)** ***provide SPF Qs after**	

General Tips:

Steal as much as you can…collaborate with your team and divide the work.

Stop re-inventing the wheel

This is NOT the time to make major changes to your curriculum

Consider updating pop culture references—EASY!

Join Facebook Groups for you Content (but don't waste too much time looking!)

AP Spanish Language and Culture Teachers

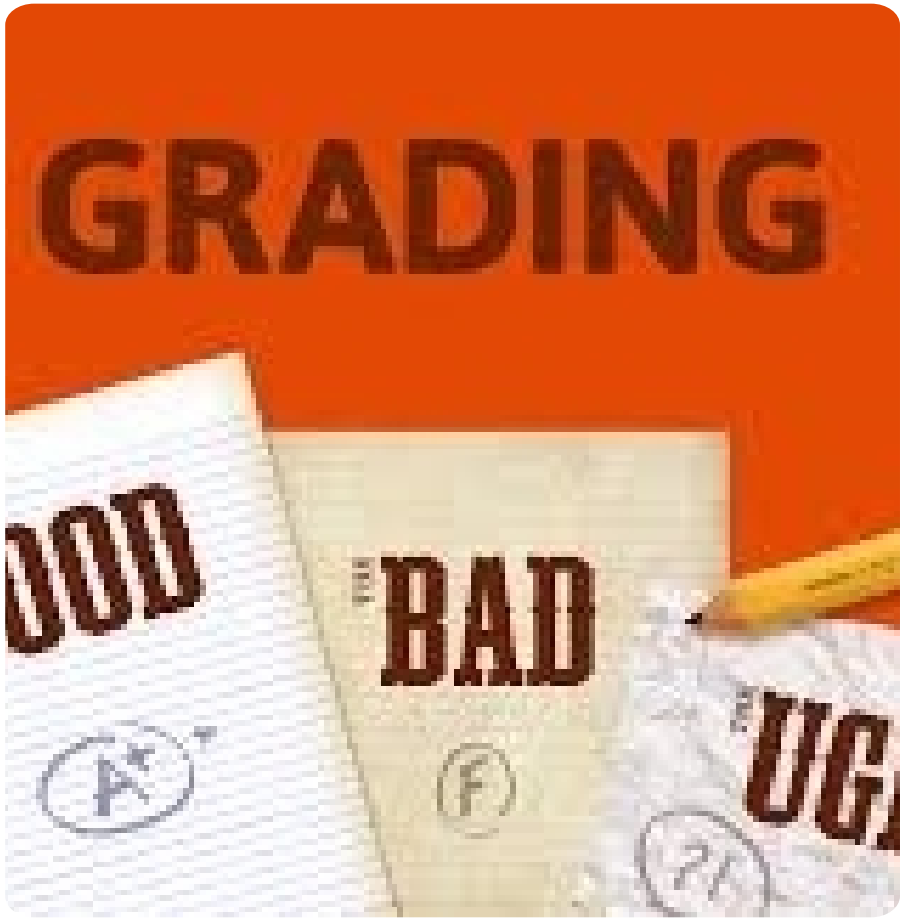
Spanish teachers in the US

Teaching Spanish to Children

You do NOT need to have as much variety as you would in the classroom.

Assume it will take students longer than expected (or longer than in the classroom) to complete digital work.

Trouble shooting tips for students!*



What are you grading? WHY are you grading it?

- How much do you HAVE to grade for the grade book?
- What does that equal per unit?
- DECIDE WHAT YOU ARE GRADING EACH UNIT IN ADVANCE!!!!
- What needs to be graded for formative feedback before summative?
- Remember to use self-grading shortcuts like through your LMS, Ed Puzzle, Quizizz, Go Formative, etc.
- Create rubrics directly in the LMS for EASY grading (I like a simple holistic rubric for formative assessment)

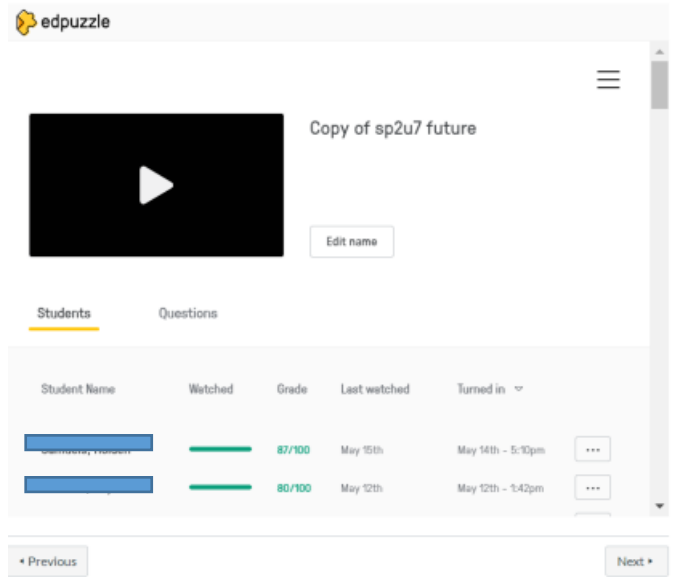
Unit Introductions

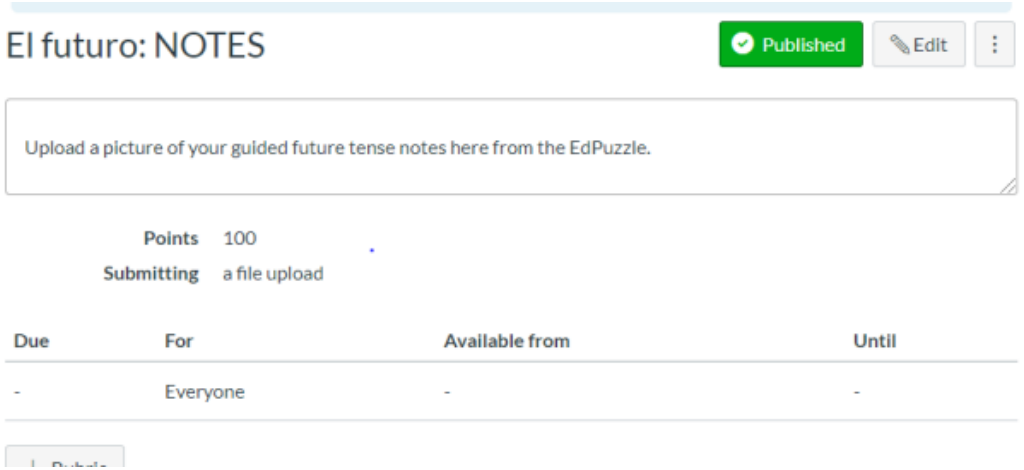
Recorded Stories for Vocab Intros

- Use a PPT to tell a story and record yourself (Screen Castify or Screen Cast O-matic)
- Chunk the story
- Ask comprehension questions along the way
- Go Formative is a great tool to do this seamlessly

Ed Puzzle

- Ed Puzzle can be embedded into Canvas
- Instructional video with comprehension questions
- Teacher can see student results
- Students can upload handwritten notes (guided or not)





Smart Suite (You could also use Flippity)

FLASHCARDS, MATCHING GAME, SORTING AND SO MUCH MORE

NO DATA

FOLLOW UP WITH A READING / VIDEO

Practice Activities / Formative Assessments

- Your normal “worksheets”
  - Upload as an assignment, students have the choice to write on their own paper, or print, fill out and upload a picture (I would advise against letting them fill it out electronically because they could share)

- Interpretive Tasks: Use the same readings / listening activities you have and…
  - Give students the option to draw, or act out what they hear (holistic rubric built into LMS for ease of grading)
  - Have them write MC / true false questions for you
  - Questions in the LMS quiz feature for automatic grading
  - Videos in EdPuzzle with comprehension questions throughout or in Go Formative

- If your students need to DO something:
  - Smart Suite – Check if your school has access to this
  - Flippity

- Padlet for a fun online discussion / collaboration

- Link extra practice sites that give them immediate feedback (Colby Spanish, Study Spanish, etc.)

- If you do Four corners / Walk the Line activities:
  - Google form survey and then use the data charts for kids to produce (write, speak, or MC statements that best describe each graphic)
- Vocab / Grammar Practice
  - Conjuguemos
  - GimKit
  - Quizlet
- Dictations
  - Can be done in Nearpod (Nearpod has some great interactive lesson features for asynchronous learning!)
- Go Formative
  - MC, short answer
  - VERY user friendly
  - Easy to transfer into gradebook
  - Not a fan of your LMS? Try this!
  - Record audio and they respond using audio
- FlipGrid
  - Presentational or interpersonal
- Padlet for a fun online written discussion / collaboration
- Link extra practice sites that give them immediate feedback (Colby Spanish, Study Spanish, etc.)

Games / Practice (synchronous and asynchronous)

- Quizlet
- GimKit
- Quizizz
- Kahoot

Holistic rubric example

Perfect 100	Almost there 90	Shows some comprehension 75	Shows limited comprehension 50	Does not show comprehension / not turned in 0
You show that you fully understand the text / recording. Great job!	You show that you mostly understand the text / recording.	You show that you understand about half of the text / recording.	You show limited comprehension of the text / recording. Ask me for help.	You show no comprehension of the text / recording OR nothing was turned in

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	Criterion Score
Comprehensibility How well was I understood? Add Feedback	My speech flows with little to no hesitation and I show strong effort in pronunciation. I am always and easily understood by someone accustomed to language learners. ✓	My speech is sometimes hesitant, but still fluid. I show some effort in pronunciation. I am mostly understood by someone accustomed to language learners.	My speech is often hesitant and my pronunciation effort is minimal. I am understood with some difficulty by someone accustomed to language learners.	My speech is very hesitant with consistent pronunciation problems. I am barely understood by someone accustomed to language learners.	4 / 4
Vocabulary / Elaboration What language did I use? Add Feedback	I can use a variety of words and phrases I can give details and elaborate using both new and familiar words ✓	I can use familiar words and phrases correctly on familiar topics. I can sometimes elaborate but with basic vocabulary	I can use a limited number of words and phrases for common objects and actions, but they are sometimes repetitive.	I can only use very basic words and phrases for common objects and actions, repetitively	4 / 4
Functions How did I use the language? Add Feedback	I can combine words and phrases to create original sentences. I can use strings of sentences to express basic and complex thoughts. ✓	I can begin to combine words and phrases to create original sentences. I can use phrases and short simple sentences to provide information.	I can use words, phrases and occasional sentences to provide some basic information.	I can use simple, isolated words, but they sometimes do not provide even basic information.	4 / 4
Grammar/Structures How well did I use the language? Add Feedback	I show consistent control in grammar, word order, and/or word choice. ✓	I show emerging control grammar, word order, and/or word choice	I show little control in grammar, word order, and/or word choice	I do not show any control in grammar, word order, and/or word choice	4 / 4
Task Completion How complete was my work? Add Feedback	I organized my response and included more than I was asked to do.	I basically organized my response and/or completed everything I was asked to do. ✓	I somewhat organized my response and/or completed some of what I was asked to do.	I did not organize my response and/or I completed little of what I was asked to do.	3 / 4
Total					19 / 20

Overall Score

Level 4 ✓	Level 3	Level 2	Level 1
11 points minimum	8 points minimum	5 points minimum	0 points minimum

Assessment Strategies: Production, Interpretive, and Multiple Choice

Multiple Choice

- Randomize MC options order
- Randomize question order
- Bank of questions (or multiple banks you pull from for one test: i.e. listening / reading / vocab / grammar)
- Set a time limit (make sure to add extra time for those with extended time IEPs)

Production Based Assessments

- Scaffold the unit appropriately so that students have everything they need to produce by themselves
- Make sure students understand proficiency standards / levels so they know what you expect
- Explain your rubric well in advance of the test
- Give a practice assessment and use the rubric for feedback (individual conferences if needed)
- Have the question in a quiz (within the LMS if possible) with a timer on it so they have to respond within a certain time frame of seeing the question
- Flip grid so you can see if they are reading for asynchronous presentational mode
- Have students do a skit with inanimate objects for “interpersonal”
- Sign-up for a one-on-one presentational / interpersonal (Calendly or SignUp Genius) or small groups for interpersonal speaking
- Go Formative lets you know if students copy and paste
- Have a bank of production based tasks so students will get different questions

Organization

Organization in LMS

- It does not need to be flashy, but it DOES need to be organized!!!

Organizing in your LMS

- Everything needs to be in ONE place
- Students need consistency and they want to know what to expect
- Link everything for outside sites in that ONE place (create a module or a google doc link on your calendar)
- Consistent organization helps YOU to easier plan
- Before you being this year, sit down and map out how your LMS will be organized

Organizing in D2L / eClass

2020Q4 Ratliff.E SPANISH III

Digital Learning Days Information

20 MAY 2020 ASSIGNMENTS

I have to turn in grades today

ALL CLASSES: Any grades you requested by 8AM today will be updated. Email me with any concerns. Otherwise, Happy summer! I'm proud of y'all!

SENIORS: CONGRATULATIONS!!!! YOU'VE MADE IT. IT'S NOT THE YEAR YOU DESERVED, BUT YOU'VE DONE A GREAT JOB! BEST OF LUCK!

**If you need help, email me at elsie.ratliff@gcpsk12.org Expect a response faster between 8AM and 2PM on school days.

2020 Spanish III Google Calendar

Spanish III

Today | April 2020 | Print | Week | Month | Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	Apr 1	2	3	4
5	6	7	8	9	10	11
	Login Information					
	Student Calendar for Spanish III					
	6 Apr Spanish III Assignme	7 Apr Spanish III Assignme	8 Apr Spanish III Assignme	9 Apr Spanish III Assignme	10 April Assignment Info	
			U5 Vocab GimKit Pt. 1	U5 Vocab GimKit Pt. 2		
12	13	14	15	16	17	18
Login Information						
Student Calendar for Spanish III						
	U5 GimKit Whole List Practice				17 Apr Spanish III Assignm	
	13 Apr Spanish III Assignm	14 Apr Spanish III Assignm	15 Apr Spanish III Assignm	16 Apr Spanish III Assignm		
19	20	21	22	23	24	25
Login Information						
Student Calendar for Spanish III						
	20 Apr Spanish III Assignm	21 Apr Spanish III Assignm	U6 ALL Vocab GimKit			
		III--Unit 5 Summative Asse	22 Apr Spanish III Assignm	23 Apr Spanish III Assignm	24 Apr Spanish III Assignm	
26	27	28	29	30	May 1	2
Login Information						
Student Calendar for Spanish III						
U6 ALL Vocab GimKit				30 Apr Spanish III Assignm	1 May Spanish III Assignme	
	27 Apr Spanish III Assignm	28 Apr Spanish III Assignm	29 Apr Spanish III Assignm	Writing Performance Final (		
			Unit 6 Vocab Quiz			

Events shown in time zone: Eastern Time - New York

Google Calendar

Unit 5: Cities 32

Unit 6: Environment 23

22 Apr Assignmnets 2

23 Apr Assignments 3

24 Apr Assignments 1

27 Apr Assignments 2

28 Apr Assignments 2

23 Apr Assignments

Upload / Create

Existing Activities

23 Apr Assignment Details
Link

U6 Grammar Notes Screencast
Link

U6 Grammar Notes
Link

24 Apr Assignments

Daily Template for Instructions

20 APRIL 2020 ASSIGNMENTS

Remind is being a bit odd for me, so if I don't respond, email me till further notice.

Gradebook concerns? Click on this form to tell me specifics!

If you are going to IV or are curious what would have happened in the classroom, click here for your assessment prep information and assessment details for tomorrow.

1. *5 points--Click this link to do a reading practice.*

2. 5 points--Complete this listening practice using these questions and this video is embedded at the top.

***Login information should be the same you've been using all along, but is linked to calendar. Llamaste is your default password.

3. Unless you are talking with me about going on to level IV, your assessment has three parts: grammar (review present and pluperfect tenses), listening (see practices we've done and study vocabulary), and reading (see practices we've done and study vocabulary).

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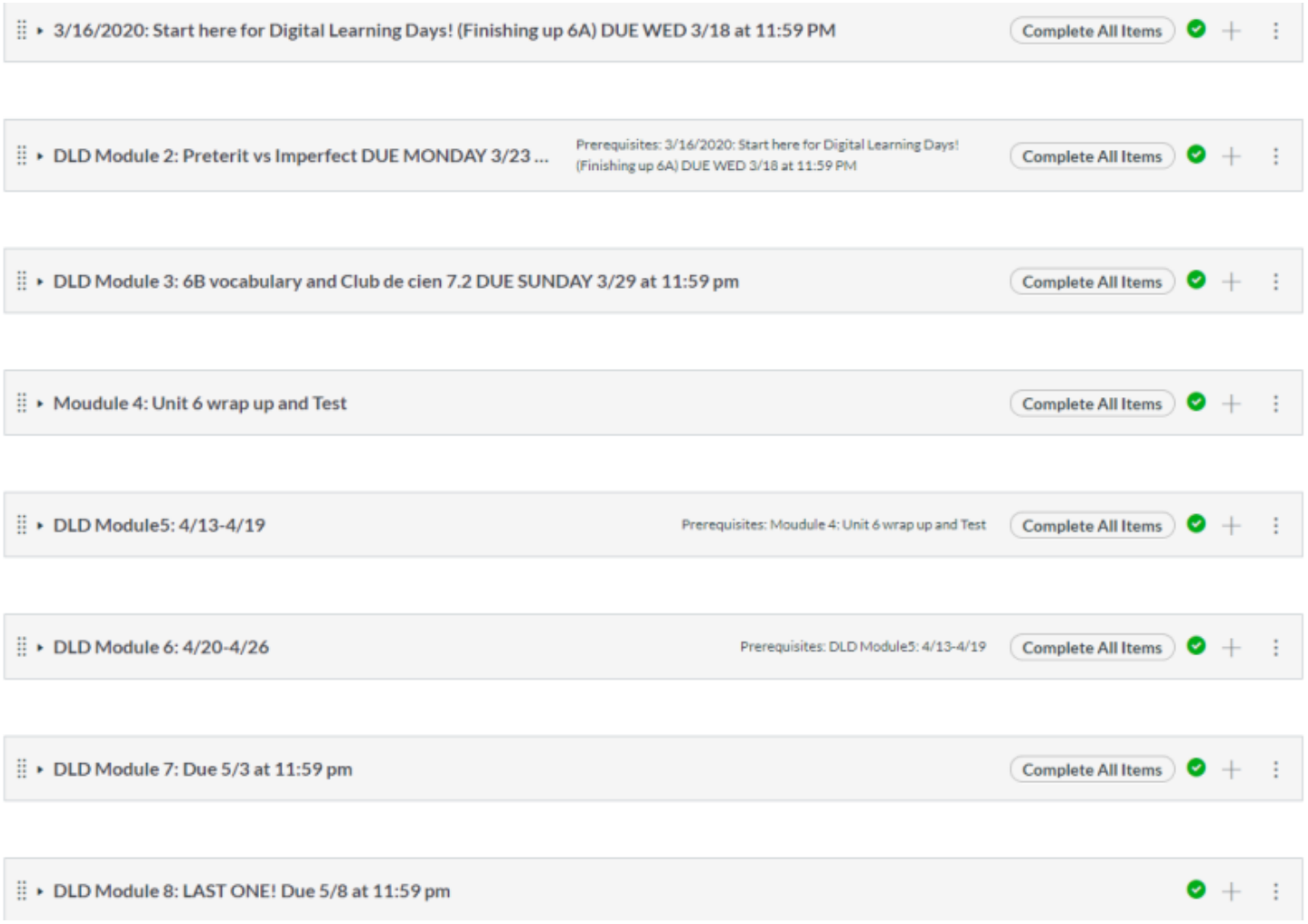
Canvas

- Announcement each day with instructions and links to the module for the day
- Self-paced modules
- Calendar automatically fill in when you put the dates in the assignments
- Due dates are clear and frequently announced (posted in consistent multiple locations (i.e. calendar, announcements, title of module)
- Communication is clear

Homepage – Modules linked and most recent announcements at the top



Modules for the win!
Due dates in module title

Introduction to module 5

In this module you will:

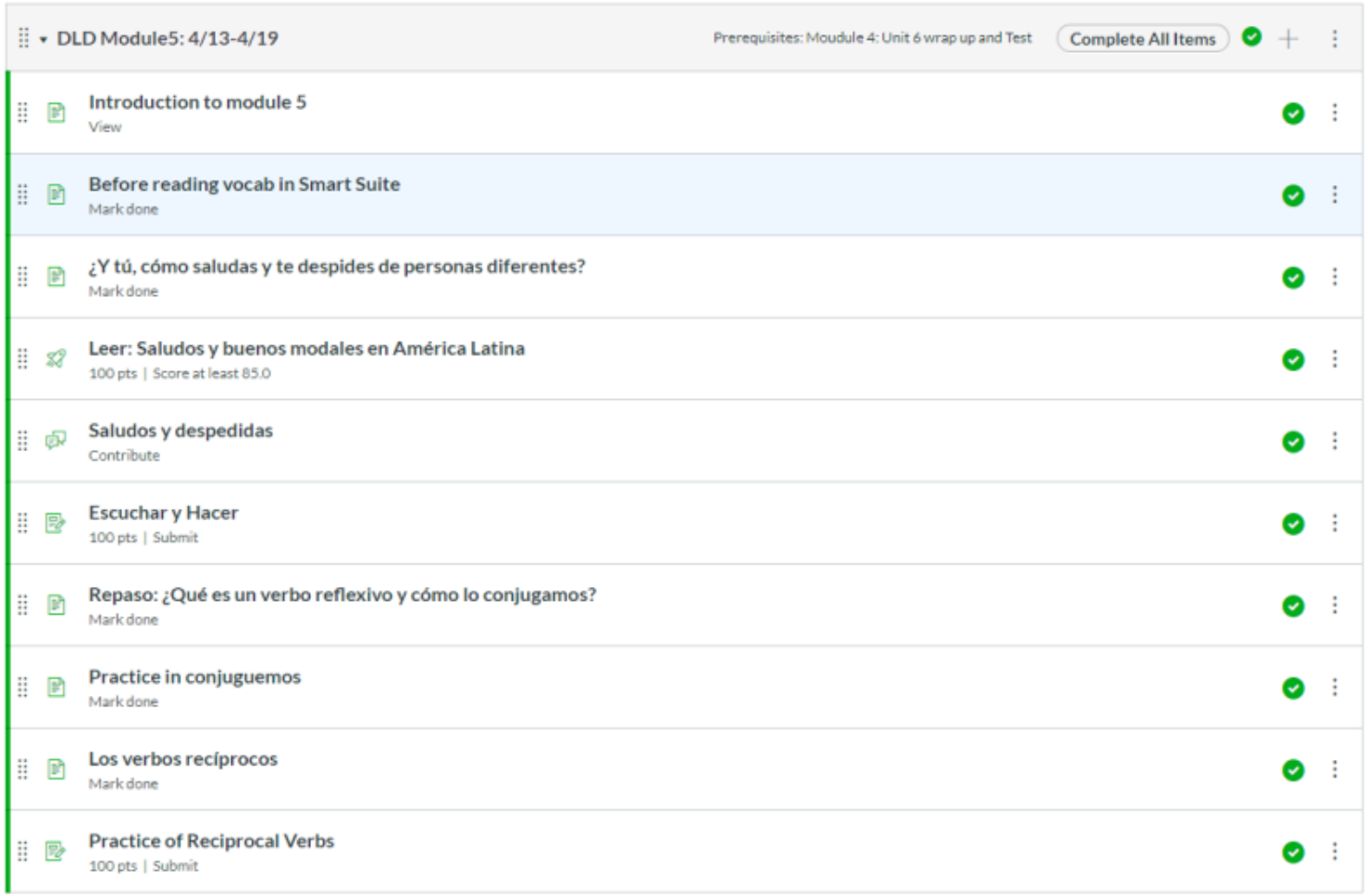
- review some previously learned vocabulary
- learn 16 new words about greetings and good-byes
- practice the new vocab in Smart Suite
- read about the customs of greetings and good-byes in Latin America
- review how to conjugate reflexive verbs in the present tese
- learn about reciprocal verbs in the present tense
- practice conjugating in cojuguemos

Essential Questions for this week:

1. ¿Cómo saludas a personas diferentes? / How do you greet different people?
2. ¿Cómo te despides de personas diferentes? / How do say good-bye to different people?
3. ¿Cómo se saludan las personas en América Latina? / How do people in Latin America greet each other?
4. ¿Cómo se despiden las personas en América Latina? / How do people in Latin America say goodbye to each other?
5. ¿Cómo se conjugan los verbos reflexivos y recíprocos? / How do you conjugate reciprocal and reflexive verbs in the present tense?

Watch this video if you need help navigating through the module!

Introduce each module so students know what to expect.



Add prerequisites and requirements to work through the module at one's own pace.

Links to How To for Canvas

Creating modules in Cavnas

Creating prerequisites in Canvas

Creating requirements in Canvas

How to create rubrics

Self-paced module example

COURSE

Vega J Spanish 2B

9 - 12 Grades

Jamie Vega Ulate

1 0

2nd semester

COURSE

Vega J AP ~~1st semester~~

11 - 12 Grades

Jamie Vega Ulate

2 0

COURSE

Vega J Spanish 2A

9 - 12 Grades

Jamie Vega Ulate

0 0

COURSE

Vega J AP 1st Semester Spanish Language and Culture

10 - 12 Grades

Jamie Vega Ulate

1 2

Organization of time

Lesson planning and grading times – Set a schedule for yourself so you are not flip-flopping between the two

Set small goals and rewards

Have templates ready for commonly asked questions (grade changes and tech problems)

Take breaks – go for a walk, meditate, briefly talk to a co-worker, etc. something to clear your mind

Helping students troubleshoot tech problems

Morning! That's weird. Since it's working for others, I'm guessing it's some interference with your device. Try one or more of these to troubleshooting tips and let me know:

1. Log out of google accounts
2. Refresh your browser
3. Try a different browser
4. Check your login info
5. Have someone else watch or try logging in for you to double check.

Report back to me to let me know how it went!

Recent Announcements

NSHS Cords and Hours
¡Buenos días! Esperemos que todos estén bien. Since we could not fi...
Posted on:
May 8, 2020 at 11:35am

Friday - Salsa Competition
Hola todos! There is a salsa making competition scheduled for this Fr...
Posted on:
Feb 26, 2020 at 8:16am

Meeting Minutes
If you were not able to make the meeting today, here are a few things...
Posted on:
Feb 3, 2020 at 10:10am

2019 National Spanish Honor Society

Edit

¡Bienvenidos!

Import Existing Content
Import from Commons
Choose Home Page
View Course Stream
Course Setup Checklist
New Announcement
Student View
New Analytics
View Course Notifications

To Do

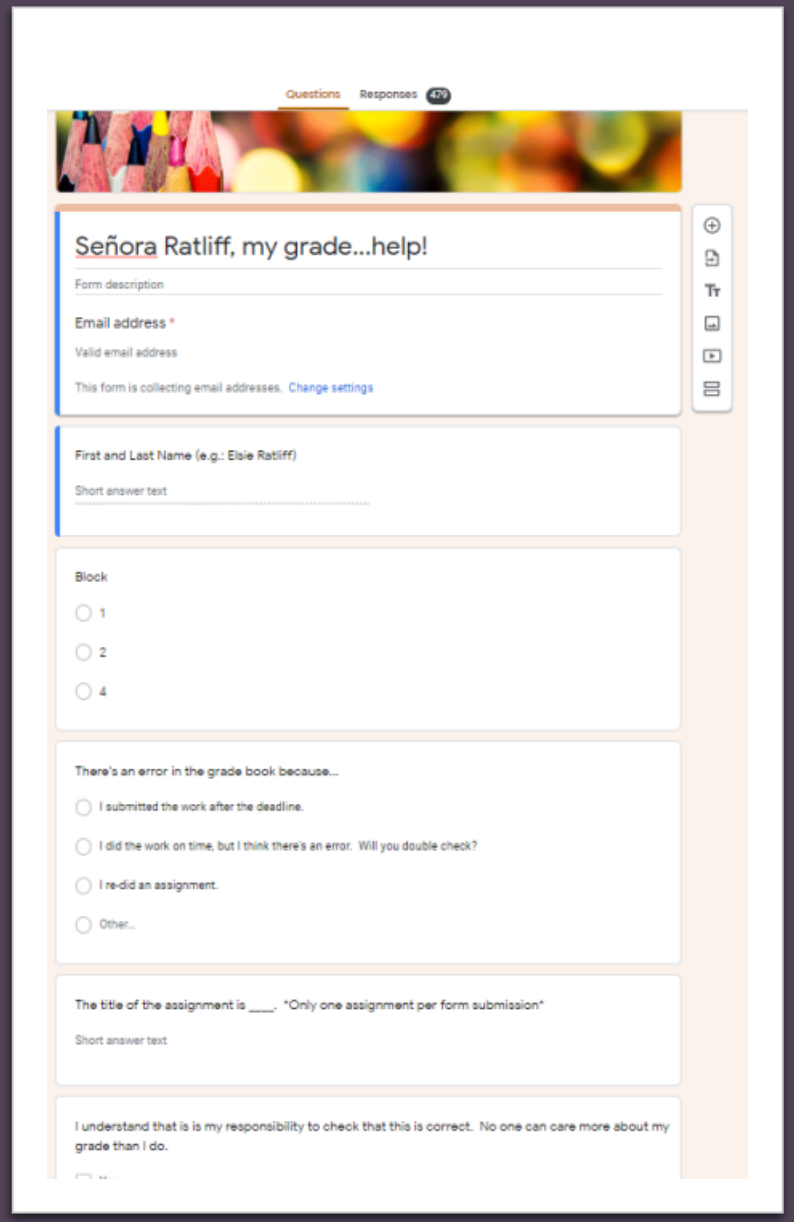
2 Grade NSHS HOURS UPLOAD HERE
0 points • May 12 at 11:59pm

Coming Up

View Calendar

Nothing for the next week

Print



Grade Change Form (in a google doc or Microsoft form)

- Email
- First and Last Name
- Class Period
- Type of Issue:
  - Late work
  - Grade book typo
  - Re-do
- Title of Assignment—ONLY ONE PER SUBMISSION (yes, I would send them the form again if they did this wrong ☺)
- Agreement that student understands his/her responsibility to check grade

Set boundaries for yourself and your students!

WORK DURING YOUR SET HOURS

RESPOND TO EMAIL WITHIN 24 WORKDAY HOURS BUT WITHIN YOUR WORKING TIME

MAKE IT CLEAR WHAT TIME YOU WILL BE AVAILABLE (DURING YOUR REQUIRED WORK TIMES)

DO NOT ANSWER EMAILS WHEN YOU ARE “OFF”

HAVE A HARD ENDING TIME

Questions?

KEEP
CALM
AND
HAVE A GREAT
SCHOOL YEAR