

Lesson Planning Using Built-In Computer Calendars

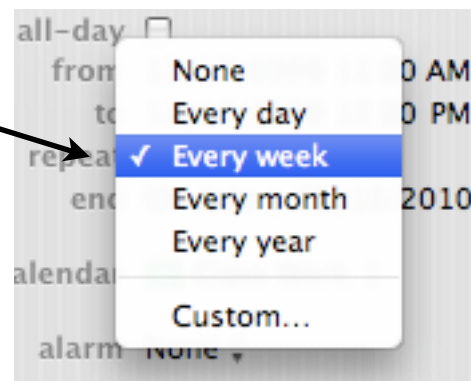
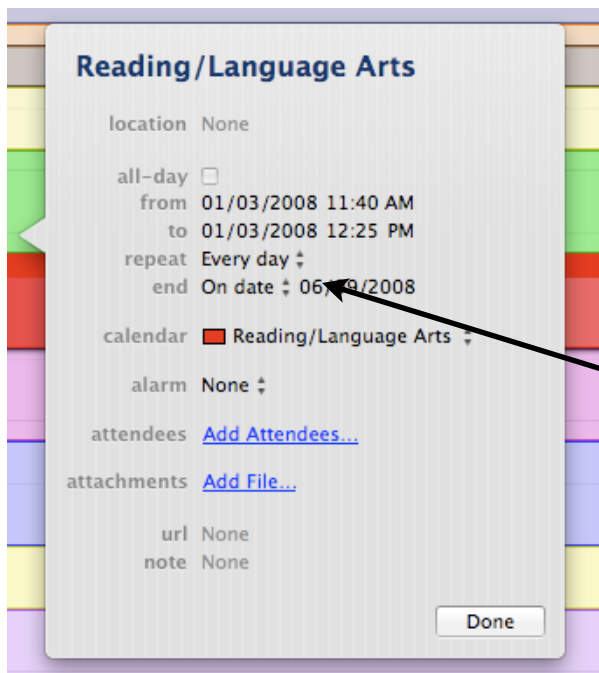
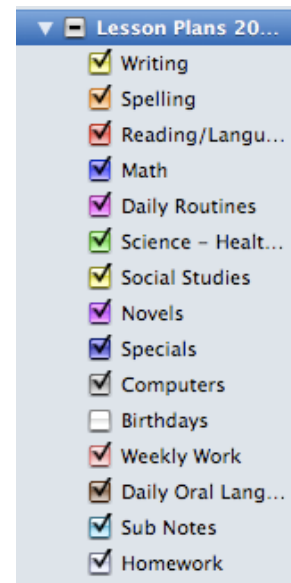
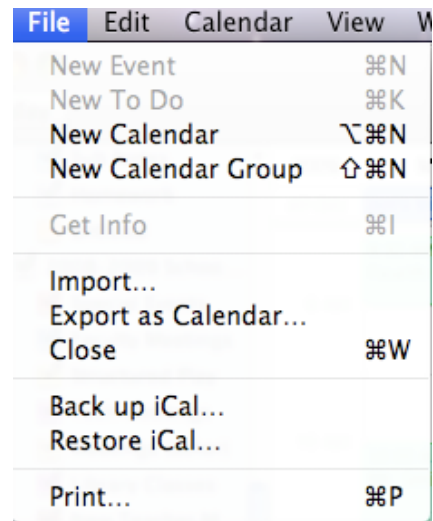
Mary Creek
Will County School District 92
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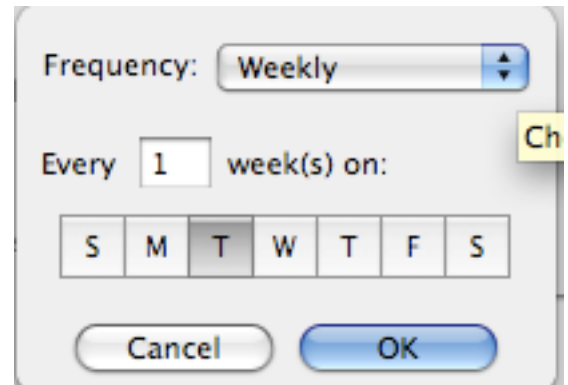
Set up calendar GROUPS for each school year.

Set up calendars for each subject or each period.

Each Calendar can be a different color. This is where you can set up “repeating” events so you only need to do this step once in a school year.

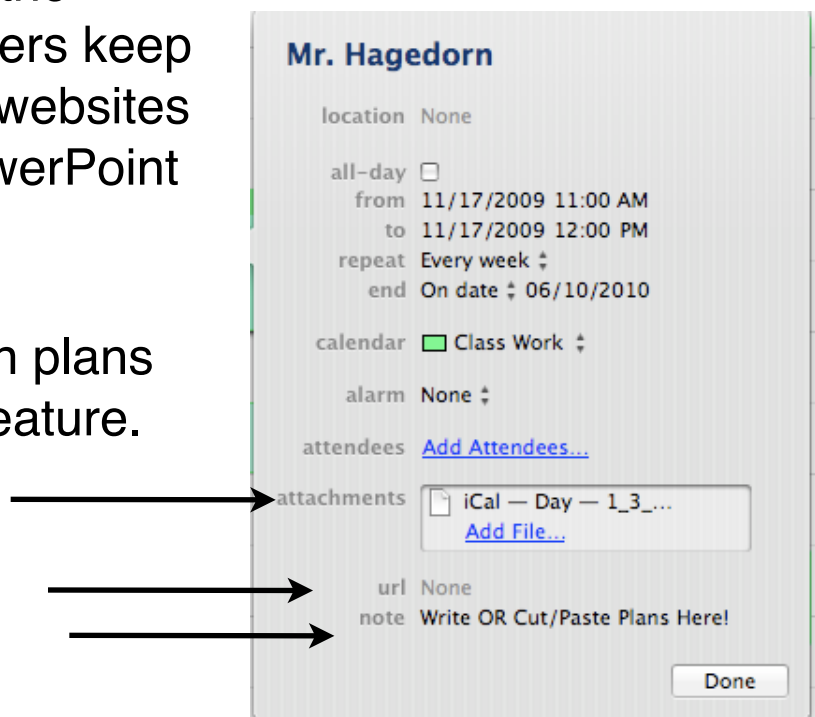


You can make “custom” repeating events. For example, perhaps you have one class or one subject only on Tuesdays and Thursdays. Open the CUSTOM feature, change the frequency, and check the days of the week on which this event occurs.

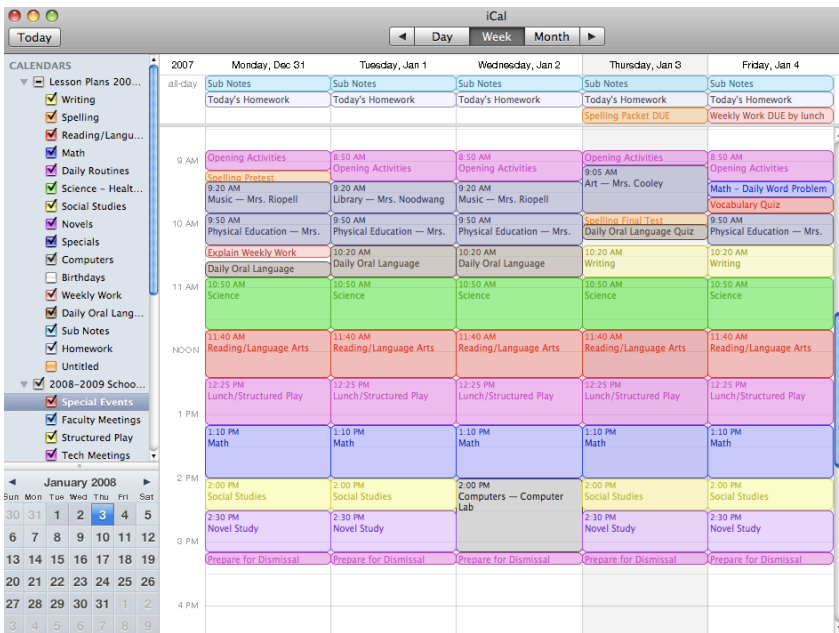


Many calendars allow you to attach files and web addresses directly to the event. This lets teachers keep track of files such as websites needed for class, PowerPoint files, documents, etc.

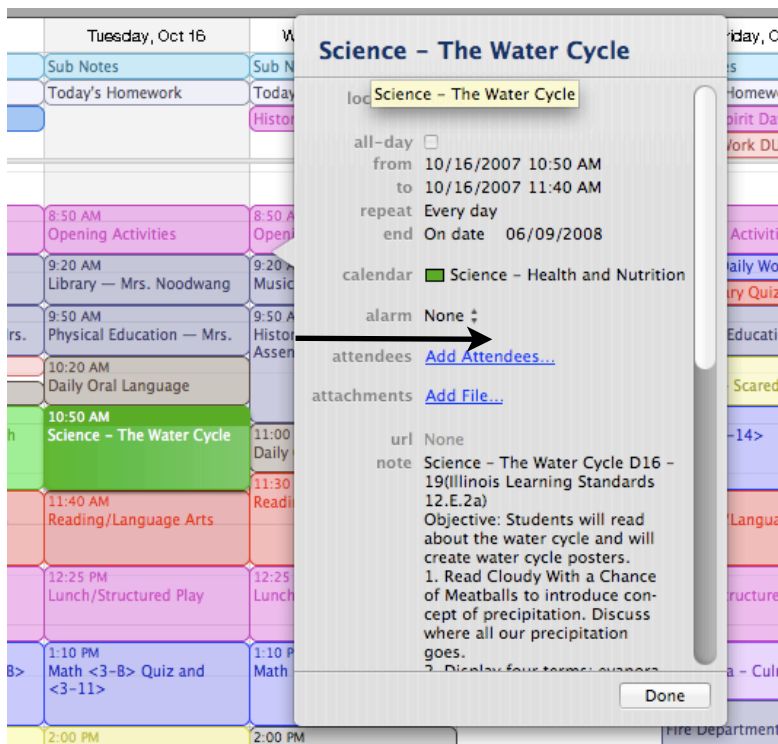
Put your actual lesson plans under the “NOTES” feature.



Weekly lesson plans look like this. You see your subjects and basic topics for each subject/class period at a glance.



To see the day's plans, click on the subject or period, then hit "edit" to open the day.



Daily lesson plans print out beautifully! You'll see your schedule on one side and detailed plans on the other.

Thursday, January 3
Week 1 of 2008

7:00		<ul style="list-style-type: none"> 1/3 Today's Homework Notes: Study for Daily Word Problem Quiz Study for Vocabulary Quiz # 1/3 Spelling Packet DUE 1/3 Sub Notes Notes: Table captains pass out all papers. They are responsible for making sure all students at their tables have their names on their papers. Have table captains give you a "thumbs up" once everyone at their table has names on their papers.
8:00		<p>Make sure all students have their work turned in before the end of the day.</p>
8:50	8:50 AM Opening Activities	<ul style="list-style-type: none"> 8:50 AM to 9:05 AM Opening Activities Notes: Check assignment book for parent signature. Go over homework listed on homework board. Students fill in their assignment books at this time.
9:05	9:05 AM Art Mrs. Cooley	<ul style="list-style-type: none"> 9:05 AM to 9:50 AM Art Location: Mrs. Cooley
9:50	9:50 AM Spelling Final Test	<ul style="list-style-type: none"> 9:50 AM to 10:00 AM Spelling Final Test Notes: Illinois Learning Standards 3.A, 3.B, 3.C Objective: Students will demonstrate mastery of this week's spelling words.
10:00	10:00 AM Daily Oral Language Quiz	<ul style="list-style-type: none"> 10:00 AM to 10:20 AM Daily Oral Language Quiz Notes: Illinois Learning Standards 3.A, 3.B, 3.C Objective: Students will demonstrate mastery of this week's Daily Oral Language sentences. They will edit/rewrite sentences, correcting for mechanics, spelling and grammar.
10:20	10:20 AM Writing	<ul style="list-style-type: none"> 10:20 AM to 10:50 AM Writing Notes: Students will demonstrate mastery of this week's writing.
10:50	10:50 AM Science	<ul style="list-style-type: none"> 10:50 AM to 11:40 AM Science Notes: Students will demonstrate mastery of this week's science.
11:00	11:40 AM Reading/Language Arts	<ul style="list-style-type: none"> 11:40 AM to 12:25 PM Reading/Language Arts Notes: Students will demonstrate mastery of this week's reading/language arts.
12:00	12:25 PM Lunch/Structured Play	<ul style="list-style-type: none"> 12:25 PM Lunch/Structured Play Notes: Students pick up lunch cards in classroom and lunches from their lockers. Walk students to the lunchroom doors (across from office).
1:00	1:10 PM Math	<ul style="list-style-type: none"> 1:10 PM to 2:00 PM Math Notes: Students will demonstrate mastery of this week's math.
2:00	2:00 PM Social Studies	<ul style="list-style-type: none"> 2:00 PM to 2:30 PM Social Studies Notes: Students will demonstrate mastery of this week's social studies.
2:30	2:30 PM Novel Study	<ul style="list-style-type: none"> 2:30 PM to 3:10 PM Novel Study Notes: Students will demonstrate mastery of this week's novel study.
3:00	3:10 PM Prepare for Dismissal	<ul style="list-style-type: none"> 3:10 PM to 3:20 PM Prepare for Dismissal Notes: Make sure students bring home assignment books and Take Home Folders. Put chairs up and wait for buses to be called. At 3:20, walk rest of class to the gym for dismissal.
4:00		
5:00		

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Thursday, January 3
Week 1 of 2008

7:00		<ul style="list-style-type: none"> 10:20 AM to 10:50 AM Writing 10:50 AM to 11:40 AM Science 11:40 AM to 12:25 PM Reading/Language Arts 12:25 PM to 1:10 PM Lunch/Structured Play Notes: Students pick up lunch cards in classroom and lunches from their lockers. Walk students to the lunchroom doors (across from office). 1:10 PM to 2:00 PM Math 2:00 PM to 2:30 PM Social Studies 2:30 PM to 3:10 PM Novel Study 3:10 PM to 3:20 PM Prepare for Dismissal Notes: Make sure students bring home assignment books and Take Home Folders. Put chairs up and wait for buses to be called. At 3:20, walk rest of class to the gym for dismissal.
8:00		
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12:00		
1:00		
2:00		
3:00		
4:00		
5:00		

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Save time! Write entire UNITS of lesson plans using a word processing program. Then, just CUT and PASTE lessons into your calendar's notes section. Your plans look professional and you are looking at "the big picture" when you plan by the unit, rather than by the day.