SMART Notebook Lessons: Best Practices for Collaborative Lesson Sharing

Lesson Planning

- ☐ Meets clear learning objective(s) and has attached a detailed lesson plan (and anything that is required to teach the lesson, so someone else could easily implement your lesson without your support).
- ☐ Lessons meet the Teacher Effectiveness Framework for Assessment and Planning
- ☐ Any files needed to teach lesson in the Notebook lesson should be placed in the Attachments tab area.
- ☐ Teacher directions/notes included on each page for clear purpose, use and instruction

Two parts to the lessons:

- ☐ **Teacher Page** (refer to divisional sample for new modified SMART template (**Teacher Pages templates**)- that is 1 page and 3 embedded tabs:
    - ☐ Title page- contains title of lesson, contains level of learning according to Bloom's, contact information of lesson creator & *3 embedded tabs* to the following:
        - ☐ *Lesson Objectives Tab*- where you would include your general and specific outcomes
        - ☐ *Teacher's Notes*-Subject, topic, grade and cross-curricular links
        - ☐ *Lesson Notes*- summary of: required background knowledge students would need, accommodations/options for differentiated learning and how students will be assessed of lesson's objectives (exit slip, diagnostic, formative, summative assessments, etc) Since these pages are for teacher not student viewing 12 point font is acceptable for these 3 pages clear instructions for each page is given in the title bar
- ☐ **Student Activity Pages**- may vary in length but should be approximately 5 pages to include:
    - ☐ Anticipatory Set, Reference to prior knowledge, lesson body (teacher input/guided practice independent practice, and closure) and how Bloom's is addressed in lesson.
    - ☐ Note: Your submission may not have all of the components of a lesson above if your approach is more "centers" approached, but 5 student content pages still applies
- ☐ Some pages should be interactive i.e. needs a person to interact with the content in order to move through the learning
- ☐ label student activity pages in the page sorter tab so that you can easily refer to them (pedagogy & design example: essential questions, skip counting, review, exit slip, etc)

Graphic Design Considerations

- ☐ Font size is not under 20 on any pages (teacher notes pages- exception)
- ☐ Have you considered use of a theme or consistent page design/colour schemes?
- ☐ Consistent text colors used for different heading sizes.
- ☐ Clear separation of teacher background pages and student activity pages (using groupings)
- ☐ Easy to read fonts, colours , graphics and images are purposeful and add to the lesson
- ☐ Pictures, media and other content should be copyright acceptable and cited on the page they occur on
- ☐ Spell/grammar check
- ☐ Check any links / animations to confirm that they work properly
- ☐ Ensure your lesson is saved with the activities not already completed- ready to go for the next user
- ☐ Good use of page layout-good balance of positive/negative space and text/graphics
- ☐ Take advantage of Notebook 10 features such as links, object animations, layers, and grouping.
- ☐ Information that you do not want moved should be locked in place.
- ☐ Does Notebook software add to your lesson? Does it take advantage of what digital content has to offer over traditional methods – things like visual aids, links to interactive websites, sounds/audio, video and other rich multi-media.