

## Quality SMART Lesson Criteria Checklist

### *Specific to SMART Templates*

- Completed teachers notes- Note: divisional details in section below
- Font size is not under 24 on any pages (teacher notes pages- exception)
- Every page should have similar theme or look (use of SMART templates)
- Clear instructions for each page is given in the title bar
- Further tips or teacher notes should be placed on a side tab (giving directions for use on each page)
- Consistent text colors used for different heading sizes.

### *General Lesson Guidelines*

- Meets clear learning objective(s)
- Length of lessons will vary but should have a minimum of 5 pages plus your teacher information (3 pages) = 8 pages.
- 3 Teacher pages consist of (refer to divisional sample):
  - Title page- contains title of lesson, grade and intended learning outcomes
  - Teacher's Notes Page- contains level of learning according to Bloom's, cross curricular links, assessment, etc
  - Lesson Notes page- details of how to meet differentiated learning, more detail of background knowledge needed, and how outcomes met through activity will be assessed. Possible modifications to lesson should also be present here
  - Since these pages are for teacher not student viewing 12 point font is acceptable for these 3 pages
- Lessons should include: Anticipatory Set, Reference to prior knowledge, lesson body (teacher input/guided practice independent practice, and closure
- Include your name and divisional email contact on your teacher notes page so other teachers can contact you if needed and give credit to your original. Also include the date in which the lesson was created.
- Pages should be interactive i.e. needs a person to interact with the content in order to move through the learning
- Maximum of two fonts used throughout lesson that is easy to read- test on SMART board display also as colours may be projected differently than what you see on your computer
- Remember that the lesson is to be used by others so be sure that all the tasks and activities are clearly explained
- Spell/grammar check
- Check any links / animations to confirm that they work properly
- Any files needed in the Notebook lesson should be placed in the Attachments tab area.
- Ensure your lesson is saved with the activities not already completed- ready to go for the next user
- Graphics should be clear, relevant and well placed
- Good use of page layout-good balance of positive/negative space and text/graphics
- Use clear fonts without serifs (Arial, Comic Sans, Century Gothic are good fonts to use)
- 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.
- label pages in the page sorter tab so that you can easily refer to them
- Use of groups is appreciated so teacher pages are in one group and student pages are in another for example
- Should be an efficient lesson and 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 multimedia should all be incorporated into the file where appropriate.
- Pictures, media and other content should be copyright acceptable and cited on the page they occur on.