**The Objective:**

1. Focus on one *maybe* two objectives per lesson. For each objective listed, you need to have a different set of step-by-step instructions for the students and teacher to follow in order to achieve each objective.

2. This is NOT written as what the student will be doing in the lesson, but rather BECAUSE of this lesson what will they BE ABLE to do.

**Before:**  (Think: anticipatory set and background information)

1. This is step-by-step chronological instructions for what the teacher and the student will be doing. A teacher should be able to download the lesson plan the night before and easily follow the steps the next day.

2. If you are using a resource, make sure to label it EXACTLY as you have the document saved.

**During:** (Think: gaining of new knowledge and skills)

1. This is the student activities, what they will watch, listen to, or read. This can be a place for specific questions the teacher should ask.

2. Formative assessments go here.

3. Consider having a cheat sheet of possible answers which is helpful for subs.

**After:** (Think: assessment)

1. How are the students going to apply the knowledge and skills they learned in the “During” section?

2. This is summative assessment time.

**Assessment:**

1. This is where you list all things that will be graded.

**Resources:**

1. Make sure you save the file by the EXACT name you call it by in the step-by-step instructions.

2. Include ALL materials. i.e. - pencils, poster paper, books, videos, etc.

**Reflection:**

1. Three total across all categories, not three per category.

2. What do all of these mean? Check out the other tip sheet.