

Instructional Unit Three

Introduction

This Instructional Unit, part three, will review the performance objectives of the First-Level task analysis provided in the second Instructional Unit. The performance objectives will describe the specific activities the learners will need to perform for the associated First-Level Task. Each performance objective contains three important parts, the Condition (CN), Behavior (B), and Criteria (CR). In this IU, the goal statement will be provided again, along with, the performance objectives and assessments. The performance objectives and assessments will be provided via a table format along with the corresponding steps to the instruction goal. A short summary will conclude this IU3.

Goal Statement

The primary objective of the training is for participants to use Skyward and Odyssey to identify the recovery needs of a student, assign appropriate 6 weeks recovery coursework, and award course credit to a student.

Performance Objectives and Assessments

The following table will provide multiple items. The Instructional goal and First-Level tasks from the task analysis found in IU2. A performance context will be provided for the Instructional Goal, as well as, an overview of the Assessments used to measure the skills needed to be acquired. Also, for each First-Level task, a performance objective will be provided with the Condition (CN), Behavior (B), and Criteria (CR). These First-Level tasks will be identified as the Steps to the Instructional Goal, and an assessment will be described for each performance objective.

Instructional Goal	Instructional Goal with Performance Context	Assessment
GOAL: 1. The primary objective of the training is for participants to use Skyward and Odyssey to identify the recovery needs of a student, assign appropriate 6 weeks recovery coursework, and award course credit to a student.	Through the use of the computer programs Skyward and Odyssey (CN), the learner will identify a student's recovery needs, assign appropriate 6 weeks recovery coursework, and award course credit to a student (B), by memory (CR).	To achieve the Instructional Goal, the learner will be provided with a series of tasks and quizzes they must complete correctly and without assistance. The assessments consist of tasks that will produce four correctly filled areas on an Academic History Form, a manila folder for student notes, and printouts of the Skyward Gradebook, Excel Gradebook, and

		<p>Credit Completion Form. The Credit Credit Completion Form will need to be printed on Blue paper. The assessments will also consist of open ended quizzes with one having two questions, and the other having three questions with the third question set as a task completion. The assessment distribution order is listed below:</p> <ol style="list-style-type: none"> 1. Academic History Form correctly filled area (1) 2. Academic History Form correctly filled area (2) 3. Quiz with two open ended questions 4. Quiz with two open ended questions and the third question set as a task completion. 5. Academic History Form correctly filled area (3) 6. Academic History Form correctly filled area (4) 7. Print out requirements for: <ul style="list-style-type: none"> • Skyward Gradebook • Excel Gradebook • Credit Completion Form (on blue paper)
Steps in Instructional Goal	Performance Objectives	Assessment
1. The learner will retrieve student grades through the academic history database in Skyward.	Using the Academic History data base in Skyward (CN), the learner will identify and record the student's information and 1st through 6th six weeks grades (B) correctly on the Academic History form(CR).	The learner will be provided with a copy of the Academic History Form (Click here to view) and access to a practice biology student to set up. On this copy the learner will be expected to fill in the example students information and existing grades in the correct area circled in the image below.

		<div>Academic History Form <i>Science Department Example</i></div> <div><div>Student NameID#Grade Level</div><table><tr><th>Subject</th><th>Grade Type</th><th>1st 6 Wks</th><th>2nd 6 Wks</th><th>3rd 6 Wks</th><th>Sem 1</th><th>4th 6 Wks</th><th>5th 6 Wks</th><th>6th 6 Wks</th><th>Sem 2</th></tr><tr><td rowspan="3">IPC</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="3">Biology</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	Subject	Grade Type	1 st 6 Wks	2 nd 6 Wks	3 rd 6 Wks	Sem 1	4 th 6 Wks	5 th 6 Wks	6 th 6 Wks	Sem 2	IPC	Existing grades									Needed Grades									Awarded Grades									Biology	Existing grades									Needed Grades									Awarded Grades								
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2. The learner will use grades to calculate and document the required grades to recover the credit.	The learner will use the existing 1st-6th six weeks grades (CN), to calculate, record, & highlight the needed recovery grades (B) on the appropriate area of the Academic History Form (CR).	<p>The learner will be required to use the Academic History Form (Click here to view) and calculator to complete this assessment. The learner will be required to use the existing grades to calculate the needed recovery grades. Once complete the learner will record and highlight the needed recovery grades on the Academic History Form in the correct area circled in the image below.</p> <div>Academic History Form <i>Science Department Example</i></div> <div><div>Student NameID#Grade Level</div><table><tr><th>Subject</th><th>Grade Type</th><th>1st 6 Wks</th><th>2nd 6 Wks</th><th>3rd 6 Wks</th><th>Sem 1</th><th>4th 6 Wks</th><th>5th 6 Wks</th><th>6th 6 Wks</th><th>Sem 2</th></tr><tr><td rowspan="3">IPC</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="3">Biology</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	Subject	Grade Type	1 st 6 Wks	2 nd 6 Wks	3 rd 6 Wks	Sem 1	4 th 6 Wks	5 th 6 Wks	6 th 6 Wks	Sem 2	IPC	Existing grades									Needed Grades									Awarded Grades									Biology	Existing grades									Needed Grades									Awarded Grades								
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3. The learner will use Odyssey to set up classes and select coursework for the related subject.	Odyssey will be used by the learner (CN) to create a new class and subscribe to corresponding courses (B) without assistance (CR).	<p>The learner will be provided with an open ended quiz with the following open ended questions to answer:</p> <ul style="list-style-type: none">Create a new class using Odyssey. While creating the new class, describe each item you click on the screen to																																																																		

		<p>create a class.</p> <ul style="list-style-type: none"> • Subscribe to your corresponding courses. While subscribing to your corresponding courses, describe each item you click on the screen to create a class.
4. The learner will assign a student to appropriate recovery coursework.	<p>The learner will use Odyssey (CN), to add a student to the needed subject, assign a student to the appropriate coursework, and create a manila folder for the students notes (B), correctly and without assistance (CR).</p>	<p>The learner will be provided with an open ended quiz to complete. This quiz will include two open ended questions to complete and one task request to make a folder for students notes. See example questions and task instructions below:</p> <ul style="list-style-type: none"> • Add the example student to your biology class. While adding the student to your class, describe each item you click on the screen to create a class. • Assign the example student to the corresponding 6 weeks assignments needed. While assigning the student to the corresponding coursework, describe each item you click on the screen to create a class. • Task to complete: Create a manila folder for the student by writing their name and subject on the folder and stapling a copy of the Academic History Form inside.
5. The learner will extract coursework from Odyssey for credit completion procedures.	<p>The learner will use the gradebook icon under the "Subscribe by Me" section (CN) to print and record grades (B) on the correct area of the Academic History Form (CR).</p>	<p>The learner will be required to use the provided copy of the Academic History Form (Click here to view) in the student's manila folder to complete this assessment. On this copy the learner will be expected to place copies of the printed grades in the student's manila folder and record the students awarded grades from Odyssey in the correct area circled in the image below.</p>

		<div>Academic History Form <i>Science Department Example</i></div> <table><thead><tr><th colspan="2">Student Name</th><th colspan="3">ID#</th><th colspan="5">Grade Level</th></tr><tr><th>Subject</th><th>Grade Type</th><th>1st 6 Wks</th><th>2nd 6 Wks</th><th>3rd 6 Wks</th><th>Sem 1</th><th>4th 6 Wks</th><th>5th 6 Wks</th><th>6th 6 Wks</th><th>Sem 2</th></tr></thead><tbody><tr><td rowspan="3">IPC</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td rowspan="3">Biology</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div></div>	Student Name		ID#			Grade Level					Subject	Grade Type	1 st 6 Wks	2 nd 6 Wks	3 rd 6 Wks	Sem 1	4 th 6 Wks	5 th 6 Wks	6 th 6 Wks	Sem 2	IPC	Existing grades									Needed Grades									Awarded Grades									Biology	Existing grades									Needed Grades									Awarded Grades								
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6. The learner will retrieve enrollment date and attendance.	Using the “Summary Report by Class” from Skyward (CN), the learner will correctly (CR), identify and record the completion and enrollment date, the number of days enrolled, and the number of days absent on the Academic History Form (B).	<p>The learner will be required to use the provided copy of the Academic History Form (Click here to view) in the student's manila folder to complete this assessment. On this copy the learner will be expected to fill in the completion date, enrollment date, number of days enrolled, and number of days absent in the correct area circled in the image below.</p> <table><tbody><tr><td rowspan="3">Environmental Systems</td><td>Existing grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Needed Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Awarded Grades</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div><div>Entry Date: _____</div><div>Completion Date: _____</div><div>Days Enrolled: _____</div><div>Days Absent: _____</div></div>	Environmental Systems	Existing grades									Needed Grades									Awarded Grades																																																								
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7. The learner will assign and submit grades.	Skyward, the digital copy of the Excel gradebook, and the Credit Completion Form will be used (CN) to assign and submit grades (B) with no errors (CR).	<p>The learner will be required to provide a printed copy of the correctly assigned grades in the Skyward Gradebook, Excel Grade book, and Credit Completion Form. The Credit Credit Completion Form will need to be printed on Blue paper. To view examples of the click the following links:</p> <ul style="list-style-type: none">• Skyward Gradebook• Excel Gradebook• Credit Completion Form<ul style="list-style-type: none">○ This example does not include																																																																												

the color of the paper it will be required to be printed on.
To view the appropriate areas grades should be located in see the images below.

Skyward Gradebook

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
	Assignment	1st R	2nd R	3rd R	4th R	5th R	6th R	7th R	8th R	9th R	10th R	11th R	12th R	13th R
	Due Date	08/22	09/05	09/19	10/03	10/17	10/31	11/14	11/28	12/12	12/26	01/09	01/23	01/27
	Category	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST	TEST
01. Student name	ID #	*	*	*	*	*	*	*	*	*	*	*	*	*
02. Student name	ID #	*	*	*	*	*	*	*	*	*	*	*	*	*
03. Student name	ID #	*	*	*	*	*	*	*	*	*	*	*	*	*
04. Student name	ID #	5151			9404			7073			73		4888	

- **Excel Gradebook**

[illegible]

- **Credit Recovery Form**

- This example does not include the color of the paper it will be required to be printed on.

STAFF USE ONLY

☒ Change student schedule
☐ Student will remain in class to complete
☐ Average with previous year
☐ Comments:

La Joya I.S.D.
004 Juarez
001 La Joya
007 Palmview

LA JOYA ISD EAST / WEST / NORTH ACADEMY

2016 - 2017 Completion of Credit

Student Name: _____ ID# _____ Grade Level: _____

Posting Date Grade: _____ by (Print Name)/Title: _____

*****Circle grades awarded by teacher signing this form*****

Subject Name	Course #	1 st 6.W.	2 nd 6.U.V.	3 rd 6.W.	Avg. Semester 1	4 th 6.U.V.	5 th 6.U.V.	6 th 6.W.	Avg. Semester 2	Credit 5 or 1

Academy Teacher's Signature _____ Date Submitted _____ Academy Counselor's Signature _____

Print Name _____ Academy Principal's Signature _____ Print Name _____

FOR STAFF USE ONLY

Textbook Returned: Yes or No _____ Entry Date: _____ Credit Completion Date: _____

Attendances: # of Days Enrolled _____
of Days Absent _____
Total % _____
Pending Hours _____ 0

Please follow the Bus Form Protocol and wait for Counselor to schedule the student to another class. If there is a concern, the student should meet with the Principal.

Credit Options Check off choice
Compass Learning X
Direct Instruction
Instructional Packets

Rev. 8/18/16

Summary

The third part of this Instructional Unit provided the performance objectives for the First-Level task analysis provided in the IU2. The performance objectives described the Condition (CN), Behavior (B), and Criteria (CR) for the learners to complete and thus obtain the needed skill. The Condition (CN) in the performance objective identified what the learners will need, the Behavior (B) identified what the learners will do, and the Criteria (CR) identified what will be measured to gain the skill.