

Elementary K-5



Synchronous Day Lesson Planning Template K- 5

Step 1: Create and Schedule Meet Link

- ☐ Follow [Synchronous Guidelines](#) for scheduling the meet link

Step 2: Select Content Area

- ☐ Elementary Math (30 min whole group + 30 min small group)
- ☐ Elementary ELA (30 min whole group + 30 min small group)
- ☐ Elementary Special Class _____ (30 min whole group + 30 min small group)

Step 2: Session Planning

- ☐ [Agenda Slide](#) Created
- ☐ [Digital Timer\(s\)](#) Selected
- ☐ Add daily/hourly schedule and Google Meet link(s) to Seesaw for Students via an assigned Activity (Consider using this Seesaw [Agenda](#) Template)
- ☐ Add a pinned Seesaw post to the class(es) you will use for eLearning and a post/message via ParentSquare for parents. Consider copying/pasting the text in this [document](#)

Step 3: Plan Live Mini Lesson Time (I Do → We Do → You Do)

Part	Time	Plan
I Do (Teacher models skill)	___ min	<hr/> <hr/>
We Do (Guided practice together)	___ min	<hr/> <hr/>
You Do (Quick independent check)	___ min	<hr/> <hr/>

Tip: Aim to engage students every 3–5 minutes with chat, reactions, or breakout prompts.

Step 4: Checks for Understanding / Feedback / Assessment

How will you check for understanding / provide feedback / assess...


- During Live Time (*poll, chat, thumbs up/down*): _____

- During Practice (*IXL, Seesaw, Classkick*): _____

- After Live Time (*Seesaw comment, highlight mistakes next time*): _____


- Type of Feedback (*verbal, short comment, check mark, reteach*): _____

- Next Steps for Students (*what they did well, what to improve tomorrow*): _____

 **Tip:** Keep it timely, specific, and actionable.

Step 6: Plan Student Independent Practice Time

Tool	Activity	Notes
Seesaw	_____	_____
	_____	_____
IXL	_____	_____
	_____	_____
Breakout Rooms	_____	_____
	_____	_____
Other	_____	_____
	_____	_____

 **Tip:** Choose 1–2 tools per lesson to avoid overload.

Step 7: Wrap Up & Transition

How will I summarize the key point(s)? _____

How will I launch independent practice? _____

Middle School 6-8



Synchronous Day Lesson Planning Template 6-8

Step 1: Create and Schedule Meet Link

- ☐ Follow [Synchronous Guidelines](#) for scheduling the meet link

Step 2: Session Planning

- ☐ [Agenda Slide](#) Created
- ☐ [Digital Timer\(s\)](#) Selected
- ☐ Add daily/hourly schedule and Google Meet link(s) to [Canvas](#) for Students directly on your Canvas homepage. If you don't have a Homepage set as a page you **MUST** change this and use a page for your homepage for consistency purposes.
- ☐ Post/message via ParentSquare for parents. Consider copying/pasting the text in this [document](#)

Step 3: Plan Live Mini Lesson Time (I Do → We Do → You Do) (10–15 min live)

Part	Time	Plan
I Do (Teacher models skill)	___ min	<hr/> <hr/>
We Do (Guided practice together)	___ min	<hr/> <hr/>
You Do (Quick independent check)	___ min	<hr/> <hr/>

Tip: Aim to engage students every 3–5 minutes with chat, reactions, or breakout prompts.

Step 4: Checks for Understanding / Feedback / Assessment

How will you check for understanding / provide feedback / assess...

- During Live Time (*poll, chat, thumbs up/down*):


-

- During Practice (*IXL, Canvas, Classkick, Peardeck, Nearpod, etc.*): _____

- After Live Time (*Canvas review, reflect on mistakes for future*): _____


- Type of Feedback (*verbal, short comment, check mark, reteach*): _____

- Next Steps for Students (*what they did well, what to improve tomorrow*): _____

 **Tip:** Keep it timely, specific, and actionable.

Step 5: Plan Student Independent Practice Time (10–15 min practice)

Tool	Activity	Notes
Canvas	_____	_____
	_____	_____
IXL	_____	_____
	_____	_____
Breakout Rooms	_____	_____
	_____	_____
Other	_____	_____
	_____	_____

 **Tip:** Choose 1–2 tools per lesson to avoid overload.

Step 6: Wrap Up & Transition

How will I summarize the key point(s)? _____

How will I launch independent practice? _____

High School 9-12



Synchronous Day Planning Template

9-12

Step 1: Create and Schedule Meet Link

- ☐ Follow [Synchronous Guidelines](#) for scheduling the meet link

Step 2: Session Planning

- ☐ [Agenda Slide](#) Created
- ☐ [Digital Timer\(s\)](#) Selected
- ☐ Add daily/hourly schedule and Google Meet link(s) to [Canvas](#) for Students directly on your Canvas homepage. If you don't have a Homepage set as a page you **MUST** change this and use a page for your homepage for consistency purposes.
- ☐ Post/message via ParentSquare for parents. Consider copying/pasting the text in this [document](#)

Step 3: Plan Live Mini Lesson Time (I Do → We Do → You Do) (10–15 min live)

Part	Time	Plan
I Do (Teacher models skill)	___ min	<hr/> <hr/>
We Do (Guided practice together)	___ min	<hr/> <hr/>
You Do (Quick independent check)	___ min	<hr/> <hr/>

Tip: Aim to engage students every 3–5 minutes with chat, reactions, or breakout prompts.

Step 4: Checks for Understanding / Feedback / Assessment

How will you check for understanding / provide feedback / assess...

- During Live Time (*poll, chat, thumbs up/down*):


-

- During Practice (*IXL, Canvas, Classkick, Peardeck, Nearpod, etc.*): _____

- After Live Time (*Canvas review, reflect on mistakes for future*): _____


- Type of Feedback (*verbal, short comment, check mark, reteach*): _____

- Next Steps for Students (*what they did well, what to improve tomorrow*): _____

 **Tip:** Keep it timely, specific, and actionable.

Step 5: Plan Student Independent Practice Time (10–15 min practice)

Tool	Activity	Notes
Canvas	_____ _____	_____ _____
IXL	_____ _____	_____ _____
Breakout Rooms	_____ _____	_____ _____
Other	_____ _____	_____ _____

 **Tip:** Choose 1–2 tools per lesson to avoid overload.

Step 6: Wrap Up & Transition

How will I summarize the key point(s)? _____

How will I launch independent practice? _____
