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) Select	ted						
Add daily/hourly schee (Consider using this S	_	gle Meet link(s) to Seesaw for Students via an assigned Activity a 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						
We Do (Guided practice	min						
together)							
You Do (Quick independent	min						
check)							

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

Step 4: Checks for Understanding / Feedback / Assessment

How will I launch independent

practice?

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)?

Middle School 6-8

Step 1: Create and Schedule Meet Link					
Follow Synchronous Guidelines for scheduling the meet link					
Step 2: Session Planni	ng				
Agenda Slide Created					
Digital Timer(s) Selected					
Add daily/hourly schedule and Google Meet link(s) to <u>Canvas</u> 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)					
Step 3: Plan Live Mini I	Lesson Tir	ne (I Do \rightarrow We Do \rightarrow You Do) (10–15 min live)			
Step 3: Plan Live Mini I	Lesson Tir	ne (I Do → We Do → You Do) (10–15 min live)			
•					
Part	Time				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent	Time min				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check)	Time min min min				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check) Tip: Aim to engage students ex	Time min min min min	Plan			
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check) Tip: Aim to engage students ex	Time min min min min very 3–5 minute	s with chat, reactions, or breakout prompts. g / Feedback / Assessment			

• D	During Practice (IXL, Canvas, Classkick, Peardeck, Nearpod, etc.):						
• At	fter Live Time (Canvas review, reflect on mistakes for future):						
• Ty	rpe of Feedback (<i>verbal, short co</i>	mment, check	k mark, reteach):				
• N	ext Steps for Students (what they	did well, wha	t to improve tomorrow):				
Tip: Kee	ep it timely, specific, and actionable.						
Step 5:	Plan Student Independe	nt Practice	e Time (10–15 min practice)				
Tool	Activity	No	otes				
Canvas							
IXL							
Breakout							
Rooms							
Other							
💡 Tip: Cho	pose 1–2 tools per lesson to avoid ov	erload.					
Step 6:	Wrap Up & Transition						
-	summarize the key point(s)?						
How will practice?	launch independent						

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 Planni	ng				
Agenda Slide Created					
Digital Timer(s) Selected					
Add daily/hourly schedule and Google Meet link(s) to <u>Canvas</u> 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 Par	entSquare for	parents. Consider copying/pasting the text in this document			
Cton 2: Blan Live Mini I	Lancar Tir	(1D			
Step 3: Plan Live Willi	Lesson III	ne (l Do \rightarrow We Do \rightarrow You Do) (10–15 min live)			
Part	Time	ne (I Do → We Do → You Do) (10–15 min live) Plan			
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Part I Do (Teacher models skill) We Do (Guided practice	Time				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent	Time min				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check)	Time min min min				
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check) Tip: Aim to engage students ex	Time min min min	Plan			
Part I Do (Teacher models skill) We Do (Guided practice together) You Do (Quick independent check) Tip: Aim to engage students ex	Time min min min very 3–5 minute	Plan s with chat, reactions, or breakout prompts. g / Feedback / Assessment			

• Du	Ouring Practice (IXL, Canvas, Classkick, Peardeck, Nearpod, etc.):							
• Af	fter Live Time (Canvas review, reflect on mistakes for future):							
• Ty	pe of Feedback (verbal, short co	mment, che	eck mark, reteach):					
• Ne	ext Steps for Students (what they	did well, w	hat to improve tomorrow):					
Tip: Kee	p it timely, specific, and actionable.							
Step 5:	Plan Student Independer	nt Practio	ce Time (10–15 min practice)					
Tool	Activity		Notes					
Canvas								
IXL								
Breakout Rooms								
Other	,							
Fip : Cho	ose 1–2 tools per lesson to avoid ov	erload.						
Step 6: \	Wrap Up & Transition							
_	summarize the key point(s)?							
How will I practice?	launch independent							