

## **Script for Streamlining Lesson Plan Collection Using Google Docs and the SIOP**

How do you oversee the lessons of your new and veteran teachers? Collecting hard copy lesson plans can be cumbersome and wasteful. This tutorial will show you how to streamline lesson plan observations of your entire staff on one paperless form as well as one way to quickly assess that these teachers are designing quality lessons. There has been extensive research on pedagogical strategies to assist in student success. The Standard Instruction Observation Protocol or SIOP model is one way to ensure students are getting quality instruction. This tutorial will show how to use this SIOP worksheet template in a collaborative aspect using Google docs and spreadsheets. By importing this worksheet into Google docs, which takes seconds, your teachers will be able to document their daily lessons, view other teachers lessons, and most importantly, you will be able to quickly observe the SIOP strategies that are being used, or not being used, in many or all of the classrooms and have the ability to filter this data to decide which teacher could use assistance and which classrooms are the most ideal for peer observations.

First, you must set-up a Google account if you do not have one already. Your Google account can be integrated with any email address. The easiest way to do this is to type in the address docs.google.com, which is the address you will always use to access your documents. Click on get started and fill out the few fields. Click on I accept, create my account. You need to verify you have a Google account by checking your email. If you do not see it in your inbox check your junk mail. Click on the link that Google provides in your email. You may have to copy and paste it if it is not clickable. Once your email address has been verified click on the “click here to continue” link. You should now be redirected to your Google docs area.

This next piece will show you how to import the template, or any document into Google docs to allow you to collaborate with others on one document or spreadsheet. From your Google docs page click on upload. You will be directed to the upload page. You have several options here. Notice the requirements and even notice that you can email a document or spreadsheet using a unique email address below.

Since the template is stored on TICAL’s web page you do not need to download the template. We will be using the second option on this page. The location of the template is at [www.portical.org/siop\\_lesson\\_plan.xls](http://www.portical.org/siop_lesson_plan.xls). Type that address in the field or copy and paste the address from the SIOP web page. If you want to download the template you may and you can import using the first option. Which ever option you choose be sure to provide a name for your template maybe Week 1, quarter 1, etc. click on Upload File when you are through entering information. This can take a few seconds or a few minutes depending upon your connection speed. You should now see the template in Google docs! Maybe you want to customize the template to meet your own needs or use as is. One thing you should know is how to freeze the top few rows so teachers do not have to keep scrolling up to see the headings. To do this, move your mouse to the corner of the worksheet over the gray bar, right about the number 1. The pointer should turn into a

cross with four arrow heads. Drag down below row 3. Now scroll down to make sure the first 3 rows are always frozen at the top.

Now you want to share this document with your teachers so they all will be able to add information to it. To do this click on the Share tab on the top right. Again, you have several options. You want your teachers to be able to collaborate on this worksheet so as collaborators should be marked. Now you can enter email addresses individually or if your school and/or district has a mailing list of all teachers, for instance [teachers@myschool.org](mailto:teachers@myschool.org) you may also enter that in. If you enter the mailing list, be sure to leave the box check that says "Invitations may be used by anyone." You can check or uncheck any of the advanced options you wish. You probably want to leave this box unchecked so the entire public does not access this information. If you want to get email updates anytime the spreadsheet gets changed you may want to check this box too. Once you have completed entering the email address and deciding on your options click on Invite Collaborators. A new page will open showing you what the email will look like. You may also add more detail to this message; maybe letting them know how often they should be entering the information and reminding them that they will need a Google account to add information to the worksheet. Note, Google will prompt them to sign-up when they attempt to visit the location of the worksheet. You can even carbon you're yourself on this message to see what it looks like in an email message. When you are ready to send the invitation click "Send Invitation".

The people you invited will now receive the email. If they click on the link they will be taken to the spreadsheet. If they click the link and are not logged into their Google account then they will only be able to view the spreadsheet

Once they teacher log into their accounts they will be able to add information to the spreadsheet and view others' information. Up to 50 people can be working on this spreadsheet at a time so maybe you want to have teachers work on it during department or team meetings. There is even a "discuss" tab which allows collaborators to chat while they type in their information. Remember information can be added anywhere at anytime as long as the collaborators have an internet connection!

Note, at the end of the SIOP strategies is a running total providing you and the teachers the number of strategies that are being used in a given lesson.

Now, depending upon the procedures you put in place for this template you have several options to view the data to quickly see how the curriculum is being delivered.

Everyone who has access to the worksheet can view online by logging into their Google account at docs.google.com. It will show up in your list. You can also download the file into excel on your own computer to save for archiving purposes and further manipulation. For example, maybe you want to filter by all lessons that use a hands-on activity. To download into excel, click on the file table on the top left of the worksheet. Click on

export and then click on .xls which is the file type of a excel spreadsheet. Depending upon what web browser you use a box may appear asking you to open or save. If you do open it, you can save as... after it is opened. I will open this one and show one way to filter as I mentioned above. Highlight the row with the headers you want to filter, in this case it is the row 3 Click on Data menu, click on auto filter, notice all the drop down arrows that appear. You can show all lessons submitted by one teacher or filter by certain SIOP strategies such as “hands-on lessons.”

Or you can even filter by the teachers who are using less than 10 SIOP strategies.

To learn more about auto filtering check the Auto filter step sheet on TICAL by clicking on tools and templates, scrolling down to step sheets and clicking on Using Auto Filter in Excel.

And now you have a paperless way to know exactly how lessons are being developed at your site!