



## “PHASE 5” UNIT DESIGN MODULE

### Goal:

*Tease the items in your grade-level Instructional Contract into your own, personalized units of instruction.*

### User Checklist:

- \_\_\_\_\_ Log in at [www.RevolutionarySchools.com](http://www.RevolutionarySchools.com) (click “User Login” – upper right corner)
- \_\_\_\_\_ Enter username \_\_\_\_\_, and password \_\_\_\_\_
- \_\_\_\_\_ Select your organization, year, subject, “PHASE 5”, your grade/course. “Continue”
- \_\_\_\_\_ Select or enter/add an approximate date range for the first unit of instruction you want to create.
- \_\_\_\_\_ Only content that your grade-level team scored 3, or aligned to an assessed standard, will show in the grid. (Instructional Contract with receiving-grade)
- \_\_\_\_\_ Page through your contract; put a checkmark in the “Include” column for any item(s) **you want to take to mastery** during the specified date range.
- \_\_\_\_\_ Click “Edit” in the Instructional Resources column to add content-specific resources. A text box will open **below** the grid for you to enter your resource information. Click “add” after typing each unique resource. Be sure to write out the full name, edition, and page number. Multiple resources can be added for each line of content.
- \_\_\_\_\_ Click “Edit” in the Assessment Question column to add content-specific assessment activities. A text box will open **below** the grid for you to enter your assessment information. Click “add” after typing each unique assessment. Multiple questions or activities can be added for each line of content.

## User Checklist, continued:

### Generate Unit Reports

\_\_\_\_\_ After selecting all the items that will be taken to mastery during that date range, and entering resource and assessment information, you can generate unit-specific reports. Report links are located at the top of the page below the date range.

\_\_\_\_\_ Report options include:

**Skills report** – displays multiple skills per page, columns for student names

**Skill report** – same content as Skills report, different format. Multiple skills organized only 1 per page, rows for student names, and columns for assignments. (typically users choose *either* Skills *or* Skill report)

**Unit Overview report** - displays content, assessment, and resource information for designated date range.

\_\_\_\_\_ Click specific report link to generate report

- a preview of the report will appear, click on the “save/disk icon” above the report preview and export the report as a “PDF”
- the report opens in a new screen
- immediately save it to your designated location – **be sure the filename includes the date range and report name**
- close the report, and repeat the process, if desired, by clicking the link to the next report you want
- once your unit reports are generated and saved, consider emailing them to team members, support staff or the special educators who work with your students . The reports clearly inform others of what your students will be/should be working on and they prove to be an invaluable tool for communication when common planning time is in short supply.

\_\_\_\_\_ “Log-out” or click on the date range to “add a new date range” and create another unit.