



FACILITATOR GUIDE TO STUDENT-FRIENDLY LANGUAGE

Website: www.RevolutionarySchools.com (click "User Login" – upper right corner)

User name:

Password:

Housekeeping

1. Log in to Student-Friendly Language while everyone gets settled in/signed in.
2. Establish minutes recorder and timekeeper/cheerleader.
3. Review ground rules.

Purpose and Ground Rules

In our work today we will be looking at the content you wanted to take to mastery, and clarify our targeted skill levels using student friendly "I Can" statements. At any point, we can remove content from this list, or we can go get more content.

During this step in the process we will finalize our Core Competencies: our list of content and skills we will be taking to mastery for THIS upcoming school year. As the administrators mentioned, this is only the beginning of this work. Student skill-levels will increase in response to your coordinated instructional goals...and next year your student expectations will evolve in response.

So let's jump in....

1. Page through document to familiarize participants with the content they want to take to mastery and assessed standards. Make any obvious score revisions that the group requests.
2. Start with the first item of content on the list scored "3", and work through "I Can" statements (skills). Enter the group's responses as you go. They are selecting what they ALL, minimally, can commit to as the skill target to be mastered by at least 85% of their students. (Ex. "using context clues": **at the end of the year, which, if any, of the following statements will be true for your students?** Have them review the first set of "I Can" statements in the yellow box...click to select the statement(s) they want, and/or click and write an original statement, then click "Post". Scores will post to the table and you will be advanced to the next line)
3. Once all the content they will be teaching to mastery ("3's") have been paired with the desired skills, the group has completed the creation of their Instructional Contract. Mark "Phase Complete" and click on the "Reports" link at the top of the page.

Points of Clarification:

- Depth of Knowledge - the type of cognitive processing necessary to demonstrate a skill.
- "I Can" statements are listed by depth of knowledge (not necessarily the same as difficulty)

Final Step: Generate Reports...

1. You must be in a phase/module to access the reports. If you find yourself back at the Landing Page, simply login to Student-Friendly Language and then click on the Reports link.
2. Once on the Reports Page, you will generate and save four reports for your team:
 - Instructional Contract
 - Student/Parent Report
 - Grade-level Subject-area Core Curriculum Document
 - Skills Summary
3. To generate the report:
 - select your grade-level
 - click on the report link
 - 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 the designated location – **be sure the filename includes the year, grade and report name**
 - close the report, go back to the Reports Page and repeat the process by clicking the link to the next report you want
 - once all four reports are generated and saved to a common folder, feel free to email them directly to your team members and administrator

Congratulate the team for completing 8 years of curriculum work in just a few days (enacted curriculum, intended curriculum, standards alignment to NECAP, standards alignment to Common Core, I Can statements, DOK analysis, grade-level documentation, grade-span documentation, and parent documentation!), and let them know how to access their reports. **The team is now done planning; the teaching is the hard part and that lies ahead!** Remind teachers that they have made a collective commitment to ensure their students learn the designated content and skills. During the year teachers should STAY CONNECTED. They should do their best to reach their targets, share ideas and resources, and ask each other and admin for help, as needed.

The team will come back together at the end of the year. They will meet with the receiving-grade teachers and report out on the targets their students mastered this year. They will then use the information from the sending-grade teachers to generate their plan for next year.

WAY TO GO, TEAM!!!