

## **Development Document: Instructor Guide**

**Thematic Unit:** Pearson SuccessNet - Using SuccessNet Online Resources to Enhance Classroom Instruction

**Week 1 Lesson Plan:** Introduction to Pearson SuccessNet for Envision Math and Reading Street - product codes

### **Learning Objectives:**

1. The learner will be able to identify what product codes are needed for their Pearson account and how to identify those products in the home screen.
2. The learner will be able to add, edit, and remove product codes to maintain an organized account with the correct resources available.

### **Gain Attention/Recall: (10 min.)**

- Welcome to SuccessNet: Reading Street and Envision Online Tools
  - With teachers guiding discussion complete the first two columns of a basic KWL Chart using the Apple TV, iPad, and Explain Everything. The instructor will ask the teachers what they know about Pearson Reading Street and how they are currently using/trying to use it in their classroom environment. This discussion will help lead toward content introduction. This conversation should also help guide the instructor toward areas the teachers would like support and guidance with.

### **Direction: (2 min.)**

- State Lesson Objectives:
  - At the end of the lesson, you will be able to identify, add, and edit which product codes are needed for your Pearson accounts. You will also be able to identify those products in your home screen.

### **Content: (30 min.)**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout the lesson teachers will participate in guided learning, eliciting performance, and feedback.
  - Introduction to Pearson SuccessNet- What is it and what is it for
  - Introduce product codes and how they to add codes
  - Familiarize with products and what they look like
    - Describe/show how Reading Street products appear
    - Describe/show how Envision Math products appear
    - Describe/show how Leveled Reader products appear
  - Hiding/Showing products on the Home screen using My Accounts settings
  - Removing product codes from your account
  - Orientation of home screen - Describe home screen being divided into two parts: My Teacher Resources and My Classes and Groups

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### **Evaluation: (10 min.)**

- On-going evaluation of student learning during Application Feedback Stage of lesson
- Discussion Question on Canvas: The teachers will now check their email for their canvas invitation from the instructor and login to Canvas. Show them how the discussion boards work. The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: Why are you taking this course and what are you hoping to learn?

### **Closure: (8 min.)**

- Show again and have teachers bookmark where to find online materials and resources.
- Partner Check: Teachers will check their product codes with a neighbor of a different grade level or topic. This will allow teachers to collaborate to check their product codes and also see examples of what other grade level products look like.

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**Week 2 Lesson Plan:** Creating/editing class rosters, adding students

### **Learning Objectives:**

1. The learner will be able to create a class roster and add their students to it using the school roster list.
2. The learner will edit a student's account information to change password, student language, etc. as necessary.

### **Gain Attention: (5 min.)**

- Demonstrate Examples and Non-examples of correctly and incorrectly creating and using class rosters.
  - Examples:
    - Adding students in your class to roster
    - Removing students that have moved
    - Changing language for ELL students
  - Non-Examples:
    - Adding students to roster that are not in your class
    - changing language for students that are not an ELL
    - Searching for student by name not student number

### **Direction: (2 min.)**

- State Lesson Objectives:
  - At the end of the lesson you will be able to create a class roster and add your students to it using the school roster list. You also will be able to edit a student's account information as needed.

### **Recall: (10 min.)**

- Q&A of last weeks material as needed. Review content from last week and receive feedback on what questions participants have after becoming more familiar with Pearson SuccessNet. Discuss questions received as an instructor throughout the week from the discussions boards.
- Q&A of last weeks material as needed.

### **Content: (30 min.)**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following along throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate and teach how to create a new class.
    - Describe/show the Classes and manage classes tabs.
    - Demonstrate a class or group while teacher watch.

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- Explain what that various options mean when creating a class (class name, period number, section ID, available products).
- Demonstrate how to save when finished and what a successfully saved class looks like.
  - Allow teacher to practice and create their own class group
- Demonstrate and teach how to add students to class roster.
  - Again describe/show the Classes and manage classes tabs. Discuss how any changes to classes, rosters, students, or assignments will be done through this process
    - Allow teachers to practice accesses classes independently as instructor supports.
  - Demonstrate/show how to view roster and select class group you will be adding students to.
  - Demonstrate/show how to select from school roster to add students.
    - Discuss searching by all grades, individual grade, or student information.
    - Explain the most effective search methods as grade level or student number.
  - Demonstrate/show how to select students and save once finished.
  - Demonstrate/show how to go back in and enter or delete a student throughout the year
- Demonstrate how teachers can edit/change the student's language, password, etc. as needed throughout the year.

### **Evaluation: (During Content/Closure and Homework)**

- On-going evaluation of student learning during Application Feedback Stage of lesson as teachers create their classes and add students to their rosters.
- Complete their class rosters for one class of students and check roster with instructor.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: What form of online testing would you like to do with your students? How can the testing benefit your students and guide your instruction?

### **Closure: (13 min.)**

- Remind and review how to add to discussion board on Canvas.
- Teachers will finish their evaluation activity of completing the class roster and ask any questions before dismissal.

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**Week 3 Lesson Plan:** Assigning, facilitating, using student assessments

### **Learning Objectives:**

1. The learner will assign Pearson assessments and administer test to their students.
2. The learner will demonstrate the ability to access student reports including individual test scores, mastery reports, and item analysis and they will export the reports to excel for easy printing.

### **Gain Attention: (5 min.)**

- Guide the discussion of the following question with the class.
  - In what ways do you currently assess your learners?
  - Discuss ways teacher assess their students and how they use that data after assessment is complete.

### **Direction: (2 min.)**

- State Lesson Objectives:
  - At the end of this lesson you will be able to assign Pearson assessments, administer tests to students, and access a variety of reports from assessments administered.

### **Recall: (5 min.)**

- Partner share what ways they are hoping to use assessments in their classroom (paper/pencil, computer entry, a blend of both). The instructor should listen in and participate with students during this time to get a feel for pacing of instruction.

### **Content: (40 min.)**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate/teach how to assign students assessments and tests.
    - Demonstrate/show to go use the content tab to find tests.
      - Demonstrate/show how to select from the content (Reading Street, Envision Math).
      - Demonstrate/show how to select the test type (Weekly, Unit, Fresh Reads, End-of-Year, etc.).
      - Demonstrate/show how to find the test desired and do the following:
        - View the test
        - Assign the test to students
        - Print test
    - Allow teachers a few minutes to explore as you wander and assist.

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- Show Student View Tutorial and discuss how to administer tests to students once they have been assigned.
  - Guide class discussion on successes, failures, and other suggestions for successful test administration.
- Demonstrate how to access student reports after assessments have been administered.
  - Display SuccessNet powerpoint on accessing reports.
    - Review slides 1-16 and use presenter notes in the powerpoint to deliver content.
  - Demonstrate how to export reports to excel for printing, saving, etc.

### **Evaluation: (During Content and Homework)**

- On-going evaluation of student learning during Application Feedback Stage of lesson.
- Teacher will export report to excel and submit through canvas to instructor for proof of ability to access and export data.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussions Question: How will you use the teacher item analysis and mastery reports to guide instruction?

### **Closure: (8 min.)**

- Remind and review how to add to discussion board on Canvas.
- Explain homework assignment for teacher to assign and administer a test in SuccessNet. They will take the data and export it to excel to submit through canvas to the instructor. Teachers will be able to review the powerpoint and other materials available to successfully complete the assignment.

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**Week 4 Lesson Plan:** Creating personalized tests and assignments

### **Learning Objectives:**

1. The learner will create and assign an assignment or test using Pearson questions that align to the common core standards for Language Arts or Math.

### **Gain Attention: (1 min.)**

- “Do you ever wish you could create your own tests and assignments in Pearson to make them just the way you would like?! Well, let me show you how!”

### **Direction: (1 min.)**

- State Lesson Objectives:
  - At the end of the class the teacher will be able to create and assign their own test in Pearson SuccessNet.

### **Recall: (8 min.)**

- Q&A of last week's material as needed.
- Ask the class how they feel about the tests in Pearson.
  - Do you wish you could delete questions? Add questions?
  - Do you wish you could make tests shorter/longer?
- Quickly review and answer questions about assigning tests because student ability to do that is imperative for success in meeting this lesson objective.

### **Content: (45 min.)**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate/show how to create custom tests through the Planning and My Tests tabs.
    - Demonstrate/show how to select Build New Test and perform the following steps.
      - Enter Test Name
      - Enter Description
      - Find the correct product code for test questions to be pulled from
      - Decide the method for building test
      - Decide scoring options
      - Select the standards, objectives, and skills being assessed for questions to be pulled from.
      - Select number of questions
      - Modify test and review questions
      - Delete questions not desired

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- Save test
- Retrieve/find test to assign.
- Allow students lots of time to practice creating a test as you assist and support.

### **Evaluation: (During Content and Homework)**

- On-going evaluation of student learning during Application Feedback Stage of lesson while teachers are practicing creating tests.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: For what purpose would you create your own tests/ assignments? Does this seem like a valuable tool for you and your classroom setting?

### **Closure: (5 min.)**

- Remind and review where to retrieve instructions for assigning tests.
- Teachers will work on completing custom made tests and continue their practice of assigning tests and analyzing data. Achievement Coach will be available at the end of session to help with question individuals have about reviewing their data from Pearson.



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**Week 5 Lesson Plan:** Assigning, printing, and using online leveled readers

### **Learning Objectives:**

1. The learner will access a leveled reader that support their science or social studies core and assign it to their class.
2. The learner will access a leveled reader that supports their science or social studies core and will print the PDF version.

### **Gain Attention: (5 min.)**

- Return to KWL chart and have students come and circle the things they have already learned during the course in the What I Want to Learn column. Refer teachers to any of items that said the teachers wanted to learn about how to integrate science, social studies, and leveled readers using SuccessNet.

### **Direction: (2 min.)**

- State Lesson Objectives:
  - At the end of the class you will be able to find science and social studies leveled readers and assign them to your class or print them as PDF's.

### **Recall: (3 min.)**

- Q&A of last weeks material as needed.
- Ask teacher to think in their lesson manuals of times during Reading Street in which it refers them to online leveled readers for further teaching and differentiation.

### **Content: (40 min.)**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate/show how to access leveled readers from the home screen.
    - Select from Reading, Science, or Social Studies.
  - Demonstrate/show how to search for leveled readers and how to complete the following tasks:
    - Select a leveled reader for more information
    - View Leveled Reader
    - Access/print Teacher's Guide
    - Access/print Student Practice Page
    - Open Leveled Reader using Adobe
    - Assign Leveled Reader to a class/group
    - Print leveled reader
    - Listen to leveled reader audio
    - Save to desktop or documents for whole class use

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- Allow students time to search for leveled readers that fit their Core Content and begin assigning, printing, and saving them as desired.

### **Evaluation: (During Content and Homework)**

- On-going evaluation of student learning during Application Feedback Stage of lesson and as teachers access leveled readers that support their instruction.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: How can using the leveled readers enhance your social studies and science content instruction? How do you plan to use it to differentiate instruction in your classroom?
- Submit through canvas PDF of online leveled reader to show ability to search, find, download, and save reader for classroom use.

### **Closure: (10 min.)**

- Partner Share: Teachers will share with a partner one leveled reader they found and how they are going to use it to enhance their science and social studies instruction.
- Teachers will finish their evaluation activity by working on assigning leveled readers to students and searching for content.

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**Week 6 Lesson Plan:** Assigning videos, tasks, homework for students home use.

### **Learning Objectives:**

1. The learner will assign a reading street topic/lesson in math or language arts that their students are currently studying.
2. The learner will view student data from home assignments to view their student practice completion and progress on home assignments.

### **Gain Attention:**

- Give examples and non-examples of how to use home portion of SuccessNet for students
  - Examples:
    - Assigning Concept 12-2 practice assign for students to complete
    - Sending instructions for parents on how to login to SuccessNet and navigate the site with students
  - Non-Examples:
    - Assigning concepts to students without teaching parents to access at home
    - Not assigning content and assignments

### **Direction:**

- State Lesson Objectives:
  - At the end of the class you will be able to assign content and activities for students to complete at home or in class. You will also be able to view the progress of and manage assignments as needed.

### **Recall:**

- Review content from last week and receive feedback on what questions participants have after becoming more familiar with assigning leveled readers. Discuss how assigning leveled readers could be used in class and at home. Transition conversation into assigning other tasks to students.
- Q&A of last weeks material as needed.

### **Content:**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate/show how to navigate through products and course content and assign tasks for students.
    - Demonstrate/show how access content through Content tab and then Table of Contents.
    - Demonstrate/show how to do the following tasks to assign content:

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- Choose Reading Street or Envision content in Table of Contents
- Select unit of study
- View content and assignment
- Assign to students
  - Select students
  - Select dates available
- Demonstrate/show how to manage assignments that have been assigned and view student progress.
  - Show through Classes tab and manage classes sub tab. Then view assignments for desired class.
- Provide teachers time to practice adding an assignment or activity for students to complete.

### **Evaluation:**

- On-going evaluation of student learning during Application Feedback Stage of lesson.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: What is your plan for home use of the online home portion of Pearson?
- One page summary and plan for assigning topics at home (Who, When, Where, Why, How) to be submitted through Canvas assignments.

### **Closure:**

- Remind and review how to add to discussion board on Canvas.
- Teachers will practice assigning content and viewing content as demonstrated in class. The instructor will be available to answer questions for a few minutes following class, through email, and Canvas.

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**Week 7 Lesson Plan:** Accessing teacher tools/materials and searching for content

### **Learning Objectives:**

1. The learner will access their teacher manual online, find current lesson of study, and print or bookmark page.
2. The learner will be able to search for and access content using keyword, media type, topic, or standard through the use of the search feature.
3. The learner will access, download and use teacher resources including Digital Whiteboard Transparencies, Teaching Guides, and Vocab Resources to assist in planning effective instruction.

### **Gain Attention:**

- Project the teacher resources PDF's examples through the projector. Ask teacher to think of way they use these resources and graphic organizers in their class instruction. Have teachers partner share their ideas. Return to whole group instruction and guide conversation toward teachers desiring teacher resources in digital form.

### **Direction:**

- State Lesson Objectives:
  - After the lesson you will be able to access teacher manuals, search for content, and download and save teacher resources.

### **Recall:**

- Review content from last week and receive feedback on what questions participants have after becoming more familiar with assigning students content and activities. Discuss questions received as an instructor throughout the week from the discussions boards.
- Q&A of last weeks material as needed.

### **Content:**

- Instructor will present the following concepts in the order outlined. The teachers will be practicing and following throughout the instruction. The objective of the lesson is very procedural, therefore the students practice as the instruction is delivered. During this instruction delivery all 3 levels of Application Feedback are reached. Throughout teachers will participate in guided learning, eliciting performance, and feedback.
  - Demonstrate/show access teacher manuals through the Teacher Edition link found underneath the product picture on the home screen.
  - Demonstrate/show the following tasks:
    - Select unit title
    - Navigating through Table of Contents to find Unit and Week of study
    - Find weekly lesson content including Planning Guide
    - Finding instructional materials
    - Downloading and editing instructional materials

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- Demonstrate/show how to search for content.
  - Demonstrate/show searching in the following ways through the Content tab and the Search sub tab:
    - Search by Keyword
    - Search by Media
    - Search by Topic
    - Search by standard
- Demonstrate/show how to access teacher resources from the home screen by going to other resources to teacher resources.
  - Demonstrate/show how to download one of the teacher resources (Graphic Organizers).
- Provide teachers time to search through teacher resources and content while the instructor provides support

### **Evaluation:**

- On-going evaluation of student learning during Application Feedback Stage of lesson.
- Discussion Question on Canvas: The teachers will answer the discussion question in the Canvas online learning environment.
  - Discussion Question: What features of Pearson SuccessNet do you feel will be most valuable to you in your classroom use? Which tools do you not feel you will use?
- Final learning analysis quiz completed through Canvas online quiz creator.

### **Closure:**

- Bring back out the KWL chart and make a list of what the teachers have learned throughout the course. Finish discussion and congratulate teachers on what they learned and their accomplishments.
- Teachers will need to complete final Discussion Question and Final Analysis Quiz.