

User Guide to SEP Lessons



Table of Contents

Website Overview p. 2

Active Learning lesson plan database p. 2

- How to search for a lesson
 - Finding a lesson by grade level
 - Finding a lesson by subject
 - Finding a lesson by SEP program
 - Finding a lesson by keywords
 - Finding a lesson using the Advanced search functionp.3

Lesson Plan Design Tool p. 3

- How to create a lesson
- How to format the text of the lesson
- How to add an attachment to the lessonp. 4
- How to add weblinks and citations from within a lesson
- How to print a lesson
- How to view and edit lessons
- How to share lessons with the public

Team planning support p. 5

- How to add events to your calendar
- How to post comments to your group blog
- How to find new postings from your group members
- How to add citations or web-links
- How to browse the citation and weblinks library p. 6

Manage your accountp. 6

- How to change your password
- How to request a new password
- How to change your email address
- How to upload a picture p. 7
- How to add your personal signature to comments
- How to change your email notification options

Contact us p.7

- How to request technical support
- How to report a bug
- How to send general inquiries

Website Overview

This website has been created to support SEP's scientist-teacher partnership teams by providing tools for communication, planning and lesson plan design.

The **Lesson Plan Design Tool** will guide volunteers and teachers through the lesson design process, using an easy to fill out lesson plan template. Lesson plans are saved into the team account and can be accessed and edited by all team members. (Besides being a great tool during the lesson planning process, each year teams will contribute lesson plan ideas for future generations of partnership participants by submitting their lesson plan to SEP to be reviewed for public posting on our Active Learning Lesson Plan database.)

Planning and active communication are essential for a successful partnership. This site offers **Team Planning Support** by allowing teams to post planning meetings and lesson dates on a common calendar, exchange ideas, discuss questions and post reminders via a group blog. You can choose to receive email alert for new entries on the team account.

The **Lesson Plan Database** is a depository of selected, SEP reviewed, quality hands-on lessons created by our classroom partnership teams. Lessons range from grades K-12 and address a great variety of Science and Health topics. Since our partnership teams just started to contribute lesson plans to the database, the number of public lessons is currently still small. We are looking forward seeing the database grow and burst with wonderful lessons and for it to become a valuable resource for future partnership teams.

Lesson Plan Database

- **How to search for a lesson**
 - The database can be searched by **grade level, subject area, lessons associated with specific SEP programs, keywords** or a combination of these search criteria using the **advanced search** function.
- **Finding a lesson by grade level**
 - Click on "**Grade level**" on the left side of your screen ⇒ a drop down menu of grade levels K-12 will appear.
 - Click on the grade level that you would like to find a lesson for.
 - All lessons appropriate for that grade level will be listed. Under each lesson title, the lesson summary will be displayed.
 - Click on the lesson title or on "**View this entire lesson plan**" to see the rest of the lesson.
 - If you would like to print the lesson, click the "printer-friendly version" button at the bottom of the lesson first for a better display of the lesson.
- **Finding a lesson by subject**
 - Click on "**Subject**" on the left side of your screen ⇒ a drop down menu of Subjects (Biology, Chemistry, Physical Science, Earth Science, Science Skills) will appear.
 - Click on the subject you are searching for.
 - All lessons within the chosen subject will be listed. Under each lesson title the lesson summary will be displayed.
 - Click on the lesson title or on "**View this entire lesson plan**" to see the rest of the lesson.
 - If you would like to print the lesson, click the "printer-friendly version" button at the bottom of the lesson first for a better display of the lesson.
- **Finding a lesson by SEP program**
 - Click on "**SEP Programs**" on the left side of your screen ⇒ a drop down menu of SEP programs will appear. When the mouse pointer is held over the program name in the list, a detailed description of the program will pop up.
 - Click on the program you are searching for.
 - All lessons affiliated with the specific program will be listed. Under each lesson title the lesson summary will be displayed.

- Click on the lesson title or on “[View this entire lesson plan](#)” to see the rest of the lesson.
 - If you would like to print the lesson, click the “printer-friendly version” button at the bottom of the lesson first for a better display of the lesson.
- **Finding a lesson by keywords**
 - To find lessons by keywords for topics or concepts (such as magnetism, genetics, evolution, etc.) type in the search term in the textbox under “[Keyword search](#)” and click the “*search*” button.
 - All lesson that contain your Keyword term will be listed. Under each lesson title, the lesson summary will be displayed.
 - Click on the lesson title or on “[View this entire lesson plan](#)” to see the rest of the lesson.
 - If you would like to print the lesson, click the “printer-friendly version” button at the bottom of the lesson first for a better display of the lesson.
- **Finding a lesson using the advanced search function**
 - Click on “[Advanced search](#)” on the left side of your screen.
 - To look for lessons that address certain topics or concepts, type in keywords or phrases to search for. To narrow down your search you may type in terms that you want to exclude in your search.(“containing none of the words”).
 - Click on the desired grade level or subject area of the lesson. To select both, grade level **and** subject area, hold down the control button of your keyboard (or the “ button” when using a Macintosh computer) and then make your selection.
 - Check whether you are looking for a “lesson plan”, “citation” or “weblink”.
 - Click the “advanced search” button.
 - All lessons that match your combined search categories will be listed. Under each lesson title, the lesson summary will be displayed.
 - Click on the lesson title or on “[View this entire lesson plan](#)” to see the rest of the lesson.
 - If you would like to print the lesson, click the “printer-friendly version” button at the bottom of the lesson first for a better display of the lesson.

Lesson Plan Design Tool

- **How to create a lesson**
 - Log in with your user name and password (“[User login](#)” on the top right of the site) to use this tool.
 - Click on “[My groups](#)” on the right side of the screen.
 - Click on the name of your group just below “[My groups](#)”.
 - Click on “[Add lesson plan](#)”.
 - Fill in the lesson title in the appropriate field. (You **must** fill in a title to be able to “submit” or save your work. You can easily change this title later.)
 - Click on “[Categories](#)” to expand this section ⇨ a drop down menu of Subjects (Biology, Chemistry, Physical Science, Earth Science, Science Skills), Grade Levels (K-12), and SEP programs will appear.
 - Select the appropriate categories for each. To select more than one subject (Biology and Science Skills), more than one grade level (3-5) or more than one SEP program, hold down the control button (“ button” on a Mac) on your keyboard.
 - Click on “[Lesson Overview](#)” to expand this section of the lesson plan. Fill in each of the fields according to the description noted above the field.
 - As you finish filling out each lesson section, continue by clicking successively on the remaining lesson headings ([Logistics](#), [Lesson Implementation/Outline](#), [Extensions and Reflections](#), [Standards](#), [File Attachments](#), and [References](#)).
 - Clicking the headings will expand that section of the lesson plan (the arrow will point down), so that you can view and fill in the fields. (If you would like to collapse a section, simply click on the heading again [the arrow will point to the right]).
 - In each of the lesson sections, fill in the information as specified. While **you do not need to fill out all of the fields in each section** (particularly if they are not relevant), a more descriptive and well articulated lesson plan will often lead to successful implementation of that lesson for your team and anyone who reads it (well articulated lessons is a selection criteria for public lessons).
 - When you complete as much as you’d like to for a given sitting, click “Submit” at the bottom of the page. (Depending on your group mates email notification option, they may receive an email when you do this). You or your group mates will now to be able to view, add to or edit the lesson (see instructions below).

- **** Important Note:** While creating or editing your lesson plan, if you click the back button in your browser, you will be navigated away from the lesson planning tool and will lose any work that has not been “submitted” (or saved). **Be sure to click “submit” before clicking on the back button (leaving the page) or leaving the website.** If you accidentally click the back button a “Warning” message will pop up which will give you an opportunity to “Cancel” (stay on the current page) and then “Submit” your work at the bottom of the page.
- **How to format the text of the Lesson:**
 - Optional: For many of the fields you may use the formatting palette at the bottom to format the text (ex: to change font and alignment, or add bullets, images, tables etc.) You can expand the text box, make it smaller, or reshape it by ‘pulling’ on the lower right-hand corner of the box (an arrow will appear). Changing the text box will affect your view, but not the format of the printed document.
- **How to add an attachment to the Lesson:**
 - Optional: You can attach a document (i.e. a pdf or word document of a student worksheet) by clicking on “file attachments”. Click the “Browse” button, select the file on your computer you wish to attach, then click on the “Open” button. The file will be listed along with the file size. You may choose whether or not to list the file or delete the file by using the check boxes.
- **How to add weblinks and citations from within a Lesson:**
 - Optional: You can add weblinks and bibliographic citations to your lesson plan that previously were added to the citation or weblink library (see next section for instructions).
 - Click “[References](#)”.
 - Start typing the title of your weblink or citation. The fields will auto complete the title as you start typing.
 - Use your mouse or keyboard down arrow to select the title you are looking for.
 - Press the tab key to move the cursor to the next field.
 - If you would like to add more than three weblinks or citations, submit your lesson plan and additional fields will be created when you re-open the lesson.
- **How to print the Lesson:**
 - If you would like to print the lesson, “submit” the lesson plan at the bottom of the page (or you will lose your work), click on the “view” tab near the top of the page and the [printer friendly version](#) button at the bottom of the page for a better display of the lesson. Then select “Print” under “File” in your browser.
- **How to view, add on to, or edit a lesson your group has created:**
 - Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
 - Click on “[My groups](#)” on the right side of the screen.
 - Click on the name of your group just below “[My groups](#)”.
 - Submitted lesson plans will be listed under the heading “lesson plan” in the center of the page as well as in your “inbox” in the upper right section of the page. Select any lesson plan listed to view it.
 - To add to or edit the lesson plan, click on the “edit” tab at the top of the page and proceed as described above.
- **How to submit your lesson to the SEP staff to be reviewed for public posting**
 - Click the box next to the prompt “Yes – please send this lesson plan to SEP to be reviewed for public posting” located between the lesson plan headings “[Standards](#)” and “[File Attachments](#)”
 - The lesson plan will go into a queue to be reviewed by a SEP staff member. If the lesson plan fulfills the criteria - is well thought out, clear, sufficiently detailed, age-appropriate, supports student learning and does not violate any copyright laws (see terms and conditions)– the staff member will post it to the Active Learning Lesson Plan Database so it can be viewed by the SEP community and the general public.
 - The public copy of your lesson plan cannot be edited anymore, while the original version stays with the team and can be used (and edited) in future years.

Team Planning Support

• How to add an event to the calendar

Team members can use this function to put events such as planning meetings, lesson presentations, material pick-ups etc. on a shared calendar on the site. Comments and attachments can be added to each event. Team members will receive an email notification when new events are posted (if you have selected the “email notification” option in your account settings).

- Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
- Click on “[My groups](#)” on the right side of the screen.
- Click on the name of your group just below “[My groups](#)”.
- Click on “[Add event](#)”.
- Type in the title of your event (for example: “Genetics lesson”).
- Click the little calendar icon below the “From” and “To” textbox and select the day of your event by clicking on the appropriate date (for most events the same day has to be selected).
- Set the start and end time of your event by clicking on the hour and minute display on the bottom of the calendar. Each time you click, one hour (or minute) is added.
- Type in an “event description” to give more specific information about the event if needed.
- You can attach a document using the “file attachment” button.
- “*Submit*” your event to the calendar by clicking on the button on the bottom of the page.
- The posted event will now be displayed on “[My group calendar](#)”.

• How to post a comment on the group blog

The group blog is a great tool to facilitate easy communication within your group. Team members can post comments to plan out a lesson, share ideas, ask questions etc. using this function of the website. Team members receive an email notification when new posts are added to the blog (if you have selected the “email notification” option in your account setting).

- Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
- Click on “[My groups](#)” on the right side of the screen.
- Click on the name of your group just below “[My groups](#)”.
- Click on “[Add group blog entry](#)”.
- Type in the title of your blog entry (for example: “Next planning meeting”).
- Write your message into the blog entry textbox.
- You can attach a document using the “file attachment” button.
- Post your blog entry by clicking on the “*Submit*” button on the bottom of the page.

• How to find new postings from my group members

- Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
- Click on “[My Inbox](#)” on the right side of the screen under your username.
- Select the tab “my unread” to read new posts.
- Recent posts that you have already read can be viewed by selecting the tab “my recent”.
- Click on the title of the posts to see the posting in its entirety.

• How to add citations to the library

- Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
- Click on “[My groups](#)” on the right side of the screen.
- Click on the name of your group just below “[My groups](#)”.
- Click on “[Add citation](#)”.
- Type in the title of your citation (for example: “The Having of Wonderful Ideas”).
- Optional: Choose the Grade Level and Subject area from the pull down menus
- Optional: Type in the Volume/Issue, Author (s), Page (s), Journal/Publisher, and Publication Date
- Optional: Give a brief Abstract / Description in the text box. The text box can be expanded by “pulling” on the lower right-hand corner of the box (an arrow will appear). The format toolbar underneath the textbox can be used to format the text.
- Optional: Type in a Weblink URL, and a Weblink Title.

- Choose to “*Preview*” your citation posting or “*Submit*” your citation by clicking on the appropriate button on the bottom of the page.
 - The posted citation will now be under Resources “Looking at our citation library”
- **How to add weblinks to the library**
 - Log in with your user name and password (“[User login](#)” on the left side of the site) to use this tool.
 - Click on “[My groups](#)” on the right side of the screen.
 - Click on the name of your group just below “[My groups](#)”.
 - Click on “[Add weblink](#)”.
 - Type a link description (for example: “World Cat -Search for an item in libraries near you”).
 - Optional: Choose the Grade Level and Subject area from the pull down menus
 - Type in the URL of the link.
 - Optional: Type in the Link Title.
 - Optional: You can attach a document by clicking on “file attachments”. Click on the “Choose File” button, select the file you wish to attach, then click on the “Attach” button. The file will be listed along with the file size. You may choose whether or not to list the file or delete the file by using the check boxes.
 - Choose to “*Preview*” your weblink posting or “*Submit*” your weblink by clicking on the appropriate button on the bottom of the page.
 - The posted citation will now be under [Resources](#): “Looking at our links library”
 - **How to browse the citations library**

All citations that have been posted to the site can be found in the citation library.

 - Click on “Resources” in the top right corner of the website.
 - Select “Looking at our citation library” from the list by clicking on it.
 - Browse the list of posted citations.
 - Click on the title of the citation to view the entire citation information.
 - **How to browse the weblinks library**

All weblinks that have been posted to the site can be found in the weblinks library.

 - Click on “Resources” in the top right corner of the website.
 - Select “Looking at our weblinks library” from the list by clicking on it.
 - Browse the list of posted weblinks.
 - Click on the title of the weblinks to view the entire information.

Account management

How to manage your account

- **How to change your password**
 - You have to be logged in to be able to change your password.
 - Click on “My account” under your username on the right side of the screen.
 - Click on the “edit” tab.
 - Enter your new password into the two textboxes underneath “password”.
 - Scroll down to the bottom of the page and click “submit”.
- **How to request a new password**
 - If you cannot remember your password for the log in, you can request a new password to be sent to you.
 - Click on the “log in” button on the left side of the screen.
 - Click on “request a new password”.
 - Enter your user name or e-mail address
 - A new temporary password will be sent to your email address.
 - Use the temporary password to log in, then choose a new password in “My account”
- **How to change your email address**
 - You have to be logged in to be able to change your email address.
 - Click on “My account” under your username on the right side of the screen.
 - Click on the “edit” tab.

- Delete your old email address and type in the new one.
- Scroll to the bottom of the page and click the “submit” button.

- **How to upload your picture**

You can upload a picture to your account that will be visible to your group members.

- Log in with your user name and password.
- Select “my account” on the right side of the screen right under your username.
- Click on the “edit” tab.
- Click on the “browse” button next to the textbook below “upload picture”.
- Locate the picture in your files and click “open”.
- Scroll to the bottom of the page and click the “submit” button.
- Note: Your pictures can be a maximum of 100x100 pixels and a maximum of 300 kB.

- **How to attach a signature to your comments**

You can have a standard signature attached to all your comments.

- Log in with your user name and password.
- Select “my account” on the right side of the screen right under your username.
- Click on the “edit” tab.
- Scroll down to “comment settings”.
- Type in your desired signature into the textbox underneath the “signature” heading (Signatures could include quotes or sayings, your contact information, School name, name of your research lab etc.)
- Scroll to the bottom of the page and click the “submit” button.

- **How to change your email notification option**

You can choose whether you want to receive an email notification every time a member of your team submits a new posting (lesson plan, comment, event, citation, etc.) or makes changes to already existing content.

- Log in with your user name and password.
- Select “my account” on the right side of the screen right under your username.
- Click on the “edit” tab.
- Scroll down to “e-mail notifications” in the “organic group settings” section.
- You may choose to “never receive email notifications” from your group members or “always receive email notification”.
- If you want to receive email notifications from one group but not another (for example: You want to receive email notification from this year’s group but not from last year’s), select the third choice “Selectively send email notification based on the checkbox for each of my group’s **email options**”. Then enable or disable the email notification option for each of your groups.
- Scroll to the bottom of the page and click the “submit” button.

Contact us

- **How to ask for technical support**

If you are experiencing technical difficulties while using the site or have a questions about the functions of the website you can send SEP a support request.

- Click on “About” in the top right corner of the website.
- Then select “Contact us” in the top right corner of the website.

OR

- Click on “contact us” at the very bottom of the website.
- Type in a title for your support request (for example:” trouble with lesson plan design tool” or “please help!”)
- Click on the little triangle next to the “category” textbox.
- Select “request support” from the drop down menu.
- Describe your problem and support needs in detail using the “message” textbox.
- You can opt to have a copy of the support request sent to your email address by checking the box “send me a copy”.
- Click on “send email” to submit your support request.

- **How to report a bug or problem with the website**

Remember that we are still beta-testing the website. There is a good chance that you will come across a bug; something that is just not working properly. Please let us know about it so that we can fix it and create a better and improved website for everyone.

- Click on “About” in the top right corner of the website.
- Then select “Contact us”.

OR

- Click on “contact us” at the very bottom of the website.
- Type in the title of your message (for example: “bug in search function” or “site is doing something weird”).
- Click on the little triangle next to the “category” textbox.
- Select “report a problem” from the drop down menu.
- Describe the problem in detail using the “message” textbox.
- You can opt to have a copy of your message sent to your email address by checking the box “send me a copy”.
- Click on “send email” to submit your message.

- **How to send a message to the website administrator**

Don’t hesitate to contact the website administrator for any reason. Any feedback is appreciated (improvement ideas, things you like/don’t like, etc.)

- Click on “About” in the top right corner of the website.
- Then select “Contact us”.

OR

- Click on “contact us” at the very bottom of the website.
- Type in the title of your message (for example: “ feedback”)
- Click on the little triangle next to the “category” textbox.
- Select “General inquiries” from the drop down menu.
- Write your comment into the “message” textbox.
- You can opt to have a copy of your message sent to your email address by checking the box “send me a copy”.
- Click on “send email” to submit your message.