

EXPECTATION TIMELINE FOR PLC/BACKWARDS DESIGN/DATA

Steps of Backwards Design:

1. Create a team folder:
 - a. Share link with your admin
 - b. Put the link for the folder in the curriculum planning document (found in PLC dashboard tab)
2. Complete the essential learning chart (found in PLC dashboard tab) for content
 - a. Keep completed copy in team folder
3. Use PLC Unit Design document (found in PLC dashboard tab) to deconstruct standards as a team for the upcoming unit.
 - a. Keep completed copy in team folder
4. Create CFA for unit (**Complete before you plan the lessons!**) If using a rubric for grading, the rubric should be included in the folder.
 - a. This should all be done at least 3 days before the unit starts.
 - b. Put copy in team folder for the specialist to review and give feedback.
5. Plan activities/lessons for unit that align to the CFA learning targets. Lesson plans can be done as a team or individually on the PLC Unit design document, on a separate document, or in a template on Eduphoria. However the method, the plans should be accessible in Eduphoria. **As you look at your prior year activities, please make sure they align to the targets you established!!! This is why you did all the work on the Essentials Chart and the Unit Design!!!**
6. Begin planning your next unit using the PLC Unit Design document (found in PLC dashboard tab)
7. Administer current unit CFA to students.
8. Meet with team and complete the data assessment document (found in the PLC dashboard tab) with CFA results
 - a. Completed data assessment in team folder
 - b. Put the link to the data assessment document in the curriculum planning document
 - c. ***Plan intervention and extension activities based on your data!***

What should be in our team folders?	What should teams put in the curriculum planning document?	Where are lesson plans created and what needs to be in the lesson plans?	How can lesson plans be placed in Eduphoria?
Essentials learning chart	Links to team folder	Lesson Plans are part of the unit design planning document	Team Folders containing lesson plans: the teams/teacher are pasting the link and using the copy wizard to copy the link to each day
PLC unit design documents and data assessment review document	Dates of CFAs and the days that teams meet for PLC	Should include: Learning/Language Targets, general overview of lesson, differentiation/scaffolding down and up, checks for understanding	More comprehensive lesson plans can be hyperlinked if wanted
CFAs and rubrics	(feedback/comments- admin resp for link)		