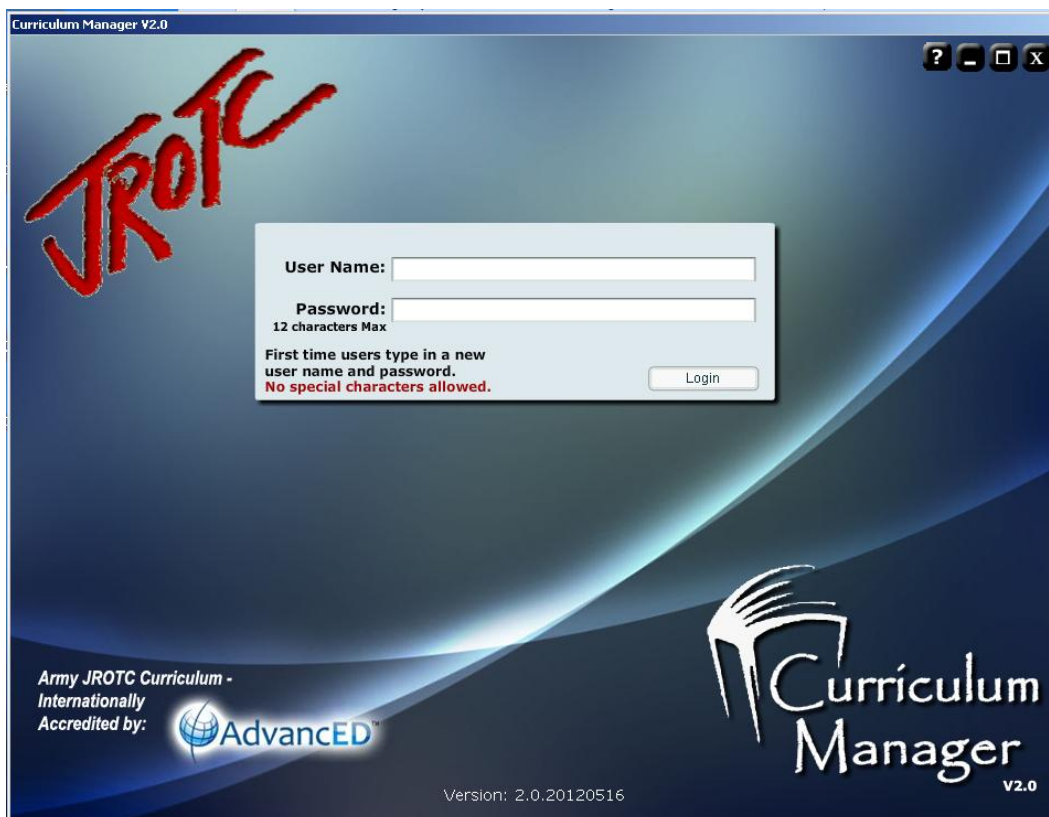# CM Workbook 2 – Preparing to Teach

Discovering and Using the Curriculum Materials for Engaging Learning

Learning Plan 1: CM Planning and Preparation

O

Overview

The responsibility of any professional is to model the best practices of the field in which they work. Teachers are no exception, and a professional practice teaching framework can help hold them accountable to doing the best job possible.

Planning and preparation of delivering instruction is an important step. Whether setting up class rosters, becoming familiar with lesson content or modifying instructional delivery to accommodate your Cadets' needs, you are planning and preparing to teach. Your Curriculum Manager houses multiple assets to help you in this professional practice area.

What You Will Learn to Do (Competency)

- Relate the professional practice of planning and preparation to assets within Curriculum Manager

Skills and Knowledge You Will Gain Along the Way (Learning Objectives)

- Design customized Cadet assessments

- Identify resources that assist in your planning and preparation of instruction

- Determine what Cadets will learn during instruction

Performance Standards

You will show that you have learned the target knowledge and skills by:

- identifying the assets within the JROTC Curriculum Manager that support your instructional planning and preparation

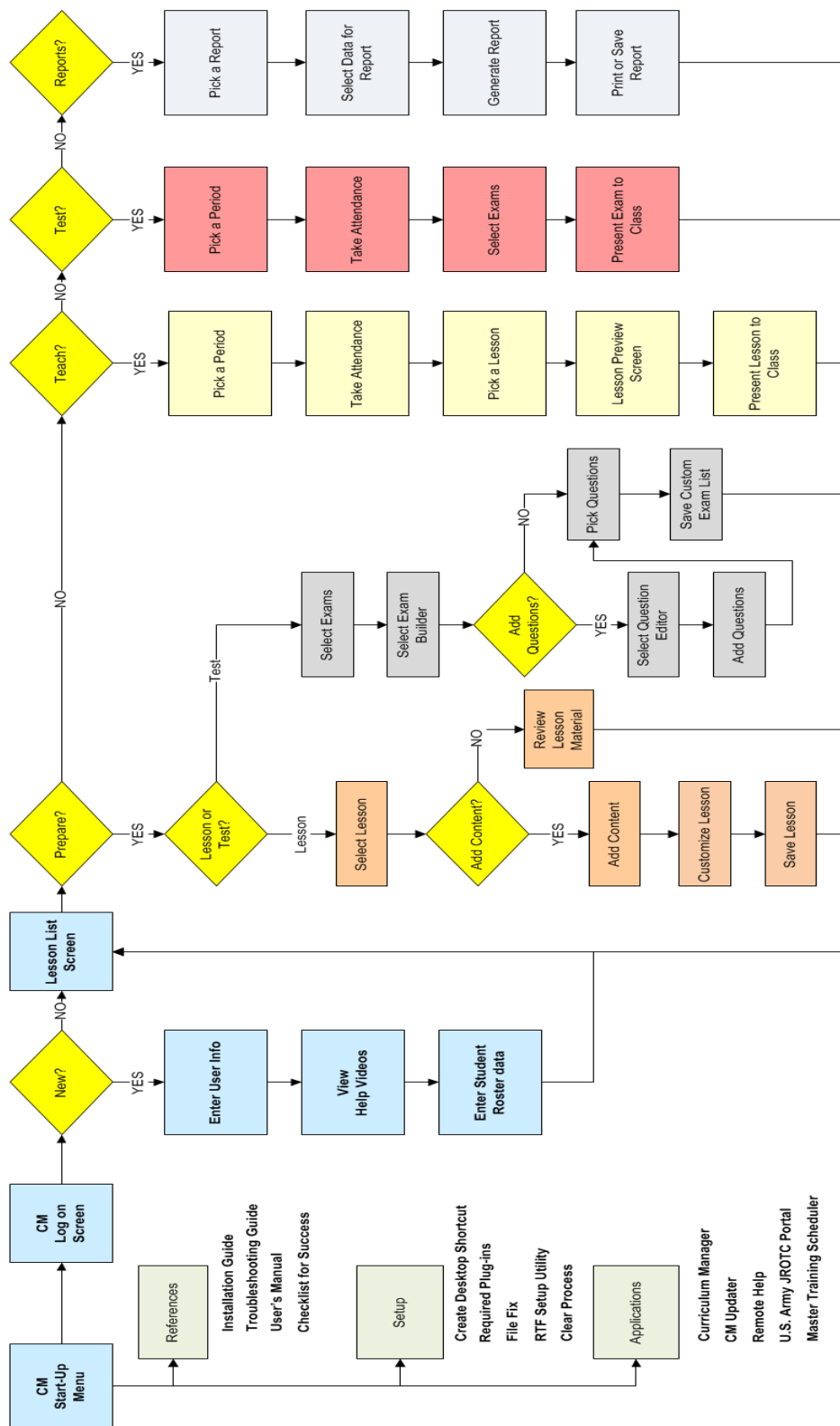Your performance will be successful when you:

- launch a pre-built exam

- create a custom exam with custom-built questions

- review lesson resources

- self-assess your level of performance in planning and preparing to deliver instruction

- identify actions to improve in planning and preparation of instruction

Learning Activities

_____   1.   REVIEW the CM User's Manual, located on the **CM Start Menu** under **References**. Review the *JROTC CM v2 Logic Flow* diagram on the following page.

JROTC Curriculum Manager v2 Logic Flow

JROTC Curriculum Manager v2 Logic Flow

Reports? — YES → Pick a Report → Select Data for Report → Generate Report → Print or Save Report

Test? — YES → Pick a Period → Take Attendance → Select Exams → Present Exam to Class

Teach? — YES → Pick a Period → Take Attendance → Pick a Lesson → Lesson Preview Screen → Present Lesson to Class

Prepare? — YES → **Lesson or Test?**
- Test → Select Exams → Select Exam Builder → **Add Questions?**
  - YES → Select Question Editor → Add Questions → Pick Questions → Save Custom Exam List
  - NO → Pick Questions → Save Custom Exam List
- Lesson → Select Lesson → **Add Content?**
  - YES → Add Content → Customize Lesson → Save Lesson
  - NO → Review Lesson Material

Lesson List Screen

New? — YES → Enter User Info → View Help Videos → Enter Student Roster data
— NO → Lesson List Screen

CM Log on Screen

CM Start-Up Menu

References
- Installation Guide
- Troubleshooting Guide
- User's Manual
- Checklist for Success

Setup
- Create Desktop Shortcut
- Required Plug-ins
- File Fix
- RTF Setup Utility
- Clear Process

Applications
- Curriculum Manager
- CM Updater
- Remote Help
- U.S. Army JROTC Portal
- Master Training Scheduler

NOTE: Users may also access the Help, User Info, Rosters, and the User Manual from the Lesson List screen. Content specific Help is located on all screens by clicking the "?" icon.

_____ 2. LAUNCH the Curriculum Manager. FOLLOW the directions below:

      a. Log on to your computer and plug in your CM.

      b. Click on the **CM Shortcut** on your desktop.

      c. Click on the **Launch CM** button.

      d. Click **OK** when the message "could not find receiver" displays.

      e. Click **No** when the message "Would you like to look for receiver again?" displays.

> **Note:** Only select this if you **DO NOT** have a CPS Receiver and Clickers available to use. Otherwise, make sure the CPS Receiver is plugged in and ready to use. Review the **Troubleshooting Guide (found on the CM Start Menu under References)** if you continue to have problems using your CPS hardware.

      f. Enter your **User Name** and **Password.**

      g. Click on the **Planning Period.**

_____ 3. LAUNCH a pre-built **Instructor Led** exam. FOLLOW the directions below.

      a. Click on the **Menu** button.

      b. Choose **Exams** from the Menu.

      c. Click the **Instructor Led** button.

      d. Select the **LET 1 Exam** to launch.

      e. The exam displays in the presentation window ready for Cadets to answer with CPS clickers.

      f. Click **Menu > Show Prefs** to change CPS question display options. Click **Close** when finished.

      g. Click the **Back Arrow** to return to the Lesson List Window.

      h. Click **Yes** when the message "Do you really want to leave the presentation?" displays.

_____ 4. VIEW questions from a pre-built exam. FOLLOW the directions below.

      a. Click on the **Menu** button.

      b. Choose **Exams** from the Menu.

      c. Click on the **Exam Builder** button.

      d. Click **OK** when the Exam Builder Note message displays.

      e. Click on the **LET 1 Exam.txt** from the list of the pre-built exams you wish to view from the bottom right-hand corner in the **Exams list windowpane.**

      f. Click the **Open Exam** button.

g. View the Exam Questions that display on the <u>left hand side</u>.

h. Click the **Back Arrow** to return to the Lesson List Window.

_____ 5. CREATE a custom exam or quiz. FOLLOW the directions below.

a. Click on the **Menu** button.

b. Choose **Exams** from the Menu.

c. Click on the **Exam Builder** button.

d. Click on the **plus sign (+) Root** in the <u>top right windowpane</u> to expand the lesson question folders and expand the U1C1L1 folder. Click **plus sign (+) Unit 1** > Click **plus sign (+) U1C1L1 – Army JROTC – The Making of a Better Citizen**

e. Click on the **U1C1L1 – FIT Questions** folder. The list of questions will display in the window underneath.

f. To view a question, highlight the question then click the **View Question** button.

g. To select a question to add to your exam, highlight the question then click on the **Add Question** button.

h. Add four questions to the Exam Questions windowpane.

Note*: If you want to clear out the list of questions, you have already selected and want to start again, click the **New Exam** button. It will remove all the questions that are currently in the Exam Questions windowpane.*

i. Click the **Save Exam** button when finished.

j. Save the exam as **"MyQuiz1". Click the OK button.**

k. Click the **Back Arrow** to return to the Lesson List Window

Note*: If you did not want to save an exam you created, just select it from the list of the pre-built exams in the bottom right-hand corner in the **Exams list windowpane** and then click the **Delete Exam** button**. You <u>cannot delete JROTC pre-built exams</u>.*

_____ 6. REVIEW your custom exam. FOLLOW the directions below.

a. Click on the **Menu** button.

b. Choose **Exams** from the Menu.

c. Click the **Instructor Led** button.

d. Select **"MyQuiz1".**

e. View the Exam Questions on display.

f. Click the **Back Arrow** to return to Lesson List Window.

g. Click **Yes** when the message "Do you really want to leave the presentation" displays.

_____ 7. ADD a custom question to a lesson. FOLLOW the directions below.

    a. Click on the **Menu** button.

    b. Choose **Exams** from the Menu.

    c. Click on the **Exam Builder** button.

    d. Click on the **Launch Question Editor** button to create a custom question.

    e. Click on the **plus sign (+) or arrow** to expand the **Unit 1** folder.

    f. Click on the **plus sign (+) or arrow** to expand the **U1C1L1** folder.

    g. Click on the **Instructor Designed** folder.

    h. Click the **Add Question** button in top left windowpane.

    i. Complete the question and answer information in the **Edit Question** dialog box. **Note:** Be sure to indicate the correct answer by placing a check in the box next to the letter.

    j. After the question is added, click the **red question mark** in the top left-hand corner **blue tab** and then click **Save and Close.**

    k. Add two questions.

    l. When complete, click the **Close window** button (**X**) in the upper right hand corner of the **CPS Lesson/Question Editor** window.

    Note: You can only add questions to the Instructor Designed folder within each lesson folder. You cannot edit or delete the questions in the FIT or Vocabulary folders. See the **CM User Manual** for additional information about the Question Editor.

_____ 8. ADD custom questions to an existing exam or quiz. FOLLOW the directions below.

    a. Select **"MyQuiz1"** from the list of the pre-built exams in the bottom right-hand corner in the Exams list windowpane and then click the **Open Exam** button**.**

    b. Click on the **plus sign (+)** in the <u>top right windowpane</u> to expand the lesson question folders and expand the **U1C1L1** folder.

    c. Click on the **U1C1L1 – Instructor Designed** folder. The list of questions that you added will display.

    d. Select the two questions you created and click on the **Add Question** button. The questions will be added to the bottom of the list of questions.

    e. Move the two new questions to the top of the exam list. Select one of the questions and then click the **Double Up Arrows** button until the question is added the top of the list. Repeat for the second question.

    f. Click the **Save Exam** button to save your exam with the additional questions.

    g. Click **OK.**

    h. Click **Yes** when the message "Overwrite existing presentation?" displays.

i. Click the **Back Arrow** to return to the Lesson List Window

_____ 9. REVIEW your custom exam. FOLLOW the directions below.

a. Click on the **Menu** button.

b. Choose **Exams** from the Menu.

c. Click the **Instructor Led** button.

d. Select **"MyQuiz1".**

e. Click **OK** when the message "Lesson presentation has changed since last Bookmark, and lesson progress have been reset."

f. View the Exam Questions on display.

g. Click the **Back Arrow** to return to the Lesson List Window.

h. Click **Yes** when the message "Do you really want to leave the presentation" displays.

_____ 10. LAUNCH a **Self-Paced** exam. FOLLOW the directions below. (**Note**: Make sure your CPS Receiver is attached to your computer and working)

a. Click on the **Menu** button.

b. Choose **Exams** from the Menu.

c. Click on the **Self-Paced** button.

d. Click on the **Drop Down** arrow for **Exam 1** and select an exam, for example LET 1 Exam.

e. Click on the **Drop Down** arrow for **Exam 2** and select an exam, for example LET 2 Exam.

f. Click the **Next** button.

g. Click **OK** when the message is displayed.

h. Using your CPS Clickers, for **Exam 1** click in at least two clickers.

i. Click the **Exam 2** button on the bottom left.

j. Using your CPS Clickers for **Exam 2**, click in at least two more clickers (must be different Clicker numbers than those used for Exam 1).

k. Click the **Start Exams** button to start the exam.

l. Review the message that is displayed.

m. Practice using the clickers to review how they change the data entered in the boxes based on the **legend on the bottom** of the screen.

n. When complete, click the **End Exams** button on the lower right hand corner of the window. Click **Yes** for both messages that are displayed.

Note: You can only run up to 5 different exams in the Self-Paced mode. See the **CM User Manual** for additional information about the use this feature.

_____ 11.   REVIEW a lesson presentation. FOLLOW the directions below.

      a.   Select **U1C1L1** lesson by clicking on the lesson title in the **Lesson List** window.

      b.   This action automatically takes you to the **Pre-Launch** window.

_____ 12.   IDENTIFY the Lesson Plan format. Open the Lesson Plan and LOCATE the following: (Open the Lesson Plan from the **Lesson Resources** > **Resources folder**)

      a.   The Administrator Lesson Guide page

      b.   The Instructor Lesson Plan page

      c.   The Student Learning Activities

      d.   The Teaching Notes

      e.   The location of the lesson Key Words

_____ 13.   IDENTIFY the Student Learning Plan format. Open the Student Learning Plan and LOCATE the following: (Open the Student Learning Plan from the Lesson **Resources > Resources folder**)

      a.   The Four Phases and Icons

      b.   The Assessment Activities

      c.   The Self-Paced Activities

_____ 14.   IDENTIFY the components of the presentation. LOCATE the following: (Click the **Launch Presentation** button and then click **Basic_No_CPS**)

      a.   The lesson phase icons and locations

      b.   The location of the Student Learning Plan

      c.   The location of the lesson Learning Objectives

      d.   The location and options for teaching the vocabulary

      e.   The timer

      f.   The Random Student Picker

      g.   When finished click the **back arrow** to return to the Pre-Launch window.

      h.   Click **Yes** when the message "Do you really want to leave the presentation" displays.

_____ 15.   COMPLETE the *POI Discovery Activity* on the next page.

POI Discovery Activity

Directions: Using the JROTC Program of Instruction (POI), review Table A, Table B, and Table C from Chapter 4 and then answer the questions below.

Which scheduling format does your school follow?

Based on the scheduling format that you use, which table(s) from the POI should you use for planning your lessons and why?

In the POI, what is considered a Unit Hour of Instruction?

What do your Cadets need to learn that would help them become better citizens? From the list of Approved Electives, what electives would benefit your Cadets and your school?

_____   16.   COMPLETE the *Reflection Activity* below.

Reflection Activity

Directions: Complete each of the statements below by writing your response in the box.

The things I do to ***plan*** for instruction include:

I ***prepare*** for instruction by:

Curriculum Manager is helpful in ***planning and preparation*** because: