

Planning Template

Date:

Target Audience:
What you need:
Preparation:
Purpose:
What to Do:
Questions to ask:
Extend the activity:
Notes:

Planning Template

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Target Audience:

Describe the audience the activity is designed for. Is it for a specific group? What is their age/grade level?

What you need:

List all supplies and materials that will be needed to complete the activity. Include regular supplies, consumables, and resources that students share (such as jump ropes, books or a computer). Include teaching tools (posters, charts, etc.). What type of space will be needed? Outdoors?

Preparation:

What needs to be prepared before the activity? Do materials need to be sorted or organized for the activity? Do supplies need to be prepared (i.e. cooked or frozen)? Copies made?

Purpose:

Describe why you are doing this activity. What will students learn, or be able to do after completing this activity? What skills will be developed? How does this activity connect or build on other experiences? How does the activity align with the school day?

What to Do:

Describe the activity from start to finish. Will students work in groups? Will you assign roles? How will you introduce the activity and engage students? Provide step-by-step instructions and how much time for each step.

Describe strategies for including student choice, decision making or input. How does the activity connect to students' interests and experiences? How can you accommodate different learning styles?

Questions to ask:

Includes questions that can be asked throughout the activity to help students reflect on what they are learning and process the experience. Use directed and open-ended questions. What vocabulary to learners need to understand?

Extend the activity:

Describe strategies for accommodating different learners and extending the activity for students who finish early. What could be done using the same materials? Include possible follow-up activities that extend the learning.

Notes:

After you've conducted the activity, take a few minutes to reflect on what took place. What went well? What changes should you make next time? Should different materials or spaces be used? What tips do you have for the next time this activity is used?