

ORGANIZING YOUR ePEARL

Lesson Plan 3

PURPOSE

To introduce learners to the features of ePEARL that will help them organize their artifacts.
To help learners understand how getting and staying organized can help them create better artifacts and improve general study skills.

OBJECTIVES

To help learners understand the value of being organized and how to do this in ePEARL.

TIME REQUIRED

45 – 60 minutes (depending on amount of hands-on time).

MATERIALS REQUIRED

- 1) This lesson plan.
- 2) Internet connected computer, projector & speakers or SMART board.
- 3) Generate a potential list of folder names you'd like your learners to use as well as 2-3 colour codes that you want to use in your class this year.

TOPICS ADDRESSED

- 1) How being organized can help in and outside of school.
- 2) Using the To Do list.
- 3) Naming folders and organizing the portfolio.
- 4) Using colour codes and tracking learner progress.

PLANNING TIPS

- Test the video on the equipment the day before to be sure the audio is loud enough and the projector works.
- Add some “To Do” items and label the folders and colour codes in your own ePEARL to show to your learners in class the next day.
- Preview the virtual tutorial chapter on “Personalizing – Part II” to get some ideas of how to organize the folders and use colour codes.

DISCUSSION SPARK

Start by discussing how your learners currently organize their work in folders for school: “Today we are going to talk about organizing our work in ePEARL. First, we are going to think about how we try to stay organized in class already. What are some ways that you organize your assignments and plan your time?”

- 1) Have learners share with the class some strategies that they use: duo-tangs, 3-ring binders sorted by subject, writing assignments in their agendas, color coding important items (with highlighters or pencil crayons), crossing off items that are complete, etc.
- 2) Put some of these strategies on the board and talk about which ones seem to be more helpful for the class and point out which ones they will be able to do in ePEARL.

DISCUSSION SPARK 2

Next you will help the learners to think about what happens when they aren't organized: "Now I want you to think about how it feels if you aren't organized. For example: if you lose an important piece of paper or forget to write down an assignment. How does this impact your school work?"

- 1) Have learners volunteer to share their experiences with the class. You can also talk about how it might feel bad to have forgotten something important or to have let someone down when you agreed to do something. It can be helpful for learners to understand that others are impacted if they are disorganized. You can offer examples such as: delaying a carpool if you oversleep, forgetting to put out the trash then someone else has to do your chore, letting down team members if you miss or are late for a game, or letting down classmates if you don't complete your part of a group project.
- 2) Put some of these on the board and talk about how getting organized can help you avoid these difficult and uncomfortable situations as well as help you feel better about yourself and the commitments you make to your family, friends, classmates, and teammates.

TEACH

- 1) After this discussion you can explain to them that they will be learning how to organize their work in ePEARL.
- 2) **DEMONSTRATION:** Now show your learners the "to do" list on your home page and show them how to add, edit, and delete items from this list. You may want to use examples of reminders and projects that you are currently working on in class. Make connections with some of the ideas that came up in the discussion about what sorts of things learners would want to keep track of on this list and how this can help them remember where they left off on an assignment and what they need to still work on.
- 3) **VIDEO:** Show the portion of the Virtual Tutorial on "Personalizing – Part II". This will show learners the parts of the software that will help them organize their work.
- 4) **ACTIVITY:** Brainstorm a list of folders that the learners think will be useful to store their work in class this year. Learners should already have an idea about some of the key subject areas they have in school and should be able to help generate this list even if you have some additional folder titles in mind. You can add specific folders to the list as well to show learners ideas that you have for class activities and projects in the coming year.
 - a) Put this list of folders on the board and work with the class to decide which titles they will use. We recommend leaving at least one folder as "personal" so learners are encouraged to include other projects that they complete outside of school in their ePEARL as well. Such projects might include artifacts they create at a religious or cultural program, projects with after-school arts or drama program, or an activity completed in Cadets or Guides.
 - b) Be sure to copy the final list of folders clearly on the board so learners can easily input the information into their ePEARLs.
- 5) **ACTIVITY 2:** Brainstorm a list of colour codes. You can start this conversation with 2 or 3 that you have thought of and ask the learners if they want to add to this list.
 - a) Learners can vote on the colours that are assigned to each code to help them remember and have more ownership over these tags.
 - b) Remember to write down the names of the colour codes with the colour next to them to help learners copy them correctly into their ePEARLs.



Tip

Although it may be tempting to provide a predetermined list of folders and colour codes, it can be more valuable if you can coach them into coming up with it themselves. You may provide some sample ideas, but it is valuable for the learners to feel ownership over the ones they choose.

DEMONSTRATION

Now show your learners the path that they will take to name their folders and colour codes in ePEARL. (If you already showed the Virtual Tutorial on this topic, you may skip this step.)


During this demonstration, be sure to explain:

- 1) How to locate the folders and colour codes: On the home page, they click on “personalize”. Once in this screen they can select the tab marked “Folders” or “Colour Codes”.
- 2) How to save: They must click on the “save” button in order to make sure the changes have been saved in their ePEARL before moving on to the next step.

HANDS-ON

Now it is your learners’ chance to log in and name their folders and colour codes.

Tip

If learners get stuck organizing their ePEARLS, they can click on the question mark icon  to read the help text on their own.

