

# Directions for LoTi Lesson Plan Submission

To assist some of us who need notes, this tutorial was created with you (and me) in mind.

Every one will be required to submit two lesson plans—Fall and Spring. Due to the fact this is getting started so late, here are the due dates.

	Turn in by:	Principal Notification:	Observed by:
LoTi 1	January 4	January 19	February 17
LoTi 2	April 3	April 21	May 12

A new database has been created for this project. It is located at

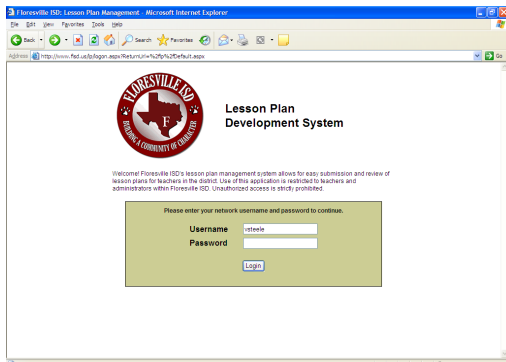


Figure 1: Login screen

<http://www.fisd.us/lp/default.aspx> . Staff members will

login with their usual network user name and password.

If you have any difficulty getting into the site please contact Valerie Steele by email or phone (705-1011).

Once you are in the database, there will be four options available: Create New Lesson Plans, Approved Lesson Plans, Submitted Lesson Plans, and Saved Lesson

Plans.

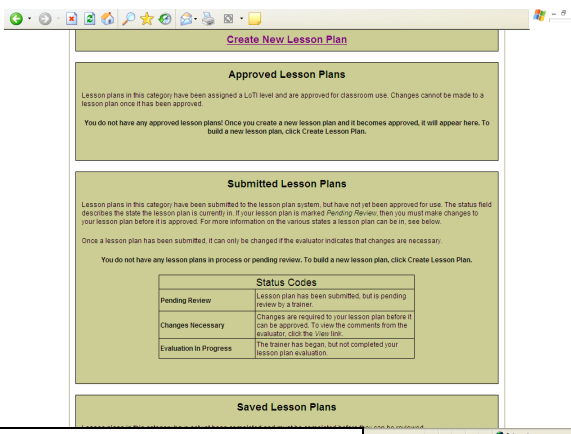


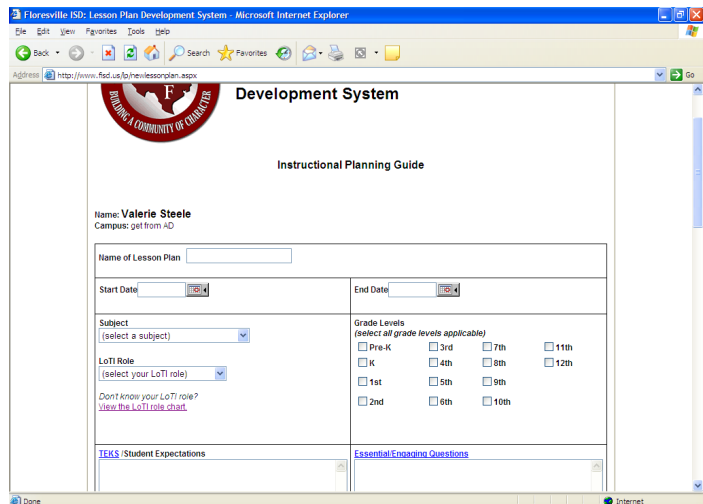
Figure 2: Given four options for lesson plan

“Create New” is the location to begin to input new lesson plans. With this database program, using MS Word is still recommended because you can use spell check and make changes easier before it is submitted in the form. The option of copy and paste is still recommended.

Two options are available at the bottom: Save or Submit. If you

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do not complete your lesson, then you will have the option to save. At which point when you return to this page, the lesson that you were working on will be listed with the word “View” or “Modify” to the right, under the title “My Saved Lesson Plans.” If the lesson plan is complete then the staff member will



**Figure 3: Create New Lesson Plan format**

click on the “Submit” button. Once the “Submit” button is pushed, you will not be able to make any changes unless the reviewer sends it back for corrections. In order to save, every box must be filled in except TAKS objectives and EBAM.

When the lesson plan is submitted, it will be sent, randomly, to a trainer for reviewing. The trainer will be using a rubric similar to the one found in the LoTi Mentor Certification Manual, pages 89-99. Once the trainer is finished reviewing your lesson plan, it will either be sent back to you for “Changes Necessary” or placed in “My Approved Lesson Plans”.

Status Codes	
<b>Saved</b>	Lesson plan has not yet been completed and has not yet been submitted for review.
<b>Pending Review</b>	Lesson plan has been submitted, but is pending review by a trainer.
<b>Changes Necessary</b>	Changes are required to your lesson plan before it can be approved.

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## Figure 4: Status of Lesson Plan

If changes are necessary, then make the necessary corrections and re-submit. Priority will be given to re-submissions.

As a trainer receives the lesson plan, they will review and make comments based on the LoTi Mentor Certification Manual. Trainers can access lesson plans at <http://www.fisd.us/lp/lpadmin.aspx> . As plans are submitted, they may end up in your “box” for evaluation. Please remember you have two weeks only to complete the review.

A trainer will have the option to save the file until completed. Each lesson plan has a two week turn around deadline. That means **two weeks** after submitting the lesson plan, you will receive the plan back with comments showing areas that lack a rating of a LoTi 3 or it will be approved. When you receive the lesson plan back, you will not know the identity of your reviewer, only the comments from the reviewer. The site coordinator is the only one, besides the reviewer, that will know who evaluated which lesson plan. This is strictly for accountability purposes.

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