



ALEX Lesson Plan Criteria Checklist

How to Use This Guide: These criteria will be used by Reviewers to judge the quality of your favorite lesson plan(s), so please read these criteria carefully before submitting your lesson plans to ALEX. Most educators have found it useful to use the downloadable template on ALEX to enter their lesson plans first, do spell and grammar checks, save as an **.rtf** file. Then, you simply copy and paste your completed lesson plan into the online lesson plan template on ALEX that is located in their Personal Workspace area. [*Users must create their own account by going to <http://alex.state.al.us>, clicking Personal Workspace, and completing the information. A user must then confirm his/her account by responding to an email sent from the ALEX Administrator.*] If you include these 4 important components in this guide, your lesson plans will reflect ALEX Quality:

- Criteria 1: Communication
- Criteria 2: Standards and Content
- Criteria 3: Innovation and Creativity
- Criteria 4: Lesson Quality

Yes:	The writer provides compelling evidence of a clearly-written, well-structured lesson plan, rich in technology and other resources. (Meets Criteria)
No:	The writer provides <u>insufficient</u> or <u>no</u> evidence of a clearly-written, well-structured lesson plan, rich in technology and other resources. (Does Not Meet Criteria)

Criteria	<u>Yes</u>	<u>No</u>
Criteria 1: Communication		
Criteria 2: Standards and Content		
Criteria 3: Innovation and Creativity		
Criteria 4: Lesson Quality		

****Notes:**

- A. If a checklist item states, “if applicable,” and that item is not applicable for the particular lesson, then the reviewer will score the item as *Yes*.
- B. All *No* answers must be accompanied by comments that clearly specify corrections that need to be made.
- C. Any and all Criteria items marked *No* must be corrected or returned to the submitter for editing and resubmission (i.e., no lesson plan will be posted to ALEX unless it meets 100% of the Criteria items).
- D. If a Reviewer is given the authority to edit a lesson plan, edits may not substantially change the original intent of the lesson plan. Edits by Reviewers are generally confined to spelling, grammar, clarity, formatting, addition of technology use and/or links to enrich the learning asset, and modification/extension suggestions.

Title of Lesson: _____ Lesson #: _____
 Author: _____ Reviewer: _____

****Criteria 1: Communication**

<u>Yes</u>	<u>No</u>	<u>Checklist Items</u>	<u>Comments</u>
		1. Lesson plan follows ALEX's format.	
		2. Lesson plan has correct spelling, grammar, and usage.	
		3. Writing and directions are clear and concise.	
		4. Appropriate student and teacher resources (handouts, websites, etc.) are included.	
		5. New terms, acronyms, and abbreviations are defined.	
		6. All links to files or websites work.	
		=Total	**Total required for approval=6/6

**** Criteria 2: Standards and Content**

<u>Yes</u>	<u>No</u>	<u>Checklist Items</u>	<u>Comments</u>
		1. All Course of Study (COS) standards are relevant, tightly aligned to objectives, and appropriate in number.	
		2. Lesson duration and flexibility options are provided and reasonable.	
		3. Content is accurate, complete, and at the appropriate level for target students; prerequisites/prior knowledge for understanding the content is clearly specified, if applicable.	
		4. Lesson develops student understanding of content through active applications, rather than only memorization.	
		5. Ways to evaluate student understanding are included (e.g., oral/written questions and discussions, assessment rubrics, checklists, formative/summative assessments, etc.).	
		6. Accommodations and extension activities support inclusion for special populations, if applicable.	
		=Total	**Total required for approval=6/6

Title of Lesson: _____
 Author: _____

Lesson #: _____
 Reviewer: _____

**** Criteria 3: Innovation and Creativity**

<u>Yes</u>	<u>No</u>	<u>Checklist Items</u>	<u>Comments</u>
		1. Title and Annotation are creative and clearly express the lesson content.	
		2. Students are given opportunities to develop and demonstrate their creativity, if applicable.	
		3. Engaging 21 st Century Learning Web resources are included (e.g., ALEX, Thinkfinity.org, etc.).	
		4. Lesson is enriched by adding ways to use different kinds of multimedia expressive tools (e.g., slideshows, digital cameras, interactive whiteboard, podcasts, laptops, Photostory, journaling, books, writing, demonstrations, experiments, re-enactments, plays, games, artwork, dance, music, etc.).	
		5. Innovative opportunities are created for transfer of knowledge to other situations, (e.g., real-world applications, project-based learning, etc.).	
		=Total	**Total required for approval=5/5

**** Criteria 4: Lesson Quality**

<u>Yes</u>	<u>No</u>	<u>Checklist Items</u>	<u>Comments</u>
		1. Teachers and students use a variety of informal education resources beyond a textbook and worksheets [e.g., technology-mediated (web links, tools, etc.), experts, fieldtrips, publications, etc.].	
		2. Diverse learning groups are used if applicable.	
		3. Activities to address a variety of learning styles and actively engage all learners at an appropriate level of difficulty are included.	
		4. Students are provided enough time and ways to think and talk about what they are learning.	
		5. Activities that help students relate lesson activities and content to other issues/content areas, and/or larger social, political, ethical issues are included, when appropriate.	
		6. All students are required to use key concepts, generalizations, ideas, and skills at higher levels of thinking, (e.g., solve problems, extend understanding, and/or create meaningful products).	
		=Total	**Total required for approval=6/6