<Class Title>

Name:

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| **Class Intro:** |

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| **Project / Goal:** | | | | |
| **Choice** | **Step** | **Article/Video/Site** | **Notes** | **Min.** |
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| **Project / Goal:** | | | | |
| **Choice** | **Step** | **Article/Video/Site** | **Notes** | **Min.** |
|  |  |  |  |  |
| **Project / Goal:** Vault (Optional) | | | | |
|  |  |  |  | **Min.** |

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| **Class Summary:** |
| **Continuation:** |

Instructions:

1. Fill in the Class Title and the blank areas in the Worksheet as needed.
2. In Class Intro, type items or thoughts to start off the class.
3. For “Article/Video/Site” list the title of the resource you want to use.
4. In the Notes area, type the key concepts you want to cover and what to emphasize.
5. In the Min. column, type the approximate number of minutes to spend on the item.
6. In Class Summary, type items you want to conclude with.
7. In Continuation, type items learners can continue with after class (Goals, Choices, Exercises, etc).
8. In the class, you can click and display these items from the website, but do not reproduce content from them in handouts or slides without copyright permission from the content owners.
9. You may remove or duplicate rows in the worksheet as needed, or remove these instructions.
10. You can save a copy of the finished Worksheet without the Notes, as a handout for learners.