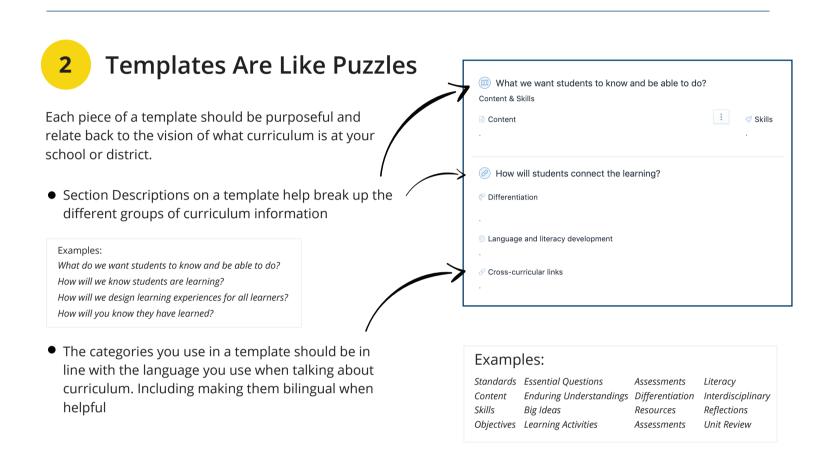# FariaPD
Creating Unit Templates That Work
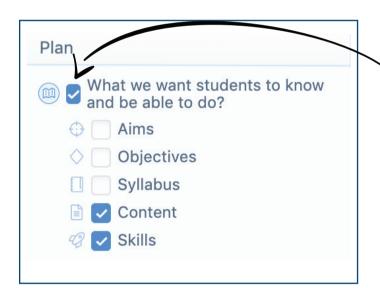## For Non-IB Programmes in ManageBac

1 Start with What Is Important

Brainstorm! Sketch out ideas or use post-its to create a mock-up and ask yourself, your team, and your teachers:

1. What do we base our curriculum on: standards, objectives, content, mission, vision, or something else unique to our school?
2. When we talk about the components of curriculum, what do we talk about?
3. How do we want teachers to think about creating curriculum? What do we start with and with what do we end?

2 Templates Are Like Puzzles

Each piece of a template should be purposeful and relate back to the vision of what curriculum is at your school or district.

- Section Descriptions on a template help break up the different groups of curriculum information

Examples:
What do we want students to know and be able to do?
How will we know students are learning?
How will we design learning experiences for all learners?
How will you know they have learned?

- The categories you use in a template should be in line with the language you use when talking about curriculum. Including making them bilingual when helpful

Examples:

Standards	Essential Questions	Assessments	Literacy
Content	Enduring Understandings	Differentiation	Interdisciplinary
Skills	Big Ideas	Resources	Reflections
Objectives	Learning Activities	Assessments	Unit Review

3 Less Is More

Be reflective about what you really want captured and identify a purpose and a reason for having a category.

- Determine how the information captured will be used
- If categories are redundant or do not align to your school's curricular focus, remove the category by unchecking the box under "Plan"
- Ensure curriculum writers understand what is wanted in the category and bring in professional learning when needed

4 Provide Clarity with Hints

Create category hints to help define each category and provide clarity on what should be included.

- Add prompting questions or examples to spark ideas
- Consider providing bilingual hints to support multilingual teachers and curriculum writers
- Bring in professional learning that aligns with specific categories, when needed (ex. How to write strong Essential Questions)
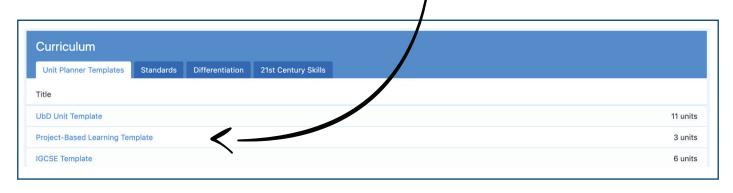
5 Varying Templates for Varying Needs

Consider having a few templates for each programme to support different pedagogical approaches or subject specific unit plans, such as:
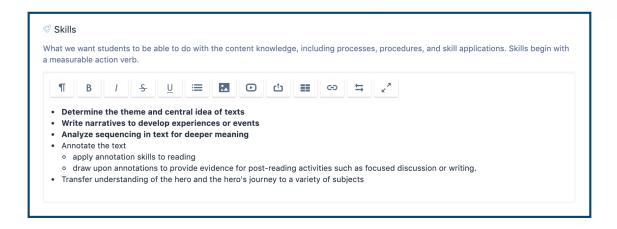
- School-wide Backwards Design template
- Project-Based Learning template for cross-curricular units
- Reading or writing workshop template
- Special education template
- Early childhood template

Different Category Types for Different Purposes

Free Text Category
Used for capturing text that will change with each unit. This is the style for the majority of categories in a template.
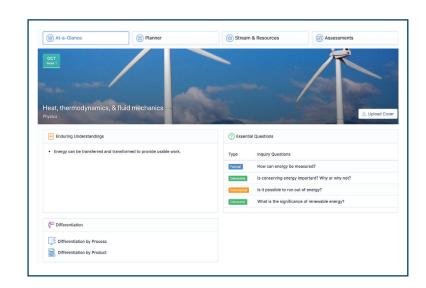

Tracking Analytics
Used for capturing very specific information that is tracked and counted for all subjects over the course of the academic year. Analytic categories can vary by programme and are often used to capture specific school focuses and values.
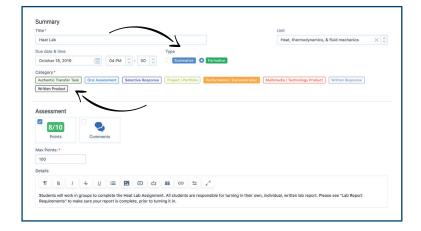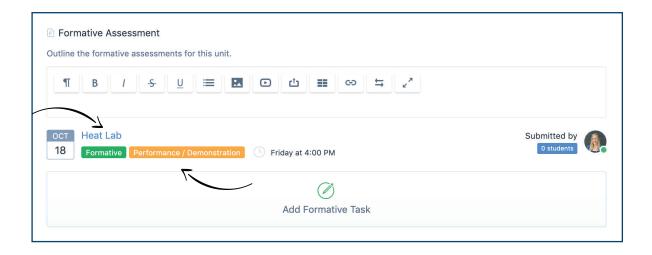

At-a-Glance View
The default unit categories: Central Idea, Guiding Questions & Transdisciplinary Skills are the only categories that will show in the "At-a-glance" view of the unit. This means they will be visible to students and families, as well as in the Whole-School Curriculum view.

Assessment Category
The Assessments category is a dynamic category that allows for assessments to be created within the unit template, or from the Stream & Resources tab. Within the Assessment category, assessments can be marked by Assessment Type (ex. Formative & Summative) and by pre-determined Assessment Categories (ex. Written Product, Transfer Task, Project).
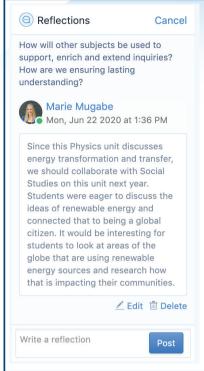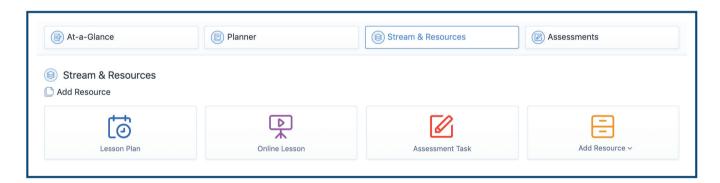
Dynamic Reflections

The reflections tab within the Unit Template provides a place for reflection prompting questions. These questions can align to each section of your unit template and can be customized based on your school's current focuses or initiatives. The teacher reflections can then be carried over to the following year, to support ongoing opportunities for collaboration and teacher growth.

Stream & Resources Category

The Stream & Resources Category has a student-facing component that provides interactive LMS features. Within this category, there are multiple options for teachers to provide class customization at the unit planning level. This includes adding Lesson Plans, Online Lessons, Assessment Tasks, Resrouces, and Files.

Templates Change

Priorities in schools change based on the needs of students and new research. Don't let the template become stagnant and out of date. A great time to make changes is at the end of the academic year as your school prepare for a fresh start!

Want Examples?

Head to our Padlet! It has a variety of templates and resources to provide inspiration and ideas.