**Flipping Your Unit Checklist**

**STEP 1:**\_\_\_\_\_Look over your unit and determine the content and goals.

* Goals:
* Main Content:

**STEP 2:**\_\_\_\_\_Determine the activities (both inside and outside of class) necessary for students to

 attain the goals.

* Activity One:
* Activity Two:
* Activity Three:
* Activity Four:

**STEP 3:**\_\_\_\_\_ Look over the above activities and determine which activities can be done outside of

 class (also ask yourself if the students will have enough time outside of class to do

the different activities) and which activities can be done during class. In addition, think about which concepts students will need most help with. You may wish to delve into these in class.

 Outside of Class Time Estimate

 During Class Time Estimate

**STEP 4:**\_\_\_\_\_ Find all necessary resources for your activities and content. Use your and other

 teachers’ PPT’s and other instructional resources, YouTube videos, textbook content

 and activities.

**STEP 5:**\_\_\_\_\_Decide how your want to set up your website for flipping.

Here are some examples for formats:

**Mora’s website:** sramora.weebly.com

**Negrón’s website:**

**Verkler’s websites:**

* edg4410drkarenverklerspring2015.wikispace.com
* <http://fle4333drkarenverkler.wikispaces.com>

**Format of Verkler’s course wikis for each class day:**

**TO PREPARE FOR TODAY’S CLASS, DO THE FOLLOWING:**

**ASSIGNMENT(S) DUE TODAY:**

**MATERIALS TO BRING TO CLASS TODAY:**

**TODAY’S CLASS AGENDA:**

**STEP 6:**\_\_\_\_\_Place the content and activities into the format of your website.

**To Prepare for Today’s Class, Do the Following:**

* Make sure you have the students do activities that will truly prepare them for the class’s in-class session.
* If so desired, you may have the students do checking for understanding activities, which would be included in this section.
* If you have students view videos, indicate the length of the video.

**Assignment(s) Due Today:**

* List all assignments due. If you use rubrics, include them here.

**Materials to Bring to Class Today:**

* List all items, including the class textbook, that students need to bring to class. Indicate whether or not materials need to be printed out for class.

**Today’s Class Agenda:**

* List the main topic and activities that will be addressed in class.