Using Awakenings Planning Tool to plan your R.E. Units of work
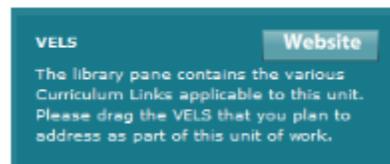
1. Log onto the awakenings website http://awakeningsballarat.catholic.edu.au by entering your full email address and password e.g.

   Username: name@school.catholic.edu.au

   Password: Your REC has given you a Password, probably your town, school or parish priest's surname.

2. Select Unit Planning Tool from the toolbar.

» Core Document » Unit Outlines » Teaching & Learning Strategies » Unit Planning Tool » Admin

3. You can edit a plan already there **OR** create a new plan by clicking on ADD A PLAN
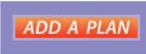
4. <u>Creating a new plan:</u> Clicking on Add a Plan will take you to a new screen. There are 5 tabs at the top of this screen. Remember to save each screen before moving onto the next.

5. **General Details** Here you can check boxes that are relevant to your unit of work including year level, unit name, duration etc. If at any time you are unaware of what a box does click on it and read the advice in the box in the top right hand corner. To share this work with others in your year level, click on the + sign and select the appropriate names. Click the + sign for each new person you wish to share with. Click SAVE and move to the next tab.

6. **Focus & Outcomes** Click in the Assessment Strategies box and you will notice that you can select (on the right hand side of the screen) a number of assessment tasks. Click and drag into the Assessment Strategies box. Click on the VELS box. You can manually type in the links to VELS in this box, or you can click on the Website link, which will take you to the VELS website where you can copy and paste the links with VELS. Click SAVE and move to the next tab.

   VELS **Website**
   The library pane contains the various Curriculum Links applicable to this unit. Please drag the VELS that you plan to address as part of this unit of work.

7. **Doctrine & Resources** Click and drag from the list of resources on the right hand side of the screen. If you wish to add resources that are not there, click on Add item to Library and add your own resources. Click in the Links with Family and Prayer + Liturgy boxes and type in all necessary information regarding these fields. Click SAVE and move to the next tab.

8. **Teaching & Learning Experiences** Click and drag from the list of activities on the right hand side of the screen. Again, if you wish to add your own activity, you can click on Add item to Library for any of the stages. Click SAVE and move to the final tab.

9. **Teaching & Learning Strategies** Click in the box Additional Strategies and drag the strategies used during this unit of work into the box. An explanation of each strategy can be found by clicking on the icon next to the name of the strategy.
   MILLING   Click SAVE and then click PUBLISH.

10. Close the screen and click on Unit Planning Tool again. This will refresh the page and you new unit will be shown.

   » Core Document » Unit Outlines » Teaching & Learning Strategies » Unit Planning Tool » Admin

11. Click on view, which will open your Unit ready to print. My advice is to save it to your computer so that you can access your unit without logging on to the Internet.

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12. Congratulations! You are done.