

Guide to the Online Curriculum Planning Tool

<http://www.hrusa.org/thisismyhome/project/tools.shtml>



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Registration

The Online Curriculum Planning tool is located in the Toolkit section (See left-side bar). In the Toolkit, click on the "[Curriculum and Action Planning tools](#)", and then click on "[Click here to go to the Curriculum Planning tool](#)". To start using the Curriculum Planning tool, you will need to register.

Please Note: If you have registered at www.thisismyhome.org before, you still need to register separately to use the Curriculum and Action Planning tools. Here's how:

1. Click on "[Not Registered?](#)" and complete a Registration Form. Make sure you remember your [Username](#) and [Password](#).
2. Login in using your new Username and Password.

Once you are logged in, you can create a new curriculum unit (by clicking on "[Create New](#)") or develop a flowchart/outline of your lesson (by clicking on "[Create New \(Flow Chart\)](#)"). Before you begin, you may want to see what other users have developed by clicking on "[View Other Process Models](#)".

This guide will take you through the process of creating a new curriculum unit.

Please note that all information entered will be saved for re-editing at a later date if you click on "[Save and Continue](#)" button at the end of each page. You can navigate through different pages and sections of the tool, and work on different parts of your lesson at different times.

SECTION I: LEARNING GOALS



The Process Model introduces three areas to assist you in developing your own human rights lesson plan: **Learning Goals**, **Learning Activities**, and **Assessment**. Although you can jump around from area to area, it is recommended that you begin with **Learning Goals**, then move to **Learning Activities**, and finish with **Assessment**.

This section consists of six pages that will assist you in establishing the learning goals of your lesson plan. To successfully complete the goals of your lesson plan, you will need to type in your ideas and/or check boxes on the following pages - Human Rights Core Principles (p.1), Human Rights Language, Principles and Values (p.2), Practices and Skills (p.3), Human Rights Standards (p.4), and Minnesota Education Standards (p. 5-6)

1. Type in your ideas and/or check the appropriate boxes. You can check ANY boxes, not just those that are in your students' age/grade category. As you move your cursor over each term or standard, a detailed definition will appear to assist you in deciding which boxes to check. If you do not see an important principle in the list, you may add new terms and definitions in the long box above the other terms. This tool is meant to have communities evolve our human rights language, principles and skills over time.
2. Click on the "[Save and Continue](#)" button after you complete each page of this section.
3. Click on the "[Learning Activities](#)" area to begin the next section.

The screenshot shows the "Human Rights Language, Principles, and Values" page. It has a navigation bar with tabs for "Learning Goals", "Learning Activities", "Assessment", "Review", and "Exit". The main heading is "Human Rights Language, Principles, and Values". Below the heading is a text box for user input and a list of checkboxes organized by grade level: "Grades PreK-2 (Ages 0-7)", "Grades 3-5 (Ages 8-10)", "Grades 6-8 (Ages 11-13)", and "Grades 9-12 (Age 14+)". Each grade level has a list of terms with checkboxes. At the bottom right, there are "Back" and "Save and Continue" buttons.

Grades PreK-2 (Ages 0-7)	Grades 3-5 (Ages 8-10)	Grades 6-8 (Ages 11-13)	Grades 9-12 (Age 14+)
<input type="checkbox"/> Community	<input type="checkbox"/> Social Justice	<input type="checkbox"/> Civil Political Rights	<input type="checkbox"/> Cultural Rights
<input type="checkbox"/> Equality	<input type="checkbox"/> Democrats	<input type="checkbox"/> Government Responsibility	<input type="checkbox"/> Economic Justice
<input type="checkbox"/> Human Dignity	<input type="checkbox"/> Freedom	<input type="checkbox"/> International Law	<input type="checkbox"/> Inalienable
<input type="checkbox"/> Justice	<input type="checkbox"/> Group Rights	<input type="checkbox"/> Liberty	<input type="checkbox"/> Indivisibility
<input type="checkbox"/> Non-Discrimination	<input type="checkbox"/> Government	<input type="checkbox"/> Social Responsibility	<input type="checkbox"/> Interdependence
<input type="checkbox"/> Respect	<input type="checkbox"/> Individual Rights	<input type="checkbox"/> World Peace	<input type="checkbox"/> Moral Rights & Responsibilities
<input type="checkbox"/> Responsibility	<input type="checkbox"/> Rule of Law	<input type="checkbox"/> World Development	<input type="checkbox"/> Sovereignty
<input type="checkbox"/> Self	<input type="checkbox"/> Security	<input type="checkbox"/> World Political Economy	<input type="checkbox"/> Universality

SECTION II: LEARNING ACTIVITIES



The screenshot shows a web interface for creating learning activities. At the top, there are navigation tabs: Learning Activities (highlighted in blue), Assessments, and Goals. The main heading is "Learning Activities". Below this, there are several text input fields and a dropdown menu. The first field is for the "Human Rights Issue/Obstacle". The second is a dropdown menu for "Activity A" with the description "Observe & Identify the Human Rights Issue". The third field is for "What is at the heart of the Human Rights Issue?". The fourth is for "What is happening on a local, national and global level with this issue?". Below these are fields for "Key Question:", "Activity Goal(s):", "Time:", "Steps:", and "Assessment:". At the bottom right, there are "Back" and "Save and Continue" buttons.

Learning Activities: This area consists of seven activity sections that will assist you in developing the learning activities of your lesson plan.

1. You can choose an activity from the drop down menu, or go through each activity in alpha-order (A through G).
2. Fill in the information about the activity.
3. Click on the "Save and Continue" button when you have finished.
4. When you have entered all relevant information for your lesson plan, click on the "Assessment" tab at the top of the page.

Please Note: You do not have to fill out activity pages in alpha-order (A-G). You can jump back and forth, and the information will be saved as long as you remember to click on "[Save and Continue](#)" button in the bottom right corner.

HANDOUTS

If you would like to post additional materials or handouts for your lesson, click on "[Handouts](#)" at the top of the screen. You can then browse and attach appropriate documents.

Please Note:

1. Only handouts in PDF, Microsoft Word or Plain Text documents can be attached.
2. The maximum size of the handout that can be attached is 500KB.

SECTION III: ASSESSMENT



The screenshot shows the 'Assessment' section of the online curriculum planning tool. At the top, there is a navigation bar with tabs for 'Learning Goals', 'Learning Activities', 'Assessment', 'Preview', and 'Exit'. The main content area is titled 'Assessment' and contains a form with four sections: 'Student Impact', 'School Impact', 'Family Impact', and 'Community Impact'. Each section has a text input box. At the bottom right of the form, there are two buttons: 'Back' and 'Save and Continue'.

Assessment: This area will assist you in writing the assessment portion of your lesson plan. Think of the Overall Impact of your lesson plan. More specifically, think about four different audiences of impact: (1) Students, (2) School, (3) Family, and (4) Community .

1. Enter your ideas in the appropriate boxes.
2. Click on the "Save & Continue" button when you have finished.

Please Note: The assessment portion from each individual activity will appear on the overall lesson plan. You can click on "[Preview](#)" (see below) to see what you have entered so far for each activity.

PREVIEW/EXIT

You can preview your lesson at any time by clicking on "[Preview](#)" on the top of the screen. You can also exit your process model at any time by clicking on "[Exit](#)" on the top of the screen. All the information you have entered will be saved (if you remember to "[Save and Continue](#)"), and you will be able to pick up right where you left off next time you go online.

SECTION IV: PRINT OR SHARE



The screenshot shows the 'Human Rights Process Model' section of the online curriculum planning tool. At the top, there is a navigation bar with tabs for 'Learning Goals', 'Learning Activities', 'Assessment', 'Preview', and 'Exit'. The main content area is titled 'Human Rights Process Model' and contains a form with several sections: 'School: Grade Level:', 'Topic:', 'Learning Goals', 'Lesson Plan', 'Selected Principles', 'Human Rights Language, Principles and Values', 'Practices and Skills', and 'Human Rights Standards'.

Print or Share:

This area will show you your lesson plan in a full printable format. You can click on "[Preview](#)" (see above) or on "[View Units](#)" on your process model page and click on the "[Print](#)" button to print out your lesson plan.

By clicking on the "Share" button, your lesson plan will be saved on a server at the University of Minnesota, and contribute to a database of lesson plans accessible by all interested educators for use in their classrooms. **Please note** that your lesson will be reviewed by the *This is My Home* staff prior to posting, so it will not appear immediately. You will receive appropriate credit for all submitted work, if you indicate your name and/or affiliation. You can share lessons without providing your name and affiliation, too. If you decide to edit it after it has been shared, you only need to press the "[Share](#)" button to have your model updated.