

Using Awakenings Planning Tool to plan your R.E. Units of work

1. Log onto CEOB homepage; choose the Religious Education tab, then Awakenings, then Awakenings Planning Tool

Username: name@schoolballarat.catholic.edu.au

Password: Your REC has given you a Password

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. Creating a new plan: 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.

General Details

5. 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. **Always include your REC as an additional owner.** Click **SAVE** and move to the next tab.

Focus & Outcomes

6. Click in the **Assessment Strategies**. You can drag and drop options from the right hand side of the screen OR click on 'add item' and type in your details, hit 'okay'. What you've written will be added to the bank on the right of screen, locate it and drag it across. 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

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.

Website

7. **Doctrine & Resources** Click and drag from the list of **resources** on the right hand side of the screen (**notice the resource website at the top right of screen**). If you wish to add resources that are not there, click on **Add item to Library** and add your own resources, hit 'okay' then drag and drop. Click in the **Links with Family** and **Prayer + Liturgy** boxes and type in all necessary information regarding these fields, or add those details later if they apply. Click **SAVE** and move to the next tab.

Teaching & Learning Experiences

8. Hit **'edit'** to type straight into the focusing movement box only. For the remainder of movements, drag and drop from the list of activities on

the right hand side of the screen, OR, add your own activity by clicking **Add item to Library** for any of the stages, then drag and drop. Click **SAVE** and move to the final tab.

Teaching & Learning Strategies

9. 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. You can copy and paste this into **notes** if you wish. Click **SAVE**.
10. **Close the screen and click on 'refresh', this will refresh the page and you new unit will be shown and/or updated.**
11. Click on **View**, which will open your Unit ready to SAVE as a PDF in 'my docs' and on the college server (see your REC). Click on **Edit** to make changes to the plan.



12. **ALWAYS** save your plan to your docs AND the designated college site at the end of each session – even if you've only made a few changes. If you're consistent in naming your plan each new draft will over-ride the previous one. To do this:
 - + Click the SAVE button of the turquoise screen you're working on
 - + Close the turquoise screen
 - + This returns you to 'my plans' (the violet box above with your name and plan details)
 - + **Hit the REFRESH button to update you entries**
 - + Hit VIEW – this gives you the PDF
 - + It's the PDF you save to your docs and the college designated site
 - + It's the PDF you can print
 - + If you want to go back into the plan and make changes:
 - + Close the PDF
 - + Click the EDIT button (which will open the turquoise screen again)
 - + Make your changes
 - + Save
 - + Close
 - + **Refresh**
 - + View (which opens the updated PDF)
 - + Save to your docs and the college designated site – and on it goes till you reach a happy point of completion.
13. **ALWAYS** save your plan with a name that makes its content evident to any user e.g.: **God Strand L5 03** (meaning: level 5 outcome 3).
14. **Make sure your REC authorises completion and subsequent changes to plans. Enjoy!**