CLG - MOE UAE

WEEK AND TERM VIEWS

USER GUIDE

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Introduction

CLG helps school principle, teachers and students to best track the lesson plans developed for different subjects and classes.

There are two views for lesson plans on CLG portal; the **Week** view and the **Term** view. Each view enables the authorized user to view information and details about the units and lessons to be covered during the period of time selected to view; Week or Term.

Teachers as well as students have the ability to access the **Week** view. On the other hand, only the school principle and teachers can access the **Term** view.

This guide is intended to be used by teachers, in order to know more about the **Week** and **Term** views on CLG portal.

1. Week View

As teachers need to track their lesson plans on weekly basis, CLG portal enables them to access the **Week** view and monitor all lesson plans developed for each of their classes. Additionally, they can download any files attached to the developed plans.

1.1. Accessing Week View

The following instructions show you how to access the **Week** view.

To access the week view, please proceed as follows:

1. On **CLG Login** page, enter your user name and password and then click **Log On**.

Figure 1: Login page

2. On the **Teacher Dashboard** that opens, on the main menu, click **My Classes**.
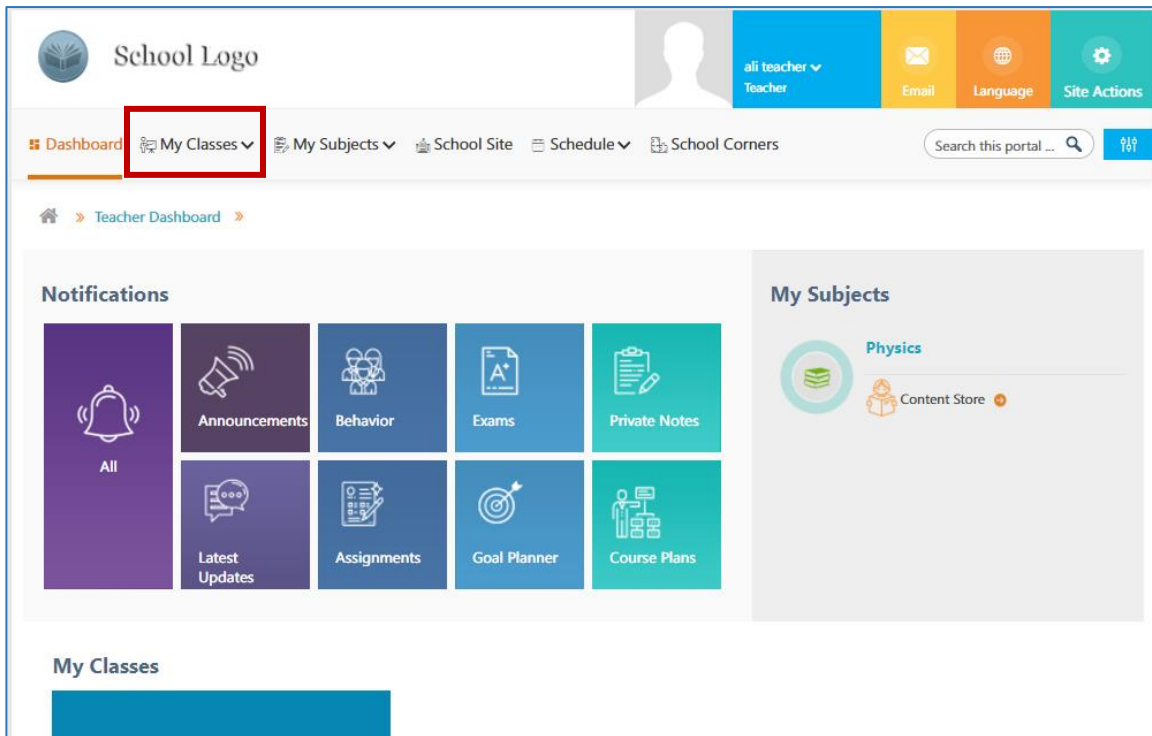

Figure 2: Teacher Dashboard

3. On the **My Classes** menu, to open a specific class page, click the class for which you want to view the weekly plan.
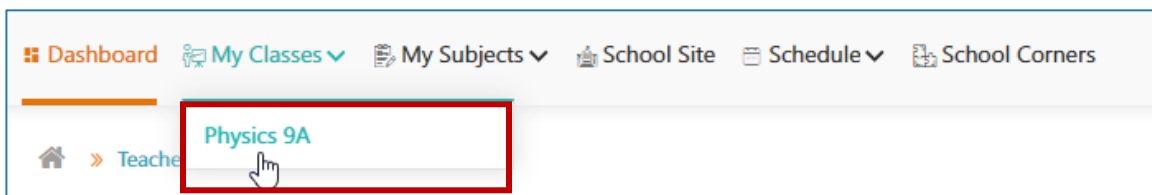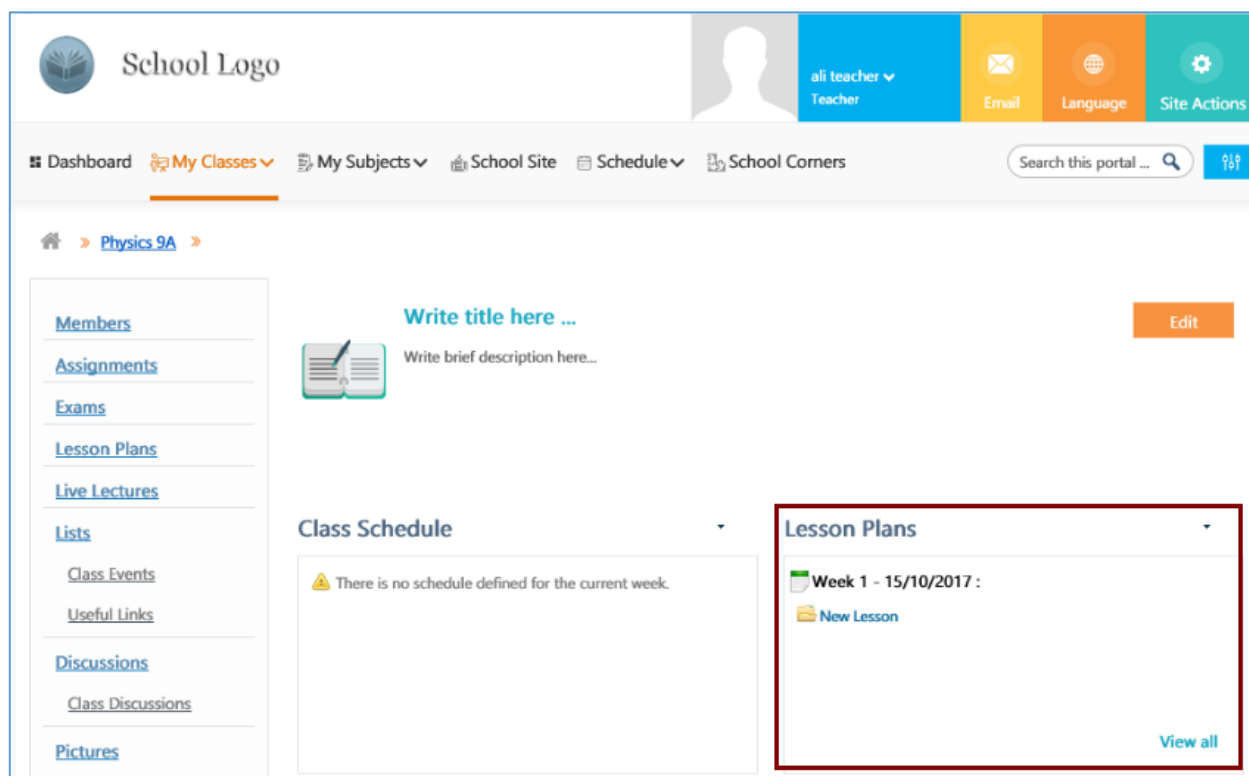

Figure 3: My Classes menu

CLG MOE UAE– Week and Term Views

User Guide

4. On the **Class Details** page, in the **Lesson Plans** section, you can either:

Figure 4: Class details page

- Click a specific week plan, to view its details.
- Click **View All,** to view all the weekly plans developed for the selected class.

Figure 5: Week View – All Weekly Plans

The first section of the **Week** view displays some general information such as, **Course Plan** name, **Grade**, **Teacher** name, **Academic Year**. Underneath, the view lists all the developed weekly plans for the selected class. For each weekly plan you can view the **Unit** to be studied, the **Lesson**, the number of **Lectures** needed to handle this lesson, and the **Learning Outcomes** of that lesson.

1.2. Downloading Lesson Attachments

Only through few steps, you will be able to download the lessons attached to each weekly plan.

To download a lesson attachment, please proceed as follows:

1. In the desired week plan section, under **Lesson**, click the lesson name that you wish to download its attachments. The **Week** dialog box opens.
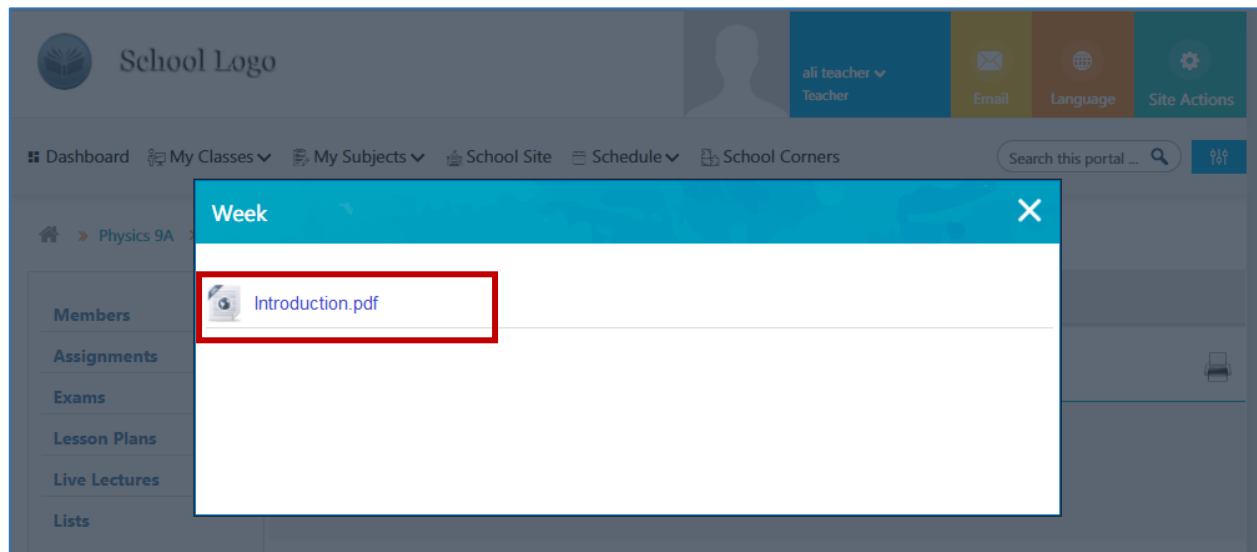

Figure 6: Download Lesson dialog

2. In the **Week** dialog box, click the attachment file name that you want to download. The **Save As** dialog box opens.

3. In the **Save As** dialog box, select a folder on your hard drive to download the attachment to, and then click **Save**.

2.Term View

School principle as well as teachers can view all necessary details regarding the plans developed for the whole term. They can also download any files attached to those term plans.

2.1. Accessing Term View

The following instructions show you how to access the **Term** view.

To access the Term view, please proceed as follows:

1. On **CLG Login** page, enter your user name and password and then click **Log On**.

Figure 7: Login page

2. On the **Teacher Dashboard** that opens, on the main menu, click **My Subjects**.
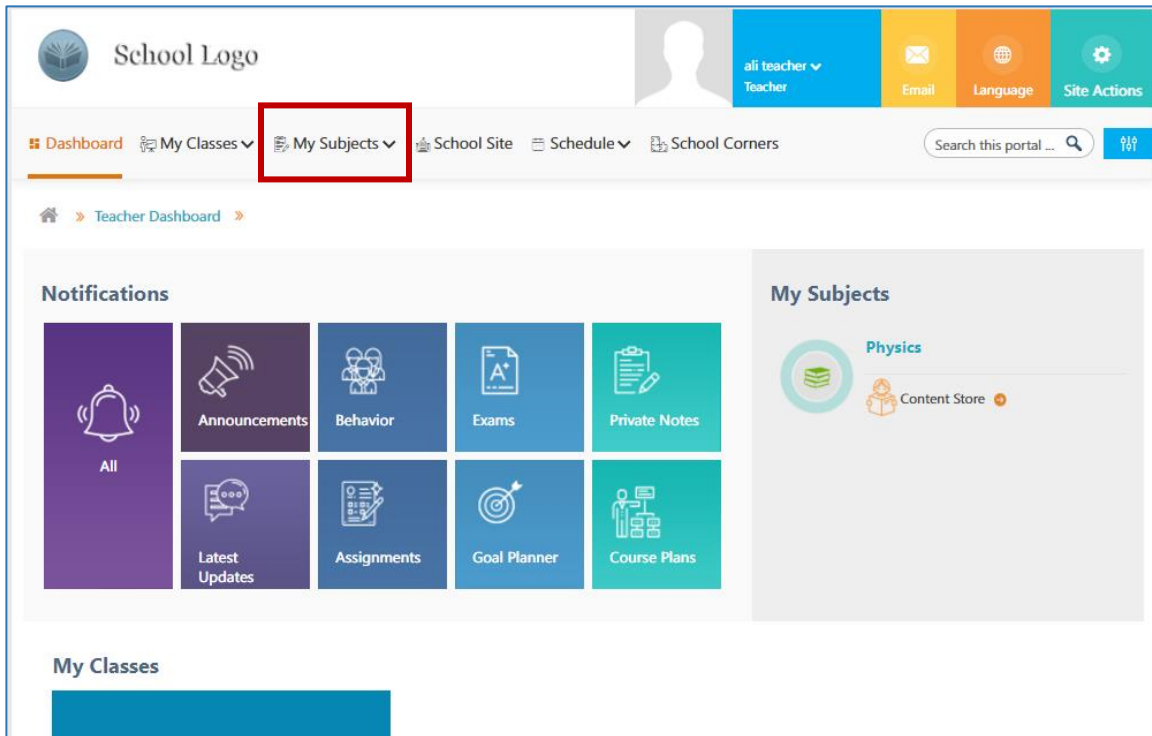
Figure 8: Teacher Dashboard

3. In the **My Subjects** menu, click the subject for which you want to view the term plan.
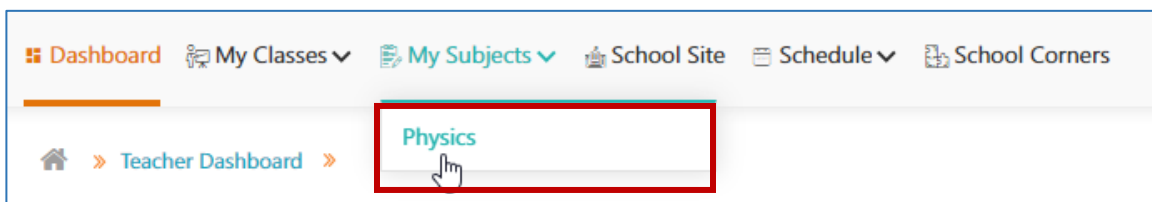

Figure 9: My Subjects menu

4. On the subject details page, in the **Course Plans** section at the right, click a specific course plan to view its details.
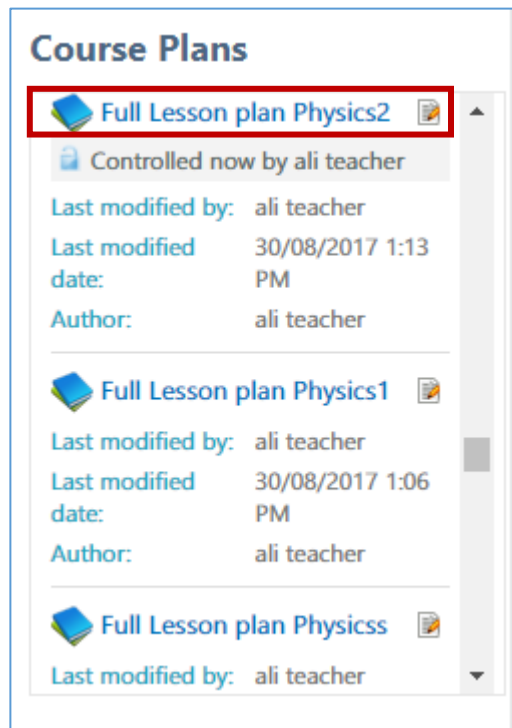

Figure 10: Course Plans section

The **Term** view opens through which you can see a table illustrating how lessons are scheduled per week. The table shows the week number, the number of lectures per week, the unit and lesson to be covered, the objectives of teaching the lesson, the expected learning outcomes and the curriculum standards code.

Figure 11: Term view

|	To print the Term view, click the **Print** icon at the top of the Term view.
NOTE	

2.2.   Viewing Lesson Details

You can view more details about the lesson to be covered during a specific week.

To view the details of a lesson, please proceed as follows:

1. Next to the desired week, under **Lesson**, click the lesson name that you wish to view its details.

    The **Term** dialog box opens showing the details of the selected lesson divided into five sections.
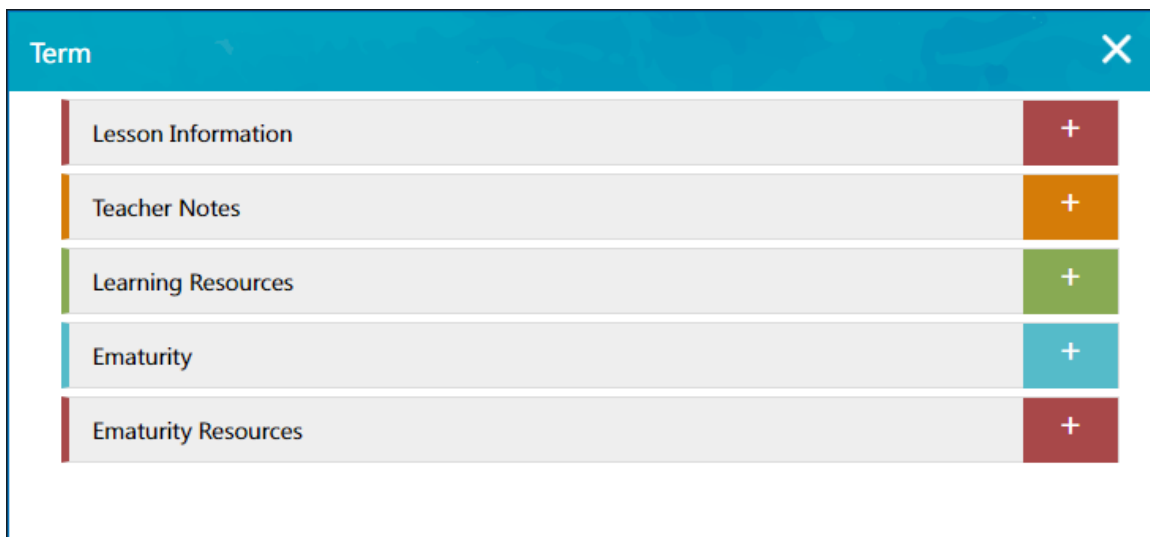
<p align="center">Figure 12: Term view – Lesson Details</p>

2. To view general information about the lesson, next to **Lesson Information**, click ➕.

Figure 13: Term view – Lesson Details – Lesson Information

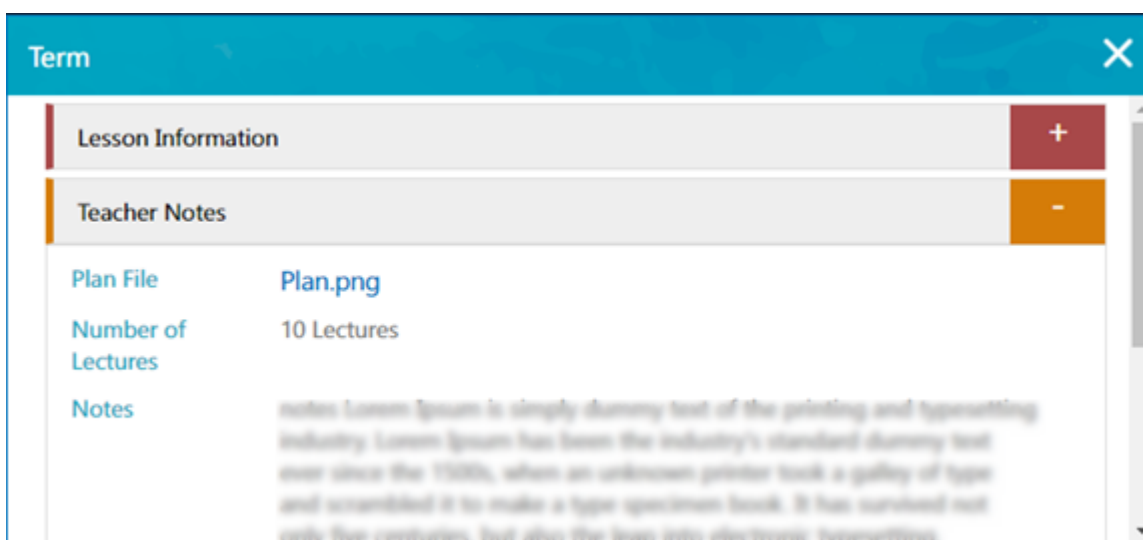3. To view any notes added by the teacher about the lesson, next to **Teacher Notes**, click ➕.

Figure 14: Term view – Lesson Details – Teacher Notes

4. To view any attached files, next to **Learning Resources**, click ![+].

Figure 15: Term view – Lesson Details – Learning Resources

5. Next to the desired file name, click **Download**.

6. In the **Save As** dialog box, select a folder to save the file into and then click **Save**.

7. To view more information about the skills of students and the teacher, next to **Ematurity**, click ![+].

Figure 16: Term view – Lesson Details – Ematurity

8. To view resources related to ematurity, next to **Ematurity Resources**, click [+].

Figure 17: Term view – Lesson Details – Ematurity Resources

9. To download any file, next to the desired file name, click **Download**.

10. In the **Save As** dialog box, select a folder to save the file into and then click **Save**.

11. When you are done with the lesson details, click the **Close** icon at the top of the **Term** dialog box to return to the **Term** view.
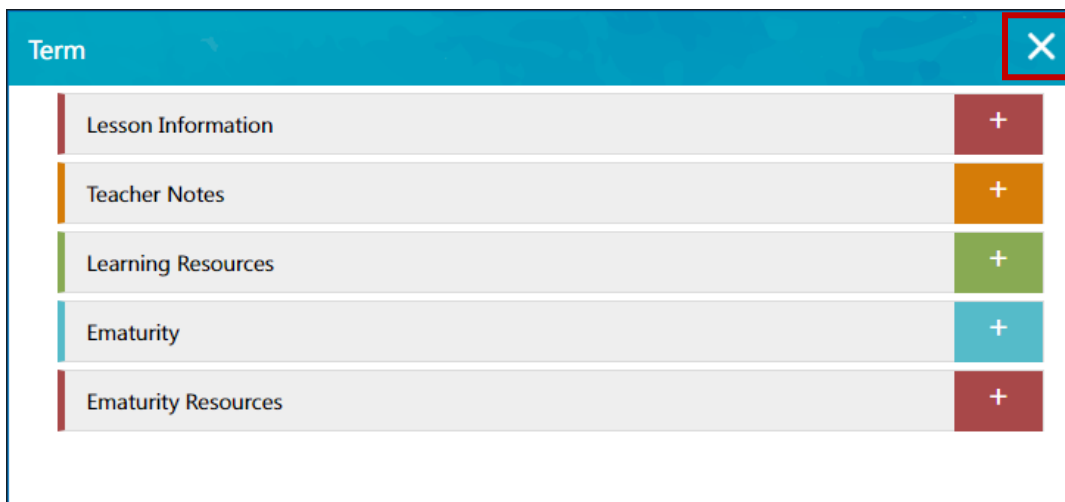

Figure 18: Term view – Lesson Details

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