



# **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**.

The screenshot shows the Teacher Dashboard interface. At the top, there is a header with the School Logo, a user profile for 'ali teacher Teacher', and navigation links for Email, Language, and Site Actions. Below the header is a main menu with links for Dashboard, My Classes (which is highlighted with a red box), My Subjects, School Site, Schedule, and School Corners. A search bar is also present. The main content area is divided into sections: Notifications (with links for All, Announcements, Behavior, Exams, Private Notes, Latest Updates, Assignments, Goal Planner, and Course Plans), My Subjects (listing Physics and Content Store), and My Classes (a large blue button).

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.

The screenshot shows the 'My Classes' menu. The menu items are: Dashboard, My Classes (which is highlighted with a red box), My Subjects, School Site, Schedule, and School Corners. Below the menu, there is a list of classes: Physics 9A, English 9A, Math 9A, and Science 9A. The 'Physics 9A' link is also highlighted with a red box and has a cursor icon pointing to it.

Figure 3: My Classes menu

## CLG MOE UAE- Week and Term Views

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

The screenshot shows the 'Class Details' page of the CLG MOE UAE system. At the top, there is a navigation bar with a 'School Logo' (a blue circular icon with a white tree), a user profile for 'ali teacher', and links for 'Email', 'Language', and 'Site Actions'. Below the navigation bar, there are links for 'Dashboard', 'My Classes', 'My Subjects', 'School Site', 'Schedule', and 'School Corners', along with a search bar. The main content area shows a breadcrumb trail: 'Home > Physics 9A'. On the left, a sidebar has links for 'Members', 'Assignments', 'Exams', 'Lesson Plans' (which is underlined in blue), 'Live Lectures', 'Lists', 'Class Events', 'Useful Links', 'Discussions', 'Class Discussions', and 'Pictures'. The main content area has a text input field 'Write title here ...' with a pencil icon, a description input field 'Write brief description here...', and a red 'Edit' button. Below these is a 'Class Schedule' section with a message: '⚠ There is no schedule defined for the current week.' To the right is a 'Lesson Plans' section with a red border. It shows a list for 'Week 1 - 15/10/2017': 'New Lesson'. A 'View all' link is at the bottom of this section.

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.



**Members**

**Assignments**

**Exams**

**Lesson Plans**

**Live Lectures**

**Lists**

Class Events

Useful Links

**Discussions**

Class Discussions

**Pictures**

Class Activities

Week			
Unit	Lesson	Lecture	Learning Outcomes
Unit1	Lesson1	0	St s4 standard (K1.1.1.1) Participate in simple nursery rhymes.osama (K1.1.1.2) Listen attentively to others during conversations.osssama

**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.

## CLG MOE UAE- Week and Term Views

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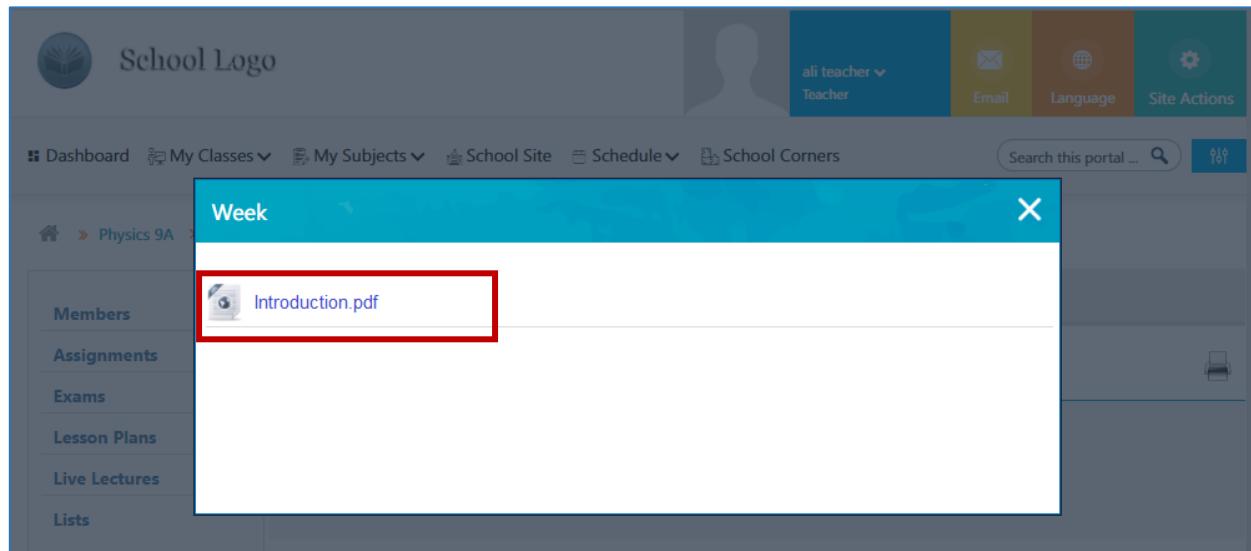


## 1.2. Downloading Lesson Attachments

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**.

Login Using Your User Name and Password

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

I want to change my password after logging on

User name: |

Password: \_\_\_\_\_

**Log On**

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Figure 7: Login page



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

The screenshot shows the Teacher Dashboard interface. At the top, there is a navigation bar with links for Dashboard, My Classes, My Subjects (which is highlighted with a red box), School Site, Schedule, and School Corners. To the right of the navigation bar is a user profile for 'ali teacher' (Teacher) with options for Email, Language, and Site Actions. Below the navigation bar is a breadcrumb trail: Home > Teacher Dashboard >. The main content area is divided into sections: Notifications (with tiles for All, Announcements, Behavior, Exams, Private Notes, Latest Updates, Assignments, Goal Planner, and Course Plans), My Classes (with a large blue button), and My Subjects (which is expanded to show Physics and Content Store).

Figure 8: Teacher Dashboard

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

The screenshot shows the My Subjects menu. The Physics option is highlighted with a red box and a cursor is pointing at it. The menu also includes links for My Classes, School Site, Schedule, and School Corners.

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.

Lesson Plan	Last modified by	Last modified date	Last modified time
Full Lesson plan Physics2	ali teacher	30/08/2017	1:13 PM
Full Lesson plan Physics1	ali teacher	30/08/2017	1:06 PM
Full Lesson plan Physicsss	ali teacher		

**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.



Term						
					Course: Physics 1	Print
					Teacher: ali teacher	
					Academic Year: 2017	
					Subject: Physics	
Week	Number of lectures	Unit	Lesson	Objectives	Learning Outcomes	Curriculum standards code
1	10	Unit 1	unit 1-lesson 1	objectives Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged	(K1.1.1.1.1 ) Participate in simple nursery rhymes.osama (K1.1.1.1.2 ) Listen attentively to others during conversations.osssama (K1.1.1.1.3 ) Participate in instructional activities led by the teacher.kkkkkkkkk (K1.1.1.1.4 ) Engage with others in social interactions using terms like "hello", asking and answering very simple questions, and stating feelings in Arabic and English. standard	K1.1.1.1 25
1,2	2	Unit 1	unit1-lesson 2		St	
1,2,3	1	Unit2	Unit2 - Lesson 1		standard	25

Figure 11: Term view

**NOTE**

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

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## 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.



**Figure 12: Term view – Lesson Details**

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



Lesson Specimen is simply dummy text of the printing and typesetting industry. Lesson Specimen has been the industry's standard dummy text ever since the 1980s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

**Teacher Notes** +

**Learning Resources** +

**Ematurity** +

**Figure 13: Term view – Lesson Details – Lesson Information**

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

**Lesson Information** +

**Teacher Notes** -

**Plan File** Plan.png

**Number of Lectures** 10 Lectures

**Notes** Lesson Specimen is simply dummy text of the printing and typesetting industry. Lesson Specimen has been the industry's standard dummy text ever since the 1980s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

**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 .



The screenshot shows a 'Term' view window with a teal header. On the left, there is a vertical sidebar with categories: 'Learning Resources' (green), 'Ematurity' (light blue), 'Student Skills' (light blue), and 'Teacher Skills' (light blue). The 'Ematurity' section is expanded, showing a detailed description of the term. To the right of the description are green and blue '+' and '-' buttons. The main content area contains text about student and teacher skills, with the teacher skills text partially visible.

Figure 16: Term view – Lesson Details – Ematurity

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

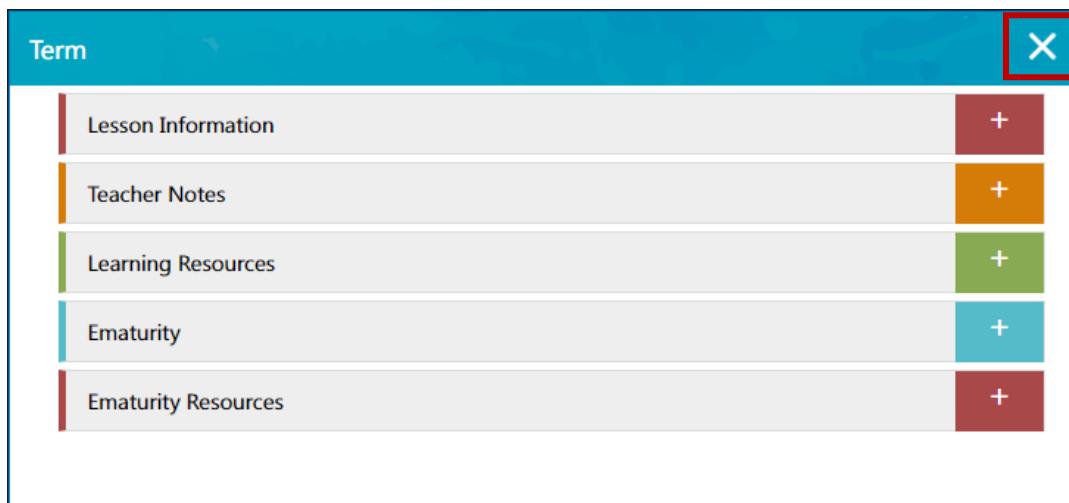
The screenshot shows a 'Term' view window with a teal header. On the left, there is a vertical sidebar with categories: 'Lesson Information' (red), 'Teacher Notes' (orange), 'Learning Resources' (green), 'Ematurity' (light blue), and 'Ematurity Resources' (red). The 'Ematurity Resources' section is expanded, showing a 'Skills.dotx' file with a 'Download' button. To the right of the file are red and orange '+' and '-' buttons. A cursor is visible near the '-' button.

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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