

Contributing Instructional Supports to the Common Core Library

March 2012

Overview of PowerPoint

This presentation will:

- Introduce the elements of an instructional bundle
- Give an overview of the process to publish a bundle to the Common Core Library
- Outline the review process for instructional bundles

What is the Common Core Library?

The Common Core Library (CCL) is an online repository of resources that support educators the Common Core Learning Standards (CCLS).

We believe that publishing high quality tasks, units, and student work aligned to the CCLS, will encourage teachers to use and modify each others' work, and thus promote the development and exchange of best practices around the implementation of the Common Core.

Please note: The DOE is not mandating nor holding schools accountable for bundle creation. This is a voluntary process for schools and networks that want to share their work on the Library.

Overview: What is an Instructional Bundle?

Instructional bundles can be found on the See Student Work page of the Common Core Library. They have been created *by* educators to serve as resources *for* educators as they begin the complex work of aligning their curriculum and instruction to the Common Core Learning Standards (CCLS).

The general components of an instructional bundle are below. The [bundle components](#) description provides details about each component.

- Component 1. cover sheet
- Component 2: task
- Component 3: rubric
- Component 4: annotated student work
- Component 5: instructional supports
- Component 6: UDL guidance
- Component 7: text supports (optional)

Why Submit an Instructional Bundle?

IF YOU ARE:

- Interested in creating a high-quality CCLS-aligned instructional task and unit and publishing it to the CCL, [we encourage you to start the process.](#)
- Committed to multiple rounds of feedback and revision to ensure your work is appropriate for publication to the CCL, [we encourage you to start the process.](#)

Please note: The materials posted on the Common Core Library serve as exemplars to a global audience. The creation and revision of instructional bundles is highly rigorous and time-consuming, and we encourage schools and networks to think carefully about whether they should invest their time in this process.

Who Can Submit an Instructional Bundle?

- Individual educators or teams of educators at the school, network, or cluster level
- Interested school teams should work with their network to identify a network contact for the project
- All people who are named as authors will be credited on the Common Core Library if the bundle is published.

Please Note: It is important to submit materials with the permission of anyone whose work you are using, or who is involved in any way.

Stages of Submitting Instructional Materials

There are 5 steps to the materials submission process. You will find out more about each one in the slides that follow.

Step 1. Email us to start the process

Step 2. Submit your draft task & rubric

Step 3. Submit your draft unit outline & Universal Design for Learning (UDL) guidance

Step 4. Submit annotated student work

Step 5. Submit revised materials

It is important to allow for 2-4 weeks of turnaround time for feedback on each item submitted.

Step 1: Email Us

Email us at commoncorefellows@schools.nyc.gov to get the process started. We accept submissions on a rolling basis. After receiving your email, we will establish a timeline and discuss the process.

Note: School teams should identify and copy their network contact on the email.

Step 2: Submit Your Draft Task & Rubric

Submit the task prior to implementing it.

The following should be included with your task. [Here](#) is a chart you can submit.

- > School name
- > School DBN
- > Task name
- > Grade level of task
- > Subject area (math/literacy; social studies or science if applicable) and applicable content standards.
- > Task description
- > Standards addressed (math: content and practice; literacy: reading/writing and speaking/listening if applicable)
- > Texts and/or resources needed (copies of texts whenever possible as separate file(s), full text citations)
- > Context (where in year does unit fall? what instruction has taken place prior to this unit? what will follow it?)

Task/problem/prompt

Step 3: Submit Your Unit Outline Draft & Universal Design for Learning (UDL) Guidance

- The items below will be required as part of your unit submission. Please use the template [here](#) to complete your unit.
 - Unit topic and length
 - Common Core Learning Standards
 - Big ideas/enduring understandings
 - Essential questions
 - Content
 - Skills
 - Vocabulary/key terms
 - Assessment evidence and activities (initial assessment, if applicable)
 - Formative assessment (if applicable)
 - Final performance task
 - Learning plan and activities
 - Resources

- The [UDL guidance](#) sheet should demonstrate how your unit is aligned with the three principles of UDL

Step 4: Submit Annotated Student Work

Annotated student work is an essential part of the bundle because it gives other teachers insight into what the Common Core looks like in student performance. Click [here for an example of annotated math student work](#). Click [here for an example of annotated literacy work](#). Each piece of annotated student work should contain the following components:

1. Annotations on the student work that describe how the student is meeting or not meeting standard (preferably using Word comment or text boxes).
2. Overall score
3. Score point on each rubric criterion (if applicable)
4. Summary of student performance on all criteria within the rubric
5. Instructional implications/next steps

Step 5: Submit Revised Materials

- Submit all revised materials:
 - > Task and rubric
 - > Unit outline
 - > UDL guidance sheet
 - > Annotated student work

What Happens to My Materials Once I Submit Them?

Common Core Fellows, a group of trained NYC educators who have been normed around the review process, review materials based on the dimensions below and provide feedback on each one.

Dimensions

Alignment to the CCLS

Promotion of CCLS Shifts

Quality of Assessment & Student Evidence

Quality and Utility as an Instructional Resource

Accessibility and Responsiveness

Dimensions and Guiding Questions

Fellows will use the following guiding questions as they examine the instructional materials.

Dimensions	Guiding Questions
Alignment to the CCLS	Do the task and unit align to the expectations of the CCLS? <i>In literacy, are the texts of appropriate complexity and do they provide sufficient information for students to fully respond to the task?</i>
Promotion of CCLS Shifts	Does the unit reflect the key <u>shifts</u> of the CCLS?
Quality of Assessment & Student Evidence	Does the unit contain a variety of high quality diverse assessments that are likely to elicit and support demonstration of the standards?
Quality and Utility as an Instructional Resource	Does the unit support teachers in providing an effective learning experience for students? Does the unit provide an arc of learning that allows students to build understanding throughout the unit?
Accessibility and Responsiveness	Does the unit anticipate and successfully address barriers for students? Is the unit responsive to diverse student learning needs?

How Do I Get Feedback?

Once the Fellows have reviewed the materials submitted, they will craft feedback that you can use to revise your materials and resubmit as necessary. Feedback will be emailed to you once completed.

Each submission cycle is an opportunity to revise and strengthen your work, and the work that will follow it. We provide feedback with the ultimate goal of publishing a complete bundle to the CCL.

Interested in Getting Started?

Here's what to do next:

1. Email commoncorefellows@schools.nyc.gov to express your interest.
2. Download the following resources to familiarize yourself with the process in greater detail.
 - > [Bundle components overview](#)
 - > [Unit outline](#)
 - > [UDL guidance sheet](#)
 - > [Task cover page](#)
 - > Sample annotated student work
 - [Math](#)
 - [Literacy](#)