Checklist to validate Lesson Plans for the Flipped Classroom

This checklist is to be used to analyse lesson plans for a Learning Story based on the Flipped Classroom model, covering all activities to be developed (i.e. Dream, Explore, Map, Make, Ask, Remake, Show). Please tick those items on the list that feature in your lesson plans, and save a copy of the document of reference. In bold are items that can be considered essential for the personalisation model. A high number of ticked items indicate that the plan meets the goals for the Learning Story and takes into account the principles of the Flipped Classroom in the document "What is the Flipped Classroom model and how to use it"?

Goals and Objectives of Flipped Classroom Learning Stories

The learning objectives develop:
- ◯ **Independent study**
- ◯ **Self-organized learning**
- ◯ Collaborative skills
- ◯ Research and critical thinking skills
- ◯ **Learn to learn skills**

Activities planned:
- ◯ Engage disengaged learners
- ◯ **Address the home-school divide**
- ◯ Meet students' needs
- ◯ **Fully exploit the potential of ICT**

Resources

Lesson plans include resources to be used:
- ◯ **At Home**
- ◯ Inside the classroom
- ◯ **At different school spaces (library, labs,...)**
- ◯ **Outside the school**

The resources list includes:
- ◯ Tablets
- ◯ Apps
- ◯ Virtual Learning Environment
- ◯ Software for special needs accessibility and support

Assessment

Assessment	The assessment described in lesson plans is		
	Diagnostic, (i.e. to identify gaps and needs)	**Formative** (i.e. feedback to students and teachers during activities)	**Summative** (i.e. a test or check on learning outcomes at the end of activities)
◯ Teacher assesses the work of individual students	◯	◯	◯
◯ Teacher assesses the work of teams	◯	◯	◯
◯ Students self-assess their own work	◯	◯	◯
◯ Students assess the work of peers	◯	◯	◯

○ Parents assess the work of individual students	○	○	○
○ Parents assess the work of teams		○	○
○ Experts assess the work of teams		○	○

Starting Activities

The teacher:
○ **Presents the topic to be 'flipped' and the design brief**
○ Introduces the task and negotiates assessment criteria
○ Monitors team formation
○ Monitors brainstorming
○ Organizes differently the physical space in classroom

Students:
○ Listen then discuss
○ Organize themselves in teams
○ Start brainstorming
○ Record discussions, reflections and decisions

Main Activities

○ Oral discussion in class is stimulated and supported by work using ICT tools

○ **Online tools are provided to establish dialogue and idea exchange between students outside the classroom**

The teacher:
○ Plans a guide to resource exploration (e.g. a webquest)
○ Supports students (giving feedback) and discusses their ideas
○ Monitors and guides activities
○ Records reflections from students
○ Collects feedback
○ Organizes validation of working model
○ Analyses comments and uses them for any re-design of the model

Experts or parents:
○ **Can access online tools and resources**
○ Are involved in finding out about online tools and resources
○ Comment on the prototype model

Students:
○ **Work individually at home**
○ **Work in teams at home**
○ **Explore resources the teacher suggests**
○ Research, locate and collect resources
○ Share resources and observations with classmates
○ Analyze and record comments on the findings
○ Record observations individually or in teams
○ Take notes to discuss in the classroom
○ Contribute to online debates involving other people (e.g. parents, experts)
○ Conduct online polls to collect opinions or understanding of a topic under discussion
○ Create mind maps in small groups or with all the class
○ Present their design results and process through video and documentation
○ Analyze issues through direct collaborative experience
○ Share ideas about what they learned with the others
○ Share the video/documents with other students

	◯ Share the video/documents with their families
	◯ Promote their work in other classes
	◯ Re-design the prototype model
	◯ Discuss future steps
	◯ Know the work is used by other teachers and classes