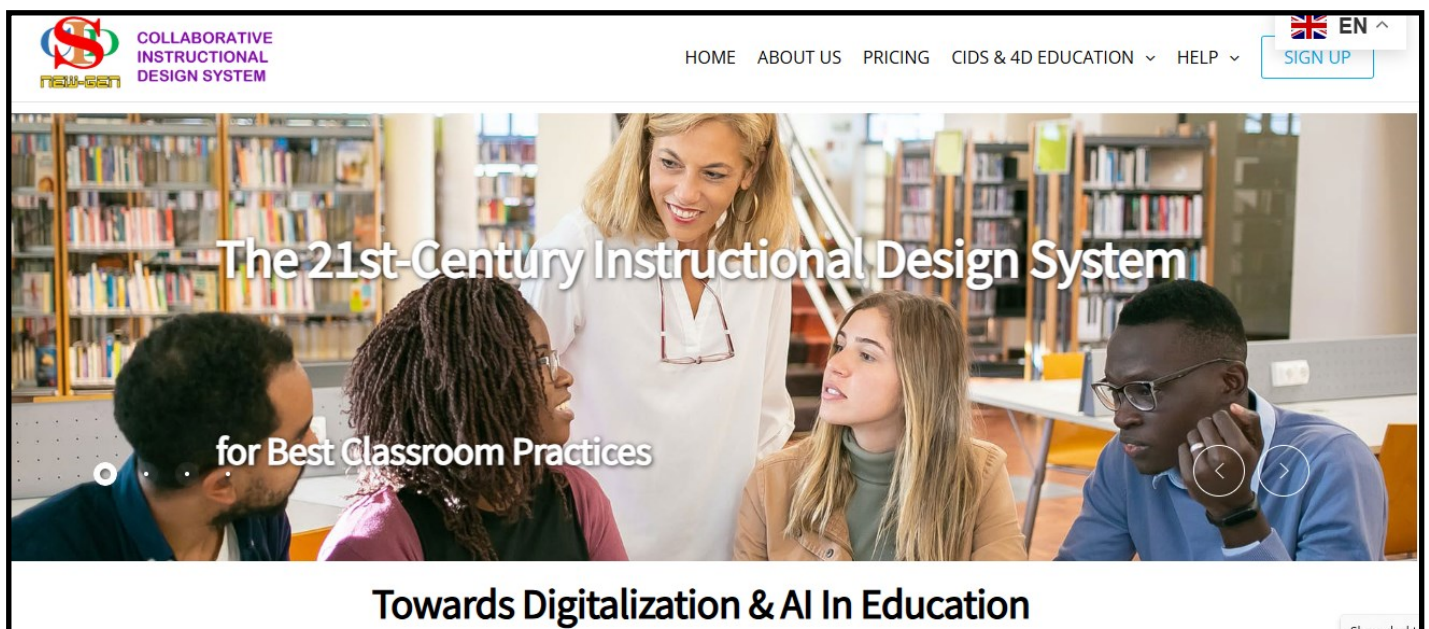




THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS New-Gen)



TRAINING MODULE CREATE DAILY LESSON PLAN (DLP)

Transforming teachers.....inspiring learners

CREATE DAILY LESSON PLAN (DLP)

MULTIPLE INTEGRATION WORKSHEET (MIW)

Create a Daily Lesson Plan (DLP), which means preparation for classroom teaching and learning activities based on items selected from the Multiple Integration Worksheet .

Read the information and watch video clip

Reminder

⇒ First thing you need to press the **Timetable Symbol** to select your teaching slot (*subject, time, class*) before continuing with the other steps.

MULTIPLE INTEGRATION WORKSHEET (MIW)

⇒ A planning template consisting of all selected contents in the instructional procedural flow for a specific teaching time frame (*a week or more*).

⇒ You need to check (tick) items that are required for the creation of the specific Daily Lesson Plan (DLP)

Exercise 7: Create Daily Lesson Plan (DLP)

- Select your teaching slot.
- Check (tick) your instructional items for the current DLP (make sure you only checked the specific learning objective for this DLP).
- Press **Create DLP** button at the end of the page.

TIPS—to avoid error

⇒ Avoid copy emojis from digital text books or other digital resources.

⇒ Press **Edit—Paste as a text**—for text copied from external resource.

- Write, copy/paste your instructional planning on the workspace
- Press **AI-Smart Search** to assist you in your instructional planning
- You may use all features of the text editor above
- You may insert/link external resources—from YouTube, Google Image/Info/Google drive
- Press **Save DLP** button on the last page

CREATE LESSON PLAN (DLP)

- Insert your Evaluation Material or Evaluation Description (*optional*)
- Press **Save DLP**

⇒ **Insertion of Evaluation Material or Evaluation Description (optional)** -
In sentences, images, videos, or attachments.

Assessment Column

Insertion of Evaluation Material or Evaluation Description (*optional*) - in sentences, images, videos, or attachments. The following features can be used , **OR** press Link to Resources to download materials from sources

Tools for creating learning activities

Doc

Slides

Sheets

Forms

Drive

Gallery

AI-Smart Search

EditViewInsertFormatTable

BBIU $\sqrt{}$ $\frac{\Box}{\Box}$ ∇ Δ $\int_x$ Ω $\frac{d}{dx}$ $\frac{d^2}{dx^2}$

Ready for Observation

MIW

1 Alpha

Link to Shared Resources

Save DLP

Delete DLP

Print/Save PDF

Go to YIP Main Page

LCR1

THINGS TO REMEMBER!

[illegible]

COPY LESSON PLAN (DLP)

You may copy your existing DLP to another class with the same content or edited content.

⇒ DLP must be in **Edit** mode.

⇒ Press Timetable Symbol to select other teaching slot or other class.

You planning is saved here

⇒ MIW—Your weekly planning

⇒ 1 Alpha—1 Beta
(example of your class DLP)

⇒ Each DLP is labeled with information—
(example—DLP 1
Wednesday—06-08-
2025—9.00 am)

Exercise 8: Copy Daily Lesson Plan (DLP)

- Press Time table Symbol to select other teaching slot or other class.
- Edit your MIW— if required.
- Edit your content lesson planning activities—if required.
- Press Copy DLP at the end of the page.

Submit for Endorsement :

- Press **Submit for Endorsement /Verification** button
- Select DLPs—or **Select All (recommended)**

Submit for Endorsement

⇒ A feature that enables administrators (*the school principal*) to access and verify your record.

⇒ Scroll the page until the endorsement button appears.

COPY RECORD

Copy Record—MIW and all DLPs of the particular record are copied

Exercise 9: Copy Record

Copy a single record to another date—next week

4	☐ Calendar Week 32 Instructional Week 3	SN1	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 2	MIW 1 Alpha (Total DLP: 1) DLP 1 1 Beta (Total DLP: 1) DLP 1	04-08-2025 — 08-08-2025 Monday 04-08-2025 : 8:00 AM-8:30 AM Wednesday 06-08-2025 : 9:00 AM-9:30 AM	Open Copy Share Submit for verification Print/Save PDF Delete Add to Collection
5	☐ Calendar Week 31 - 01 Instructional Week	SN1	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 0	MIW	03-08-2025 —	Open Copy Share Submit for verification Print/Save PDF Delete Add to Collection
6	☐ Calendar Week 31 - 01 Instructional Week	SN1	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 0	MIW	03-08-2025 —	Open Copy Share Submit for verification Print/Save PDF Delete Add to Collection

- ⇒ Press **Open Record** at the **Main Menu**
- ⇒ Press **Copy** at the particular record

- Press Open Record
- Determine which record to select
- Press Copy on the **Action** Column
- Give new name to the record
- Determine Date of Instructional Planning.
- Determine New Record Year/Session
- Press **Copy**
- Check your copied record at the location

- Optional Feature (Bulk Copy)**
- ⇒ Enable you to copy multiple records at once.
 - ⇒ Read the information and give it a try.

Copying a Record

What should I do?

New Record Name

SN1

Date of instructional Plan

From

To

Press to change the date as required
(By default, dates are within a week. You may change for an additional week)

New Record Year/Session

2026/2027

Copy

Cancel

SHARE RECORD

Share - enable users to share teaching records (*with lesson plans*) with other users in the same school or from other schools.

Exercise 10: Share Record

No.	Week	Information	Name	Subject	Class & Last Submission Date Submitted for Verification DLP - Need Verification DLP - Verified DLP - Re-verify (if required)	Date & Instructional Time	Action Red mark - Action taken
1	Calendar Week 30 Instructional Week 5	Math1	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 2	MIW K1 Alpha (Total DLP: 1) DLP 1 K1 Beta (Total DLP: 1) DLP 1	21-07-2025 — 25-07-2025 Monday 21-07-2025 : 11:00 AM-11:30 AM Tuesday 22-07-2025 : 9:30 AM-10:00 AM	Open Copy Share Submit for verification Print/Save PDF Delete Add to Collection
2	Calendar Week 29 Instructional Week 5	Math2	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 2	MIW K1 Alpha (Total DLP: 1) DLP 1 K1 Beta (Total DLP: 1) DLP 1	14-07-2025 — 18-07-2025 Monday 21-07-2025 : 11:00 AM-11:30 AM Tuesday 22-07-2025 : 9:30 AM-10:00 AM	Open Copy Share Submit for verification Print/Save PDF Delete Add to Collection

☐ Select All

Bulk Copy
 Bulk Share
 Bulk Delete
 Bulk Add to Collection

Jan Feb Mar Apr May Jun **Jul** Aug Sep Oct Nov Dec 2026 **2025** 2024 2023 Archive

Press **Open Record** at the **Main Menu**

⇒ Press **Share** at the particular record on the Action Column.

You may also share multiple records by selecting them in the first column.

⇒ Select / tick check box on the first column

⇒ Press **Bulk Share**

Or You may select all record on the list:

⇒ Select /tick checkbox **“Select All”**

⇒ Press **Bulk Share**

Receivers' ID

⇒ Names will appear for Receivers within the same school.

⇒ You need to fill in the Receiver's ID for those from another school

⇒ Record copied will be placed automatically in the Open Record List with your own profile

⇒ You may open/edit and customize it for your own DLP.

- Press Open Record at the Main menu
- Determine which record to select
- Press **Share** on the **Action** Column
- Type / Choose Receivers' ID (*You can choose more than one*)
- Press **Share**
- Try to share multiple records

How do receivers access the shared records?

- Press **Record - Shared Record** at the Main menu
- List of shared record are displayed .
- You can view it for the purposes of sharing ideas.
- If you wish to use part of the planning in your record (*upon the sender's permission*), you need to copy it.
- Follow **“Copy Record”** procedures.

You may **Save** your record as **PDF file in your local folder** or **Print a hard copy**.

- Read the information and give it a try.