



Guide to using PEplanning

PEplanning is an on-line lesson planning service that allows teachers to plan and deliver high quality PE lessons in a fraction of the time it would normally take.

This guide provides the following support:

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1. How to Get Planning

To start creating your PE lesson plans follow the simple steps below:

1. Go to www.peplanning.org.uk

2. Log in using your sign in details:

The screenshot shows the 'Sign In' form on the PEplanning website. At the top, there are navigation links: 'About us', 'Plan a lesson', 'Staffroom', and 'Contact Us'. Below these is a 'Sign In' button. The form itself has a green header with 'Sign In' and a link 'Don't have a PEplanning account? Try it free!'. It prompts the user to 'Sign in with your PEplanning Account' and provides input fields for 'username or email' and 'password'. There is a 'forgotten password?' link and 'Cancel' and 'Sign In' buttons at the bottom.



✓ Once you log into your account you will be taken to the 'Staffroom' page

The screenshot displays the 'Staffroom' page after a user has logged in. The page has a green header with the PEplanning logo and navigation links: 'About us', 'Plan a lesson', 'Staffroom', and 'Contact Us'. A 'Sign Out' button is in the top right. The main content area welcomes the user to the 'Staffroom Page' where they can edit and print lesson plans. It shows a list of 'my plans' on the left, including 'Tennis - Level 3.0', 'Dance - Pump It up', 'Cricket - NC Level 4', 'Hockey - NC Level 1', and 'Gymnastics - NC Level 3'. The central part shows the details for the selected 'Tennis - Level 3.0' unit, listing nine lessons from 'Core Task - Introduction Lesson' to 'Core Task - Final Lesson'. On the right, there are options to 'Create your Own plan', a Facebook link, and 'Additional Resources'.

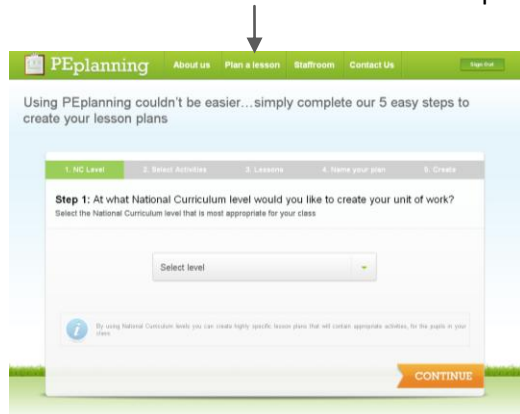
From the staffroom you can create, print and edit your lesson plans



2. Creating Lesson Plans via 'Plan a Lesson'

This function allows you to create high quality lesson plans in minutes. Follow the steps, entering the relevant information and our unique lesson planner will create the plans for you

Click on the 'Plan a Lesson' tab at the top of the page



Once on the page simply follow the on screen instructions:

Step 1: Select the National Curriculum level you want to deliver your lessons at

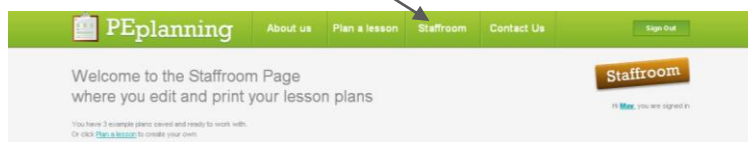
Step 2: Select the activity you want to deliver

Step 3: Select the number of lessons you would like to deliver in this unit

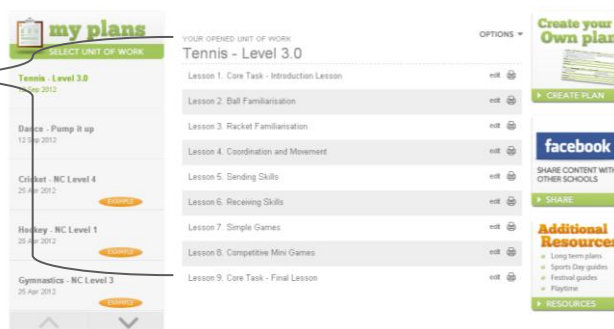
Step 4: Give your unit of work a title so you can find it at a later date in your 'My Plans' section


Step 5: Click on the 'Create Plan' button

The system will then create the number of lesson plans you have asked for. Once loaded you will be taken to the 'Staffroom' to access these plans



Here you can see your complete unit of work



To print a lesson plan all you need to do is click on the print icon  next to the plan you want to print and follow the on screen instructions

There you have it; high quality PE lesson plans ready for you to go and teach created in a matter of minutes



3. The



The Staffroom contains all the functions available with PEplanning:

The unit of work in the central area is the unit you have open to work with. You can print or edit any of these lesson plans. Clicking on the title of a plan gives you more information about the lesson and access to any additional resources for the lesson

Create your own lesson plans – see notes below

My Plans – stores all units of work you have ever created

PEplanning

Welcome to the Staffroom Page where you edit and print your lesson plans

You have 3 example plans saved and ready to work with. Or click [here](#) to create your own.

my plans

SELECT UNIT OF WORK

Tennis - Level 3.0
12 Sep 2012

Dance - Pump it up
12 Sep 2012

Cricket - NC Level 4
25 Apr 2012

Hockey - NC Level 1
25 Apr 2012

Gymnastics - NC Level 3
25 Apr 2012

YOUR OPENED UNIT OF WORK

Tennis - Level 3.0

Lesson 1: Core Task - Introduction Lesson

Lesson 2: Ball Familiarisation

Lesson 3: Racket Familiarisation

Lesson 4: Coordination and Movement

Lesson 5: Sending Skills

Lesson 6: Receiving Skills

OPTIONS

Create your Own plan

facebook

Additional Resources

Long term plans

Sports Day guides

Festival guides

Daytime

RESOURCES

'Edit' or 'Print' a plan by clicking on the icon next to it

Access the additional resources, including LTP's, Sports Day and Festival Guidance

'Options' – for the unit you are working with:

- Edit Unit: edit all the plans in the unit
- Print Unit: print all plans in the unit
- Assess Unit: load assessment options for the unit
- Rename Unit: give the unit a new name
- Delete Unit: delete the unit

4. Creating your own lesson plans

PEplanning is much more than an off the shelf PE resource. Our service is designed with the teacher in mind and allows you to create your own lesson plans that meet the specific requirements of your children.

To create your own lesson plans select the 'Create your own plan' →



Create Your Own

With your personal lesson planning service you can create your own plans, complete the four steps to get started.

Select NC Level

Select NC Level

Select number of lessons

Give your Unit a Title

OK Cancel

Complete the steps as set out in the box and click 'ok'



You will now be taken through to the lesson planning screens, to create your own specific plan(s). The system will guide you through the process, below are a few of the key points to get you started:

Each tab represents a lesson from the unit of work (the white tab, is the plan you are working on)



PEplanning

You are planning to teach 6 lessons in Cricket at level 3.

Your unit was last saved on: Tuesday 22nd of November 2011 at 09:45:45 AM



Lesson themes you can select – hover the cursor over a theme to get an overview of the lesson

lesson 1	lesson 2	lesson 3	lesson 4	lesson 5	lesson 6
<p>Select a different theme for each lesson in your Unit of Work:</p> <div> <div> Core Task - Introduction Lesson Coordination and movement Fielding - Throwing and Catching Fielding - Throwing Batting - Hitting into space Bowling - Underarm Bowling - At a target Fielding - Tactics Batting - Tactics Rules of the Game Tournament Core Task - Final Lesson </div> <div> Fielding - Throwing Throwing is an important skill in cricket and many other games. It is a skill a child will use when fielding The aim of the lesson is to develop the throwing skills of the children The children should focus on developing and improving the underarm throw and be introduced to the overarm throw The children should be introduced to the concepts of: Aiming - throwing the ball in the correct direction Accuracy - throwing the ball as close as possible to the intended target The importance of these aspects in making a good quality throw should be emphasised to the children </div> </div>					
<div>help</div>					

Once you have chose the theme for the lesson you wish to plan – click to select

You are now ready to select the content for your lesson. All the content that is available for each lesson has been filtered to meet the initial information you selected (National curriculum level, topic and lesson theme). You can therefore make selections with confidence, knowing you are planning a lesson that will meet the objectives you have chosen and fulfil your specific requirements.

To create your lesson plan all you need to do is complete steps 1 to 5



PEplanning

You are planning to teach 6 lessons in Cricket at level 3.

Your unit was last saved on: Tuesday 22nd of November 2011 at 09:45:45 AM



Lesson 1: Fielding - Throwing	lesson 2	lesson 3	lesson 4	lesson 5	lesson 6
<div>Step 1 - Objectives</div> <div>Step 2 - Activities</div> <div>Step 3 - Assistance</div> <div>Step 4 - Cross Curricular Opportunities</div> <div>Step 5 - Finish, Save & Print</div>					
<div>help</div>					

- To open a step simply click on it
- To close a step click on it again – closing a step automatically saves any selections you



Step 1: Select the National Curriculum objectives for the lesson



PEplanning

You are planning to teach 6 lessons in Cricket at level 3.

Your unit was last saved on: Tuesday 22nd of November 2011 at 10:02:29 AM



Open and close strands by clicking on them

Add or remove objectives by clicking on them

Step 2:

a) Select your activities

Choose the part of the lesson you want to add an activity to from the options, simply click on the sections to open and close

Select the activity you want to add, hover the cursor over each to see a description. Once you have chosen the activity you want, click to select



PEplanning

You are planning to teach 6 lessons in Cricket at level 3.

Your unit was last saved on: Tuesday 22nd of November 2011 at 10:12:19 AM





b) Add the options for your activity

Description of the activity

Select the teaching points you want to use in the lesson

Select the NC strand based on your Learning Objective selection

Change the time from the suggested one to suit your requirements

Diagram - shows you how to set up the activity

Add differentiation, progressions or analysis as necessary – click these buttons where they are available to add the options you want to the activity

When you have made the selections for the activity you can add your next one by clicking on the 'Add Activity' tab (★), keep repeating the process until you have added all the sections of your lesson plan.

Step 3: Add your assistance notes

Add any notes that are specific for:

1. Your teaching assistant – the role they are to play in the lesson
2. Any SEN information – any relevant SEN details for the lesson

- Simply type the specific details into each of the boxes



Step 4: Add your cross curricular links

Add links on each of the tabs – Keywords (literacy); Citizenship; ICT; Numeracy and Risk Assessment

Simply check the options you want to add by clicking on them

Step 4 - Cross Curricular Opportunities

Keywords | Citizenship | ICT | Numeracy | Risk Assessment

Select appropriate keywords for your lesson

- ☒ Accuracy
- ☐ Aim
- ☒ Aiming
- ☐ Attack
- ☐ Awareness
- ☐ Back Swing
- ☐ Backward defensive
- ☐ Backwards
- ☐ Balance
- ☐ Ball
- ☒ Ball control
- ☐ Bat
- ☐ Batting
- ☐ Be patient
- ☐ Beanbag
- ☐ Blue
- ☐ Body
- ☐ Bounce

help

Step 5: Your lesson plan is now complete. You can.....

Step 5 - Finish, Save & Print

Save and Exit | Save & Continue | Save & Print | Assessment


help

Click on any of the buttons depending on the option you want to take

- ✓ 'Save and Exit' – saves the plan and takes you to the 'staffroom'
- ✓ 'Save and Continue' – saves the plan and allows you to continue to work on it
- ✓ 'Save and Print' – saves the plans and loads a copy for you to print
- ✓ 'Assessment' – allows you to load the various assessment options for the unit of work

You have now created a high quality lesson plan that meets your exact requirements


What next?

You can continue to plan the rest of the lessons in your unit of work or come back and plan them later by visiting your 'my plans' section and clicking on the  icon next to the 'unplanned' lesson.

You can also edit any lesson plan you have saved in your 'my plans' folder by clicking on the edit icon next to the plan.



5. Require any further Help?

There is help available throughout the system, via the  buttons positioned on each page to further guide you through the process.

Should you require any additional support please feel free to contact us on the following details:

E: matt@peplanning.org.uk

T: 01535 644 777