

6

# Lesson Exemplar for TLE

Quarter 1  
Lesson

2

**Lesson Exemplar for TLE 6**  
**Quarter 1: Lesson 2 (Week 2)**  
**SY 2024-2025**

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**TLE / QUARTER 1/ GRADE 6 (WEEK 2)**

<b>I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES</b>	
<b>A. Content Standards</b>	The learners demonstrate an understanding of utilizing online form builders.
<b>B. Performance Standards</b>	The learners perform the utilization of online and productivity tools in a safe and responsible manner.
<b>C. Learning Competencies and Objectives</b>	<p><b><i>Learning Competency</i></b> <i>Use online forms builder in a safe and responsible manner.</i></p> <p><b><i>Learning Objectives</i></b> At the end of the lesson, the learners are expected to:</p> <ol style="list-style-type: none"><li>1. <i>Identify the different online builder applications/mobile apps;</i></li><li>2. <i>Determine the appropriate online builder applications to use;</i></li><li>3. <i>Create forms using online builder application;</i></li><li>4. <i>Relate the relevance of online form builders in the learning process.</i></li></ol>
<b>C. Content</b>	Online Form Builder <ul style="list-style-type: none"><li>• Different Online Form Builder Applications/Mobile Apps</li><li>• Steps in Using Online Form Builder Applications / Mobile Apps</li></ul>
<b>D. Integration</b>	Digital Citizenship

<b>II. LEARNING RESOURCES</b>	
Jotform. (n.d.). [Jotform]. <a href="https://www.jotform.com/">https://www.jotform.com/</a> TechTarget (n.d.). Mobile app. <a href="https://www.techtarget.com/searchmobilecomputing/features">https://www.techtarget.com/searchmobilecomputing/features</a> Workforce Development Technologies. (n.d.). Google Forms. [Workforce Development Technologies]. <a href="https://workforceedtech.org/learning-training/google-forms/">https://workforceedtech.org/learning-training/google-forms/</a>	

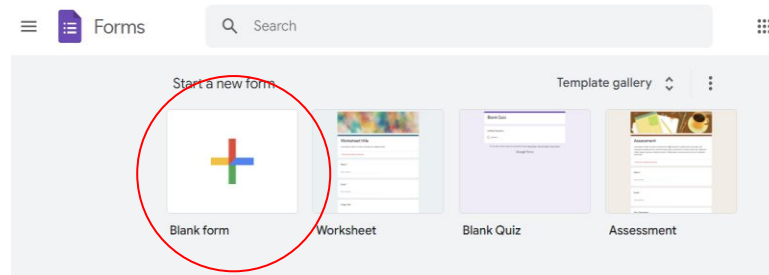
III. TEACHING AND LEARNING PROCEDURE	NOTES TO TEACHERS
<p><b>A. Activating Prior Knowledge</b></p> <p><b>DAY 1</b></p> <p><b>1. Short Review</b></p> <div data-bbox="622 368 1536 504" data-label="Image"> </div> <p>True or False Statements:</p> <ol style="list-style-type: none"> <li>1. It is always okay to have your microphone on during a web conference.</li> <li>2. You should use a virtual background to hide your messy room.</li> <li>3. You should share your entire screen during the presentation.</li> </ol> <p><b>2. Feedback (Optional)</b></p>	<p>The teacher will make a quick and easy way to review the previous topic “Web Conferencing” by projecting an icon or logo on the screen/board. The teacher will make a follow up question like “what are they seeing on screen/board”, “name or identify them”.</p> <p>The teacher will facilitate learners’ varying answers, elaborate them if needed.</p>
<p><b>B. Establishing Lesson Purpose</b></p> <p><b>1. Lesson Purpose</b></p> <p>Learners’ needs to explain what online form builders are and how they can be used to create, distribute and analyze forms for various purposes, using the given online forms below.</p> <p>Images retrieved from:  <a href="https://workforceedtech.org/learning-training/google-forms/">https://workforceedtech.org/learning-training/google-forms/</a>  <a href="https://www.customonline.com/tech-insights/whats-new-with-microsoft-forms/">https://www.customonline.com/tech-insights/whats-new-with-microsoft-forms/</a></p> <p><b>2. Unlocking Content Vocabulary</b></p> <p><b>Online Form Builder Application</b> is a software tool that allows users to create and publish digital forms without needing coding knowledge.</p> <p><b>Mobile Apps</b> or mobile application is a software application developed specifically for use on small, wireless devices like smartphones and tablets.</p> <p><b>Templates</b> refer to the pre-designed form layouts that can be customized to suit specific needs.</p> <div data-bbox="1509 794 1715 1134" data-label="Image"> </div>	<p>Teachers should facilitate the discussion.</p>

	<p><b>Widgets</b> are the interactive elements (like text boxes, checkboxes, and dropdowns) that can be added to forms.</p> <p><b>Data Analysis</b> is the process of examining, cleaning, and modeling data to discover useful information.</p>	
<p><b>C. Developing and Deepening Understanding</b></p>	<p><b>SUB-TOPIC 1: DIFFERENT ONLINE FORM BUILDER APPLICATIONS / MOBILE APPS</b></p> <p><b>1. Explicitation</b> An online builder application is a software tool that allows users to create and publish digital forms without needing coding knowledge. These forms can be used to collect information from others through a web browser or mobile device.</p> <p>Imagine a world where permission slips, quizzes, and surveys can be created and shared electronically, saving time and paper. This is where online form builders play a significant role. Here are some key features of online form builders:</p> <p><b>Key Features of Online Form Builder:</b></p> <ol style="list-style-type: none"> <li><b>Drag-and-Drop Interface.</b> Online form builders typically use a user-friendly drag-and-drop interface, allowing users to easily add different question types like text boxes, multiple-choice options, or file uploads for their forms.</li> <li><b>Templates.</b> Many online form builders come with pre-made templates for common purposes like surveys, applications, or registration forms, saving users time and effort.</li> <li><b>Customization.</b> Despite their ease of use, these tools offer customization options to personalize the look and feel of the forms. Users can add logos, change colors, and modify fonts to match their branding needs.</li> </ol> <p><b>Benefits of Using Online Form Builders:</b></p> <ol style="list-style-type: none"> <li><b>Increased efficiency.</b> Online forms eliminate the need for paper forms, streamlining data collection and reducing manual processing.</li> <li><b>Improved accuracy.</b> Since users fill out forms electronically, there's less chance of errors compared to handwritten entries.</li> <li><b>Accessibility.</b> Anyone with an internet connection can access and fill out online forms from any device, making them convenient and inclusive.</li> </ol>	<p>The teacher will:</p> <ol style="list-style-type: none"> <li>Discuss what online form builders are and their importance in collecting and analyzing data.</li> <li>Explain common features of online form builders, such as drag-and-drop interfaces, customizable templates, and data export options.</li> </ol>

	<p>d. <b>Data analysis.</b> Many online form builders offer built-in data analysis tools, allowing users to easily track responses, identify trends, and make informed decisions.</p> <p><b>Areas How Online Forms Builders are used:</b></p> <ol style="list-style-type: none"> <li><b>Education.</b> Teachers use online form builders to create quizzes, polls, and feedback forms for students.</li> <li><b>Businesses.</b> Businesses can use online forms for customer surveys, order forms, and job applications.</li> <li><b>Non-profit organizations.</b> Non-profit organizations can utilize online forms for volunteer signups, event registrations, and donation requests.</li> </ol> <p>Online form builders are a valuable tool for anyone who needs to collect information electronically. They are easy to use, offer a variety of features, and can improve efficiency, accuracy, and data analysis.</p> <p><b>2. Worked Example</b></p> <p><b>Activity 1: “Create Your Field Trip Permission Slip”</b></p> <p>Let us create your field trip permission slip using a widely used online form builder - the Google Form.</p> <p><b>Materials:</b> Computer/Laptop/Tablet/Smartphone with internet connection</p> <p><b>Procedure:</b></p> <p>Step 1: Access Google Forms</p> <ol style="list-style-type: none"> <li>1.1. Open your web browser (Google, Edge, Firefox) and go to <a href="https://docs.google.com/forms">https://docs.google.com/forms</a>. This will take you to the Google Forms website.</li> <li>1.2. You might need to sign in with your Google Account (gmail) to proceed.</li> </ol>  <p><i>Figure 1. The URL or address of Google Form</i></p>	<p>The teacher will facilitate and guide the learners in performing this activity.</p>
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## Step 2: Create a New Form

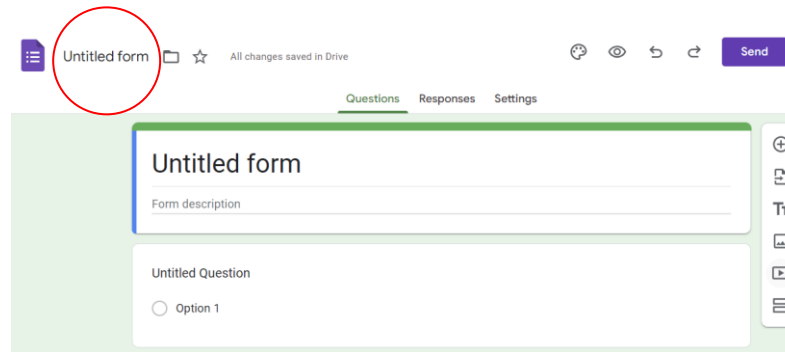
2.1. Click on the button that says “+ Blank Form”. This will be like opening a new page for your permission slip.



*Figure 2. The + sign and Blank form*

## Step 3: Give Your Form a Title

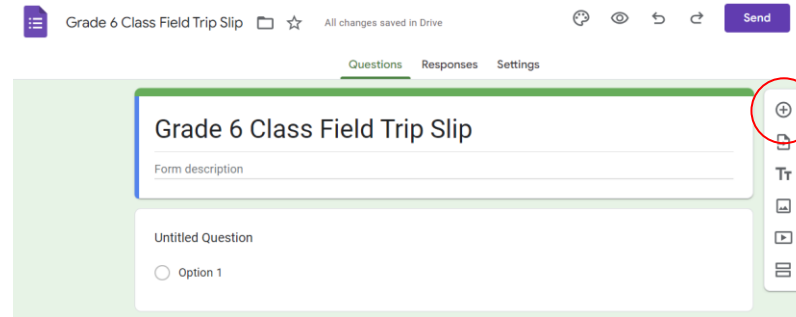
3.1 At the top, where it says “Untitled Form”. Click and type in your title. For example: “Grade 6 Class Field Trip Slip”



*Figure 3. The “Untitled Form” portion of the form*

## Step 4: Add Your Questions

4.1 Now comes the fun part - building the permission slip. Click on the “+” symbol that appears under the title. This lets you add different question boxes.



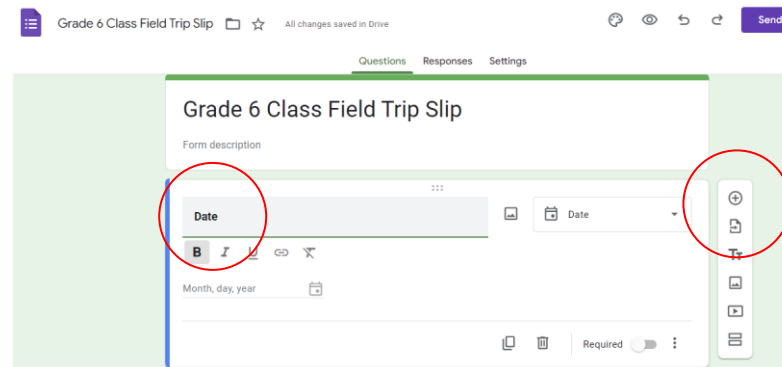
*Figure 4. The + sign*

4.2 Here are the questions we will need for your permission slip based from what you have accomplished in Activity 1:

#### 4.2.1 Field Trip Details

4.2.1.1 Click “+” again and choose the most appropriate option for the field, in this case the “Date” is the most appropriate.

4.2.1.2 Type in the Field: “Date”. You can optimize the use of calendar



*Figure 5. The + sign*

4.2.1.3 Repeat 4.2.1.1 - 4.2.1.2 steps for the other fields



NOTE: After completing the steps in the activity, your “Field Trip Permission Slip” would look like the one below. Although, learners’ output may vary in case the learner decided to add more fields of information to collect.

Grade 6 Class Field Trip Slip

rlmariscal@carsu.edu.ph [Switch account](#)

Not shared

\* Indicates required question

Date

Date

mm/dd/yyyy

Destination or Venue of the Field Trip

Your answer

Grade Level

Your answer

Name of Parent or Guardian

Your answer

Contact Information of Parent or Guardian

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

Figure 6. The created “Field Trip Permission Slip”

	<p><b>3. Lesson Activity</b></p> <p><b>Activity No.2: Create Your Own Google Form</b></p> <p><b>DAY 2</b></p> <p><b>SUB-TOPIC 2: Different Online Form Builder Applications/Mobile Apps</b></p> <p><b>Google Forms</b> is a free, easy-to-use online form builder that is part of the Google Workspace suite. It allows users to create surveys, quizzes, and forms for various purposes. One of its standout features is its seamless integration with other Google Workspace tools like Google Sheets, Docs, and Drive, enabling real-time collaboration among multiple users. Google Forms also offers a variety of pre-designed templates and basic customization options for themes and colors. Additionally, it automatically collects responses in Google Sheets, making data analysis straightforward.</p> <ul style="list-style-type: none"> <li>• Educational quizzes and surveys</li> <li>• Event registrations</li> <li>• Customer feedback forms</li> <li>• Quick polls and assessments</li> </ul> <p><b>Microsoft Forms</b> is another popular online survey creator that is part of the Microsoft 365 suite. It allows users to create forms, quizzes, and polls with ease. Microsoft Forms works seamlessly with other Microsoft 365 tools like Excel, OneNote, and Teams, supporting real-time collaboration among multiple users. It offers advanced features like conditional logic, which allows for branching questions based on previous answers, and various themes and customization options. Responses can be exported to Excel for detailed analysis, making it a robust tool for data collection.</p> <ul style="list-style-type: none"> <li>• Employee satisfaction surveys</li> <li>• Training and assessment quizzes</li> <li>• Event feedback forms</li> <li>• Customer service evaluations</li> </ul>	<p>For activity 2, see worksheet for the learning activity that the students will accomplish.</p>
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	<p><b>JotForm</b> is a versatile online form builder that offers a wide range of customization options and integrations, suitable for both personal and professional use. It features an easy-to-use drag-and-drop interface and provides over 10,000 templates for various industries and use cases. JotForm supports a wide range of widgets and integrations with third-party apps like PayPal, Dropbox, and Salesforce. It also offers advanced conditional logic to create dynamic forms and built-in payment processing capabilities.</p> <ul style="list-style-type: none"> <li>• Online order forms</li> <li>• Registration forms for events and webinars</li> <li>• Application forms for jobs or grants</li> <li>• Feedback and survey forms</li> </ul> <p><b>Typeform</b> is known for its modern, conversational, and user-friendly design, focusing on creating engaging and interactive forms. Its unique feature is the conversational interface, where forms are presented one question at a time, creating a more engaging experience for users. Typeform is highly customizable, offering various design options, including fonts, colors, and layouts. It features advanced logic jumps to create personalized question paths based on user responses and integrates with various apps like Slack, Mailchimp, and Google Sheets. Built-in analytics help track form performance and user engagement.</p> <ul style="list-style-type: none"> <li>• Customer feedback and satisfaction surveys</li> <li>• Market research surveys</li> <li>• Lead generation forms</li> <li>• Interactive quizzes and assessments</li> </ul> <p><b>2. Worked Example</b></p> <p><b>Activity Title:</b> Comparing Form Builders</p> <p><b>Objective:</b> To compare the differences between various form builder applications.</p> <p><b>Guided Practice:</b></p> <ul style="list-style-type: none"> <li>• Compare the user interfaces of Google Forms and JotForm.</li> <li>• Demonstrate how to create a form in JotForm, emphasizing its unique features like conditional logic and payment integrations.</li> </ul>	
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	<p><b>Steps in Using Online Form Builder Applications</b></p> <ul style="list-style-type: none"> <li>❖ Explain the general steps involved in using any online form builder application:</li> <li>❖ Sign Up/Login: Creating an account or logging in.</li> <li>❖ Choosing a Template: Selecting a pre-designed template or starting from scratch.</li> <li>❖ Adding Questions: Using widgets to add different types of questions.</li> <li>❖ Customizing the Form: Adjusting the theme, layout, and settings.</li> <li>❖ Previewing the Form: Checking the form for any errors or improvements.</li> <li>❖ Sharing the Form: Distributing the form via email, link, or embedding it on a website.</li> <li>❖ Collecting Responses: Monitoring the responses as they come in.</li> <li>❖ Analyzing Data: Using built-in tools to analyze the collected data.</li> </ul> <p><b>DAY 3</b>  <b>3. Lesson Activity</b>  <b>Activity No. 3: Creating a detailed form of your chosen topic</b></p>	<p>For activity 3, see worksheet for the learning activity that the students will accomplish.</p>
<p><b>D. Making Generalizations</b></p>	<p><b>DAY 4</b>  <b>1. Learners' Takeaways</b>  Based on the discussion about online form builders and the activity of creating a new field trip permission slip with Google Forms, learners may have the following takeaways.</p> <ul style="list-style-type: none"> <li>● Understanding of Online Form Builders. Learners will learn that online form builders are digital tools that allow users to create and share forms electronically. These forms can be used to collect information from others in a convenient and paperless way.</li> <li>● Benefits of Online Forms. Learners will gain an understanding of the advantages of online forms, such as increased efficiency, improved accuracy, accessibility and data analysis capabilities.</li> <li>● Form Components. Learners will be familiar with the basic components of an online form, including titles, question types and signature fields.</li> <li>● Creating Forms with Google Forms. Learners will have hands-on experience building a field trip permission slip using Google Form. They will learn how to navigate the interface, add different question types and customize the form's appearance.</li> </ul>	<p>The teacher will ask though provoking questions to the learners about their experience of the activity and their realizations.</p>

	<ul style="list-style-type: none"> <li>• Application of Online Forms. Through the discussion and activity, students will be exposed to various applications of online forms beyond permission slips. They will understand how these forms can be used for quizzes, surveys, project planning, feedback collection and more.</li> </ul> <p><b>2. Reflection on Learning</b> We used Google Form to create a permission slip for a field trip. Can you think of other ways we could use Google Forms in class?</p>	
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IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION		NOTES TO TEACHERS
<b>A. Evaluating Learning</b>	<p><b>1. Formative Assessment</b> This lesson component is on assessing learner's content understanding and skill development. Activities involve formative assessment of conceptual understanding, performance and/or product. Teachers may use various appropriate formative assessment methods and tools aligned to the lesson objectives.</p> <p>Direction. Answer the following questions to the best of your ability. Choose the answer that best completes the statement on the question.</p> <ol style="list-style-type: none"> <li>What is an online form builder? <ol style="list-style-type: none"> <li>a tool to create and share digital forms to collect information</li> <li>a website where you can buy things online</li> <li>a program for editing photos</li> </ol> </li> <li>Which of these is NOT typically used in online forms? <ol style="list-style-type: none"> <li>handwritten signatures</li> <li>multiple choice answers</li> <li>text boxes for filling in information</li> </ol> </li> <li>What is an advantage of using online forms over paper forms? <ol style="list-style-type: none"> <li>They are more efficient and paperless</li> <li>they are more expensive</li> <li>They are harder to fill out</li> </ol> </li> <li>What can you use Google Forms to create? Choose two. <ol style="list-style-type: none"> <li>a permission for a field trip</li> <li>a quiz for the class</li> <li>a permission slip to leave school early</li> </ol> </li> </ol>	<p>The teacher may revise the questions or apply another form of formative tests he/she deemed fit. Here are the possible answers to the formative assessment:</p> <ol style="list-style-type: none"> <li>a</li> <li>a</li> <li>a</li> <li>a &amp; b</li> <li>a</li> <li>a</li> <li>a</li> <li>a</li> <li>a</li> <li>*The answer may vary but here is a suggested answer: "Online forms can be used in schools in creating quizzes, collecting feedback, planning, gathering information and research.</li> </ol>

	<p>5. What kind of question would you use in a form to find out someone's favorite subject?</p> <ol style="list-style-type: none"> <li>multiple choice</li> <li>short answer</li> <li>long text answer</li> </ol> <p>6. True or False: Online forms can be customized with different colors and backgrounds.</p> <ol style="list-style-type: none"> <li>True</li> <li>False</li> </ol> <p>7. When creating the field trip permission slip, what information would you most likely collect from a parent or guardian?</p> <ol style="list-style-type: none"> <li>phone number</li> <li>age</li> <li>favorite movie</li> </ol> <p>8. What does "drag-and-drop" mean in reference to online form builders?</p> <ol style="list-style-type: none"> <li>You can easily move and arrange question boxes</li> <li>You need to know how to code to use the tool</li> <li>it refers to the way you submit the completed form</li> </ol> <p>9. Imagine you're creating a form to collect feedback from classmates about a group project. Would you want the answers to be anonymous? Why or why not?</p> <ol style="list-style-type: none"> <li>Yes, so classmates can feel comfortable giving honest feedback</li> <li>No, so I can identify who gave negative feedback</li> </ol> <p>10. Briefly explain one-way online forms can be used in schools?</p> <p><b>2. Homework (Optional)</b></p>			
<b>B. Teacher's Remarks</b>	<i>Note observations on any of the following areas:</i>	<b>Effective Practices</b>	<b>Problems Encountered</b>	The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.
	<b>strategies explored</b>			
	<b>materials used</b>			
	<b>learner engagement/ interaction</b>			

	<b>Others</b>			Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.
<b>C. Teacher's Reflection</b>	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> <li>▪ <u>principles behind the teaching</u>  <i>What principles and beliefs informed my lesson?</i>  <i>Why did I teach the lesson the way I did?</i></li> <li>▪ <u>students</u>  <i>What roles did my students play in my lesson?</i>  <i>What did my students learn? How did they learn?</i></li> <li>▪ <u>ways forward</u>  <i>What could I have done differently?</i>  <i>What can I explore in the next lesson?</i></li> </ul>			Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.