

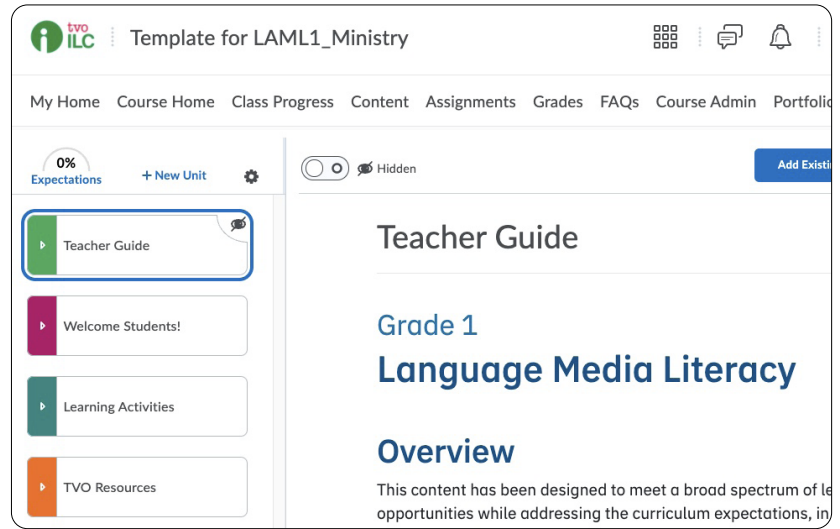
Teacher Guide Production

What You'll Need:

- Adobe InDesign
- Code Editor
- Parsers
- Git access
- k8_indd_template.indt

Where To Find Stuff

Chats, instructional videos, files, and other relevant info on how make a Teacher Guide is here in the Teacher Guides channel: <https://bit.ly/3gcRts>.



Template

Use LAML1 as the standard for any code snippets needed:

https://gitlab.tvo.org/digital-learning/tvo-learn/elementary-courses/laml1_elem

Manuscripts

<https://bit.ly/3zEZdt4>

Images

Images (four in total, below) are found in their respective grade folders (sample path below):

trillium2-curriculum/Course Development/Elementary Course Development Projects/elem0/English/01_raw_image/02_final_images/

- brightspace_overview.jpg
- elem0_BS_summaries.jpg
- elem0_BS_titlePage.jpg
- elem0_thumbnail

Missing images? Please create a ticket here: <https://bit.ly/3zNrM7E>

Parser

Clone the parser repo:

<https://gitlab.tvo.org/digital-learning/tvo-learn/elementary-courses/templates/parser.git>

1st pass: htdocs/parser/k8.py

2nd pass: htdocs/parser/k8_tg.py

Building a Teacher Guide

Structure

Teacher Guides consist of both boilerplate (standard) and non-boilerplate (unique) files.

WPA are responsible for building and/or moving the following files into the course repo's Teacher Guide folder:

1. Overall Expectations (build)
2. Rubric (build)
3. Course Titlepage (build)
4. Learning Activity Summaries (one for each learning activity) - (build)
5. Release Notes (PDF linked in the Brightspace [BSP] menu) - (move into repo)

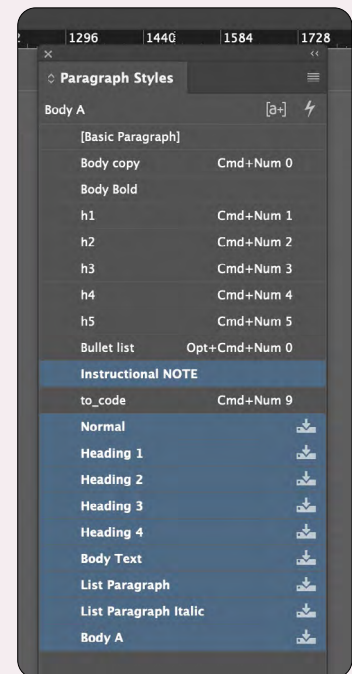
See the full **Brightspace template structure** here: https://elementary-qa-tvlearn.tv.org/k8-101/brightspace/template_structure.html

InDesign

1. Open the **k8_indd_template.indd** (the same one used to build a learning activity) located here: *trillium2-curriculum/Course Development/Elementary Course Development Projects/ k8_indd_template.indd*
2. Save your file with the following **convention**:
xxxx0_teacherguide.indd
in your course folder:
xxxx0_elem / 05_teacher-guide / 01_design /
3. **Locate your manuscript** from this folder: bit.ly/3CEZfTD
4. **Place/import** your manuscript and follow the same basic steps as formatting an LA.
5. Delete/replace the imported **character and paragraph styles**
6. **Clear all overrides.**
7. **Run the k8 scripts:**
window > utilities > scripts
8. Sections IDs should already be added to your manuscript. Go through your document and **ensure that all section IDs are there**:
 - overall_expectations
 - rubric
 - Learning Activity Summaries:
lesson1_overview
lesson2_overview, etc...
9. The **Section IDs will export as files**, so if you're missing any section IDs, you'll be missing files after the second parsing.

Importing your manuscript

1. File > Place > (Command+D)
manuscript.docx
2. A small block of text should be visible on your cursor. **Shift+click** in the top left corner of the document. This will import your content, and also create the number of pages needed.
3. Delete and replace the imported paragraph and character styles, and replace them with the ones in the k8 template.



The styles highlighted should be deleted and replaced.

10. Remove any of the following boilerplate content (If you have any boilerplate content in your manuscript, check that your manuscript is up to date):

- brightspace_tools.html
- engage_english_learner.html
- equity_inclusion.html
- land_acknowledgments.html
- learning_goals.html
- learning_skills.html
- overview.html (this page is edited, but in BSP only)
- rubric_note.html
- technical_help.html
- transferable_skills.html
- universal_design_learning.html

11. With your manuscript and INDD documents open, style according to manuscript instructions. If any instructions in your manuscript contradict the conventions and formatting outlined in this guide, please talk to your manager or team lead.

Export HTML file

1. Pull **course** repo
2. Pull **parser** repo
3. Export HTML file with the same **parser requirements** as an LA:
 - **5 H1s** must be present:
start, title, minds on, action, consolidation.
 - Make sure there are **no spaces after your H1s.**
 - using this filename convention (you will change this filename later):
elem0_la0.html

1st parsing

- Pull parser repo
- Parse with **k8.py** parser in your system's command center with the following **command**:
python k8.py ../elem0_elem/teacherguide/elem0_la0.html

HTML 1st pass

1. **Rename your file** with this convention if you haven't already:
elem0_teacherguide.html
2. Check that all **section IDs and closing tags** are there. **Every section ID will become a separate page** after it gets parsed during 2nd pass.

Optional! Insert VLE Links!

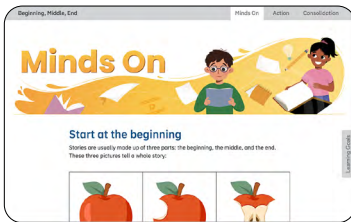
VLE Links must be added in manually. This is a great time to do a search and replace for the VLE Links tool name, and replace it with the corresponding anchor link code, found here on the 101:
https://elementary-qa-tvlearn.tvo.org/k8-101/brightspace/brightspace_tools_anchor_links.html

2nd parsing

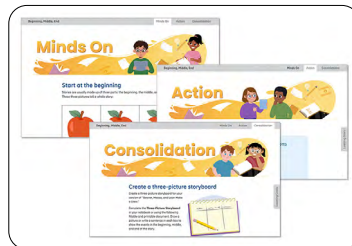
1. Pull parser repo
2. Parse with k8_tg.py parser in your system's command center with the following **command**:
`python k8_tg.py ../elem0_elem/teacherguide/elem0_la0.html`
3. Everything marked with a **section ID** should export as an **HTML page**.
4. **PARSING FAIL?** Check for "smart quotes " " " in your code and replace them with straight quotes. (Some PC users have had issues with this parser. Ask a colleague to parse for you!)

HTML 2nd pass:

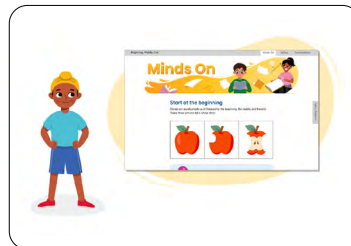
1. Copy the **four** images needed into your repo's assets / img folder:
`brightspace_overview.jpg`
`elem0_BS_summaries.jpg`
`elem0_BS_titlePage.jpg`
`elem0_thumbnail`
- Images are found in their respective grade folders (sample path below):
`trillium2-curriculum/Course Development/Elementary Course Development Projects/elem0/English/01_raw_image/02_final_images/`



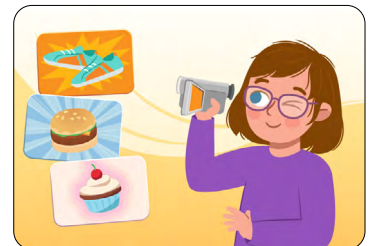
Screenshot of
`brightspace_overview.jpg`



Screenshot of
`elem0_BS_summaries.jpg`



Screenshot of
`elem0_BS_titlePage.jpg`



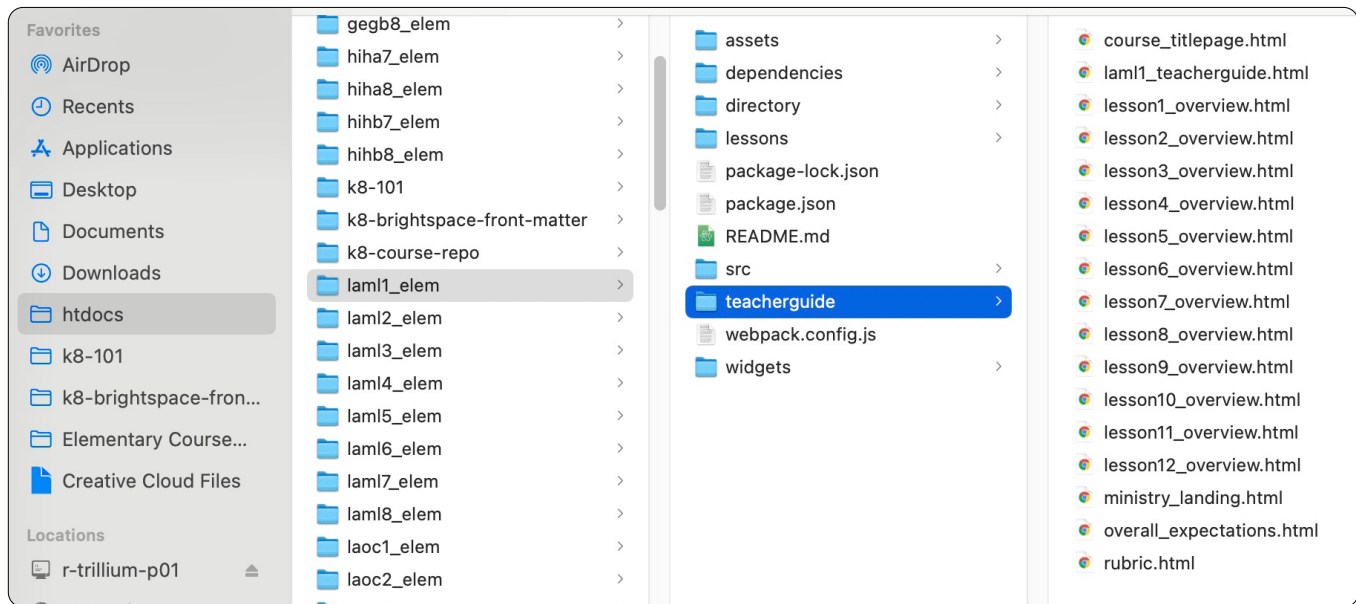
Screenshot of
`elem0_thumbnail.jpg`

2. **Missing images?** Please create a ticket here: <https://bit.ly/3zNrM7E>
3. Copy the following files from LAML1 into your repo:
 - `course_titlepage.html`
 - `ministry_landing.html`

Open both files and do the following:

4. Remove the k8_col divs
5. Insert the lesson-specific image and language:
 - Change the grade number and course name to whatever grade and course you're working on. **Course names** are here if you need them: <https://elementary-ga-tvlearn.tv.org/k8-101/lessons/index.html>.
 - Edit the **img tag filename** to reflect the course name
 - Check that image and page **display properly**
6. **Check that all of your files were created.** After copying the files above, and your second parsing, you should have:
 - **Phases 1-3: 16 files** in your /teacherguide folder
 - **Phase 4: 12 files** in your /teacherguide folder

7. **Remove any boilerplate files** from your repo if any make it through the export. These will be uploaded to Brightspace from the front matter repo.
- If you're curious **what's boilerplate**, come over here: https://elementary-qa-tvlearn.tv.org/k8-101/brightspace/vle_links.html
8. You should now have the following files in your course repo / teacherguide folder:

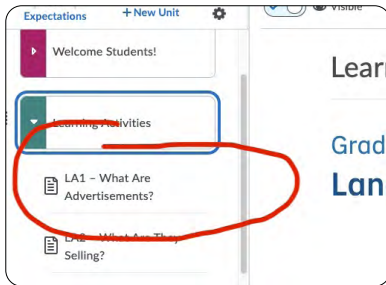


Styling and editing requirements for each page are below

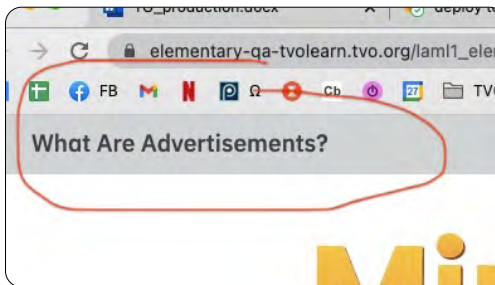
Formatting & Styling

General TG formatting

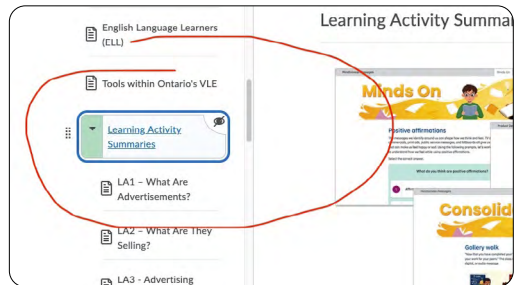
- **Title Convention:**
LA1 – Title of Learning Activity (e.g. LA9 – Problem Solving Using Addition and Subtraction)
- All **titles** are styled as H2
- Ensure that your **titles and conventions match** in all of these places (in case of a discrepancy, the LA title should be followed - the grey bar at the top of the actual learning activity):
 1. LA title - Grey bar at the top of left all learning activities
 2. LA summaries - In BSP > Teacher Guide > Learning Activity Summaries
 3. LA title in Brightspace menu - in BSP > Learning Activities



LA Summaries



LA Title (grey bar)



LA Summaries

Brightspace Template links can be found on the 101 here:

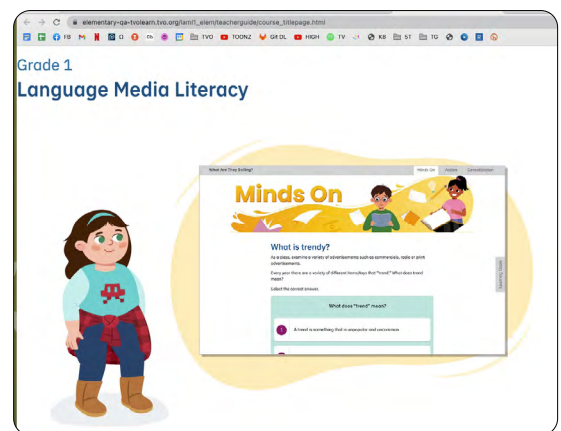
https://elementary-qa-tvlearn.tv.org/k8-101/brightspace/brightspace_templates.html

- **Clean up code.** Remove any cruft, span classes, text anchors, etc from your HTML files.
- Optional: remove section IDs and closing section tags AFTER second parsing!
- Tend to and then remove any **“to_code”**
- Check that title and **H2s** aren't wrapped in strong tags

Page-Specific Styling

Course Titlepage

1. **Copy** *course_titlepage.html* from LAML1 or another lesson in your course in your course repo if you haven't yet.
2. **Copy** the *elem0_BS_titlePage.jpg* image from the trillium course folder if you haven't yet.
3. **Change grade number, course name, and img file-name** to correspond with your course.
4. Ensure that the **art corresponds to the page**.
 - **If the art is missing**, please create a ticket here: <https://bit.ly/3zNrM7E>.
5. **Remove the k8_col div.** Page should have no margins or padding when viewed locally.



Screenshot of course_titlepage.html

Ministry Landing Page

1. Copy *ministry_landing.html* from LAML1 or another lesson in your course in your course repo
2. **Change img filename** to correspond with your course.
3. **Copy** the *ministry_landing.jpg* image from the trillium course folder if you haven't yet.
4. Ensure that the **art corresponds to the page**.
 - **If the art is missing**, please create a ticket here: <https://bit.ly/3zNrM7E>.
5. **Remove the k8_col div**. Page should have no margins or padding when viewed locally.



Screenshot of ministry_landing.html

Rubric

To simplify the rubric building process on the HTML side, the **boilerplate rubric content has been removed from the manuscript**.

1. **Copy the rubric.html file** from LAML1.
2. Copy and paste the **bullet points from the four sections in your manuscript** (unique content) into the four sections of your *rubric.html* file:
 - Knowledge and Understanding
 - Thinking
 - Communication
 - Application

Rubrics

These are samples of the success criteria that meet the four categories of the achievement chart found in the Ontario Ministry of Education curriculum document.

Knowledge and Understanding

Success Criteria:

- identify what is included in print, social media, tv and radio advertisements
- notice the techniques used in different advertisements

Unique content

Level 4	Level 3	Level 2	Level 1
With a high degree of effectiveness	With considerable effectiveness	With some effectiveness	With limited effectiveness

Thinking

Communication

Application

Feedback

3. Your file should be named *rubric.html*, **not** *rubrics.html* !
 - The **title** is **Rubrics**
 - The **html file name** is **rubric.html**
4. Ensure that the tables have the right **<th> code and are AODA compliant**, e.g.:
 - `<th scope="row">` or `<th scope="col">`, as appropriate (you can copy the code from LAML1 if you need to)

Feedback Table

Feedback tables **may or may not have Success Criteria**. If applicable, format these in the same styles as the other four tabs.

Overall Expectations

1. Ensure that the tables have the right **<th> code and are AODA compliant**, e.g.:
 - `<th scope="row">` or `<th scope="col">`, as appropriate (you can copy the code from LAML1 if you need to)
2. Ensure that the **period placement** after the numbers matches the following convention (also available on the 101 in the Editorial Checklist: https://elementary-qa-tvlearn.tv.org/k8-101/components/editorial_checklist.html):

Learning Activity	Overall Expectation	Specific Expectations
1	1. demonstrate the knowledge and skills needed to make informed financial decisions	1.1 identify various methods of payment that can be used to purchase goods and services 1.2 estimate and calculate the cost of transactions involving multiple items priced in whole-dollar amounts, not including sales tax, and the amount of change needed when payment is made in cash, using mental math

Learning Activity Summaries

- **LA Summary titles** are **styled as H2** in this format:
LA1 – Title of Learning Activity (e.g. LA2 – Writing a First Draft)
- Minds On, Action, Consolidation **styled as H3**
- VLE Links header **styled as H4**
- **“Students will:”** should be bold
- **Interactive opportunity/ies** should be bold
- **DISCOVER MORE extension activity** should be:
 - CAPS (DISCOVER MORE), and;
 - not caps (extension activity), and bold
- All instances of **“partner opportunity”** must be indented

Interactive opportunity: self-reflection checklist

DISCOVER MORE extension activity

- **ALL LINK TITLES SHOULD BE BOLD** and purple/pink. Unlike building LAs, **you will need to wrap your hrefs in strong tags.**
- Any special **teacher notes** inserted (i.e. content warnings) should be added after the H3, and styled bold and italic. **Content warnings should appear FIRST** where there is more than one teacher note, like below:

Action

In this learning activity, there will be content that may be sensitive for individual learners. This content relates to exploitation, homelessness, and poverty. The content is aligned to the curriculum. TVO is committed to creating a safe, inclusive, and positive learning experience for all.

This action activity will take students longer than one period to complete. Consider one task per class.

Students will:

- explore **the rise of unions** and how they changed the workplace then and now
- learn about the Social Gospel and Temperance Movements

LA1 – What Are Advertisements?

Minds On

Students will:

- explore a carousel of logos
- consider questions about the purpose and target audience of the logos
 - partner opportunity

Interactive opportunity: image carousel

Action

Students will:

- choose advertisements they know
- consider questions about the purpose, target audience and perspective
 - partner opportunity

Interactive opportunity: fillable graphic organizer

Consolidation

Students will:

- select a product and plan an advertisement for the product
- create the advertisement using a method of their choice

Interactive opportunities: fillable organizer, self-reflection tool

Assessment Opportunities

Examples from this learning activity that illustrate assessment as, for, and/or of learning:

- teachers may assess students' plan for an advertisement
- teachers may check for understanding by asking students to identify the purpose and target audience of their advertisement
- students may peer and self-reflect on their ad analysis

VLE Links

Consider integrating the following Virtual Learning Environment (VLE) tool(s)

Click the link to learn more about **Think-Pair-Share**.

Click the link to learn more about **Presentations/Collage**.

Click the link to learn more about **Portfolio**.

VLE Links

- **VLE Links must be added manually!**
- VLE Links header **styled as H4**
- Use the appropriate **#anchor link** for whatever tool is being referenced. **Found here** (Portfolio should link to #Conferencing): https://elementary-qa-tvlearn.tvo.org/k8-101/brightspace/brightspace_tools_anchor_links.html
- Should open in the same tab (target="_self")
- Remember that Brightspace is case sensitive! **VLE links will NOT work locally, so be sure to test them in BS.**
- Check for the word **"on"** and **remove it:**
 - e.g. "Click ~~on~~ the link to learn...."

Video Links and Audio

External links should **ONLY direct to TVOkids.com or the TVOkids Youtube channel**. If a link isn't available, please **embed any AUDIO or VIDEO**.

Screenshot of how an LA summary should look

Final Steps

1. **Release Notes** - Release Notes are added directly into BSP. Move the PDF version into your repo's /locker_docs folder. They can be found here: <https://bit.ly/3BK2PvS>
2. **Delete the original** elem0_teacherguide.html file from your repo
3. If you're working via a tracker, **update your status**
4. **Validate your code**
5. **Pull and PUSH** changes, and **DEPLOY**
6. Check the course links tab on the 101, and **verify that your the Teacher Guide content is there:** https://elementary-qa-tvlearn.tvo.org/k8-101/lessons/course_links.html

Teacher Guide Production

Checklist

Have I:



Copied over all **files** needed?

course_titlepage

ministry_landing

Copied over all **images** needed?

brightspace_overview.jpg

elem0_BS_summaries.jpg

elem0_BS_titlePage.jpg

elem0_thumbnail

Styled guide according to the **page-specific criteria**?

Indented all instances of “**partner opportunity**”?

Is “**Students Will:**” bold?

Deleted the original “xxxx0_teacherguide.html” file?

Inserted all **VLE links**?

Tested VLE links on BSP? (Please only do this if you have experience using BSP)

Added the **release notes** to the repo?

Checked that **titles match** in the 3 places mentioned above?

Validated code?

Submitted tickets (or alerted my manager) about any missing images?

Uploading a TG to Brightspace

What you will need:

- Brightspace login (below)
- Resources page: <https://elementary-qa-tvlearn.tv.org/k8-101/lessons/resources.html>
- Git access
- Access to the Elementary 101 Wi
- k8-brightspace-front-matter repo: <https://gitlab.tv.org/digital-learning/tvo-learn/elementary-courses/templates/k8-brightspace-front-matter.git>

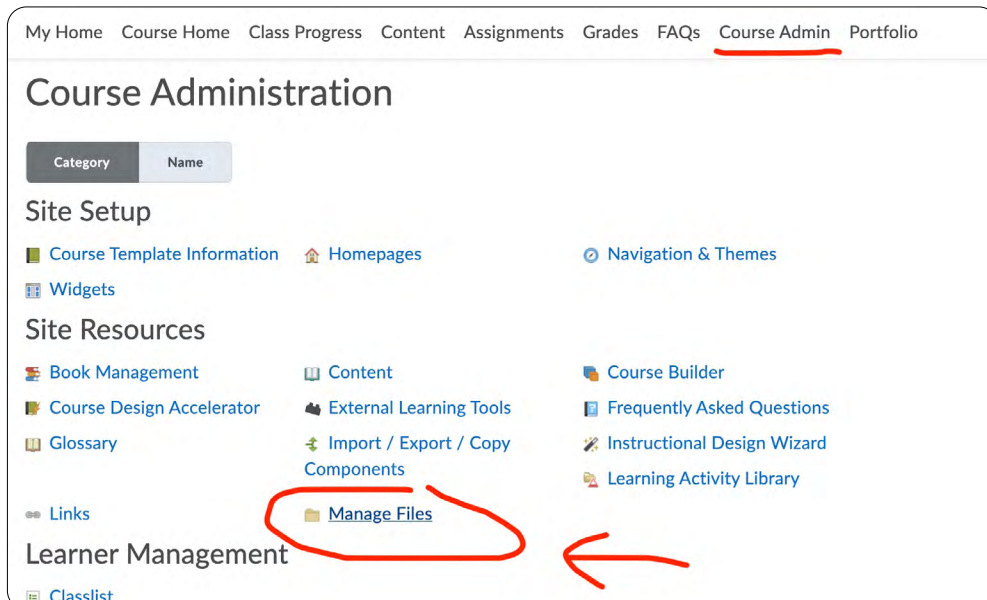
Brightspace Login:

USER: Course_Builder8

PW: C0ursebuild3r!LC07!@

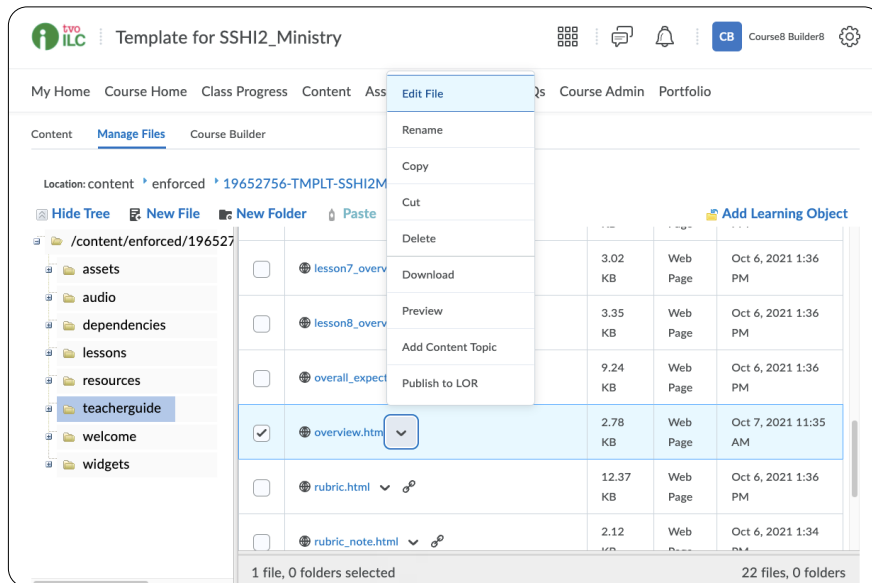
The guide is under construction! For detailed instructions on uploading a course to BSP, please refer to the **Wiki**, here > **Uploading to an Existing Template:** <https://tvoorg.sharepoint.com/sites/ElementaryDevelopmentDocumentation/Testing%20app/Uploading%20to%20TVO%27s%20Brightspace.aspx>

1. Familiarize yourself with the **Brightspace file structure:** https://elementary-qa-tvlearn.tv.org/k8-101/brightspace/template_structure.html
2. Find your template. Go to the **Brightspace Templates** page in the resources section of the 101, and find the template corresponding to your course: https://elementary-qa-tvlearn.tv.org/k8-101/brightspace/brightspace_templates.html
3. Navigate to the **Course Admin** section:
4. Click on **Manage Files**:

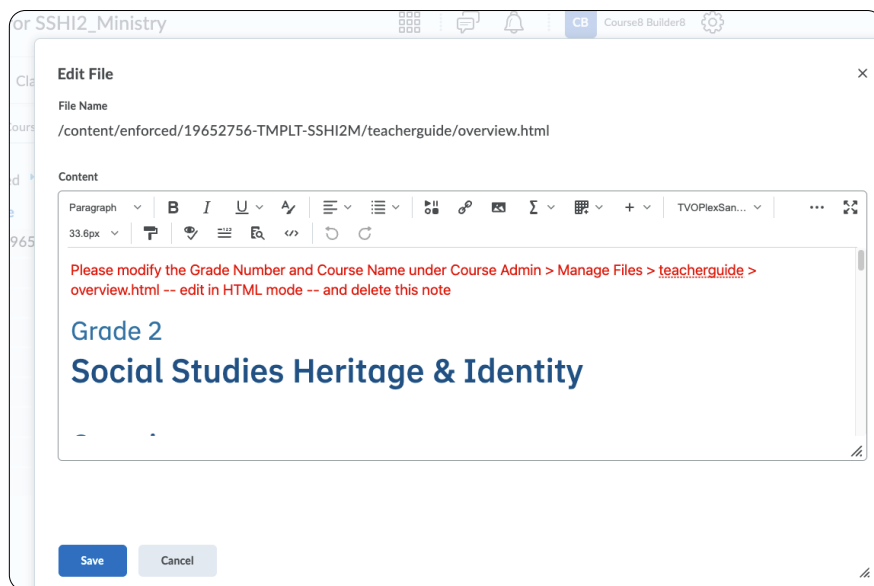


5. In the left menu, click the yellow **teacherguide** folder

6. Find *overview.html*
7. Click the arrow in the top right corner, and click **edit file**:



8. Modify the course and grade number, and add the correct title, like below.



9. Remove the red copy
10. Save
11. Under Welcome > Understanding an LA:
 - Remove the content and accordions not associated with your grade level

Brightspace Checklist:

Have I:

Edited the **Understanding a Learning Activity** tab (removed the extra content, not relevant to the grade level)

