

## **Quick Start to Classes & Differentiation Groups**

The *Class* and *Differentiation Group* features tools organize, differentiate, assess, and document your work.

**Differentiation Groups are sub-units of Classes.**

### **I. Creating Classes.**

**You can create an unlimited number of classes and they are permanently saved.**

1. Log into LessonWriter.
2. Click the “Manage” link below the LessonWriter logo.
3. Click the “Create New Class” link below the word “Classes”.
4. Type a name for the class.
5. Select a grade.
6. Select a subject.
7. Click submit.

***Now that LessonWriter knows this class’s grade and subject, it will automatically include the appropriate Common Core Standards in the Teacher’s lesson plan.***

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### **II. Creating Differentiation Groups**

**Make as many Differentiated Groups as you need: You can even make them for individual students.**

1. Create Differentiation Groups.
  - a. In a class, click the “Differentiation Groups” link.
  - b. Click “Add new group.”
  - c. Type a name and description for the group (Include student names to make record keeping easier.)
  - d. Click create.

Repeat for as many groups as you want in your class.

2. Set goals and options.
  - a. Click the “Goal setting and reports” link for a group.
  - b. Scroll down the page to see the goal and options tables.
  - c. Set sheltered instruction options to pre-set what lesson components that group will receive.
    - i. Click edit.
    - ii. Uncheck boxes lesson components this group should *not* receive. (For example, native-speakers may not need pronunciation instruction.)
    - iii. Click update.
  - d. Set goals for what percentage of your lessons will include each domain of Bloom’s taxonomy.
    - i. Click edit
    - ii. Enter a percentage from 1-100 for each domain.
    - iii. Click update
  - e. Set question type goals for what percentage of your lessons will include that question type.
    - i. Click edit
    - ii. Enter a percentage from 1-100 for each question type.
    - iii. Click update

***Now you can target questions and tasks to differentiation groups on the question page, and you can check here for reports on how you are progressing with the goals.***