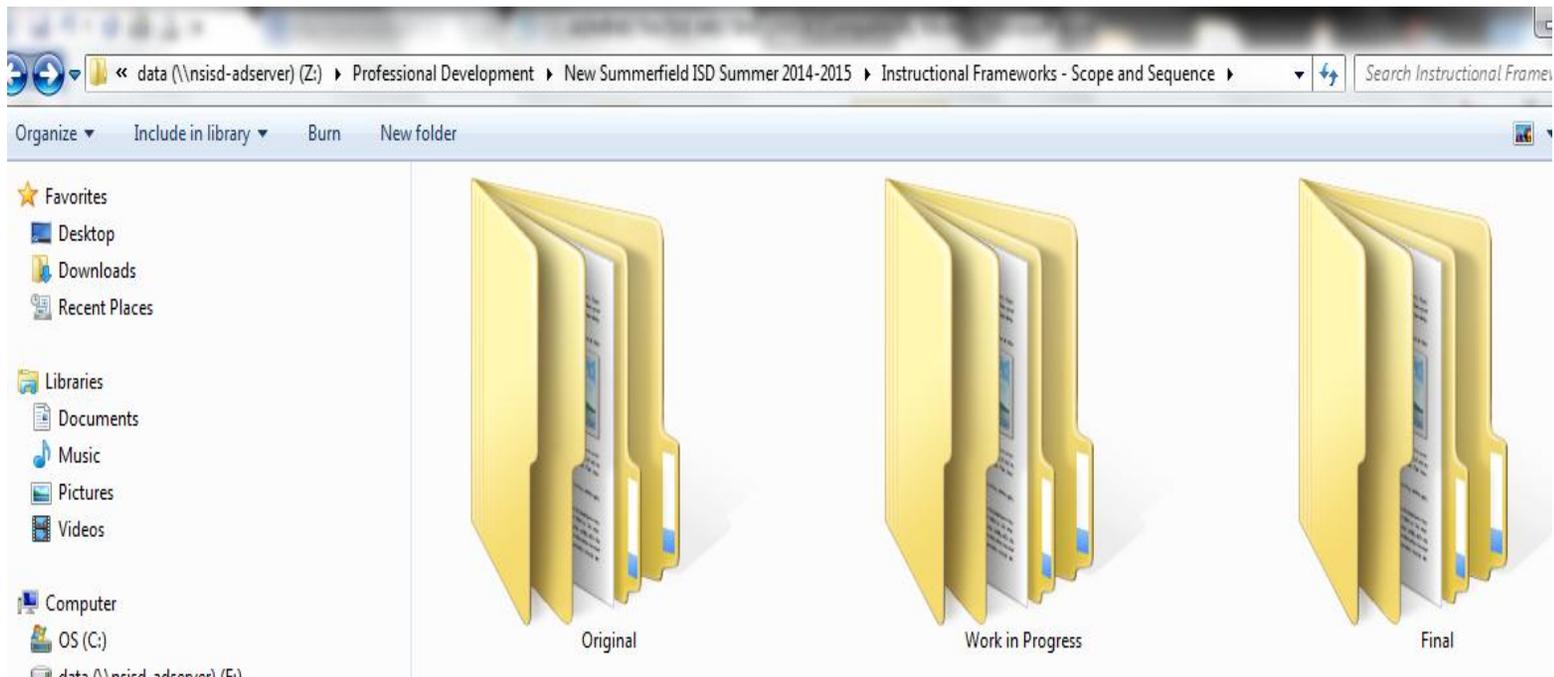


1. Path to the shared “Z: Drive” where your Instructional Framework/Scope and Sequence documents are located.  
**(SEE RED CIRCLE ABOVE)**

a. Path: For those of you with Windows Computers – (If you are a MAC computer, Mr. Jenkins or Hector will see you or has already explained how to access these files.)

- 1) Click the start menu and proceed to locate “My Computer”
- 2) Then click, or double click if necessary, the drive labeled “data(\\nsisd-adserver) (Z:)”
- 3) Then click, or double click if necessary, the folder labeled “Professional Development”
- 4) Then click, or double click if necessary, the folder labeled “New Summerfield ISD Summer 2014-2015”
- 5) Then click, or double click if necessary, the folder labeled “Instructional Frameworks – Scope and Sequence”

1. Once inside this folder, you will see three folders (as show above and below):



- a. **Original Folder:** (Inside this folder are the Instructional Framework templates to start with. These are the ones we started with during the summer of 2014).
- b. **Work In Progress:** (Inside this folder are the Instructional Frameworks that I received last summer from Joanne Rice as she checked them). These are the ones each of you worked on and completed/modified as

you during the summer. \*\*\* **IF** you have made changes to your Instructional Frameworks since this summer, I do not have copies of them and they **are NOT** stored in this folder. This folder is to represent Instructional Frameworks that you are currently “in the process of being worked on.”

c. **Final:** (Inside this folder will contain a finalized version of each 6-week of your Instructional Frameworks/Scope and Sequences. As you finish, tweak, and feel as if you have “finalized” the previous 6-Weeks Instructional Framework, you need to “Save” a copy of that 6-Weeks Instructional Framework in the “Final” folder. If you have sent them to me over the course of the last couple of years, I have saved them here for you.

i. **This means, you are through with it and you are ready to use it next year based on the tweaks you have made after examining the “what worked and didn’t worked” of each 6-Weeks this year.**

2. **Please** use the following format when saving your Instructional Framework/Scope and Sequence to either the Work in Progress or Final Folders:

a. Grade/SUBJECT/Instructional Framework/Current 6-WKS

i. Ex. 4<sup>th</sup> MATH Instructional Framework 5<sup>th</sup> 6-WKS

ii. Ex. 2<sup>nd</sup> SCIENCE Instructional Framework 2<sup>nd</sup> 6-WKS

2. Make sure you use your “Scope and Sequence/Instructional Framework” Weekly Curriculum Meeting date wisely to work on tweaking current 6-Weeks Instructional Frameworks and developing your upcoming 6-Weeks Instructional Frameworks.

3. Remember, you WILL have Monday to work on your Scope and Sequences (as outlined by your campus principals in their faculty meetings/personal meetings with you this week). Use your time wisely.

4. A gentle reminder, for those who have only completed simple “Instructional Calendars” as their Instructional Frameworks, those do not suffice as “Instructional Frameworks.” Please re-visit your templates, a colleague, myself, or your campus administrator as to what the “Instructional Framework/Scope and Sequence” is vs. “Instructional Calendars” if you are confused.

***\*\*\*You will hear me use the terms Instructional Framework and Scope and Sequence interchangeably.***