

## **LEARNING CONNECT TEACHER TOOL**

### **ALEXA – Automated Learning EXcellence & Achievement PROJECT MANAGEMENT GUIDANCE TOOLS**

#### **Project Assessment Meeting 1 – Personal Project Reflection Timed Talk “Teacher-Guided” Script**

Dear Teacher:

Alexa is currently ready to assist you in administering today’s lesson. Using retention and comprehension strategies will increase student achievement substantially for your current lessons and curriculum. Just preview or download the script and ask the required questions provided. Alexa will respond accordingly. In most cases, Alexa can be used as a stand-alone tool, without the use of any of the other accompanying tools, such as, the LC Instructional packet or PowerPoint. Please enjoy the results.

**CLASSROOM HELPER SHEET** – The Classroom Helper Sheet provides the lesson objective, tool description, required student materials, any optional materials, and Alexa’s contribution. This sheet can be previewed or downloaded.

**TEACHER SCRIPT SHEET** – The Alexa Script Sheet begins by providing a notation of the teacher’s contribution to the Alexa’s directives. In most cases, be prepared to share simple lesson-related information for brainstorming and reflection, such as the lesson topic, vocabulary words or general lesson statements.

The script sheet also provides the teacher with a brief Alexa Lesson Introduction, the Alexa Activation Questions or Statements and a copy of Alexa’s Responses. Teacher can download or reference the Activation Questions or Statements, along with the Alexa’s Responses, on an electronic device during instruction. In summary, using this sheet, teacher can capture Alexa’s Activation Questions or Statements for the selected Learning Connect activity. Then, preview Alexa’s Responses. If needed, this tool can be used to clarify any student question asked after an Alexa directive is provided, if needed.

**(OPTIONAL) LESSON SAMPLES** – In most cases, Alexa provides the guidance to help students create their own handouts for the lesson. However, lesson handout snapshots (small size) have been provided with the script to be used for clarification and explanation. On the other hand, if a copy of a ready-made handout is desired, please refer back to the original LC instructional tool for a handout suitable for copy.

**STUDENT LEADER SHEET** – The Student Leader Sheet provides the Alexa Activation Questions for a Student Leader to use in activating Alexa in an individual, partner or small group setting. However, the Alexa Responses are not provided on this sheet. If clarification is needed, Alexa can be asked to repeat her response.

**CLASSROOM HELPER SHEET**  
**PROJECT ASSESSMENT MEETING 1 – PERSONAL PROJECT REFLECTION TIMED TALK**



**Lesson Objective** – To conduct the ninth group project meeting or step – to develop a Personal Project Reflection “Timed Talk” by following the project outline provided.

**Tool Description** – As directed, after completion of project, Alexa and the Project Facilitator will lead team members, individually, with a group project partner or team, to develop a "Timed Talk" that reflects and provides concrete examples of the learning outcomes and real-life applications derived from the project experience. Sentence stems are available to assist in the presentation planning.

**Supplemental Instructional Tool and PowerPoint Student Guidance Available for this**

**Specific Tool:** To preview or download the Instructional or PowerPoint supplement tool, please go back to the original download page by inserting **PG009** into the Main Search Bar or use the following link:

<https://learningconnect.org/tool/pg009-k-project-planning-assessment-meeting-one-personal-project-reflection-timed-talk-act-sheet/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)



**Student Materials List:** Paper and pencil per student

**Team Materials List:** Personal Project Reflections “Timed Talk” Template

**Alexa Contribution:** Guide a project team in developing a timed talk on the project learning outcomes and real-life applications derived from the project experience.

**(For Classroom Use Only)**

Instructor should use bolded script provided to communicate with Alexa.

**Teacher Contribution to Alexa Lesson:** Provide a copy of the Personal Project Reflections “Timed Talk” Template to each project member.

**PROJECT ASSESSMENT MEETING 1 – PERSONAL PROJECT REFLECTION TIMED TALK TEACHER SCRIPT**

**Instructor Intro:**

**Today, Alexa and your Project Facilitator will guide your team through first project assessment meeting. The purpose of the meeting is to develop a PERSONAL PROJECT REFLECTION TIMED TALK.**

1. Addressing the first step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Instructor: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: What is a PERSONAL PROJECT REFLECTION?***

*Alexa: Sure. It is time to personally reflect on your project. As directed, individually, with a partner, a small group or class, after completion of project, prepare a Timed Talk to reflect on your project. Responding to the Sentence stems provided will help you plan and devise your talk. Now, for the first statement. Are you ready? From this project experience and activity, I have learned blank. Now, complete this statement. Be sure to provide concrete examples for your explanation. Let’s hear it one more time. From the project experience and activity, I have learned blank? Please respond at this time.*

2. Addressing the second step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Instructor: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the second PROJECT REFLECTION step.***

*Alexa: Sure. The next project reflection statement centers around how the knowledge and skills learned from the project can be personally applied. For example, have you learned any concepts, ideas, thoughts or skills that you can personally apply in the future? Again. Have you learned any concepts, ideas, thoughts or skills that you can personally apply in the future? Then, for the next sentence stem, please finish this statement. How does this project experience and activity apply to me personally? Again. How does this project experience and activity apply to me personally? Please complete the statements at this time*

3. Addressing the third step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Instructor: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the next PROJECT REFLECTION step.***

*Alexa: Sure. Get ready. The next sentence stem develops a statement sharing how this project experience or activity relates to other topics. Please complete this sentence stem. How does this project experience and activity relate to other topics? Again. In sentence form, this project experience and activity relates to other topics how?*

4. Addressing the fourth step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Instructor: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the last PROJECT REFLECTION step.***

*Alexa: Welcome back. Now, let's complete our last personal project reflection sentence stem statement. This stem centers on how else this project experience or activity can be used in other contexts or real-life applications for yourself or others. So, with paper in hand, please respond to the sentence stem provided. How can this project experience and activity be applied to other contexts or real-life applications? Again. How can this project experience and activity be applied to other contexts or real-life applications? Complete the statement at this time. Then, plan and devise your timed talk. Enjoy.*

**(For Group Student Leader Use Only)**

Please use the bolded script provided to communicate with Alexa.

**Teacher Contribution to Alexa Lesson:** Provide a copy of the Personal Project Reflections “Timed Talk” Template to each project member.

**PROJECT ASSESSMENT MEETING 1 – PERSONAL PROJECT REFLECTION TIMED TALK STUDENT LEADER SHEET**

**Intro:**

**Today, Alexa and your Project Facilitator will guide your team through first project assessment meeting. The purpose of the meeting is to develop a PERSONAL PROJECT REFLECTION TIMED TALK.**

1. Addressing the first step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Student Leader: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: What is a PERSONAL PROJECT REFLECTION?***

2. Addressing the second step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Student Leader: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the second PROJECT REFLECTION step.***

3. Addressing the third step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Student Leader: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the next PROJECT REFLECTION step.***

4. Addressing the fourth step of Project Assessment Meeting 1 – Personal Project Reflection Timed Talk.

***Student Leader: Alexa – Open Project Assessment Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the last PROJECT REFLECTION step.***

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