(Do Not Publish) Lena's LEARN Training
Editing-Focused Writing Team Training

Essential Question

What is the writing team's typical workflow?

Summary

Welcome to LEARN! In this mock lesson, you will practice (1) accessing a lesson in LEARN, (2) downloading its attachments, (3) editing the attachments using the appropriate LEARN templates, (4) uploading the edited attachments to the lesson, (5) editing the lesson narrative, and (6) notifying our Spanish translator before moving the lesson to the main Review Queue where she can access it.

Snapshot

Engage

Access this lesson in LEARN's Review Queue. *For this mock lesson only*, try clicking on the "Edit," "Withdraw From Review," and "Request Edits" buttons to see what happens. However, do **not** click on the "Send to Next Step" button. Check with Daniella to discuss the functions of each Review Queue button.

Explore

Download the attached LEARN templates (from "Facilitator Resources"). Then, carefully read the instructions in the Jira subtasks titled "Getting to Know LEARN" and "The Queue." Follow these instructions as you work and let Daniella know if you have any questions.

Explain

Download the attached Learner Handouts and the Lesson Slides (from "Facilitator Resources"). Using the appropriate LEARN template, edit each attachment using APA style and K20's LEARN style and formatting conventions. Then, reupload each edited attachment to its corresponding category.

Extend

Edit a segment of a LEARN lesson narrative using APA style and K20's LEARN style and formatting conventions.

Evaluate

Message Daniella on Teams to review your work together and determine your next steps.

Attachments

- [Flipgrid Rubric.docx](#)
- [Henrietta Lacks Inside Out- Who is HeLa_.docx](#)
- [Horizontal LEARN Attachment (Save As Template).docx](#)
- [LEARN Lesson Slides (Save As Template).pptx](#)
- [Lesson Slides- Who was HeLa_.pptx](#)
- [Vertical LEARN Attachment (Save As Template).docx](#)

Materials

- Internet access
- LEARN account
- Your mock Jira ticket
- Your "sandbox" version of the CEQ spreadsheet (linked in Jira)
- Microsoft Teams account
- Microsoft Office
- LEARN templates in Word (vertical and horizontal)
- LEARN template in PowerPoint

Engage

In the Writing Team's shared Google Drive, locate the [LEARN Button Functions (Unpublished Items)](#) infographic by going to the [Reference Documents folder](#). Use this infographic to help you navigate LEARN and the Review Queue buttons.

Access this lesson in LEARN's Review Queue. *For this mock lesson only*, try clicking on the "Edit," "Withdraw From Review," and "Request Edits" buttons to see what happens. Do **not** click on the "Send to Next Step" button. Check with Daniella to discuss the functions of each Review Queue button if you have questions.

Once you are in the editing asset (backend) of this lesson, type a sentence below about your favorite color and why:

Remember to use the "Save" button often. *Always* select "Close Draft" before exiting the page—leaving open drafts on LEARN can sometimes cause a headache later on when you (or another editor) needs to get editing access to a lesson.

Explore

Download the attached LEARN templates from the "Facilitator Resources" section of the Attachments. Then, follow [these instructions](#) to save the templates to your computer for future use.

Once you've saved the templates to your computer, you can remove them from this "lesson" by selecting the X next to each template listed under Facilitator Resources. (Be sure to leave the fourth attachment, Lesson Slides-Who Was HeLa_, as you will be downloading and correcting this PowerPoint file later on.)

After you've saved the templates to your computer's Custom Office Templates folder, read the information contained within each template to learn more about LEARN's style and formatting conventions. Each time you edit a Word document for K20, you should begin by opening either the vertical or horizontal LEARN template to ensure the formatting and style align with K20's branding. The same goes for the Lesson Slides template in PowerPoint.

Carefully read (or reread) the instructions in the Jira subtasks titled "Getting to Know LEARN" and "The Queue." Follow these instructions as you work through the rest of this lesson and let Daniella know if you have any questions.

Explain

Time for the fun part: editing! We will start with editing the documents that have been attached to this "lesson."

To begin the editing process, open your "sandbox" version of the CEQ spreadsheet, which you may recall is linked in one of your Jira subtasks. Update your version of the CEQ spreadsheet by locating the title of this practice lesson in the left-most column; next, type "[*Your Name*] (In Progress)" in the "Copy Editing" column. Then, type "In Progress" in the Status column. (If this were a real lesson edit, you would have completed these steps in the CEQ spreadsheet as soon as you opened the draft in LEARN—keeping the CEQ spreadsheet current allows other editors to see who has "claimed" a lesson and is actively working on it.)

Download the attached Learner Handouts, as well as the Lesson Slides (from "Facilitator Resources").* Using the appropriate LEARN template, edit each attachment using APA style and K20's LEARN style and formatting conventions. When you are done editing and formatting each file, reupload each edited attachment to its corresponding category.

*I recommend creating two new folders on your computer for every lesson you work on—one folder for **Original/Archived** files pertaining to a lesson (this is where you'd download the files initially) and one folder for **Edited** files for that same lesson (from which you'd upload the new attachments to the lesson). This way, you can always go back to review the previous attachments you've worked on, all organized by lesson/project. This filing system also makes it easier to restore an attachment to its original state if the SMEs find your edits do not align with their vision for the lesson.*

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Here's some information that might be helpful as you edit the attachments:

- Lesson title: **Who Was Henrietta Lacks?**
- K20 LEARN's file naming convention: **[Handout Name]—[Name of Lesson]**

Extend

Below, you will edit a segment of a LEARN lesson narrative using APA style and K20's LEARN style and formatting conventions. Check all links for functionality, and be sure any hyperlinked text accurately describes the content that is linked.

Please note this is designed to be confusing, perhaps even difficult—but that's good! This will give you immediate exposure to and practice with some of the most common issues we see in LEARN resources. Let Daniella know if you have any questions! No need to wait until the end of this exercise to ask.

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Using the attached lesson slides, begin by displaying the essential question on **slide three** and ask your students to consider the question, *should scientists be able to use the tissues or cells of a person for research without the person's consent?*

Move to slide 4 and pass out **Inside Out**. Instruct your students to use the instructional strategy called, Inside Out, and record their responses in the innermost circle. Make sure to stress to the students that there are no wrong answers here. This is a question that many will feel differently about and as your students gather more information, their options might shift. You will use this handout through the explore phase so have your students keep it handy.

Move to slide five and play the following video that briefly introduces the story of Henrietta Lacks: https://youtu.be/22lGbAVWhro

Share the lesson objectives with your students on slide 6.

Display **slide 7**, instruct your students to get into groups of four, and pass out the following reading materials to each group:

- Legal: https://www.nytimes.com/2013/03/24/opinion/sunday/the-immortal-life-of-henrietta-lacks-the-sequel.html
- Family: https://www.nature.com/articles/d41586-020-02494-z
- Society: https://www.theguardian.com/science/2010/jun/23/henrietta-lacks-cells-medical-advances
- Medical: https://www.popsci.com/science/article/2010-01/five-reasons-henrietta-lacks-most-important-woman-medical-history/

In their groups, instruct your students to use the instructional strategy called, Jigsaw strategy to read through the four different resources provided.

Evaluate

Message Daniella on Teams to review your work together and determine your next steps.

You do not need to do anything with the Resources section below; it is simply there to serve as an example of how you would cite the articles, video, and strategies linked above according to APA style.

Resources

- K20 Center. (n.d.). Inside Out. Strategies. https://learn.k20center.ou.edu/strategy/93
- K20 Center. (n.d.). Jigsaw. Strategies. https://learn.k20center.ou.edu/strategy/179
- Moorhead, J. (2010, June 23). Henrietta Lacks: the mother of modern medicine. The Guardian. https://www.theguardian.com/science/2010/jun/23/henrietta-lacks-cells-medical-advances
- Nature Research Editors. (2020, September 1). Henrietta Lacks: science must right a historical wrong [Editorial]. Springer Nature. https://www.nature.com/articles/d41586-020-02494-z
- Popular Science. (2010, February 5). Five reasons Henrietta Lacks is the most important woman in medical history. Camden Media. https://www.popsci.com/science/article/2010-01/five-reasons-henrietta-lacks-most-important-woman-medical-history/
- Skloot, R. (2013, March 23). The Immortal Life of Henrietta Lacks, the Sequel. The New York Times. https://www.nytimes.com/2013/03/24/opinion/sunday/the-immortal-life-of-henrietta-lacks-the-sequel.html
- TED-Ed. (2016, February 8). The immortal cells of Henrietta Lacks - Robin Bulleri [Video]. YouTube. https://www.youtube.com/watch?v=22lGbAVWhro