

ACTIVE DIARY GUIDELINES

GOAL

- Tool that helps the student planning their activities
- Tool to schedule the student work following the cognitive processes that lead to learning acquisition:
 - **DAYLY CHECKING:** Check and register all the things done during the day: CHECKING the KNOWLEDGE LEVEL in order to plan the questions to be put to the teacher.
 - **REINFORCEMENT OF THE CONCEPTS LEARNED:** Practice with the assignments or finish the tasks that could not be finished in class.
 - **REVIEW OF THE LESSONS LEARNED. STUDY:** Check how consolidated is my learning by explaining it to someone else. Studying with somebody else is a good experience for students showing uneven study progress in order to build up new learning habits.
- **It is important not to impose the study times to these students. The point is to create a pattern of learning although the amount of homework is different every day.**

ACTIVITY TO INTRODUCE THE DIARY:

After gathering the students in teams, introduce this simulated situation:

“THE BOX”

At home you have a huge box full of personal things, including broken things that have a lot of sentimental value, papers you were looking for because needed them, things with no value or use, sweets that have melted on loved pictures, old loved toys, things that you want to keep but are untidy... Your parents give you a deadline to tidy the box up.

WHAT WILL YOU DO?

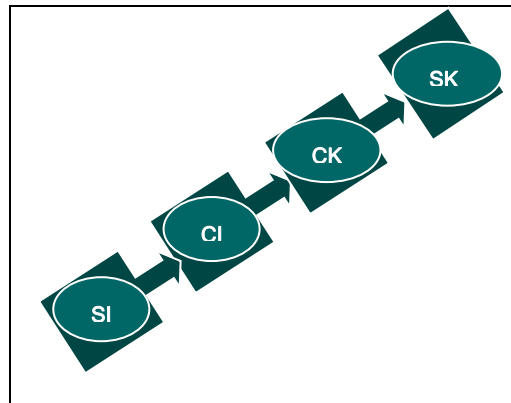
The response to this scenario will probably be one of these:	
	RECIPROCITY WITH THE LEARNING PROCESS
1. Refuse to tidy the box or throw the box away.	<p>LEARNING IS NOT POSSIBLE This situation requires confronting or starting a negotiation process. The motivation towards the thing to be learned is a priority and is independent from the level of difficulty. Before giving up (throw the box away) is important to talk about it, see the pros and cons, get information on the alternatives, compare options.</p>
2. Postpone the process <ul style="list-style-type: none"> • Expect the others will forget • Pretend it is done (tidy superficially), but don't really sort it out 	<p>LEARNING CAN'T HAPPEN because the learning process has not started and the situation is not confronted.</p>
3. Decide to tidy up the box	<p>THIS DECISION MAKES THE LEARNING PROCESS START:</p> <ol style="list-style-type: none"> 1. Motivation for learning 2. Set up study preparation

Once the internal decision of learning has been made, it is necessary to realise that it is not the same:



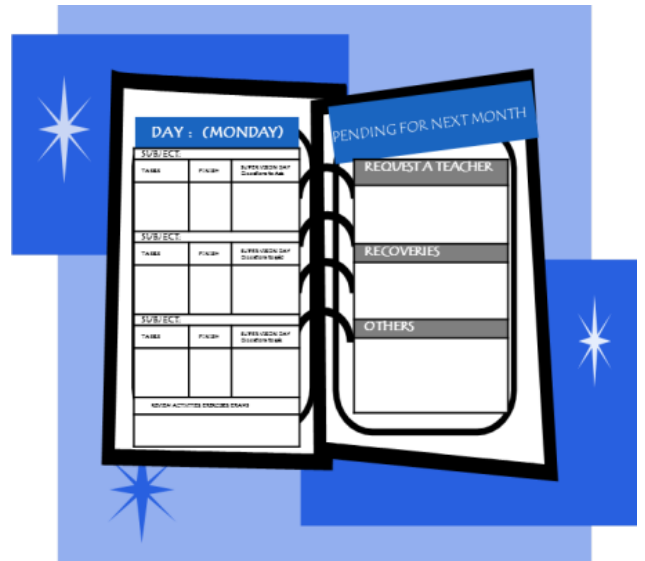
When we are doing the activities in class with the schoolmates and the teacher, we catch the concepts, but it is necessary to work on our own in order to check we really understand them. Even though we can only know that we really know them when we are able to explain them to other people.

STEPS IN THE LEARNING PROCESS



1. First, we are unaware of what we ignore (SI)
2. When we start trying to learn, we start becoming aware (conscious) of what we ignore (CI)
3. During the process, we start gaining knowledge and becoming more aware of what we know (CK)
4. When we have learned, we apply our knowledge without being aware of it (SK)

THE DIARY- Proposed sections



DIARY FEATURES

- By days/months
- It will be initially plain and blank so the students can customize it.
- It would be downloadable. The diary?? will be supervised by the teacher. Collaborative planning will be done with other class mates.
- Each student will incorporate their tasks they completed daily, indicating their own completion times. He will also record consultations with teachers
- Weekly, during his assisted study time, he will have the agenda with him and his peers will help him improve the planning.
- It will be regularly monitored by the tutor, who may recommend a collaborative study with students who are better on a specific activity, a personal interview for an analysis of the academic situation, interviews with family, ...

This “diary” activity requires collaboration from all teachers.





Before a lesson starts, the student must always know:

- What will happen in the lesson.
- How work must be done (minimum conditions that allow specific learning to happen)
- What is expected from the different activities (goals, tools and evaluation criteria)

MONTH ACTIVITY PANEL FEATURES

- Monthly
- In it, each teacher will stick tags with info on what they are doing in class, specific proposals for homework, deadline for home work and exam dates.
- This format will allow for better planning of the students’ work load throughout the year.
- These dates will allow the students, together with the tutors, to do the monthly planning, while recording the required personal work on their diaries.
- Para garantizar su actualización, por cada asignatura estarán asignados al menos un alumno como responsable que ayudará al profesor y comunicará al alumnado posibles cambios
- To ensure their continuous updating, at least one student will be appointed in each subject in charge of helping the teacher and communicating any changes to the other students

SUBJECTS	September																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
SUBJECT1	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class
SUBJECT2		Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class		
SUBJECT3	Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			
SUBJECT4	Class		Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class	
SUBJECT5		Class		Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class
SUBJECT6			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class			Class	Home	Class	

	Activities at class
	Activities at home
	Delivery of assignments
	Tests /Exams