The electronic curriculum planning tool (CPT) is a **database program** developed by the State of Florida to assist teachers in developing and sharing lesson plans. The database includes a process for identifying the Sunshine State Standard(s) that this lesson teaches. This documentation provides a method for teachers to document that they have taught students the Standards and prepared them for FCAT. In this lesson, you will type a new lesson into the CPT and print a lesson in your area from its database.

A. Find a lesson on the Internet that teaches one of the benchmarks of the Sunshine State Standards and print it. (You will know what the benchmarks are by referring to the Sunshine State Standards document that you previously printed from the Department of Education.)

B. Open the CPT. Click on New to create your new lesson.

C. Fill in the title and the contributor. This should be located somewhere in the lesson. If it is not listed, give it an appropriate title and list the URL as the contributor.

D. Click on the gray box to view the benchmarks. Search by grade level and subject to find the one that matches your lesson. Click on it and any others that apply and it will take you back to your original screen.

E. Click on the right arrow button to continue.

F. Fill out the information boxes using your printed lesson. If the lesson does not specifically give the information, use your knowledge of the lesson to fill in the appropriate response. You may skip the page on adding an illustration. (This page allows you to input scanned pictures and documents into the database.)

G. When the screen with all your data appears, you have completed the process. Print out your work by choosing the tab, **Print this activity**.

H. Save your work and turn in the printed copy with a copy of the internet lesson that you used.