



**Presents**

**An Instruction Manual**

**For the**

**Creation of DAP Curriculum**

**Lesson Plans**

**Using**

**Elks TeenZone  
Lessons**

**These lessons are intended to promote healthy life-styles through sound decision making practices. By completing our online lessons, students will understand how specific drugs can affect the brain and body, possibly causing lasting physical or mental problems, including addiction. They will also learn how an individual's drug abuse can affect friends and family and have a lasting effect on their future.**

# ELKS DRUG AWARENESS PROGRAM

## Instruction Manual for the Lesson Plan Creator

For the



### Contact Information

Kent Gade – Director  
407 East 22<sup>nd</sup> Street  
Atlantic, IA 50022 (712) 243-2388 (Home)  
[Kgade1@outlook.com](mailto:Kgade1@outlook.com)

William J. Bryan – Assistant Director  
366 Vermont Route 313 W  
Arlington, VT 05250 (802) 375-6411 (Home)  
[winkbryan@comcast.net](mailto:winkbryan@comcast.net)

Frank J. Burr – Assistant Director  
1S175 Highland Ave.  
Lombard, Il. 60148 (312) 655-7352 (Work)  
[fjburr@speakeasy.net](mailto:fjburr@speakeasy.net)

Rick Gale – Assistant Director  
247 Clifden Dr  
Bozeman, MT 59718 (406) 600-0033 (Mobile)  
[rickngale@gmail.com](mailto:rickngale@gmail.com)

### Webmaster

Edward Comarzan  
325 Armistead Road (312) 502-4356 (Mobile)  
Rockwell, NC 28138 (980) 332-0224 (Office)  
[edward@metasismedia.com](mailto:edward@metasismedia.com)

### Educational Consultant and Elks State DAP Vice-Chairman

Donna McEntire, Educational Consultant  
John D. McEntire, Jr., PDDGER  
CHEA Drug Awareness Program Vice-Chairman  
2021 Paso Verde Drive  
Hacienda Heights, CA 91745 (626) 961-5069 (Home)  
[dmmcentire@verizon.net](mailto:dmmcentire@verizon.net)  
[jdmcentire@verizon.net](mailto:jdmcentire@verizon.net)



## **Welcome to the Elks Teen Zone....**

### **....and to our Online Lessons.**

The Elks Teen Zone is a website designed by the Benevolent and Protective Order of Elks Drug Awareness Program committee. The Elks invest in their communities through programs such as these, that help children grow up healthy and drug-free. This website can be found at the following web address: <https://elksteenzone.org/>

The Elks invite you to visit the Elks Teen Zone website. The website contains current accurate, age-appropriate drug abuse prevention information, as well as important “Life Skills” that young people need in order to be successful in today’s challenging world. Included on the website are on-line lessons which can be used independently or incorporated in Distance Virtual Learning lessons. These DVL lessons can be created by teachers, youth leaders, and/or parents. The materials in these online lessons are designed to provide teens with facts and engage them in critical thinking about how drugs affect their lives, behaviors and different parts of the body. Currently there are six (6) lessons which have been developed. Topics covered include:

- General Drug Information
- Decision Making
- Alcohol
- Marijuana
- Tobacco
- Bullying

In addition to the online lessons, there are articles, videos, trivia games, contests and resources which support the development of the Distance Virtual Learning lessons.

The Elks Teen Zone is a constantly evolving website and the Elks have plans for completing another eleven online lessons including, but not limited to topics on: Stimulants, Depressants, Vaping, Healthy Eating & Exercise, Hallucinogens, Steroids, Stress, Feelings, Grief, Conflict Information, Self-Esteem, Gambling, and Success.

We invite you to use the capabilities of the Lesson Plan Creator to create Online Distance Virtual Lessons to provide support to children in dealing with these issues.

# Getting Started

If you are a teacher, youth group leader or parent, the Elks have developed a set of lessons for you to use with your students and teens. The materials contained in these lessons are designed to provide teens with facts about healthy living, decision making and drug education. Each online lesson includes a clearly stated topic. You can use these online lessons to create Distance Virtual Lesson (DVL) Plans. These DVL Plans have the capabilities to allow you to track completion by each invited user.

By completing our online lessons, students will understand how specific drugs can affect the brain and body, possibly causing lasting physical or mental problems, including addiction. They will also learn how an individual's drug abuse can affect friends and family and have a lasting effect on their future.

## Get started in 3 easy steps:

1

### Sign Up and Create a Lesson Plan

Click the sign-up button and it will prompt you to register your information. You can then create a lesson plan.

2

### Add Available Lessons to Plan

You can choose from any of the available lesson plans we have listed and add those to your lesson plan you completed in the first step. There is no limit as to how many you can choose.

3

### Generate Lesson Plan Link

Once you have added lessons to your current lesson plan, it will then generate a link. You can distribute that link to students and teens for assignments.

On the following pages of this manual you will receive detailed instructions on how to sign up, register, and create lessons plans.

**THESE LESSONS ARE 100% FREE!**

Proudly Provided By:



# Instructions to Register to Create Distance Virtual Learning Lessons Using Elks Teen Zone Online DAP Lessons

## Register to Use the Lesson Creator:

Teachers, Youth Leaders, and/or Parents must register to use the Lesson Plan Creator. To do this, follow the steps below:

- 1) Go to the website: Elks Teen Zone <https://elksteenzone.org/>
- 2) On the top gray bar, click on the word “lessons”. This will take to you the Elks Teen Zone lessons page: <https://lessons.elksteenzone.org/>
- 3) Click on the red “Register for Free”.



- 4) Complete the User Information Section:

### User Information

Name \*

E-Mail Address \*

Password \*

Confirm Password \*

State \*

Are you at least 13 years old? \*  Yes  No

5) Complete the Organization Information Section:

### Organization Information

Are you associated with an organization/school? \*

Yes

No

---

Organization Name \*

City \* State \*


6) Finally, complete the “Legal Stuff” and press “Sign up.” This completes the registration process.

### Legal Stuff

I Agree to Elks Drug Quiz Show Terms of Use \*

#### Elks Teen Drug Awareness Terms of Use

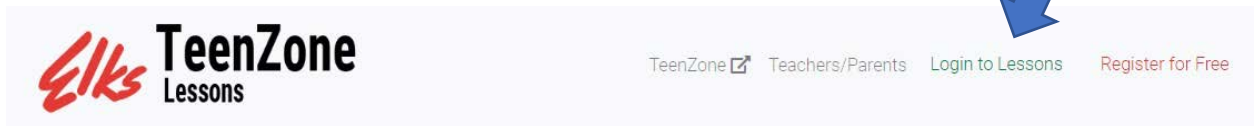
The Benevolent and Protective Order of Elks of the United States is pleased to provide to you its sites, software, applications, content, products and services (“Elks Services”), which may be branded Elks, Elks Kids Zone, Elks Teen Drug Awareness, Elks Drug Awareness Program or another brand owned or licensed by the Benevolent and Protective Order of Elks. These terms govern your use and our provision of the Elks Services on which these terms are posted, as well as Elks Services we make available on third-party sites and platforms if these terms are disclosed to you in connection with your use of the Elks Services. PLEASE READ THESE TERMS CAREFULLY BEFORE USING THE ELKS SERVICES.

I'm not a robot  reCAPTCHA  
Privacy - Terms

# How to Create Distance Virtual Learning (DVL) Lessons Plans Incorporating Elks Teen Zone Online DAP Lessons

## Creating a Distance Virtual Learning (DVL) Lesson Plan:

- 1) Return to the website: Elks Teen Zone: <https://elksteenzone.org/>
- 2) At the top of the page, near the end of the top gray bar, click on the word “lessons”. This will take you to the Elks Teen Zone lessons page: <https://lessons.elksteenzone.org/>.
- 3) Click on the blue “Login to Lessons”



- 4) Log in with your email address and password that you created when you registered.

Login

E-Mail Address

Password

Remember Me

[Forgot Your Password?](#)

**You are now ready to begin creating your lesson plan.**

**Create Lesson Plan**

- 5) The first time that you visit the “Create a Lesson Plan” page, you will see the following message. (When you return to this page to create a second lesson plan, the message in the red box will not appear.)

### You have no existing lesson plans

Please start by creating a lesson plan of your own, or use one of our sample lesson plans

[Click here to get started with a sample lesson plan!](#)

- 6) If you choose “get started with a sample lesson plan”, you will be taken to a completed sample lesson plan. You will see the following message:

### This lesson has been personalized for your use

When you get to the bottom of the page, click on “Check Lesson Link Availability” to verify if your custom link is available. If your lesson link is not available, change the lesson link and try again.

Lesson Plan Name \*

Chris McEntire's Lesson on General Drug Information



- 7) Explore the sample lesson. Look at the various components which have been filled in for you---including the Objective, the Lesson Resources and the Student Instructions. When you get to the bottom of the screen, Click the “Check Link Availability” green box. If for some reason, your sharable lesson link has already been taken, change the name in the link. If your link is valid, then click the “Submit” button.

**or**

- 8) You are now ready to begin your first original DVL lesson plan. Begin by giving your DVL lesson a name. The name should be something that reflects the topic being taught. You can include additional information such as Period # or Room #. (Example: Mr. Smith’s Classroom – General Drug Information).

Lesson Plan Name \*

Mr Smiths Classroom - General Drug Information





9) Select the online lesson(s) you would like to include in your lesson plans.

Lesson Plan Name \*

Mr Smiths Classroom - General Drug Information 

Lesson To Include: \*


Select a lesson to include

- Alcohol
- Decision Making
- Marijuana
- Bullying
- General Drug Info 
- Tobacco

10) Once you have clicked on the “Lesson to Include”, in this case “General Drug Info”, a new menu will appear which will allow you to select lesson resources you may want to include in the lesson plan. These resources include articles, videos, worksheets, and other instructional resources that are available to enhance the students’ learning.

Select Lesson Resources



 Select resources you want to share with your students after going through the online lesson. Any item checked will be included in the lesson plan, however you can also download resources using the external link (next to each item) and send via email or other means to your students.

**General Drug Info**

**Articles**

- Drug Effects: Body & Mind - [🔗](#)
- Not All Medicine is Good For You - [🔗](#)
- What Makes a Drug Helpful vs. Harmful? - [🔗](#)

**Videos**

- Facing Addiction - [🔗](#)

**Worksheets**

- Crossword Puzzle - [🔗](#)
- Crossword Puzzle (teacher answers) - [🔗](#)
- Study Guide - [🔗](#)
- Lesson as PDF - [🔗](#)

11) Please note that the available resources can be used digitally and/or in a PDF format. For example, if you want the students to submit the crossword puzzle as proof of completion, you will need to download the PDF and send an attachment file along with your sharable lesson plan in the usual way that you communicate with your students. In that way, the students can complete the assignment and submit their work to you, the teacher, in the same way that other lessons are submitted.

- 12) Once you have selected the resources that you would like to include in your lesson plan, it is time to develop the learning objective for the lesson. The learning objective should indicate the desirable **knowledge, skills, or attitudes** to be gained. An instructional objective should be the focal point of a lesson plan.

Objective

222 / 5000 characters left

Content Area: ATOD (Alcohol, Tobacco and Other Drugs) - After viewing the online lesson "General Drug Information", students will write and share 5 to 8 facts/findings that were learned as a result of reading this lesson.

- 13) Once the objective has been written, the next step is to write the Student Instructions. The instructions will tell the students what they are to do and what their performance expectations are. (These same instructions will be seen when you share the lesson with your students.) The instructions should be limited to 5000 characters of text.

Student Instructions

Brief Introduction & instructions to students. This will be visible at the top of the page. (You can edit this at any time)

Welcome students to the lesson on General Drug Information. To complete this lesson, make sure to do these activities:

- 1) Read and/or listen to the lesson on General Drug Information.
- 2) On a separate piece of paper, write down 5 to 10 facts that you learned as a result of reading/or listening to this lesson. Be ready to share these facts at our next online zoom classroom meeting.

- 14) A Sharable lesson link will be automatically developed. This link will be found in the box below the student instructions. The link should reflect the lesson title. It will have no spaces between words, capital letters or punctuation. There will be hyphens between the words.

- 15) Once you have completed the DVL lesson plan, you must click the “Check Lesson Link Availability” button at the bottom of the page. If you get the message that the link name has already been taken, change the name of the link.

Lesson Link \*

**i** The lesson link must be unique and can not be changed once set.

This will be part of your unique URL you distribute to students.

- NO SPACES (use a dash or underscore)
- ONLY ALPHA NUMERIC CHARACTERS

When saved, your lesson link will be:

<https://lessons.elksteenzone.org/lesson-plan/sample-lesson-plan>


We are sorry, but this link has already been taken. Please try another lesson link.

sample-lesson-plan



16) Once you have made the change to the name of the link, click the blue button again. You will get a message that the Lesson Link is available. Click the “Save your lesson Plan” button.

Lesson Link \*

 The lesson link must be unique and can not be changed once set.  
This will be part of your unique URL you distribute to students.

- NO SPACES (use a dash or underscore)
- ONLY ALPHA NUMERIC CHARACTERS

When saved, your lesson link will be:  
<https://lessons.elksteenzone.org/lesson-plan/donnas-lesson-on-general-drug-information>

Lesson Link is available



Save Your Lesson Plan

17) You will be taken to a screen which shows your lesson’s sharable link.

### Sharable Lesson Plan Link

<https://lessons-dev.elksteenzone.org/lesson-plan/chris-mcentires-lesson-on-general-drug-information>

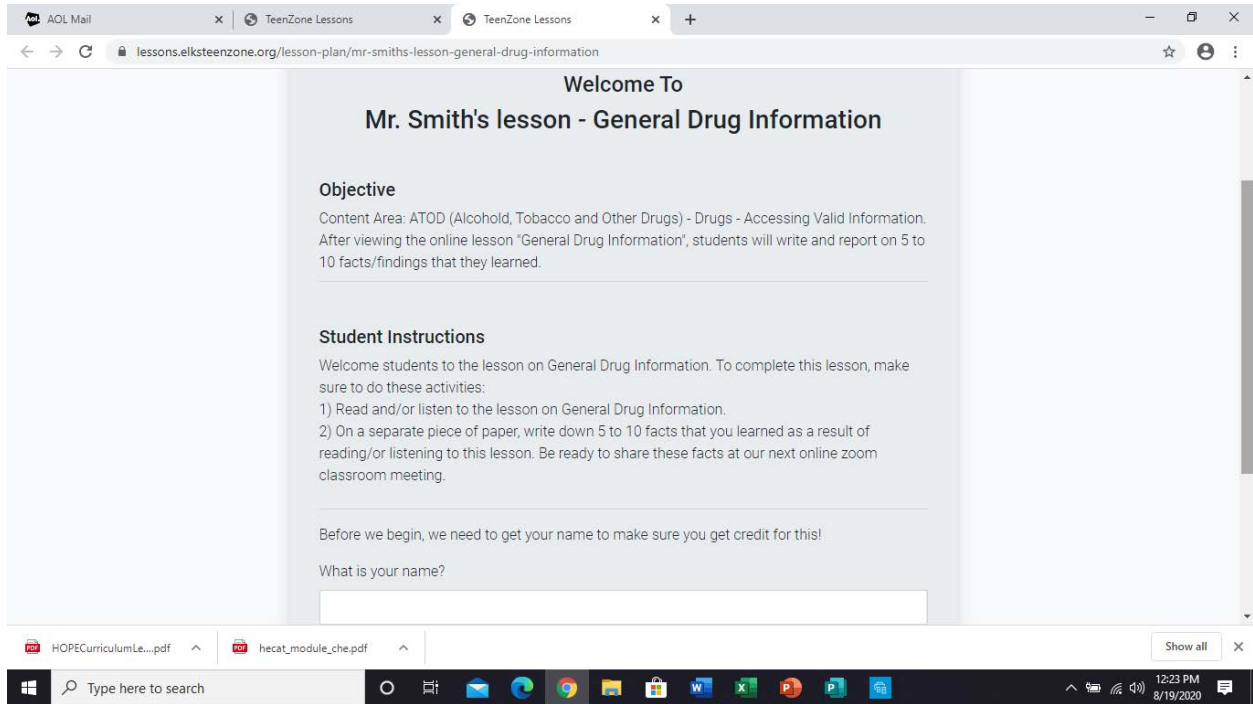
Share this personalized link with your students. Once a student has started their lesson, you can refresh this page or come back and visit to view more information on student progress.

**You are now ready to share your lesson plan with your intended audience.  
Congratulations!**

## Let's Get Started

### Student Lesson Sign-In Screen

When your student(s) receive and click on their Sharable Link, a “Welcome” screen will appear. The name of the lesson is included, as well as the objective, and student instructions. An example of this screen can be found below:



Students will be asked to sign-in into the lesson with their name. Finally, students will select the button, “OK, Let’s Start!!”, and the online lesson will load and the lesson will begin



**Leveraging the Capabilities**

## Of the Online DVL Lesson Planner (Creating—Editing—Monitoring)

There will be many times that you will want to return to the Elks Teen Zone at elksteenzon.com. You may want to create other lessons plans, edit the plans you have previously created, or monitor the use of your lesson plans by those with whom you have shared your lesson plan link.

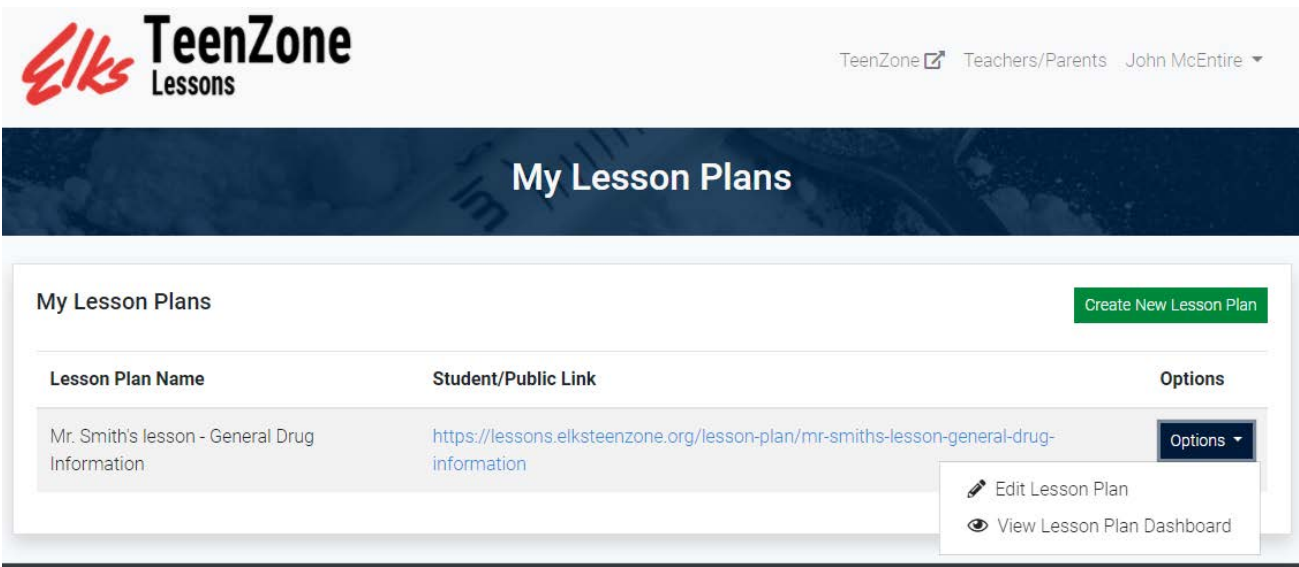
When you return to the Elks Teen Zone, click on the word “Lessons”, on the gray task bar.



A new task bar for the Elks TeenZone Lessons will appear. Click on the words “Login to Lessons”, on the gray task bar.



Login to the site with your email and password. When you enter the information this screen will appear.



This screen will allow you to do many tasks—including editing your lesson plan, creating a new lesson plan with shareable link and viewing the Lesson Plan Dashboard in order to monitor usage of the assigned lesson plans.

My Lesson Plans			Create New Lesson Plan
Lesson Plan Name	Student/Public Link	Options	
Mr. Smith's lesson - General Drug Information	<a href="https://lessons.elksteenzone.org/lesson-plan/mr-smiths-lesson-general-drug-information">https://lessons.elksteenzone.org/lesson-plan/mr-smiths-lesson-general-drug-information</a>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #34495e; color: white; padding: 2px 5px; display: inline-block;">Options ▾</div> <ul style="list-style-type: none"> <li> Edit Lesson Plan</li> <li> View Lesson Plan Dashboard</li> </ul> </div>	

## To Create another New Lesson Plan:

- 1) Click on the green button that says, “Create New Lesson Plan”.
- 2) Follow the steps for Creating a Lesson Plan found earlier in the manual.

## To Edit an Existing Lesson Plan:

- 1) Click on the black “Options” button. A drop-down menu will appear. Click on “Edit Lesson Plan”.
- 2) A window will appear which contains the previously created lesson plan.
- 3) Changes can made to the lesson.
- 4) Once the editing has taken place, click the blue “Update Lesson Plan” button.

## To Monitor the Usage of Shared Lessons:

- 1) Click on the black “Options” button. Choose “View Lesson Plan Dashboard” from the Drop-Down Menu.
- 2) The following screen will appear where you will find:
  - a. The Sharable Lesson Plan Link
  - b. An overview of the Lesson Plan Details
  - c. A listing of the students who have participated in the online lesson that you created. (See list to the right of the Sharable Lesson Plan Link)



**Mr. Smith's lesson - General Drug Information**

**Sharable Lesson Plan Link**  
<https://lessons.elksteenzone.org/lesson-plan/mr-smiths-lesson-general-drug-information>

**Lesson Plan Details**

**Objective**  
Content Area: ATOD (Alcohol, Tobacco and Other Drugs) - Drugs - Accessing Valid Information.  
After viewing the online lesson "General Drug Information", students will write and report on 5 to 10 facts/findings that they learned.

**Student Instructions**  
Welcome students to the lesson on General Drug Information. To complete this lesson, make sure to do these activities:  
1) Read and/or listen to the lesson on General Drug Information.  
2) On a separate piece of paper, write down 5 to 10 facts that you learned as a result of reading/or listening to this lesson. Be ready to share these facts at our next online zoom classroom meeting.

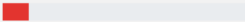





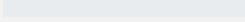


**3 Students**

Student Name	Completion Status
Donna McEntire	11% Complete
Katharine La Corte	100% Complete
Johnny Doe	0% Complete

- 3) Under student instructions will be a break down of data for each student. A teacher can monitor the progress that each student has made and the time spent on completing the lesson. The chart below shows data for three students who have accessed the shareable link.
  - a) Student A – Donna – has begun the lesson is 11% complete. She has spent 13 seconds of time on the lesson
  - b) Student B – Katharine – has completed the lesson as demonstrated with 100% complete. However, she only spent 54 seconds on the lesson, so further investigation may be needed.
  - c) Student C – Johnny – has received and opened the Shareable Link. However, he has not yet begun the lesson as it is 0% complete.

### Included Lessons

- General Drug Info

Person	Progress	Time Spent (minutes:seconds)	Options
Donna McEntire	General Drug Info 	13 seconds	 
Katharine La Corte	General Drug Info 	54 seconds	 
Johnny Doe	General Drug Info 	0 seconds	 

- 4) By clicking on the blue button, you can find a more in-depth breakdown on the time each student spent on the lesson as compared to the time that an adult would take to read the entire page. This data is useful to determine the student's attentiveness to the lesson leading to better comprehension of the facts to be learned. The screen shot below shows a further breakdown of Student A's (Donna's) data by page of the General Information online lesson.

### Donna McEntire's Progress Report

Total Time Spent: 13 seconds

### General Drug Info

Lesson Page	Time Spent	Audio Length (time it takes for an adult to speak the page)
Introduction	13 Seconds	1 minutes, 29 seconds
Exactly, What Is A Drug?	none	2 minutes, 5 seconds
How Are Drugs Made?	none	1 minutes, 45 seconds
How Drugs Affect The Body	none	1 minutes, 48 seconds
How Can I Tell If Someone Is Having Problems With Drugs?	none	1 minutes, 37 seconds

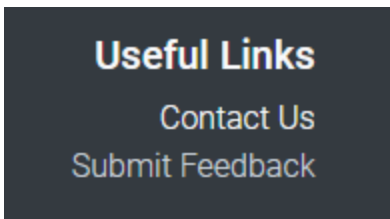
- 5) If for any reason, you wish to remove a student's record from your results, you can click on the red button.



## Useful Links

The Elks have a commitment to provide only the best research-based information. The Elks have established a working relationship with the Drug Enforcement Administration. In fact, the Elks are the “Boots on the Ground” for the DEA and our Elks Drug Awareness Programs. If you need other resources and/or information, please reach out and contact us.

Regarding the Elks Teen Zone, it is an ever-evolving website. We constantly are adding content and updating information to reflect the most current information. If you come across any information that you believe to be inaccurate or did not properly work as expected, we would appreciate hearing about it so we can work on improving this website and the experience for everyone. You can provide feedback to us at:



This box can be found in the banner at the lower right-hand corner of each webpage. Thank you.

Finally, the information gained through the DVL lessons found on the ElksTeenZone.org site can be used to supplement our other site:



For more information, go to <https://elksdrugquizshow.com/>.