คู่มือปฏิบัติการสอนรายวิชา

โรงเรียนวิเชียรประชาสรรค์

รายวิชา.................................................. รหัสวิชา .....................ชั้นมัธยมศึกษาปีที่ ..................

กลุ่มสาระการเรียนรู้...................................................................................

ประจำภาคเรียนที่.......................ปีการศึกษา.........................................

ของ

...................................................................................

ตำแหน่ง..................................................

ผ่านการตรวจพิจารณาและอนุมัติให้ใช้จัดการเรียนรู้ในสถานศึกษาได้

ลงชื่อ.................................ผู้อนุมัติ

( นายจรัญ ชัยทองสุขทอง )

ตำแหน่ง ผู้อำนวยการโรงเรียนวิเชียรประชาสรรค์

วันที่...........เดือน.......................พ.ศ. ..................

**ผลการทดสอบก่อนเรียน (Pre-test) วิเคราะห์จัดกลุ่มผู้เรียน**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| เลขที่ | ชื่อ – สกุล | คะแนน(คิดเป็นร้อยละ) | จัดในกลุ่มเก่ง (60%)ปานกลาง (50-59%) อ่อน (0-49%) | พฤติกรรมปกติเสี่ยง (บุหรี่ ก้าวร้าว ชู้สาวฯ) |
| 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 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ลำดับ | ชื่อ – สกุล | คะแนน(คิดเป็นร้อยละ) | จัดในกลุ่มเก่ง (60%)ปานกลาง (50-59%) อ่อน (0-49%) | พฤติกรรมปกติเสี่ยง (บุหรี่ ก้าวร้าว ชู้สาวฯ) |
| 31 |  |  |  |  |
| 32 |  |  |  |  |
| 33 |  |  |  |  |
| 34 |  |  |  |  |
| 35 |  |  |  |  |
| 36 |  |  |  |  |
| 37 |  |  |  |  |
| 38 |  |  |  |  |
| 39 |  |  |  |  |
| 40 |  |  |  |  |

สรุป จำนวนนักเรียน............................คน

 จัดเป็นกลุ่ม เก่ง........................คน

 จัดเป็นปานกลาง........................คน

 จัดเป็นกลุ่ม อ่อน........................คน

 พฤติกรรมปกติ........................คน

 พฤติกรรมเสี่ยง........................คน

**คำอธิบายรายวิชา**

รายวิชา....................................................... รหัสวิชา ....................ชั้นมัธยมศึกษาปีที่ ..................

จำนวน ………หน่วยกิตเวลา..............ชั่วโมง/สัปดาห์รวมทั้งหมด................ชั่วโมง

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

..............................................................................................................................................................................

**โครงสร้างรายวิชา**

รายวิชา.................................................... รหัสวิชา .......................ชั้นมัธยมศึกษาปีที่ ..................

จำนวน ………หน่วยกิต เวลา..............ชั่วโมง/สัปดาห์ รวมทั้งหมด................ชั่วโมง

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| หน่วยที่ | ชื่อหน่วยการเรียนรู้มาตรฐาน/ตัวชี้วัด | เนื้อหาที่ควรรู้(วิเคราะห์จากสาระการเรียนรู้แกนกลาง) | เวลา (ชั่วโมง) | น้ำหนักคะแนน(ร้อยละ) |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |

โครงสร้างรายวิชา(ต่อ)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| หน่วยที่ | ชื่อหน่วยการเรียนรู้มาตรฐาน/ตัวชี้วัด | เนื้อหาที่ควรรู้(วิเคราะห์จากสาระการเรียนรู้แกนกลาง) | เวลา (ชั่วโมง) | น้ำหนักคะแนน(ร้อยละ) |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
|  | ............................................... ...............................................มาตรฐานที่ ...........................ตัวชี้วัดที่................................................................................................................................. | .............................................................................................................................................................................................................................................................................................................................................................. | …………. | …………. |
| รวม |  | 100 |

**โครงสร้างการสอนรายสัปดาห์**

รายวิชา...................................................... รหัสวิชา .......................ชั้นมัธยมศึกษาปีที่ ..................

จำนวน ………หน่วยกิต เวลา..............ชั่วโมง/สัปดาห์

|  |  |  |  |
| --- | --- | --- | --- |
| ชื่อหน่วยการเรียน | สอนสัปดาห์ที่ | เนื้อหาสาระ | จำนวนชั่วโมง |
|  | 1 | ........................................................................................................................................ |  |
|  | 2 | ........................................................................................................................................ |  |
|  | 3 | ........................................................................................................................................ |  |
|  | 4 | ........................................................................................................................................ |  |
|  | 5 | ........................................................................................................................................ |  |
|  | 6 | ........................................................................................................................................ |  |
|  | 7 | ........................................................................................................................................ |  |
|  | 8 | ........................................................................................................................................ |  |
|  | 9 | ........................................................................................................................................ |  |
|  | 10 | ........................................................................................................................................ |  |
|  | 11 | ........................................................................................................................................ |  |
|  | 12 | ........................................................................................................................................ |  |
|  | 13 | ........................................................................................................................................ |  |
|  | 14 | ........................................................................................................................................ |  |
|  | 15 | ........................................................................................................................................ |  |
|  | 16 | ........................................................................................................................................ |  |

**แผนการสอนรายสัปดาห์**

รายวิชา....................................................... รหัสวิชา ....................ชั้นมัธยมศึกษาปีที่ ..................

จำนวน ………หน่วยกิตเวลา..............ชั่วโมง/สัปดาห์รวมทั้งหมด................ชั่วโมง

**สัปดาห์ที่** ..............

ชื่อหน่วยการเรียน....................................................จำนวน.................ชั่วโมง

สอนวันที่..........................เดือน....................................พ.ศ. .........................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| เนื้อหาสาระ | กิจกรรมการเรียนรู้ | ภาระงาน ชิ้นงานนักเรียน | สื่อ / แหล่งเรียนรู้ | ประเมินการเรียนรู้ |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………… | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**บันทึกหลังสอน**

**1. ผลการเรียนรู้**

 1.1 ผู้เรียนที่ *ผ่าน* ตัวชี้วัด

 มีจำนวน ........................................................ คน คิดเป็นร้อยละ................................................

 1.2 ผู้เรียนที่ *ไม่ผ่าน* ตัวชี้วัด

 มีจำนวน ........................................................ คน คิดเป็นร้อยละ........................................................

 1) ................................................................สาเหตุ (ถ้าทราบ)...........................................................

 2) ................................................................สาเหตุ ............................................................................

 3) ................................................................สาเหตุ .............................................................................

 4) ................................................................สาเหตุ ............................................................................

 5) ................................................................สาเหตุ ............................................................................

 6) ................................................................สาเหตุ .............................................................................

 7) ................................................................สาเหตุ ............................................................................

 แนวทางแก้ปัญหา

 ................................................................................................................................................................

 .................................................................................................................................................................

 .................................................................................................................................................................

 ก ...................................................................................................................................................................

 ...................................................................................................................................................................

 ...................................................................................................................................................................

**2. ปัญหาอุปสรรค (ถ้ามี)** ...................................................................................................................................

 ..........................................................................................................................................................................

 ..........................................................................................................................................................................

**3. ข้อเสนอแนะ (ถ้ามี)**........................................................................................................................................

 ...................................................................................................................................................................

 ลงชื่อ......................................................

 (.........................................................................)

 ครูผู้สอน

รับทราบผลการสอน

................................................................................................

 ลงชื่อ......................................................

 ( นายจรัญ ชัยทองสุขทอง)

 ผู้อำนวยการโรงเรียนวิเชียรประชาสรรค์