1. **Title** **of** **Exercise**
2. **Purpose of Exercise:** 2-3 sentences that briefly indicate what the exercise is designed to do, so to someone browsing the site it's easy to decide whether to move on or check into the entry further (include key words here)
3. **Description:** 5-6 sentences that describes how the exercise works in the classroom - and list needed items if any - so that a browser can decide to move on or check further
4. **Suggested Time:** (how long the exercise should take)
5. **Procedure:** a paragraph explaining in more detail than the description above how the exercise is conducted in the classroom - this level of detail should be appropriate for someone using the exercise (i.e. they are no longer browsing for ideas, they've decided on this, so the procedure should lay out exactly how to teach it)
6. **Additional Information:** (Optional) list or describe any other relevant details that may not fit in the above categories