# View Lesson Plans in the Staff Portal

The Jackrabbit Staff Portal provides a secure place for your staff to view Lesson Plans for their classes.

- Guarantee staff members are aware of class guidelines and expectations.
- Updates made to Lesson Plans are immediately visible in the Staff Portal.

Master Lesson Plans are created in Classes menu > Master Lesson Plans. See Create a

Master Lesson Plan for detailed instructions on how to create your master Lesson

Plans. Additionally, Lesson Plans can also be created under a specific class in Classes

> List Active Classes (select a class) > Lesson Plan tab.

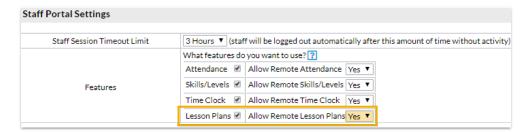
## **Staff Portal Settings**

Two Staff Portal settings must be set to Yes to enable your staff to view Lesson Plans in their Staff Portal:

- Staff Portal menu > Settings > Portal Settings
- Staff Portal menu > Settings > Edit All Staff Portal Settings

#### **Set Portal Settings**

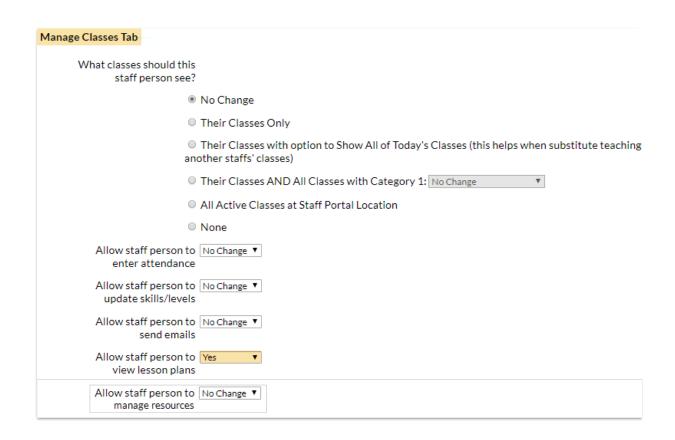
Go to Staff Portal menu > Settings > Portal Settings > Staff Portal Settings > Features. Select Lesson Plans and set Allow Remote Lesson Plans to Yes. Remember to always Save Changes.



## Set Edit All Staff Portal Settings

- 1. Go to Staff Portal menu > Settings > Edit All Staff Portal Settings.
- 2. Select the Staff you would like to edit.

3. Scroll down to Manage Classes Tab and set Allow staff person to view lesson plans to Yes.



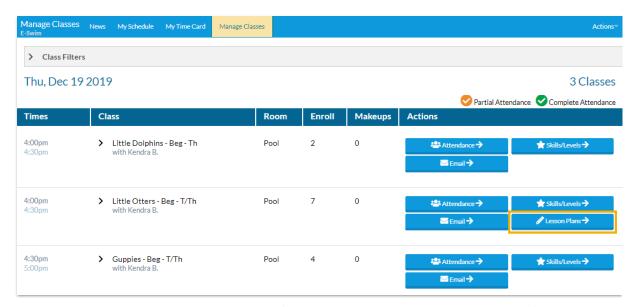
4. Click **Save**. Once saved, changes will be automatically updated under the *Staff* menu, in the *Portal Settings* tab for each individual staff member that was modified.



An individual staff member's setting can be changed under the Staff Menu. Go to Staff menu > List Active Staff (select a Staff Member) > Portal Settings (tab) > Manage Classes Tab > Allow staff person to view lesson plansset to Yes.

### View Lesson Plans in the Staff Portal

- 1. Log in to the Staff Portal.
- 2. Click on Manage Classes.
- 3. Click **Lesson Plans** under **Actions**. You will only see the Lesson Plans button when Lesson Plans have been created and are assigned to a class.



4. Review the Lesson Plan. This includes: Date (when lesson plan was added to the class), Lesson Name, Theme, Description, Instructor Comments, and Order. The Lesson Plans are view only in the Staff Portal.

