

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 [Class Lesson Plans](#) for detailed instructions on how to create your master Lesson Plans.

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 (menu) > Staff Portal > Portal Settings*
- *Staff (menu) > Staff Portal > Edit All Staff Settings*

Set Portal Settings

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

Staff Portal Settings													
Staff Session Timeout Limit	3 Hours (staff will be logged out automatically after this amount of time without activity)												
Features	<p>What features do you want to use? ?</p> <table border="1"><tbody><tr><td>Attendance <input checked="" type="checkbox"/></td><td>Allow Remote Attendance</td><td>Yes</td></tr><tr><td>Skills/Levels <input checked="" type="checkbox"/></td><td>Allow Remote Skills/Levels</td><td>Yes</td></tr><tr><td>Time Clock <input checked="" type="checkbox"/></td><td>Allow Remote Time Clock</td><td>Yes</td></tr><tr><td>Lesson Plans <input checked="" type="checkbox"/></td><td>Allow Remote Lesson Plans</td><td>Yes</td></tr></tbody></table>	Attendance <input checked="" type="checkbox"/>	Allow Remote Attendance	Yes	Skills/Levels <input checked="" type="checkbox"/>	Allow Remote Skills/Levels	Yes	Time Clock <input checked="" type="checkbox"/>	Allow Remote Time Clock	Yes	Lesson Plans <input checked="" type="checkbox"/>	Allow Remote Lesson Plans	Yes
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Set Edit All Staff Portal Settings

1. Go to **Staff (menu) > Staff Portal > Edit All Staff 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**.

Manage Classes Tab ?

What classes should this staff person see?

- No Change
- Their Classes Only (returns classes from all locations, including Substitutions)
- Their Classes with option to Show All of Today's Classes
- Their Classes AND All Classes with Category 1: No Change ▾
- All Active Classes at Staff Portal Location
- None

Allow staff person to enter attendance No Change ▾

Allow staff person to update skills/levels No Change ▾

Allow staff person to send emails No Change ▾

Allow staff person to view lesson plans Yes ▾

Allow staff person to manage resources No Change ▾

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* > *Active Staff (select a Staff Member)* > *Portal Settings (tab)* > *Manage Classes Tab (section)* > *Allow staff person to view lesson plans* set 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.
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Manage Classes | News | My Schedule | My Time Card | **Manage Classes** | Clock-In | Actions

Class Filters

Tue, Jul 4 2023 2 Classes

Partial Attendance
 Complete Attendance
 Show Empty Classes

Times	Class	Room	Enroll	Makeups	Storage	Actions
6:00pm 6:45pm	> Tumbling Beginner - Tues 6pm Instructors: Livy Wallace Substitutes: N/A	Retton	3	0	15 MB Left	Attendance → Email → Lesson Plans → Resources →
7:00pm 8:00pm	> Tumbling Intermediate - Tues 7pm Instructors: Livy Wallace Substitutes: N/A	Retton	4	0	5.8 MB Left	Attendance → Email → Resources →

4. Review the *Lesson Plan*. This includes the *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.

Lesson Plans | News | My Schedule | My Time Card | **Manage Classes** | Clock-In | Actions

← Return

> Class Tumbling Beginner - Tues 6pm [Attendance →](#) [Email →](#) [Resources →](#)

Date	Lesson Name	Theme	Description	Instructor Comments	Order
07/04/23	Week One		Hollow and arch positions, log rolls, Piked forward roll to pike sit		1
07/11/23	Week Two		Front and back support, lunge position, forward roll to stand		2
07/18/23	Week Three		Mini cartwheel over box, push-ups, tight handstand against wall		3