

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](#).

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
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											

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**.

Manage Classes Tab

What classes should this staff person see?

- No Change
- Their Classes Only
- Their Classes with option to Show All of Today's Classes (this helps when substitute teaching another staffs' classes)
- Their Classes AND All Classes with Category 1:
- All Active Classes at Staff Portal Location
- None

Allow staff person to enter attendance

Allow staff person to update skills/levels

Allow staff person to send emails

Allow staff person to view lesson plans

Allow staff person to manage resources

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 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.

Manage Classes						Actions	
E-Swim							
Class Filters							
Thu, Dec 19 2019						3 Classes	
						Partial Attendance	Complete Attendance
Times	Class	Room	Enroll	Makeups	Actions		
4:00pm 4:30pm	> Little Dolphins - Beg - Th with Kendra B.	Pool	2	0	Attendance →	Skills/Levels →	Email →
4:00pm 4:30pm	> Little Otters - Beg - T/Th with Kendra B.	Pool	7	0	Attendance →	Skills/Levels →	Lesson Plans →
4:30pm 5:00pm	> Guppies - Beg - T/Th with Kendra B.	Pool	4	0	Attendance →	Skills/Levels →	Email →

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.

Lesson Plans						Actions		
News My Schedule My Time Card Manage Classes								
Return								
Class Guppies - Beg - T/Th						Attendance →	Skills/Levels →	Email →
Date	Lesson Name	Theme	Description	Instructor Comments	Order			
09/01/19	Float on back	Swim Unassisted	Child must be able to roll over and float on back unassisted for 5 minutes.		1			
09/01/19	Treading Water	Swim Unassisted	Child will be able to tread water in deep water for 5 minutes unassisted.		2			