Class Lesson Plans

Lesson Plans are a great way to provide your instructors with guidelines to help them run successful classes.

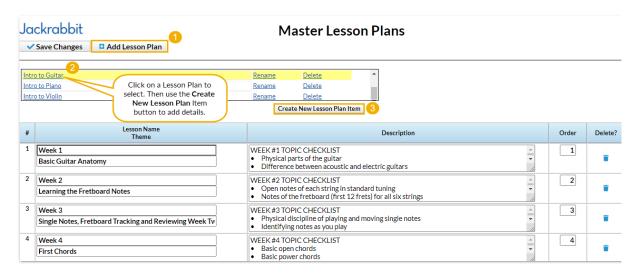
- Set clear well-defined expectations for classes.
- ★ Create and copy Master Lesson Plans into a Class record or create a Lesson Plan directly in a Class record.
- * Allow your instructors to view Lesson Plans in the Staff Portal.

Create a Master Lesson Plan

Expand/Collapse All

Master Lesson Plans are created, edited, and deleted as follows:

- 1. Go to the Classes (menu) > Master Lesson Plans.
- 2. Click Add Lesson Plan. Name the Lesson Plan and enter a Description.
- 3. Click **Save Changes**. When prompted, click **OK**.



Add Items to a Lesson Plan

- 1. Select and click the Lesson Plan name.
- 2. Click Create New Lesson Plan Item. In the pop-up window, add item Name, Theme, Description, and Order.
- 3. Click Save. Continue adding Lesson Plan items until the Master Lesson Plan is complete.
- 4. Click Save Changes.

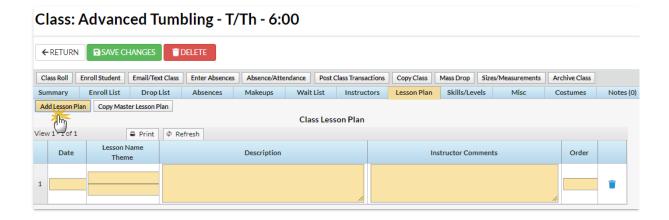


Copy a Master Lesson Plan into a Class

- 1. Go to the **Classes** (menu) > **All Classes** to choose the correct class or use the global search for *find a class...* on the top of the page.
- 2. Click the **Lesson Plan** tab.
- 3. Click Copy Master Lesson Plan. In the Copy Master Plan box, choose the applicable Master Lesson Plan
- Click Save and OK. The Master Lesson Plan you added will show in the Class.
 Note: Instructor-specific Dates, Instructor Comments, and Order can be added as needed.
- 5. Click Save Changes.

Add a Lesson Plan Directly to a Class

- 1. Go to the Classes (menu). Search and select the correct class.
- 2. Click the Lesson Plan tab.
- 3. Click the Add Lesson Plan button.
- 4. Add applicable items: Date, Lesson Name/Theme, Description, Instructor Comments, and Order.



5. Click Save Changes.



Lesson Plans added to an individual Class using the **Add Lesson Plan** button will not be added to Master Lesson Plans.

