

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	What features do you want to use? ?	
	Attendance ☒	Allow Remote Attendance Yes ▼
	Skills/Levels ☒	Allow Remote Skills/Levels Yes ▼
	Time Clock ☒	Allow Remote Time Clock Yes ▼
	Lesson Plans ☒	Allow Remote Lesson Plans Yes ▼

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 plan** 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.

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 → Lesson Plans → Email → 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
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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, Pike 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