



# Schoolnet: Scheduling Lesson Plans Quick Reference Card

## Schoolnet: Scheduling Lesson Plans

In the Classrooms module, teachers can use the lesson planner to schedule lessons, units, and events on a calendar.

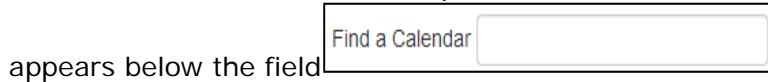
Administrators have a personal calendar/planner and can view teachers' lesson planners and everything they have scheduled on them, but Administrators cannot schedule onto teachers' planners.

### Lesson Planner Navigation

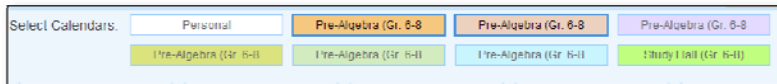
1. From the Classrooms menu, click **Lesson Planner**
2. Click **Search other calendars** in the top right



3. Start typing a name in the **Find a Calendar** field, and then select the name from the list of possible matches that



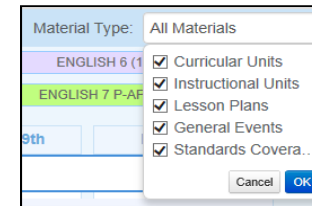
4. In the Select Calendars area, from the teachers' planner, click the section name of the calendars to either display or hide for that teacher.



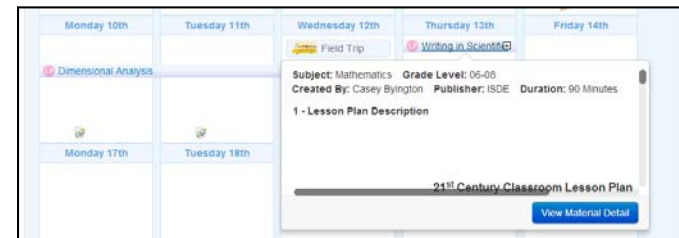
5. Click the Day, Week, or Month tabs to view different lengths of time on the calendar. Click the arrows to the right and left of the date to access earlier or later dates.




6. From the Materials Type menu, choose which types of materials to display: Instructional Units, Lesson Plans, General Events (field trip, conference), and Standards Coverage. Once Material type selected click **OK**



7. Once a date is selected click the **title** of the lesson plan to see a preview or select **View Material Detail** for more information



8. If standards are scheduled (via a material or standards coverage), a **Standards Mastery icon**  will appear. Click to view student performance by standard as measured by benchmark assessments so far this year, if available.
9. To see explanations for on-screen icons select



from the top right.