

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

	Find a Calendar	
appears below the field		

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.

← Week of October 7, 2013 →	Day	Week	Month	
				← Week of October 7, 2013 →

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**

Material Type:	All Materials
ENGLISH 6 (1	Curricular Units
ENGLISH 7 P-AF	 Instructional Units Lesson Plans
9th	General Events
our	Standards Covera
	Cancel

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

Monday 10th	Tuesday 11th	Wednesday 12th	Thursday 13th	Friday 14th
		Field Trip	Writing in Scientife	
@ Dimensional Analysis			Grade Level: 06-08	
æ	<i>a</i>	1 - Lesson Plan Des	vington Publisher: ISDE cription	Duration: 90 Minutes
Monday 17th	Tuesday 18th			
		21 ⁵¹ Century Classroom Lesson Plan		
				View Material Detail

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

Oview Table Key from the top right.

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