



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. Teachers, currently, cannot schedule resources and assessments.

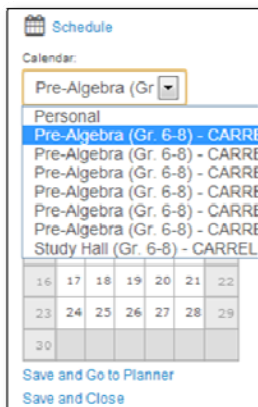
Administrators can view teachers' lesson planners and everything they have scheduled on them, but cannot schedule onto teachers' planners.

There are two ways to schedule lesson plans to the Lesson Planner.

Schedule Lessons and Instructional Units from Instructional Materials

1. From the Classrooms menu, click **Instructional Materials**
2. Choose a lesson plan either from **My materials** or **Searching** for lesson plans.

3. From the right menu select the  icon
4. A calendar will show along with a drop-down to select the course/section to schedule your lesson Plan to

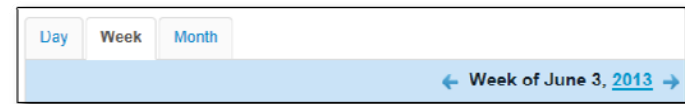


Once a date is selected click **Save and Go to Planner** or **Save and Close** (**NOTE** if duration is included in the lesson plan it will be scheduled in your planner for that duration)

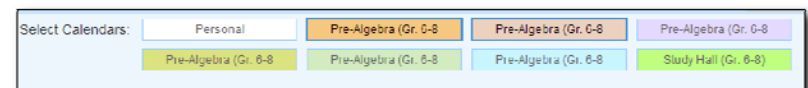
Schedule Lessons and Instructional Units from Lesson Planner

Schedule lessons, instructional units, and external resources (if available) on a section calendar or personal calendar.

1. From the Classrooms menu, click **Lesson Planner**
2. Click the Day, Week, and 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.

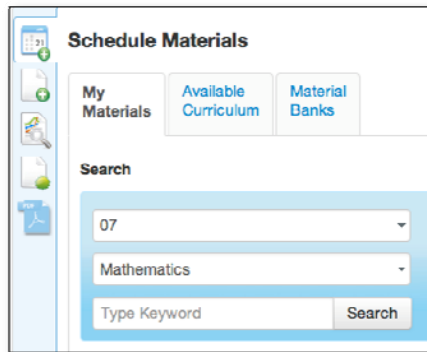


3. In the Select Calendars area, click the name of the calendars to either display or hide your personal calendar or the calendar for that section.



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- Click the **Schedule Materials** icon in the left sidebar

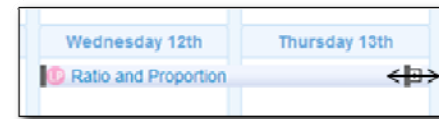


- In the Schedule Materials window, click the tab for the appropriate materials bank, such as the My Materials tab
 - My Materials – Materials created by you or saved from the materials banks
 - Available Curriculum – Not available on all sites
 - Materials Banks – All materials you have permission to view
- To search Material banks select grade levels and subjects from the menus, such as **07** and **Mathematics**, enter a keyword to narrow the search, and click **Search**
- If the list is too long, deselect material types you aren't looking for in the **Filter By** menu
- Hover your cursor over the duration area until you see a **cross arrow** icon, then drag and drop the lesson or unit to the appropriate day on your calendar

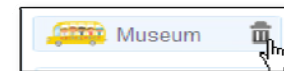


The lesson or unit appears on the scheduled day. To copy it to another section, drag and drop it to that section.

- To lengthen or shorten the duration of the lesson or unit, hover over the side of the blue box until a **horizontal arrow** appears, then drag the edge of the rectangle to an adjoining day



- To delete from your Lesson Planner roll over the item to delete. When the trash can icon appears, click to **delete**



that item

Print the Lesson Planner View

To print the Lesson Planner page, click the **Print icon** in the upper right corner.