Schoolnet: Using the Lesson Planner

Audience Roles: Teacher, Leadership, Staff with Specialist

In the Classrooms module, use the lesson planner to schedule lessons, units, and events on a calendar. For teachers, the Lesson Planner page displays a personal calendar as well as a separate calendar for each of the teacher's sections. Administrators view a personal calendar and can also view teachers' lesson planners.

When you schedule units and lessons that are aligned to standards, you can track how many times you covered each standard during the school year and compare standards coverage to assessment results.

Lesson Planner Navigation

To access your lesson planner, roll your cursor over the **Classrooms** header and click **Lesson Planner**.

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.
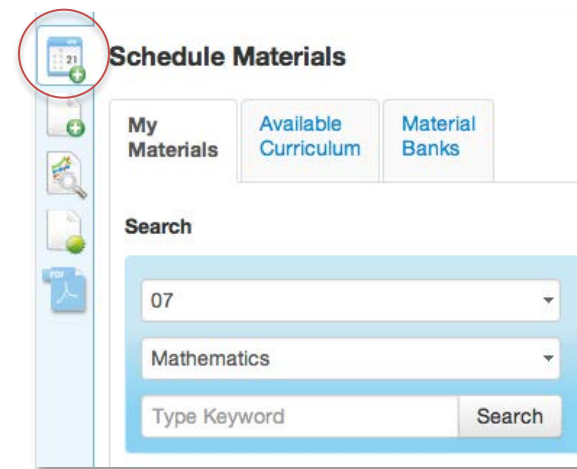

In the **Select Calendars** area, click the name of the calendars to either display or hide your personal calendar or the calendar for that section.

Schedule Lessons and Instructional Units

Schedule lessons, instructional units, and external resources (if available) on a section calendar or personal calendar. You can link the other two materials types, resources and assessments, to a lesson plan, but you cannot schedule them independently.

To schedule a lesson, instructional unit or external resource:

1. From the **Classrooms** menu, click **Lesson Planner**

2. Click the **Schedule Materials** icon in the left sidebar

3. 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

4. Select **Grade Levels** and **Subjects** from the menus, such as 07 and Mathematics, enter a **Keyword** to narrow the search, and click **Search**

5. If the list is too long, deselect material types you aren't looking for in the **Filter By** menu click **Ok**

6. 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 selected area will be shaded until dropped)
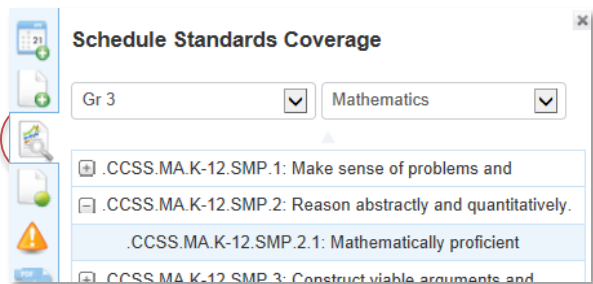
   The lesson or unit appears on the scheduled day. To copy it to another section, drag and drop it to that section.

7. 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

Schedule Standards Coverage

Schedule a standard on your calendar so that you can track coverage of that standard without aligning it to any particular unit or lesson. For example, you may want to quiz students informally on specific skills, but not go through the process of creating a lesson.

To schedule a standard on your calendar:

1. Roll your cursor over **Classrooms** on the navigation bar and click **Lesson Planner**

2. Click the **Schedule Standards Coverage** icon in the left sidebar

3. In the **Schedule Standards Coverage** window, select a **Grade** level and **Subject**

4. Click the **+** sign to expand a standards hierarchy and view additional lower-level standards; roll your cursor over the standard to view the full text

5. Drag and drop the standard to the appropriate day

6. In the **Standards Coverage** window, enter a **Title** and **Notes**, and then click the **x** in the upper right corner to schedule the standards coverage
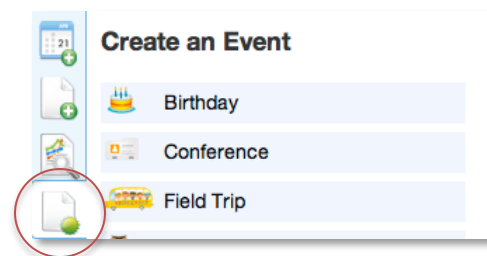
   The standards coverage appears on the scheduled day.

Schedule an Event

Schedule an event on your calendar to keep track of upcoming events.

To schedule an event:

1. On the **Lesson Planner** page, click the **Create an Event** icon

2. From the **Create an Event** menu, drag and drop an event type on a day in your calendar

3. Add details—such as a **Title**, **Description**, and **Location**—for your event and click the **+** sign to save the event on your calendar

Add Notes and Attachments

Add a note and an attachment to a calendar day on your lesson planner. Notes and attachment files are not added to your materials bank, so it's best to use them for items you need only for a specific day.

To add a note or attachment:

1. On the **Lesson Planner** page, click the **Week** view tab, then roll your cursor over a day to view the **Add a Note** (yellow paper and pencil) and **Add Attachment** (paperclip) icons

2. Click the **Add a Note** icon

3. Enter a **Title** and **Content** for your note

4. Click the **Save** icon, indicated by a disk, to save your note

5. Click the minus sign to close the note window and return to the lesson planner

6. To upload a file, click the **Add Attachment** icon

7. Click **Choose Files** to use your computer's file directory system to select a file and click **Open**

8. Click **ADD** to upload the file to this day on your calendar

9. To access the note or file later, click the appropriate icon on that day on your calendar
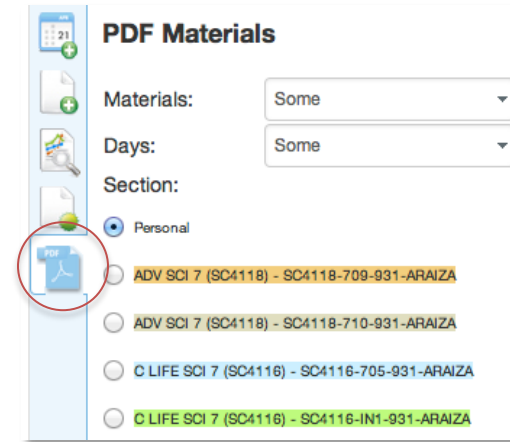
   Note the icon(s) will have a number next to them to identify the number of notes or attachments

Create a PDF of Materials

Create a PDF file of some or all of the materials scheduled on one of your class calendars.

To create a PDE of materials:

1. On the **Lesson Planner** page, click the **PDF Materials** icon

2. From the **Materials** menu, choose the material types you want to print or save as a PDF file, such as **Lesson Plans** and **Resources**, then click **OK**

3. Select one or more of the days or weeks available, depending on which calendar view you are using, then click **OK**

4. From the **Section** menu, select a class or your personal calendar

5. Click **Create PDF**

6. Use your browser to print or save the PDF file, then close the browser window to return to the planner

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Print the Lesson Planner View

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

Edit a Section Name

Change the order and names of your sections to make them easier to identify both in the lesson planner and wherever you see your section list. These changes will appear for you only.

To edit a section name or order number:

1. On the **Lesson Planner** page, click **Settings** to the right of the calendar boxes

2. On the **Sections & Rosters** tab of the **My Account** page, change the order number in the **Order** column for a section (see example to the right)

3. Click **Enter** or click another row to refresh the screen, then change the order number for another section as needed until the sections are listed in the order you want

4. Edit the text for each section name in the **Section** column (see example to the right)

5. To save your changes, scroll down to the bottom of the page and click **Go Back to Lesson Planner**

My Account: Sections & Rosters

| Roles and Operations | Personal Information | Email and Notification | Change Password | Sections & Rosters |

Current Year | All Years | 2011-2012 | 2010-2011

Order	Section	Roster
1	Language Arts - ADAMS 1st period	30 Students

Grade(s): 06 - 06
School: Anderson County Middle School
Year: 2012-2013
Primary Teacher: ADAMS, SAVANAH
Department: English/ Language Arts
Content Area(s): -