

# Schoolnet: Finding and Scheduling an Existing Lesson Plan Quick Reference Card

## Schoolnet: Finding and Scheduling an Existing Lesson Plan

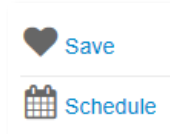
Audience Roles: Teacher

Use this document to find a lesson plan in the materials bank and schedule it to your current-year lesson planner. Locate and schedule instructional units the same way.

### Searching for an Existing Lesson Plan

First, find the lesson plan you want to save to your own materials bank, My Materials.

1. Roll your cursor over **Classrooms** and click **Instructional Materials**
2. Use any combination of keywords, subject, and grade level to focus your search
3. Click **Search**
4. When you find the lesson plan you want, click **Save**



### Locating Saved Instructional Materials

Then find the instructional materials that you saved to My Materials.

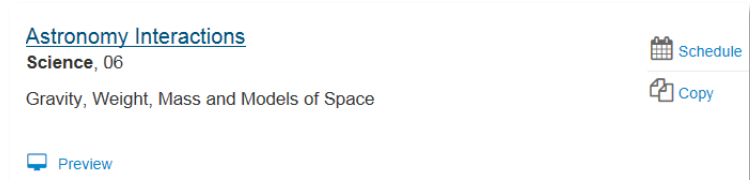
To find these materials later, follow these steps.

1. Roll your cursor over **Classrooms** and click **Instructional Materials**
2. Click **Go to My Materials**
3. Use the filters to locate the desired lesson plan

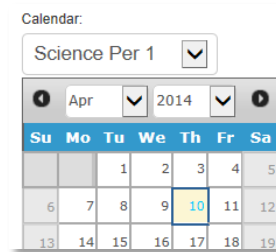
## Scheduling a Lesson Plan

Once you locate a lesson plan or unit in the materials bank or in My Materials, schedule it on your lesson planner.

1. Next to the lesson plan/unit name, click **Schedule**



2. Open the section menu and select a class period, then click a date on the calendar



3. Click **Save and Go to Planner** or **Save and Close**

