

## Quickest way to enter a lesson plan:

### If you are doing “similar” lessons all week (or even working from the same unit)...

1. From the main menu, click “Add Daily Lesson Plan”
2. Enter in date (i.e. 9/22/08 – this should be the same for start and end date)
3. Enter info in all fields
4. Click “add” at the bottom of the page
5. Click on Report (in red on bottom)
6. At top of page, enter date you just entered (i.e. 9/22/08) & click submit (remember this simply refreshes the page to the correct date and does not save any work)
7. You should see the lesson plan you entered (i.e. 9/22/08)
8. Click on the Plan ID # at the bottom of the lesson plan
9. It will take you to that same lesson plan you entered above. Scroll to the bottom of the page and click “copy this record”. The screen should turn blue.
10. Change the date (i.e. to 9/23/08 – same for both start and end dates) and make the changes you would like to make (i.e. activities and procedures, etc).
11. Click “add” at the bottom of the record
12. To check your work, click on “report”. When you get to that screen, remember to refresh the date range by putting in the Monday of that week (i.e. 9/22/08) and clicking “submit”.
13. Repeat for each day of that week or as needed.

### If you are doing “exactly” the same thing all week (or even a date range; i.e. 9/22 – 9/24/08)...

1. From the main menu, click “Add Weekly Lesson Plan”
2. At the top of the page enter the date of the Monday that starts the week (i.e. 9/22/08) and click submit. This action simply refreshes the dates you want to view and does NOT save any work you may enter. It will take you to a blank screen with 5 individual records below. Please note: if you have previously entered data for anytime this week the record will not be blank and instead of the term “add” at the bottom of the page it will state “save- update this record”.
3. Enter the appropriate start and end date (i.e. 9/22/08 – 9/26/08)
4. Enter info in all fields
5. Click “add” at the bottom of the record.
6. To check your work, click on “Report”(in red on bottom)
7. At top of page, enter date you just entered (i.e. 9/22/08) & click submit (remember this simply refreshes the page to the correct date and does not save any work)
8. You should see data for all week. Please note that using this method only creates one record or plan ID # for the date range entered (noted at the bottom of the page in report view).

## Modifying a Lesson Plan

1. Click on “report”
2. At top of page, enter date you are interested in or the Monday of that week to see the entire week’s entry (i.e. 9/22/08) & click submit. Please note: this simply refreshes the page to the correct date and does not save any work.
3. Chose the day you would like to change/update by clicking on the “plan ID #” at the bottom of the record.
4. Make the changes as needed and click on “update-save changes” at the bottom of the page.
5. To check your work, return to the report view and refresh to correct date.