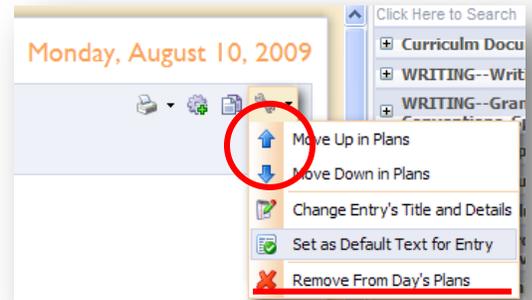


eduphoria forethought

Lesson Planning – Step-by-Step

1. Determine template to be used:

- Click on **My Lesson Planner** OR your **Team Planner**
- Click the date on the calendar in which you want to start planning.
- Delete the portion of the template text that you do not want to use and/or create your own template based on your class needs.
- Click on the WRENCH tool and click on **Set as Default Text for Entry**
- The template you created will now be on all future planning dates.



2. To begin entering a lesson plan:

1. Click on **My Lesson Planner** OR your **Team Planner**
2. Click the date on the calendar in which you want to start planning.
3. Click an entry in the lesson plan content area. If you are in your personal planner, it will become active immediately. However, if you are in a team planner, you must first click on the **Check out and edit lesson** button / OK in order to make that lesson editable.
4. Key in lesson plans for this date and course. Notice that you may format your page by changing font color or alignment, adding bulleted or numbered lists.
5. Lesson plans may not automatically be saved. In order for all features to work and to ensure no work is lost, please **SAVE** each day's plans.

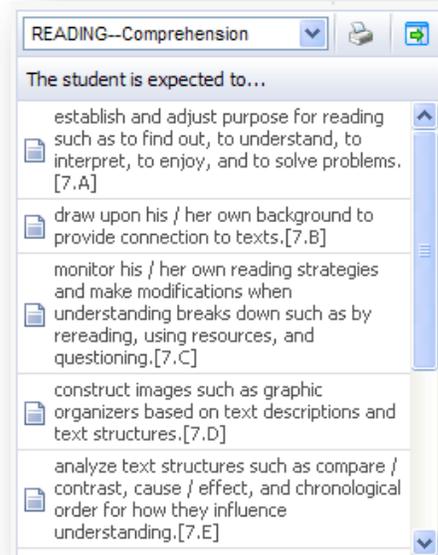


To add a learning standard to your lesson:

1. Must be IN the entry window for the lesson in which you are editing.
2. Navigate to the learning standard on the left in which you want to include
3. **Double-click** the standard to have it added to the top panel in your plan

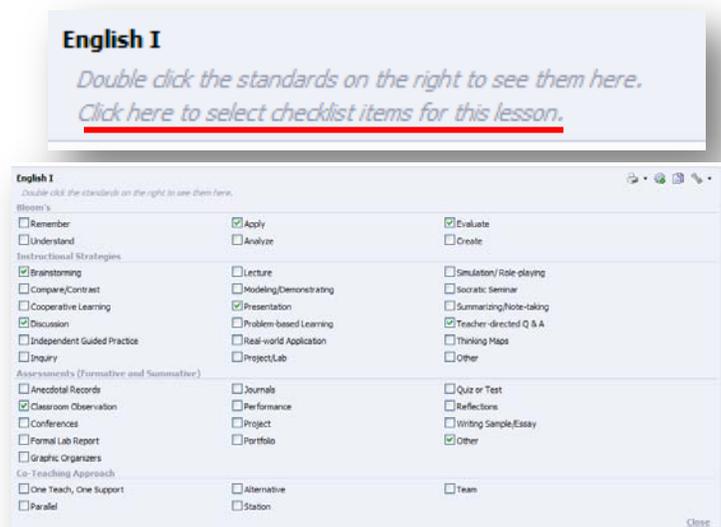
To remove a standard from your lesson:

1. **Right-click** on the standard in your plans
2. Select **Remove From Lesson** in the menu



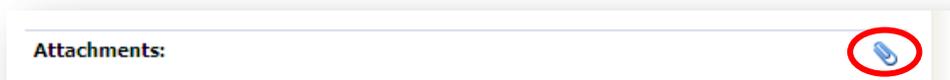
To document Blooms, Instructional Strategies & Assessments covered in this lesson:

1. Click anywhere in the blue, shaded title box at the top of the window to open the checklist.
2. Click to select each of the Blooms levels, Instructional Strategies, Assessments and Co-Teaching Approaches that will be covered in the current lesson.
3. Click on CLOSE and you will see only those items you selected below the Learning Standards.

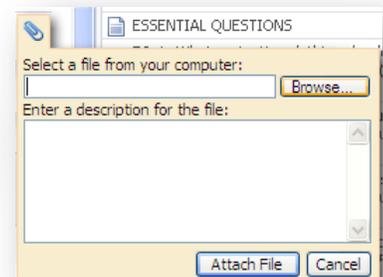


To attach a document to the lesson:

1. At the bottom of each lesson's entry window, you may click on the paper clip button to attach a document related to the lesson.



2. Browse to find the file to be attached... enter a description of the attached file (if you want), and click on **Attach**.



To view, enter or print plans by week:

1. Click the down arrow next to the **View Planner in Other Ways** icon on the toolbar and click on **View Weeks Plans** to access your five-day plans.
2. Click on the Print button to print weekly plans to Word, Excel or PDF...then, print from within the new window.
3. To move week-to-week, use either the calendar or the green navigation arrows.
4. To return to the planner view, double-click a day. Print options are also available from the daily view.

