Using the Lesson Planner Quick Reference Card

Using the Lesson Planner

In Schoolnet, 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 have 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.

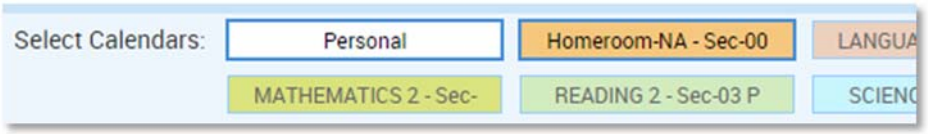
Lesson Planner Navigation

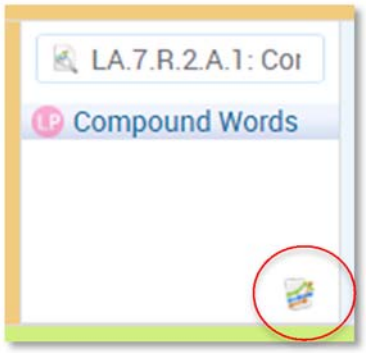
To access the lesson planner, from the Classroom menu in the navigation sidebar, select **Lesson Planner**.

Principals have a personal calendar and the link **Search other calendars.** They can search for a teacher by name.

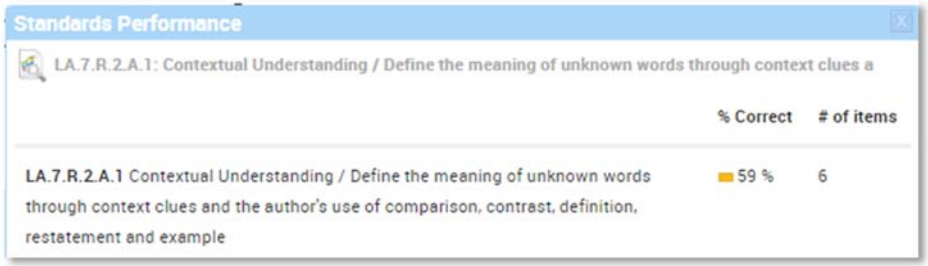
Click the Day, Week and Month tabs to view different lengths of time on the calendar. Click the arrows to the right and left of the date to access earlier or later dates. Jump to a specific date by clicking the year.

In the Select Calendars area, click the name of a section to either display or hide it.





On days with a unit, lesson or standard scheduled, you can click the Standards Performance link to see how students have performed previously on the standards you are scheduled to cover.



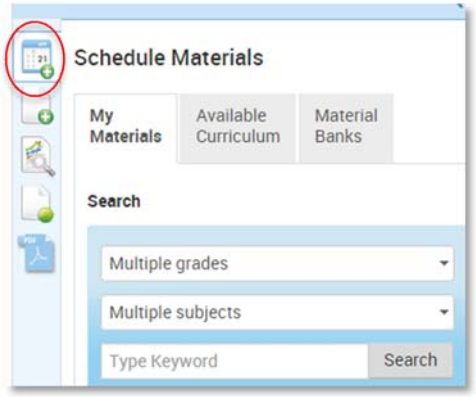
Schedule Lessons and Instructional Units

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

This section explains how to schedule from within the lesson planner; you can also schedule from within a lesson or unit.

1. From the Classroom menu, select **Lesson Planner**.

2. Click the Schedule Materials icon in the left sidebar



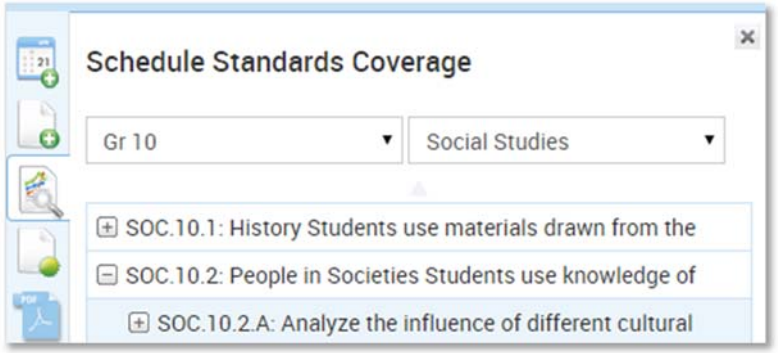
3. In the Schedule Materials window, click the tab for the appropriate materials bank:
   - My Materials – Materials created by you or saved from the materials banks
   - Available Curriculum – If available on your site, units tied to scope and sequence
   - Materials Banks – All materials you have permission to view
4. Filter by grade level, subject and keyword and then click **Search**
5. Choose a material and 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.
6. 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.

1. From the Classroom menu, select 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 **+** sign to schedule the standards coverage

   The standards coverage appears on the scheduled day.

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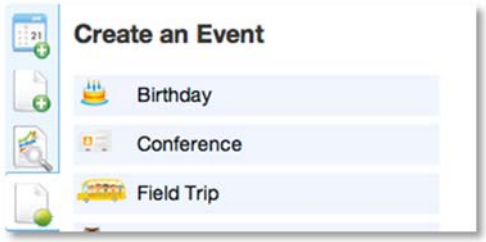
Schedule an Event

You can schedule an event on your calendar to serve as a reminder.

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

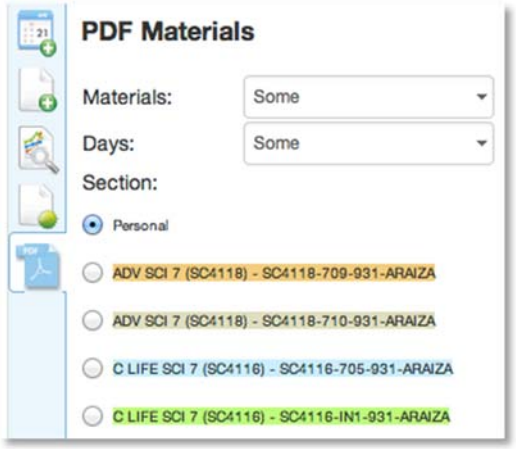
Add a note and an attachment to a calendar day on your lesson planner. Notes and attachment files are not added to your My Materials area, so it's best to use them for content you need only for a specific day.

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
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

Create a PDF File of Materials

To print or share materials with others, create a PDF file of some or all of the materials scheduled on one of your class calendars.

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

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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

Print the Lesson Planner View

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

Edit a Class 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 and any co-teachers who are also assigned as teachers to the same class. Do not use the verify student roster or request section access features unless instructed to do so as they may not be applicable to your school's process.

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
3. 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
5. To save your changes, scroll down to the bottom of the page and click **Go Back to Lesson Planner**

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