

## My Lesson Plans

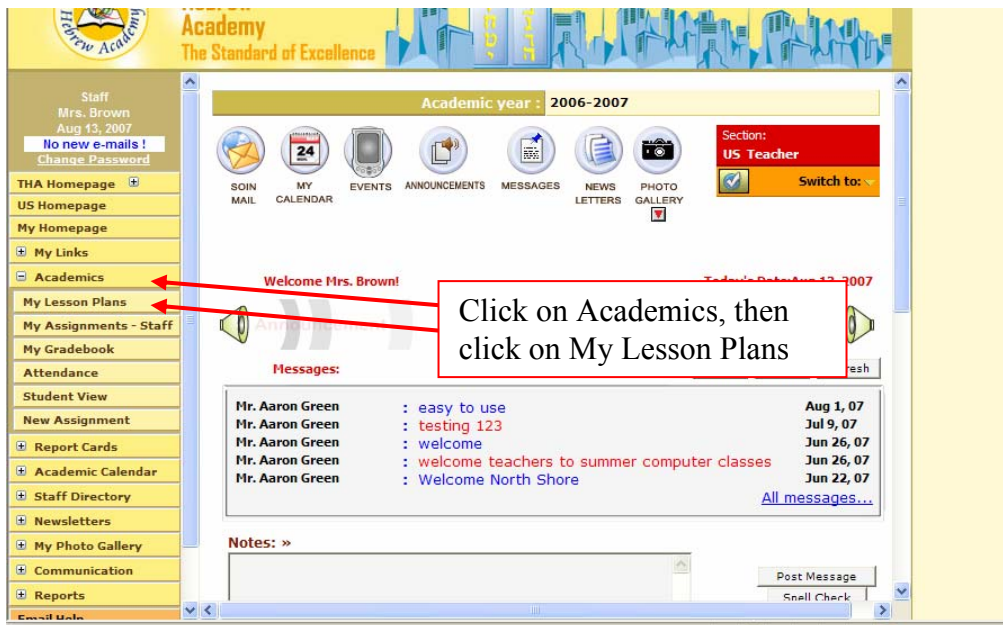
Welcome to the Lesson Plan section of the Academic Module. Below you will find instructions on how to use the **My Lesson Plan** link. There are two types of Lesson Plan entry forms: Normal and Advanced (the default view is set in school setup). To begin please login to the website using your login id and password.

<b>1. How to add a new Lesson Plan (Normal view)</b> .....	1
<b>2. How to Enter a Lesson Plan (Advanced View)</b> .....	3
<b>3. How to send a Lesson Plan to Administrator for review</b> .....	4
<b>4. How to view Administrator’s comments</b> .....	6
<b>5. How to View and Print your Lesson Plan</b> .....	7
<b>7. How to Duplicate a Lesson Plan</b> .....	11
<b>8. How to find a Lesson Plan</b> .....	13

### 1. How to add a new Lesson Plan (Normal view)

Normal view allows for multiple subjects to be entered at one screen (used mostly in lower schools).

1. Click on **Academics**
2. Click on **My Lesson Plans**



3. Select **Class** and **Week** from dropdowns
4. Click on **New Lesson Plan** button

Staff  
Mr. Green  
Aug 14, 2007  
You have 2 new e-mail(s)!  
Change Password

THA Homepage  
LS Homepage  
My Homepage  
My Links  
Academics  
My Lesson Plans  
My Assignments - Staff  
My Gradebook  
Attendance  
Student View  
New Assignment  
Report Cards  
Academic Calendar  
Staff Directory  
Newsletters  
My Photo Gallery  
Communication  
Reports

Week	Class	Comments	Submit To Admin	Reviewed	Select
Aug 13, 2007 - Aug 17, 2007	General Studies 3-204	---	Submit	No	
Aug 13, 2007 - Aug 17, 2007	Mathematics 8-410	---	Submitted on 8/13/2007 4:37:38	Yes	

Select Class and Week from dropdown menus.  
The click on New Lesson Plan

Class: General Studies 3-204 Week: Aug 20, 2007 - Aug 24, 2007 New Lesson Plan

Back

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**NOTE:** Objectives can be written in other languages, Hebrew, Spanish, etc as long as your computer has that language enabled. Please ask your technology administrator for help with this.

5. Enter objectives for the class/subject in the space provided. Click on **Save**.
6. Click on the **Attachment** button to include a file with this lesson plan.  
Instructions on the Attachment feature are provided below
7. Comments for the administrator can be entered in the **Comments** textbox.  
Instructions on how to send a lesson plan to administrator are provided below
8. **SPELL CHECK** your work. Click on the **Spell Check** button to double check your spelling.
9. Click on **SAVE** once you are done

Screenshot of a lesson plan entry form. The form has a table with five rows: Social Studies 3-204, Specialty 3-204, Spelling 3-204, Vocabulary 3-204, and Writing 3-204. Each row contains five 'Attachment' buttons. Below the table is a 'Comments:' section with a text area and a character count '(Please enter upto 350 characters.)'. At the bottom are buttons for 'Close', 'Show Administrator List', 'Spell Check', and 'Save'. A red callout box with a white background contains the text: 'Enter objectives in the space provided. Click on the **Attachment** button to include a file with the lesson plan. Enter comment for the administrator in the comments box. Be sure to use **Spell Check** and click on **Save**.' Red arrows point from the callout box to the 'Attachment' buttons in the 'Specialty 3-204' and 'Spelling 3-204' rows, and to the 'Save' button.

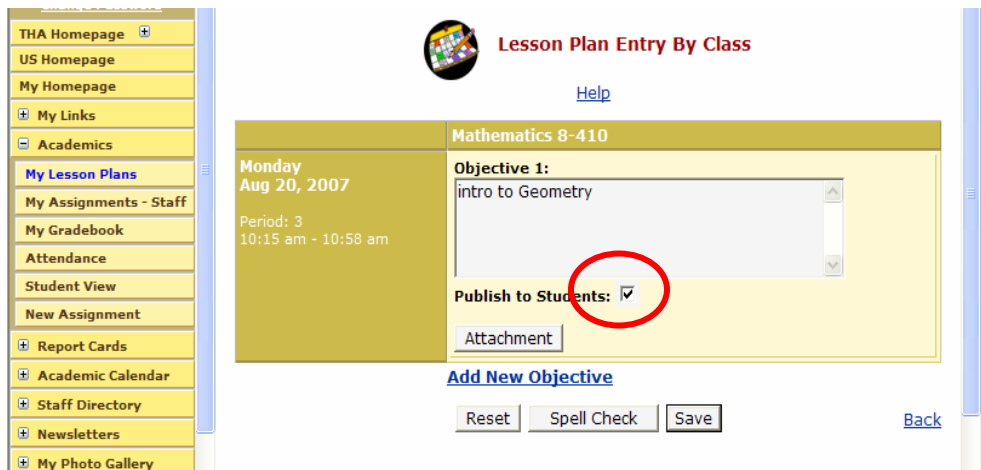
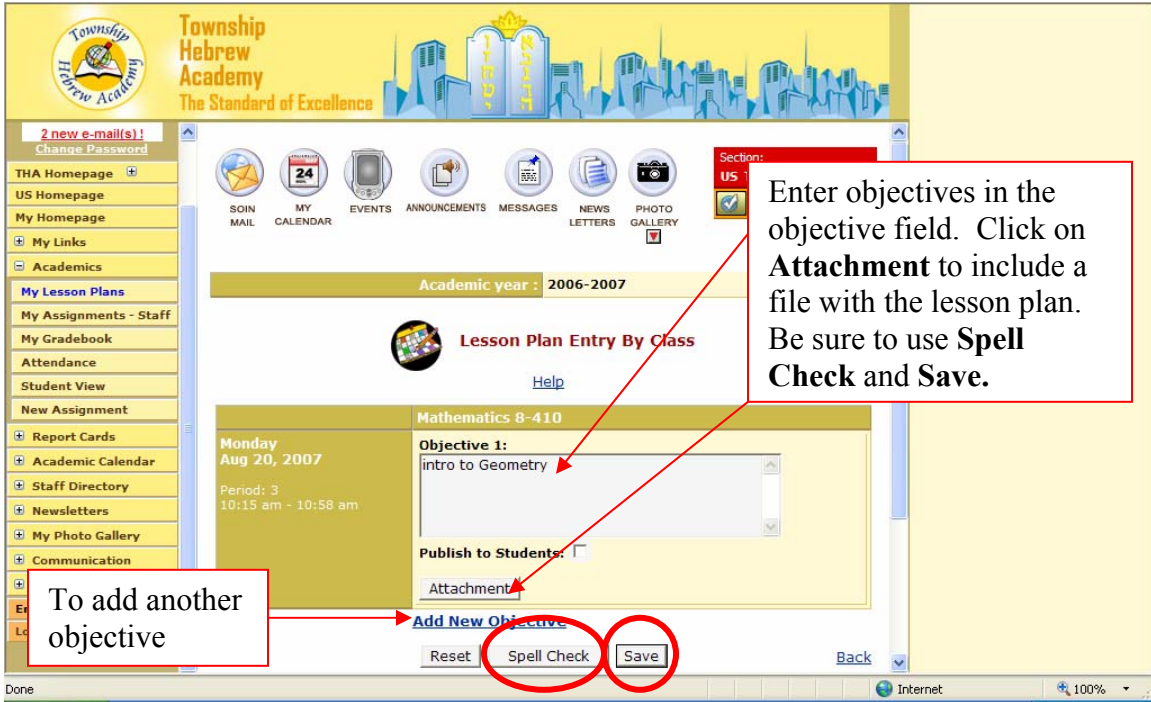
## 2. How to Enter a Lesson Plan (Advanced View)

This is for single subject Middle School and High School set up.

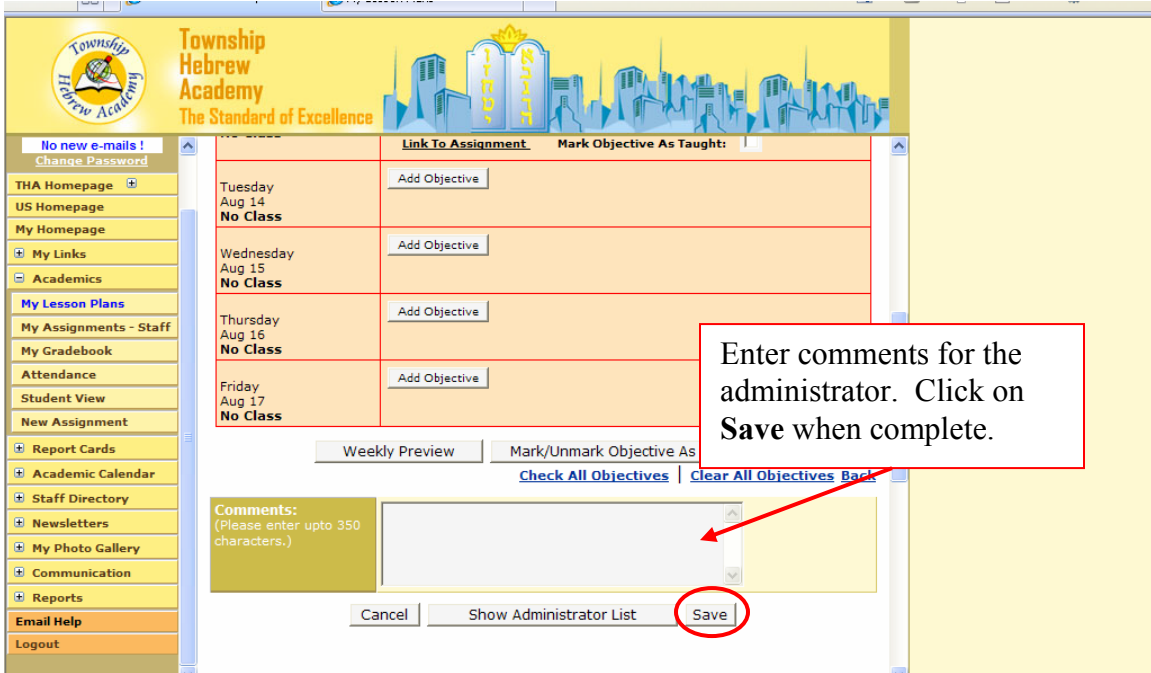
1. Follow steps 1-4 for Normal Entry shown above. Click on the **Add Objective** button.

Screenshot of the Township Hebrew Academy lesson plan interface. The header includes the school logo and name 'Township Hebrew Academy The Standard of Excellence'. A navigation menu on the left lists various options like 'THA Homepage', 'US Homepage', 'My Lesson Plans', etc. The main content area shows a lesson plan for 'Mathematics 8-410' for the week of 'Aug 20, 2007 - Aug 24, 2007'. A table lists days from Monday to Thursday, each with a time slot and an 'Add Objective' button. The 'Add Objective' button for Monday, Aug 20, is circled in red.

2. Enter the objective for the lesson plan in the space provided. Click on **Attachment** to add a file for this lesson plan. Use **Spell Check** and **Save**.
3. If you would like to add another objective to the same date, click on the **Add New Objective** button and a new objective box will appear.



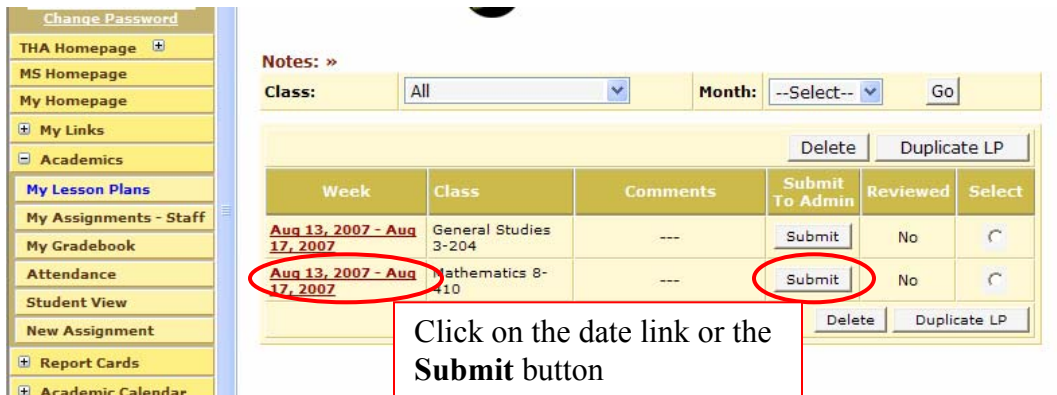
4. To share the objective with parents and students, you have the option to check off the **Publish to Students** box. If checked, this objective will be shown to students' welcome screen, provided the school setup allows lesson plan objective to be shown.
5. After saving the lesson Plan, you may enter comments for the administrator in the comments box.



### 3. How to send a Lesson Plan to Administrator for review

You have an option of sending your lesson plans to academic administrators for review. You can type a short message to the administrator and send it with your Lesson Plan. After reviewing your lesson plan, the administrator can write comments back to you.

1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Click on **Submit** button or the **Date** link in the **Week** column to open the lesson plan you want to send to the Administrator



4. Enter comments for the administrator in the **Comments** textbox
5. Click on **Save**
6. Click on the **Show Administrator List**
7. Select the Administrator names
8. Click on **Send Lesson Plan**

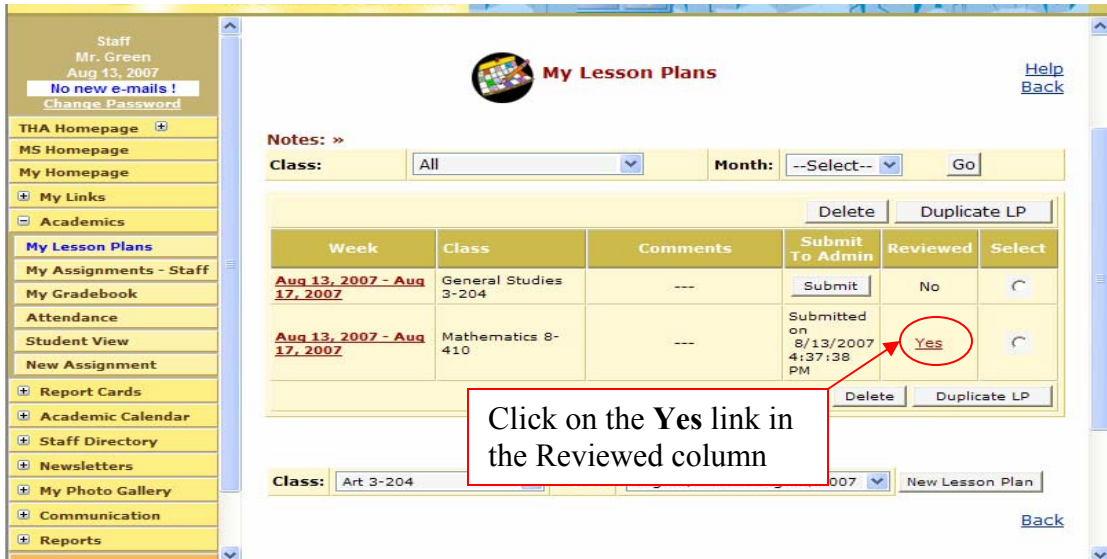
The screenshot shows the Township Hebrew Academy website interface. The main content area features a 'Comments' text box with a character limit of 350. Below the comments box is a table titled 'List of Administrators to send the Lesson Plan for Review:'. The table has four columns: 'Administrator', 'Select Admin To Review', 'Administrator', and 'Select Admin To Review'. The table lists several administrators, including Miss Soim Brown, Mr. Bruce Brown, Mr. Michael Brown, Mrs. Peggy Brown, Mrs. Toba Brown, Rabbi Lawrence Brown, Mr. Aaron Green, Mr. Harvey Brown, Mrs. Bebe Brown, Mrs. Rivka Brown, and Rabbi David Brown. Each administrator has a checkbox in the 'Select Admin To Review' column. Below the table is a 'Send Lesson Plan' button, which is circled in red. A red arrow points from the 'Send Lesson Plan' button to the 'Comments' text box. A red text box on the right side of the screenshot contains the following text: 'Enter comments if you like, then click save. Select the administrator to whom you should submit the lesson plan. Click on **Send Lesson Plan**'.

**Note:** If you makes changes to your lesson plan after you have submitted it to the administrator for review, the administrators will automatically see the updated version once you click on **Save**

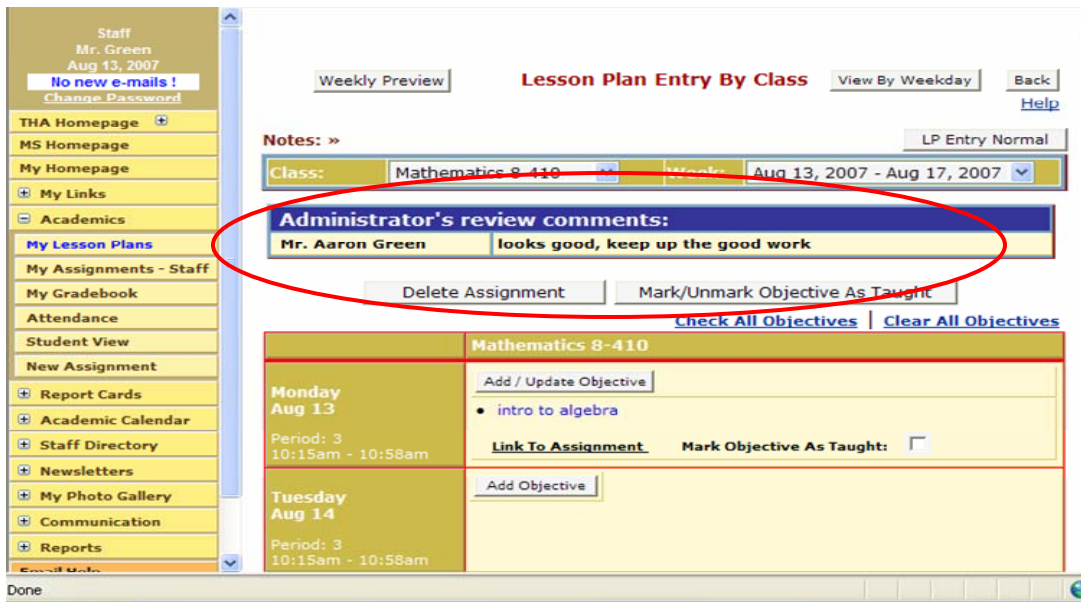
#### 4. How to view Administrator's comments

You have the option of viewing the administrator's comments once the lesson plan has been submitted to and reviewed by the administrator,.

1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Check the **Reviewed** column. If you see the word YES it means the lesson plan has been reviewed and administrators has sent you comments
4. Click on the word **YES**

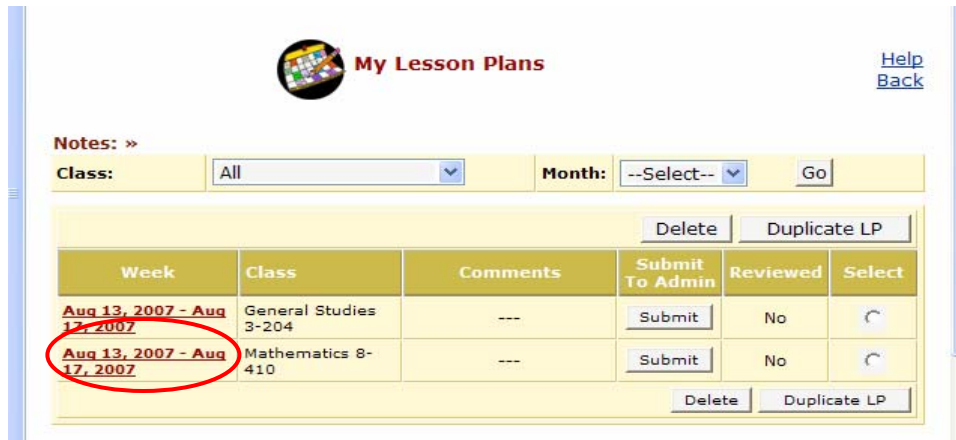


5. Administrator’s Review comments are shown on top on your lesson plans page

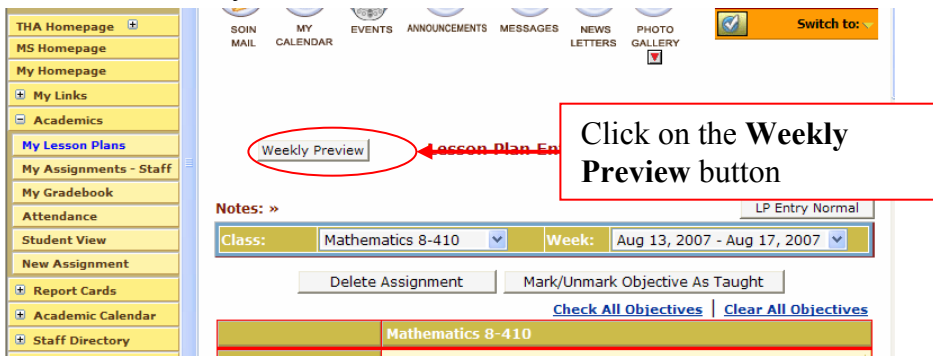


**5. How to View and Print your Lesson Plan**

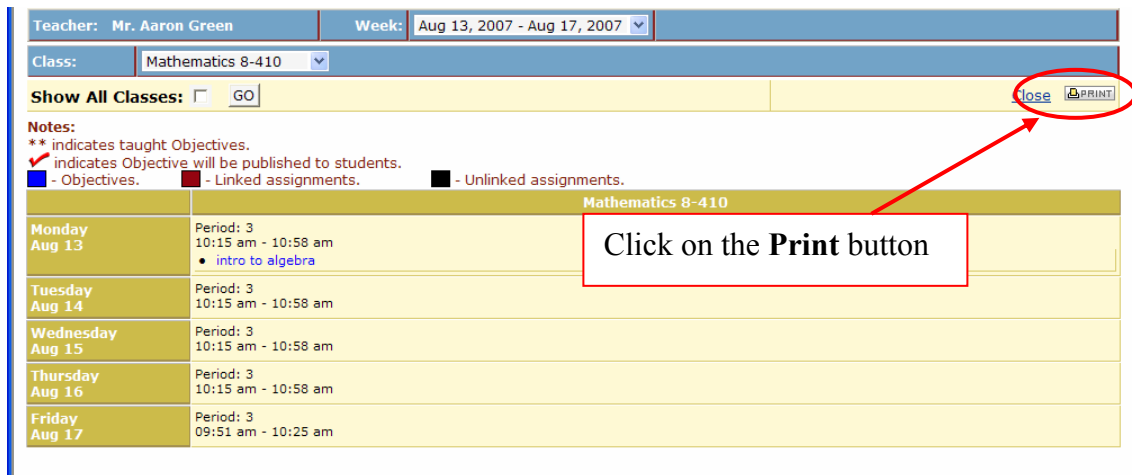
1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Click on the Date link in the Week column to open the lesson plan



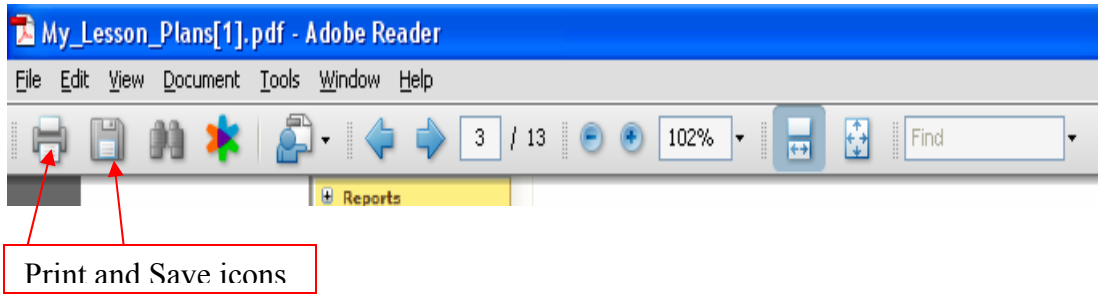
4. Click on the Weekly Preview button



5. Click on the Print button. This will open the lesson plans to a .pdf file for printing.



To print the new PDF file, click on the print icon on the toolbar of Adobe Acrobat Reader, which will open to display the file. You can also save the .pdf by clicking the diskette icon.



## 6. How to include an attachment with Lesson Plans

You have an option of including an attachment with your lesson plan. You can add attachments for each objective. Attachments added to the lesson plan can be viewed by you and by the administrator to whom you will submit the lesson plan

1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Select **Class** and **Week** from dropdowns
4. Click on **New Lesson Plan** button
5. Enter objectives for the class/subject in the spaces provided
6. Click on the **Attachment** button to add a file to the corresponding objective

Lesson Plan Entry [Advanced Lesson Plan Entry](#) [Help](#)

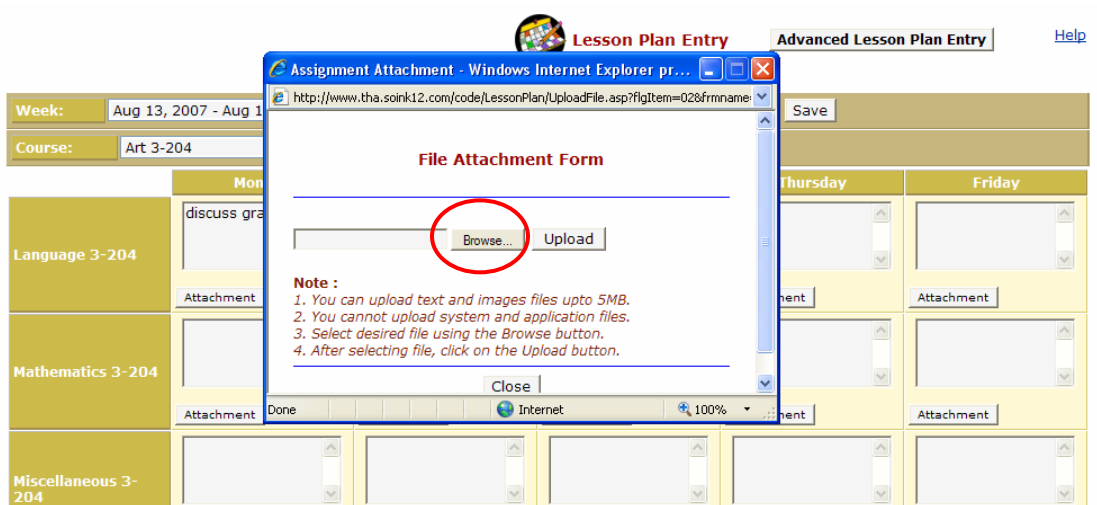
Week: Aug 13, 2007 - Aug 17, 2007

Course: Art 3-204

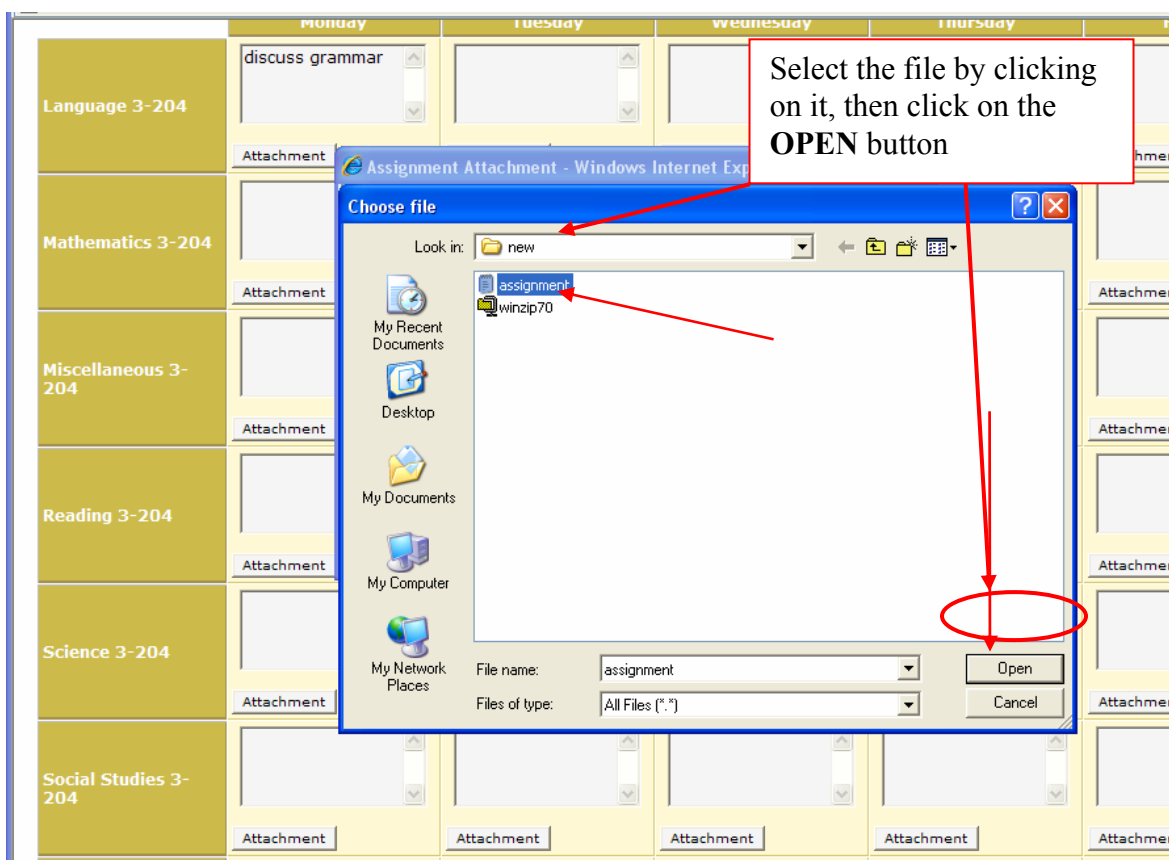
	Monday	Tuesday	Wednesday	Thursday	Friday
Language 3-204	discuss grammar Attachment	Attachment	Attachment	Attachment	Attachment
Mathematics 3-204	Attachment	Attachment	Attachment	Attachment	Attachment
Miscellaneous 3-204	Attachment	Attachment	Attachment	Attachment	Attachment
Reading 3-204	Attachment	Attachment	Attachment	Attachment	Attachment

Click on the **Attachment** button to add a file to the corresponding objective

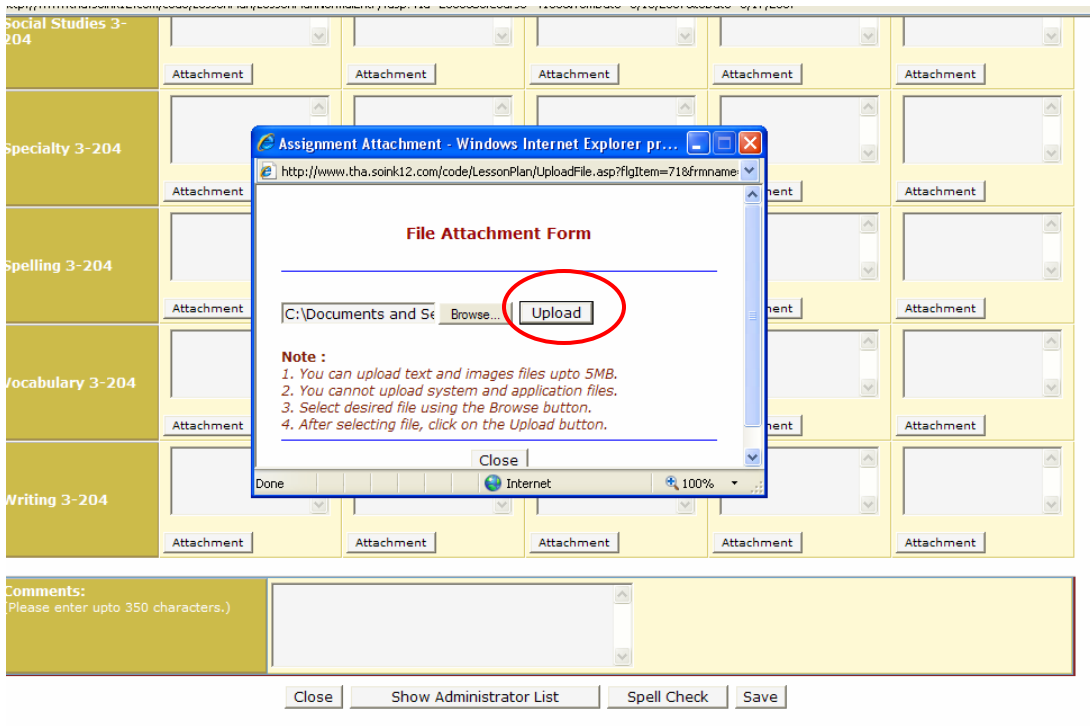
7. Click on the **Browse** button on the File Attachment popup window to locate the file which you would like to attach



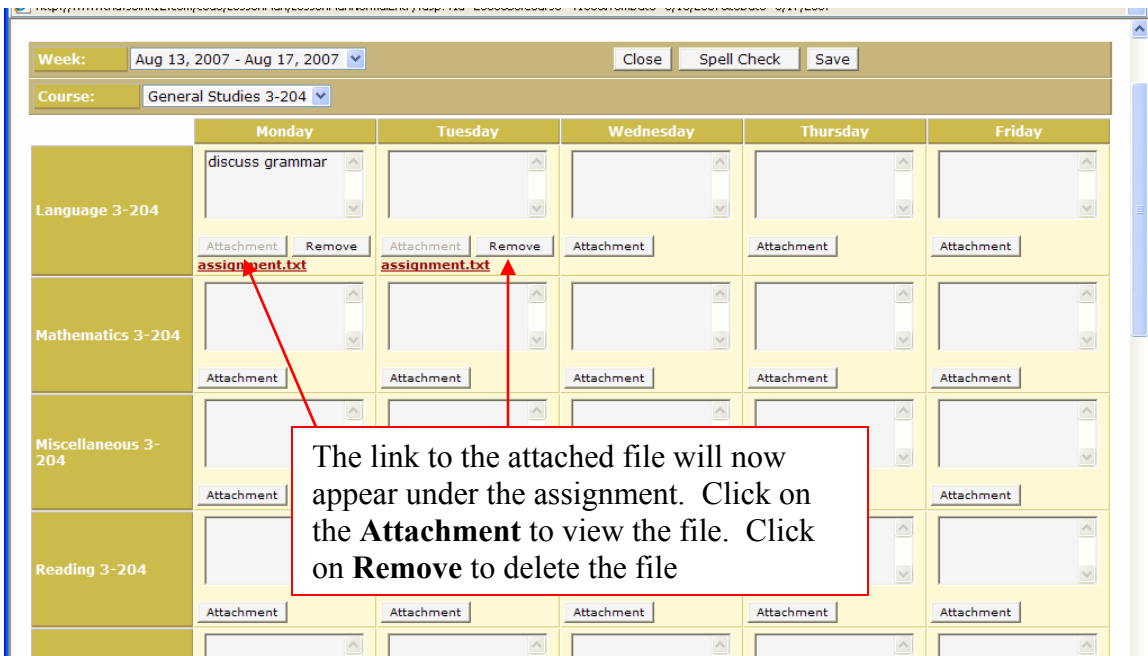
8. Locate the file on your computer, select it by clicking on it
9. Click on the **Open** button



10. Click on the **Upload** button to complete the file attachment



- 11. A link to the attached file will now show under the corresponding objective. Click on the link to open the attachment. Attachment link will open in a new window
- 12. Click on the **Remove** button to delete the attachment



**7. How to Duplicate a Lesson Plan**

1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Select the lesson plan you would like to duplicate
4. Click on **Duplicate LP** button

The screenshot shows the 'My Lesson Plans' page in the SchoolsOnNet system. The page title is 'The Standard of Excellence'. The user is logged in as Mr. Green, and the date is Aug 14, 2007. There is a notification for 2 new e-mails. The left sidebar contains navigation links for THA, EC, My, Academics, My Lesson Plans, My Assignments - Staff, My Gradebook, Attendance, Student View, New Assignment, Report Cards, Academic Calendar, and Staff Directory. The main content area shows a table of lesson plans. A red box highlights the 'Duplicate LP' button for the lesson plan 'Mathematics 8-410'.

Notes: »

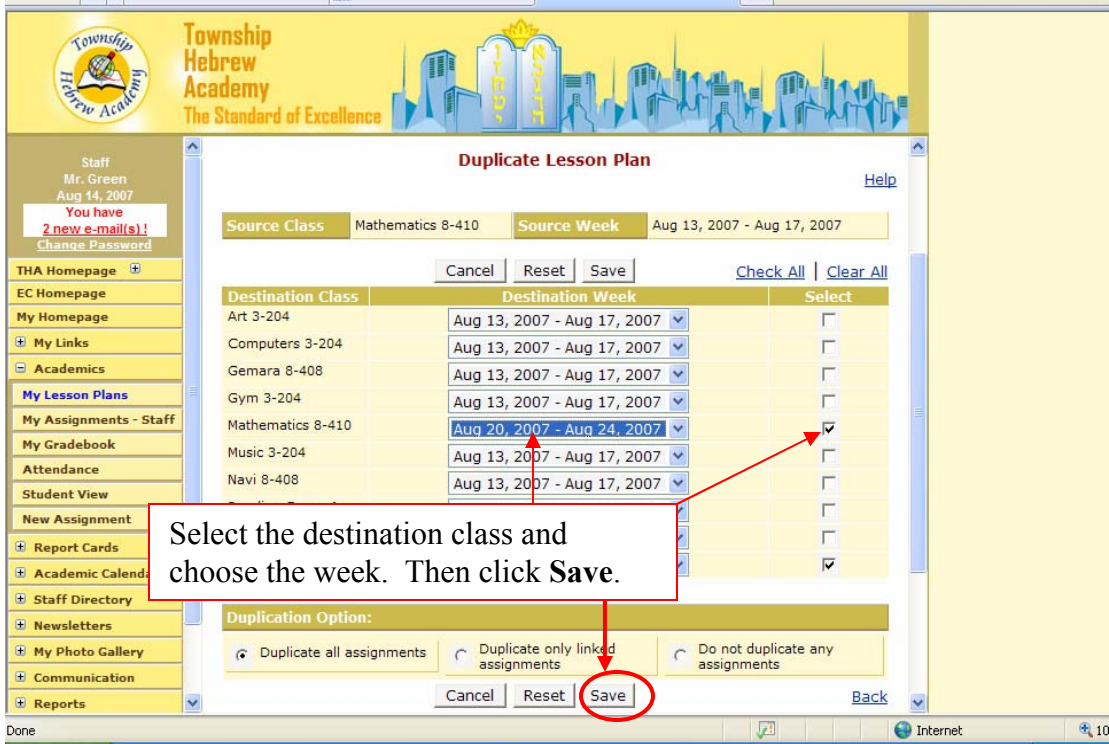
Class: Mathematics 8-410

Week	Class	Comments	Submit To Admin	Reviewed	Select
Aug 13, 2007 - Aug 17, 2007	Mathematics 8-410	---	Submitted on 8/13/2007 4:37:38 PM	Yes	<input type="button" value="Delete"/> <input type="button" value="Duplicate LP"/>

Class: Art 3-204 Week: Aug 13, 2007 - Aug 17, 2007 New Lesson Plan

On top of the page you will see the Lesson Plan **Source Class** and **Source Week**

5. Select the **Destination Class** and **Destination Week**
6. Click on **Save**



## 8. How to find a Lesson Plan

1. Click on **Academics**
2. Click on **My Lesson Plans**
3. Select the **Class** and **Month** from dropdowns
4. Click on **GO**

