Lesson Planner Tour, Setup & Operation

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First Things First: Setting Up Lesson Books

You must identify the Staff Member Object(s) which really identify you.

Procedure to Select a “Default Teacher”

If more than 1 Teacher is assigned to your Genesis User Login, use this procedure to select “who you really are” – the Staff Member identities that really represent you.

1. Navigate to the Lesson Planner→Setup→Staff-to-User Screen
2. Staff Members – Select the Staff Members who really represent you. Check the checkboxes for all Staff Members who “are you”.
3. Click “Save” to save your changes.

Procedure to Set Personal Preferences

1. Navigate to the Lesson Planner→Setup→Preferences Screen
2. How many courses would you like to display on your calendar? – Select the number of course “strips” to display on the Calendar on a single page.
3. Click “Save” to save your changes.

Calendar Strips

This preference controls how many courses are visible on the Calendar at one time. You can always navigate to all your courses, but this preference controls how many “strips” or rows appear on the Calendar screen.
A TOUR THROUGH YOUR LESSON CALENDAR

The Calendar is likely to be your number one "Home" screen in Lesson Planner. This section takes you on a tour through its piece parts.

The Lesson Planner→Calendar Screen displays your weekly Lesson Plans:

- Day Cells: Each day 'cell' can contain Unit and Lesson Plan links. Each starts out empty:
  - Create – Create a new Lesson Plan
  - Search – Search for existing Lesson Plans to copy or move here.
  - Paste – Paste a Lesson Plan copied elsewhere into this cell.

Left side Course blocks describe your course and give you information about each course – and allow you to control their functioning in the Lesson Planner. Click on the course name to open the Lesson Book settings screen.

- Copy all Lesson Plans for the week to clipboard.
- Make all Lesson Plans for week available for review.
- Hide this course – Remove it from the Calendar.

Calendar Day Cells with Lesson Plans

Once there is a Lesson Plan in the Day, the three buttons along the bottom change:
- Clear – Delete the day’s plan
- Copy – Copy the day’s plan to the ‘plan clipboard’ for copying to other day cells.
- Move – Move the plan to a new day cell.

In addition, the icons provide functions for working with the cell’s Lesson Plan.

Lesson Plan Icons

Each icon along the bottom of the cell provides a different function:
- Edit Lesson – Bring up the Modify Lesson Plan screen for this lesson.
- Print Lesson – Bring up a PDF of this Lesson Plan
- Assignments are linked – Brings up a screen listing the Assignments.
- Standards – The green shield indicates the plan includes standards.

Courses Visible at a Time on the Calendar

The number of courses visible on the Calendar at one time is controlled by the "How many courses would you like to display on your calendar" parameter on the Lesson Planner→Setup→Preferences screen. To navigate through all your courses, use the control at the upper right corner of the Calendar day cells:

This control lets you step through all your courses, showing the number of courses you have chosen to see at one time in the strips on your Calendar screen. If your chosen number is 3, you will see a maximum of three courses at one time on the Calendar.
SETUP COURSE LESSON BOOK PREFERENCES
Lesson Book Preferences can be set on the Modify Lesson Book screen:

These are your preferences for a single Lesson Book.

Procedure to Set Lesson Book Preferences

1. Navigate to the Lesson Planner→Calendar Screen
2. Locate the row for the Lesson Book you wish to update and click on the highlighted name of the course. This brings up the Lesson Planner→Lesson Books→Modify Lesson Book screen.
3. If you are using Genesis Gradebook, and have a Gradebook for this course, you can link it to this Lesson Book by using the Is this lesson book tied to a Gradebook drop down:
4. What is the default set of standards to use for this class? This is an ease of use capability. Initially no default standards are set:
5. To make this Lesson Book private – to keep it just for yourself – check the “Check to make this lesson book private” checkbox.
6. To hide the Lesson Book from the Calendar screen, uncheck the “Show lesson book on Calendar Screen?” checkbox. When this checkbox is checked, the Lesson Book is visible on the Calendar screen:
7. Click Save Book to save your other changes.

This will cause the selected standards set to be the default for every “Search standards” action for this Lesson Book.
CREATE A NEW LESSON

A lesson plan is created in the cell itself:

**Procedure to Create and Fill in a Lesson Plan**

1. Navigate to your Lesson Planner Calendar: Lesson Planner→Calendar Screen
2. Locate the day cell in which you want to create your lesson plan.
3. Click the **Create** button for the cell. This brings up the “Select or Create Unit” control in the cell.
4. Select a Unit or Create a Unit
5. Click the **Create Lesson** button. This creates the lesson plan and brings up the “Modify Lesson Plan” screen.

To create a new Unit, simply type the name of the new Unit in the “Create Unit” text field. The Unit is created when you click. Only a name is required to create a Unit – all details can be filled in later.

**Procedure to Create a New Lesson Plan**

1. Go to the Lesson Planner→Calendar screen.
2. Find an empty day cell and click on the **Create** button. This brings up the “Create Lesson” form (see image above).
3. Select Unit or enter a name for a new Unit.
4. Click **Create Lesson**. This creates the Lesson Plan and brings up the Modify Lesson Plan screen.

**Lesson Title, Days and Standards**

The Lesson Title is what will appear as the name of the lesson plan. This defaults to a simple “Lesson Plan #” and should be changed to reflect your design for the Lesson Plan.

The Days counter reflects the number of class-days the lesson will last. This defaults to 1 day but can be adjusted for longer lessons:

- **Days:**

Adding standards to the Lesson:

The “Search Standards” tool defaults to the Standards Year and Subject you chose for this course on the Modify Lesson Book (i.e. preferences) screen.
Informational Fields
The following fields are “FYI” only and are not processed internally:
- 21st Century Themes
- 21st Century Skills
- Interdisciplinary Connections and Tech Integration fields
  - Equipment Needed – A text field to allow you to list needed items.
  - Resources Provided – This section allows you to list the resources you will use in the course and you can create URL links to web pages outside of Genesis anywhere on the World Wide Web.
  - Assessments – The Assessments text box allows you to specify the assessments you will do to judge student progress.

“Template Assignments” for the Gradebook
The Lesson Assignments field allows you to create “template” Gradebook Assignments that can later be ‘pushed’ to the linked Genesis Gradebook to create actual Gradebook Assignments. This is described below.

Saving Changes to a Lesson Plan
To save all your changes to your Lesson Plan, you must always click the Save Lesson button:

This sends your changes to the Genesis server and stores them in the database. If you do not click “Save Lesson” your changes do not get sent to the server and do not get saved. Think of “Save Lesson” as “send to the server”.

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Attaching Standards to a Lesson Plan or an Assignment

There is a search tool which can be used to add standards to an Assignment or directly to a Lesson Plan. The “Search for Standards” tool defaults to the Subject you chose on your Lesson Book setup screen for this Lesson Book. Here you can select any subject, but you cannot alter the year that you chose.

Procedure to Search for and Add Standards to an Assignment or Plan

1. While editing a Lesson Plan or an Assignment, locate the “Search for Standards” box, select a subject and click on the magnifying glass search icon.
2. This brings up the “Search for Standards” popup.
3. Here you can adjust the standards set:
4. Select a Subject:
5. Select a Standard/Strand:
6. Grade levels:
7. And Click . This will locate matching CPIs and display them:
8. Check the checkboxes for the standards you select.
9. Click the Use Checked Standards button. This copies the checked standards to the “Search for Standards” box:
10. To add the selected standards to the Assignment or Lesson Plan, scroll to the bottom of the screen and click the or the button.
11. To add additional standards to an Assignment or Lesson Plan, repeat steps 1 through 10.

Standards that are added to a Lesson Plan are available to be included in any Assignment added to that plan. Standards that are added to an Assignment are “inherited upward” to the Lesson Plan.

Procedure to add Select Standards for an Assignment

If standards were added to a Lesson Plan, they will appear on the Modify Assignment screen and can be selected for the Assignment:

1. To select the Lesson Plan’s standards for this one Assignment, check the checkboxes of the standards you wish to select.
2. Click .
3. To select completely different standards, use the “Search Standards” control for the Assignment itself (see procedure above).

Uploading Documents into the Assignment Template

Documents can be uploaded into an Assignment Template. When the Assignment is ‘pushed’ to the Gradebook, these documents are pushed with the Assignment and, if the Assignment is displayed in the Web Access module for parents, guardians, students and administrators, these documents will be available for download.

Upload A New Document:

File:

Browse... Upload File
To upload a document, click the “Browse” button. This brings up a normal file dialog. Select any file, and then click the “Upload File” button to load the document into the Template Assignment. You may upload as many documents as you wish into the Assignment.

**CAVEAT:** Documents uploaded to Assignments will be available for parents and students to download when and if the Assignment becomes a Gradebook Assignment visible in Web Access.

**Procedure to Add an Assignment Template to a Lesson Plan**

1. While editing a Lesson Plan, locate the “add Assignment” control at bottom left:

   ![Lesson Assignments](image)

2. Type in the name of the Assignment.
3. Click Add. This creates the Assignment template:

   ![Lesson Assignments](image)

**Procedure to Modify an Assignment Template**

1. Locate an existing Assignment Template in a Lesson Plan:

   ![Lesson Assignments](image)

2. Click on the edit icon. This brings up the Modify Assignment screen.
3. Update Assignment Name.
4. Update Assignment Due Date
5. Select standards for the Assignment.
6. Optionally upload Documents into the Assignment template.
7. Click Save Assignment to store your changes.

**COPY LESSON PLANS**

Lesson Plans can be copied:

1. From Day to Day
2. From Week to Week
3. From one Lesson Book to another
4. From your Lesson Pals' Lesson Books to your own.

**Procedure to Copy a Lesson from Day to Day**

1. Go to your Lesson Planner → Calendar screen.
2. Locate the Lesson Plan you wish to copy:

![Lesson Plan](image)

3. Click the Copy button. This places the Lesson Plan on the clipboard. Note that the unclickable buttons of all the empty day cells go from black font to clickable blue. The can now be clicked to “paste” what is on the clipboard into the cell.

4. Now find an empty day cell and click the Paste button to paste the copied Lesson Plan into the new cell.
Procedure to Move a Lesson from Day to Day

1. Go to your Lesson Planner→Calendar screen.
2. Locate the Lesson Plan you wish to move and click the Move button. This causes a “Move” control to appear:
3. Select the date you wish to move the Lesson Plan to.
4. Click Move Lesson. But what if there is already a lesson in the day you select?
5. If there is a lesson in that day already, you are given 3 options:
   a. Move the existing lesson (and all other lessons affected) forward by 1 day.
   b. Swap the two lessons – Put the existing lesson in the old date. Move the one you originally chose to the new.
   c. Cancel the move.

A TOUR THROUGH THE LESSON BOOKS SCREENS

The Lesson Planner→Lesson Books screens provide an alternate, list-based interface to access your Lesson Books, Unit Plans and Lesson Plans:

Browse Lesson Books

The Lesson Planner→Lesson Books→Browse Lesson Books screen lists your Lesson Books and indicates how many Unit Plans and Lesson Plans each contains. It gives a count, in days, of how many Lesson/Days are included in each Book. It also shows you a list of all of your “Lesson Pals Lesson Books” – teachers who have shared their Lesson Plans with you.

Lesson Books cannot be removed if they contain Lesson Plans.

Lists of Unit Plans

To view lists of the Unit Plans and Lesson Plans in a Lesson Book, click the on the count of Unit Plans. This opens up, and highlights, the selected Lesson Book and the first Unit Plan in the book. The individual Lesson Plans are displayed in the panel at far right:
Clicking on the name of the Unit Plan brings up the “Modify Unit Plan” screen (Lesson Planner→Calendar→Modify Unit Plan). Clicking the PDF icon for the Unit Plan brings up a printable PDF of the Unit Plan’s details. Similarly, clicking on the name of the Lesson Plan (e.g.) brings up the Modify Lesson Plan screen (Lesson Planner→Calendar→Modify Unit Plan - see page x), clicking on the PDF icon for the Lesson Plan brings up a printable PDF of the Lesson Plan details and clicking the delete trashcan icon move the Lesson Plan to the Lesson Plan trashcan.

Units in 14126/2 BIOLOGY ACADEMIC (1) Clicking on the “Units” link is the same as clicking on the Units tab: the Lesson Planner→Lesson Books→Unit Plans screen is displayed.

Lessons in 14126/2 BIOLOGY ACADEMIC (1) Clicking on the “Lessons” link is the same as clicking on the Daily Lesson Plans tab: the Lesson Planner→Lessons→Daily Lesson Plans screen is displayed.

Unit Plans List Screen

This screen lists all of the Unit Plans in the Lesson Book, with their details. Unit Plan names can be changed on this screen.

Procedure to Change Unit Plan Names on Unit Plans Screen

1. Go to the Lesson Planner→Lesson Books→Unit Plans screen.
2. Locate the “Unit Title” field for the Unit(s) you wish to update.
3. Update the Unit Title(s).
4. Click the Save Units button to store your changes.

See below for procedures on how to add Units and Modify Units.
UNIT PLANS

Adding Unit Plans
Procedure to Add a Unit Plan – Option 1 – By product of Creating a Lesson
1. Go to the Lesson Planner→Calendar screen.
2. Find a day cell with no Lesson Plan.
3. Locate the “Create Unit” text field and type in the name of your new Unit.
4. Click the Create Lesson button to create both the new Lesson Plan and the new Unit Plan.
5. The lesson plan is opened for editing – the Unit Plan you can edit later.

Procedure to Add a Unit Plan – Option 2 - Standalone

1. Go to the Lesson Planner→Lesson Book→Unit Plans screen.
2. Click the Add New Unit button at lower left. This adds a Unit to the list.
3. To Edit a Unit Plan, click the corresponding “edit” icon at right.

Procedure to Add a Unit Plan – Option 2

- Unit Title – The name of the Unit.
- Unit Color Scheme – Select the font color and the background color to be used when the Unit Title is displayed in Calendar day cells.
- Target Course or Subject – The course or subject this Unit is associated with:
  - Target Grade Level – Grade level the Unit is aimed at.
- Unit Summary
- Unit Rationale
- Essential Questions
LESSON PALS

Lesson Pals are other teachers with whom you want to share Unit and Lesson Plans and collaborate on building plans. You send a “Lesson Pals” request to another USER (not “Teacher Object” but “user id”). If the other user accepts your request, they get to see YOUR Unit and Lesson Plans. If you receive a Lesson Pal request, and accept it, you will be able to the other users’ Unit and Lesson Plans. That is, Lesson Pals is a “push” of your plans to other users.

The Lesson Pals Request/Accept Sequence
1. Go to your Lesson Planner→Setup→Lesson Pals Requests screen.

   ![Lesson Pals Request/Accept Sequence](image)

2. Select a user you wish to share your plans with from the “Select teacher to invite” drop down box.

3. Click Send Lesson Pal Request. Your “Lesson Pal Requests you have sent” area is updated with the request you just sent:

   ![Lesson Pal Requests you have sent](image)

4. The USER to whom you have sent your Lesson Pals Request, will see a bright green banner on the Calendar screen with a message telling them they have a Lesson Pals Request:

   ![Lesson Pals Request message on Calendar](image)

   If they click on this banner their Lesson Planner→Setup→Lesson Pals Requests screen in brought up:
5. Your request appears under the “Lesson Pal Requests you have received” area:

6. They have three choices in the “Status” drop down of the request. They can:
   a. Accept your request
   b. Ignore your request
   c. Reject your request

7. When they make their choice, the status is also updated on your screen for your request to them:

8. Once the other user has accepted your Lesson Pals request your Unit and Lesson Plans become visible to them:

NOTE: When you make a Lesson Pals Request it is because you want to share your plans with that user. The request is one way; if the other user wants to share their plans with you, they must make a separate Lesson Pals Request to you.

Accessing Your Lesson Pals Lesson Books, Unit and Lesson Plans
At the bottom of the Lesson Books screen there is a "Lesson Pals Books" area. Initially, before anyone has sent you a Lesson Pals Request, your Lesson Pal Books area is empty:

Once another user has sent you a Lesson Pals Request, and you have accepted, you will be able to see their shared Lesson Books. Similarly, if you send a Lesson Pals Request to another user, once they have accepted, they can see your Lesson Books:

They can see – and copy and comment on – the contents of your Lesson Books, your Unit Plans and Lesson Plans. To open a Lesson Book they can click on it and the associated Unit and Lesson Plans are displayed:
Viewing and Copying Lesson Pal Unit Plans
To view the contents of one of your Lesson Pals’ Unit Plans – including all of its Lesson Plans – click on the PDF icon for a Unit Plan:

To copy a Unit Plan, including all of its component Lesson Plans, uploaded documents, Gradebook:

Procedure to Copy a Unit Plan from a Lesson Pal Lesson Book
1. Go to your Lesson Planner→Lesson Books screen and locate a Lesson Pal Lesson Book Unit Plan you wish to copy to one of your own Lesson Books.
2. Click the copy icon for that Unit Plan. This opens up a new “Copy” tool:
3. Select one of your own Lesson Books.
4. Optionally check/uncheck the “Keep lesson start date” parameter.
5. Click the button. The copy is done and focus shifts to the TOP “your Lesson Books” part of the Lesson Planner→Lesson Books screen, now showing the copied Unit and Lesson Plans:
6. The copy is done and focus shifts to the TOP “your Lesson Books” part of the Lesson Planner→Lesson Books screen, now showing the copied Unit and Lesson Plans:

Procedure to Copy one Lesson Plan from a Lesson Pal Lesson Book
1. Go to your
2. Click the copy icon for the selected Lesson Plan. This opens up a new Lesson Plan copy tool:
3. Select one of your own Lesson Books
4. Select a Unit Plan within that book.
5. Optionally check/uncheck the “Keep lesson start date” parameter.
6. Click the button. The copy is done and focus shifts to the TOP "your Lesson Books" part of the Lesson Planner→Lesson Books screen, now showing the Lesson Plan:
No schedule has been found for your user:

Seeing this screen means you have not chosen a Staff Member object on the Staff-to-User screen or the staff member(s) you have chosen are not teachers and do not have course sections scheduled in the school's Master Class Schedule.

1. Go to page x and follow the instructions for choosing Staff Members.
2. Consult your Genesis system administrator to determine if your school has a schedule set up and if you are scheduled to teach courses.