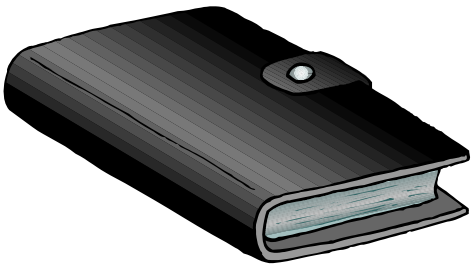
Genesis Educational Software, Inc.

Genesis Lesson Planner

User Guide 2014-15



Genesis Educational Services, Inc
2014-15

Lesson Planner User Guide

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The Piece Parts: Lesson Books, Unit Plans, Lesson Plans and Lesson Pals

- **Lesson Books** – The Lesson Planner is organized into Lesson Books. You are automatically given one book per course section or subject you are teaching. There can also be "template" Lesson Books.

- **Unit Plans** – Lesson Books contain Unit Plans. One "default" Unit Plan is automatically created in each Lesson Book. You can have one or many Unit Plans in your Lesson Books. Unit Plans contain Lesson Plans.

- **Lesson Plans** –You create the Lesson Plans for your Units. You can put an unlimited number of Lesson Plans in each Unit Plan. Lesson Plans last for one or more days and are laid out on your Lesson Plan Calendar. Lesson Plans can be copied and moved from Unit to Unit and Lesson Book to Lesson Book and day to day on your Calendar.

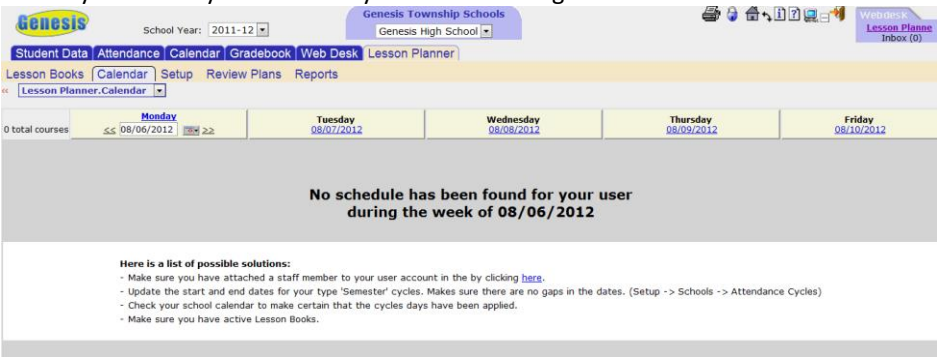
- **Lesson Calendar –** Lessons are laid out on your Calendar and assigned to be taught on specific days. These 'due dates' can be easily changed and Lesson Plans seamlessly shifted to new dates.

- **Lesson Pals –** Your Lesson Pals are other teachers you have requested collaborate with you in polishing your Lesson Plans and with whom you can share plans.

- **Reviewers –** Reviewers are administrators and other Genesis users to whom you formally release your plans for review and who can comment on your plans. There is a separate Reviewer's Guide for Lesson Planner.

First Things First: Setting Up Lesson Books

You must identify the Staff Member Object(s) which really identify you.
Before you do this you will initially see the following screen:

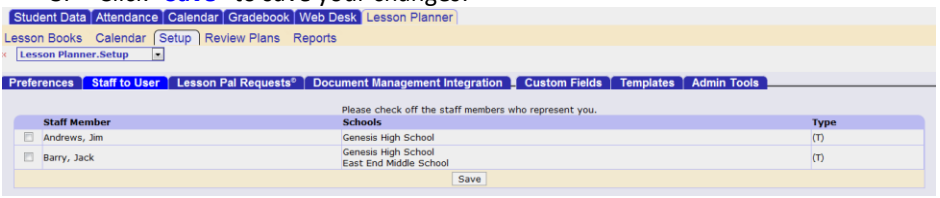


This simply means that either you have not linked yourself with your Staff Member Object(s) or "teacher structures", or that you have no course sections/subjects listed in the school's current Master Class Schedule. Either way, the first thing you must do is to attach yourself to your "teacher structures".

Procedure to Select a "Default Teacher"

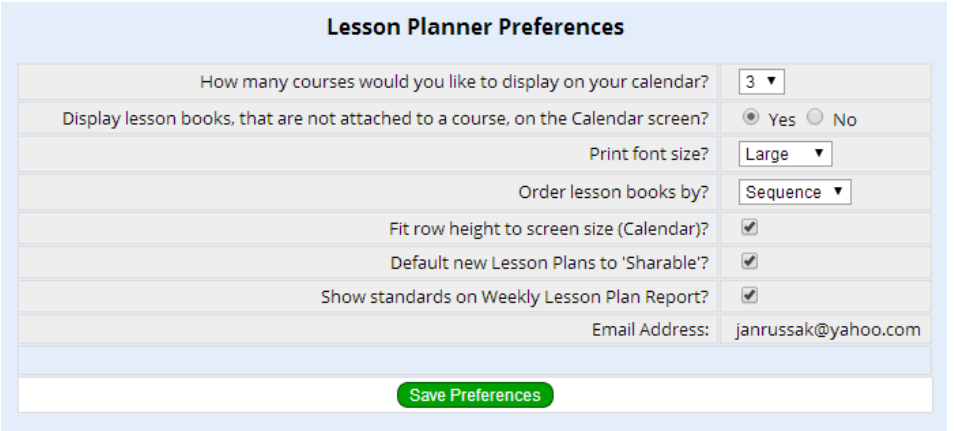
If more than 1 Teacher is assigned to your Genesis User Login, use this procedure to select "who you really are" – the Staff Member identities that really represent ***you.***

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". You may only see one listed – this is fine. Choose at least one. **IF THERE ARE NO NAMES LISTED HERE CONTACT YOUR SYSTEM ADMINISTRATOR.**
3. Click "**Save**" to save your changes:



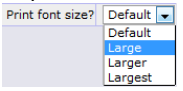
Personal Preferences

Next, it's time to set your personal preferences for Lesson Planner operation:

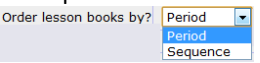


Procedure to Set Personal Preferences

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. This controls how many courses are visible on your Calendar at one time. You can always navigate to all your courses, no matter how many are displayed.
3. **Allow lesson books that are not tied to a course on the Calendar?** – This lets you create new lesson books and display them on the calendar screen. Select Yes or No.
4. **Print font size?** – Select your preferred font size for reports.



5. **Order lesson books by?** – On your Calendar screen, Lesson Books can be listed in either "Period" order or in "Sequence" order.



"Period" order lists your Lesson Books top to bottom by your class periods. "Sequence" order allows you pick the order you wish your Lesson Books to be listed in. You specify the "sequence number" for each Lesson Book on the **Lesson Planner→Lesson Books→List Books** screen. See below "**Ordering Lesson Books on the Calendar**".

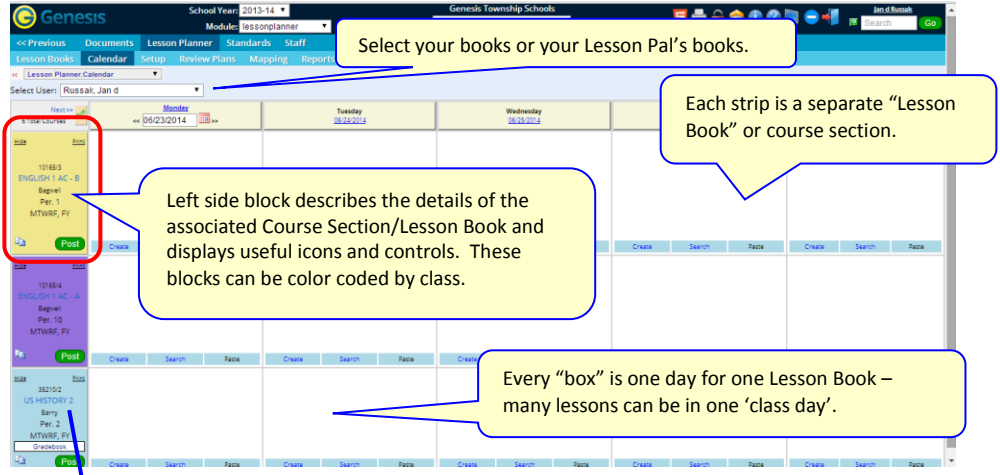
6. **Fit row height to screen size?** -
7. **Default new Lesson Plans to 'Sharable'?** - Every Lesson Plan can be set to be 'shared' with your Lesson Pals and published to the Library. This controls your personal default. When this is checked your Lesson Plans will default to "sharable". When it is unchecked, your Lesson Plans will default to being private to you.

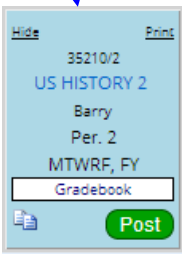
8. **Show Standards on Weekly Lesson Plan Report?** - Checking this prints the standards to be covered on the weekly lesson plan reports. Otherwise, to save space and paper, the standards are not printed.
9. Click Save Preferences to save your changes. – You must save!

A TOUR THROUGH YOUR LESSON CALENDAR

The Calendar is 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:





The left side Course block describes your course and gives you information about the Lesson Book. Click on the course name to open the Lesson Book settings screen.

US HISTORY 2 - Click on the book's name to bring up the "expanded plan" view for this Lesson Book for the selected week. See below.

- Copy all Lesson Plans for the week to clipboard.

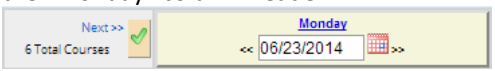
Hide - Hide this course – Remove it from the Calendar.

Print - Get a PDF of the week's lessons for this class.

Gradebook - Hot link to the attached Gradebook.

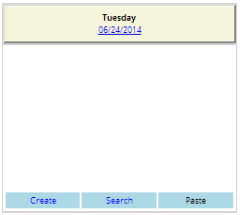
Post - Submit the Lesson Book for review for the week.

The Calendar displays one week of lessons at a time. The Week Navigator appears in the "Monday" column header:



Select week or use the "Previous"/"Next" arrows.

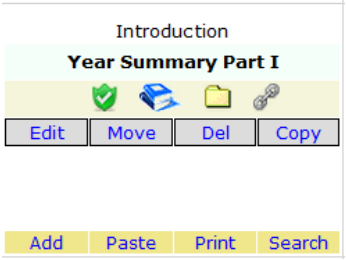
Day Cells: Each day 'cell' can contain Unit and Lesson Plan links. Each starts out empty:



Each day has three controls along the bottom that are used to fill the cell with a Lesson Plan:

- 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.

Calendar Day Cells with Lesson Plans



Once there is a Lesson Plan in the Day, the buttons along the bottom change:

- **Add** – Add a new plan to the day
- **Paste** – Paste the plan on the clipboard into this day
- **Print** – Bring up a PDF of the day's plans
- **Search** – Bring up the Lesson Plan search tool.

Lesson Plan Name and Function Buttons

In addition, each Lesson Plan in the day has a set of function buttons specific to that Lesson Plan. Each Lesson Plan has its own set of function buttons just below it:

- Edit – Bring up the Modify Lesson Plan screen for this lesson.
- Move – Move the Lesson Plan to another day.
- Del – Delete this Lesson Plan from the day
- Copy – Copy the Lesson Plan to the Clipboard.

- Assignments – The Plan contains template Assignments. Click to bring up a screen listing the Assignments.

- Standards – The green shield indicates the plan includes standards.

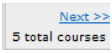
- Documents – One or more documents are attached to the Lesson Plan

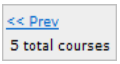
- Linked – This plan is linked to others.

Welcome to Biology - Plan Name links to **Lesson Plan Summary** screen.

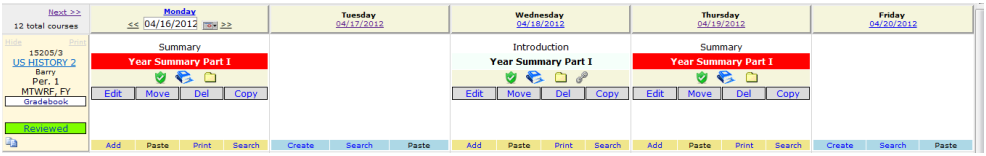
Courses Visible at One Time on the Calendar

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:



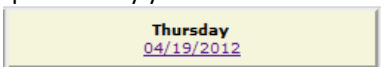


This control lets you step through all your courses, showing the number of courses you have chosen to see at one time in the strips on your Calendar screen. If your chosen number is 3, you will see a maximum of three courses at one time on the Calendar.

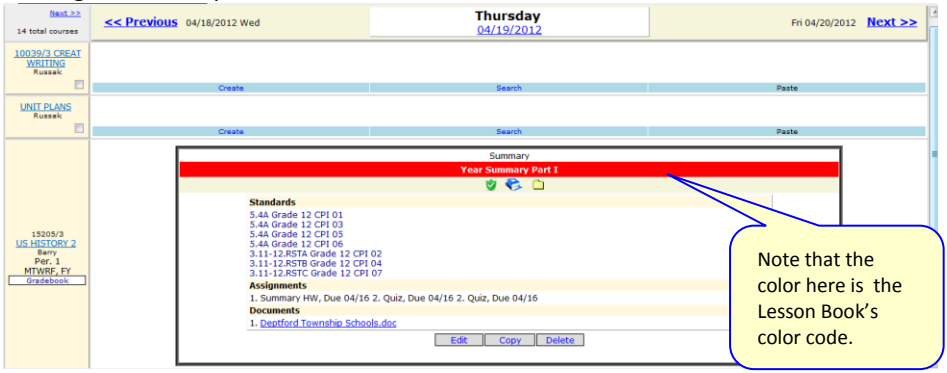


CALENDAR SINGLE DAY VIEW

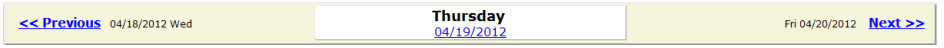
You change the view from an entire week to one day. To do this click o the highlighted date at the top of the day you wish to view.



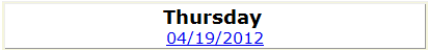
Clicking the date expands the clicked date into a full screen view:



You can navigate through the days by using the Next and Previous day buttons:

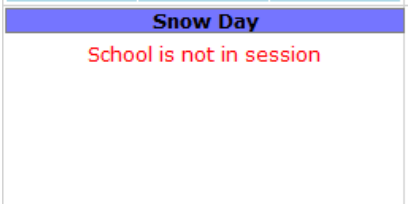


To return to the full calendar view, reclick the highlighted date:



Other Messages that Appear in Calendar Days

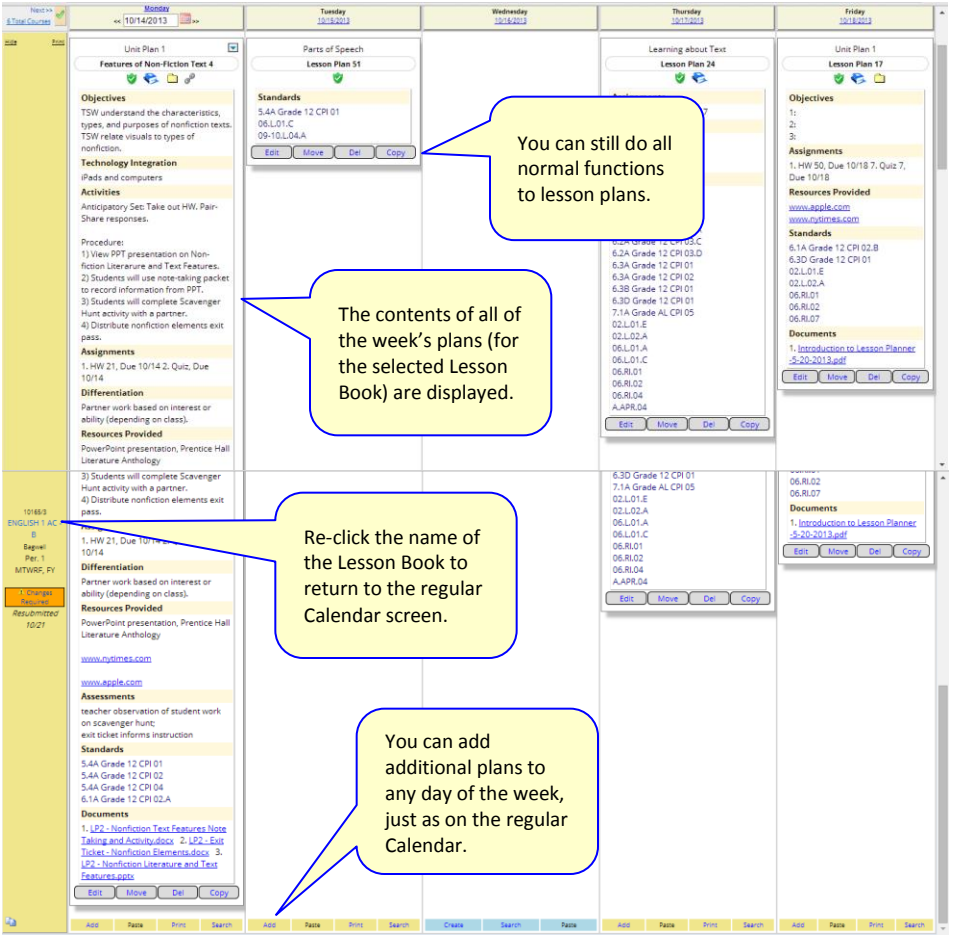
Messages can appear on the Calendar. For example, if conference slots have been set up for a Teacher, that information can be displayed on the teacher's Lesson Calendar. Days when school is not in session are also displayed:



Note that on days when school is not in session, it is not possible to add Lesson Plans to the Calendar.

Calendar "Expanded Plan" Week View

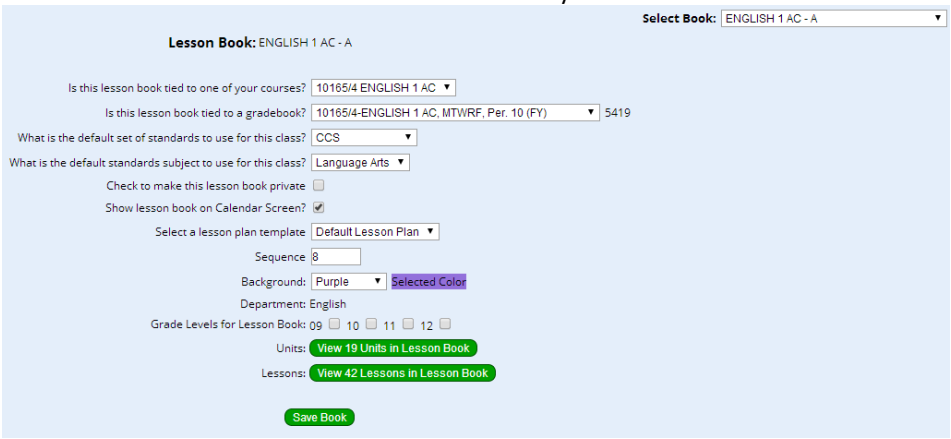
When you click on the ***name*** of a Lesson Book in the left side label, the Calendar screen changes to "Expanded Plan" mode. The Calendar focuses down to the one Lesson Book and expands all of that book's plans for the week to display their contents:



The "Expanded View" displays the contents of all lessons for the week and allows you to perform all normal Lesson Plan operations: create new plans, copy plans, move plans. You simply do this with all plan content on display.

Setup Lesson Book Preferences

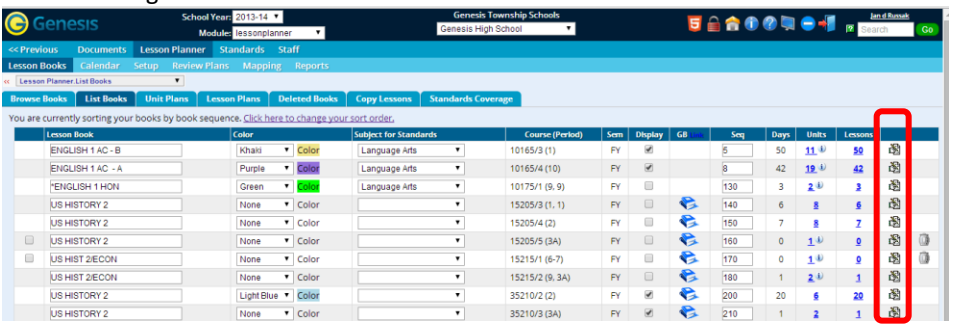
Lesson Book Preferences can be set on the Modify Lesson Book screen:



These are your preferences for a single Lesson Book.

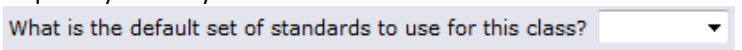
Procedure to Set Lesson Book Preferences

1. Navigate to the **Lesson Planner→Lesson Books→List Books** Screen:

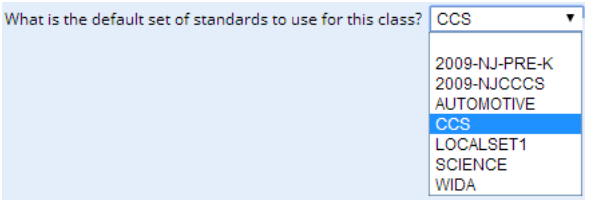


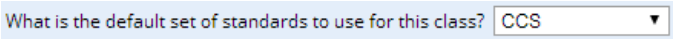
2. Locate the row for the Lesson Book you wish to update and click on the Edit icon on the right hand side. This brings up the **Lesson Planner→Lesson Books→Modify Lesson Book** screen.
3. If you are using Genesis Gradebook, and have a Gradebook for this course, you can link it to this Lesson Book by 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:

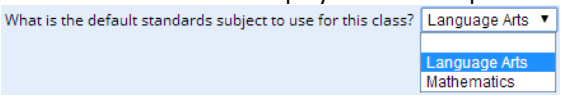


To set a default set of standards, first select the year of the standards:



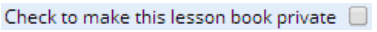


After selecting the Standards Set, click the Save Book button. This causes the Subjects for the selected Set to be displayed in the drop down:



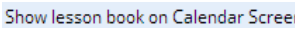
Select the ***subject*** you wish to use as the default. This will cause the selected standards set & subject to be the default for every "Search standards" action for this Lesson Book. (E.g. NJ 2009 / Social Studies).

5. To make this Lesson Book private – to keep it just for you yourself – check the "**Check to make this lesson book private**" checkbox.



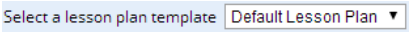
When a Lesson Book is private, your Lesson Pals cannot see it.

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:

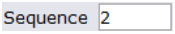


When this is unchecked, you can find your hidden Lesson Books on the **Lesson Planner→Lesson Books** screen.

7. Select a Lesson Plan Template to use for this Lesson Book. You will always have the "Default Lesson Plan Template". Other templates may be setup for you and made available by your administrators – or you may have access to the Lesson Plan Template creation screen:

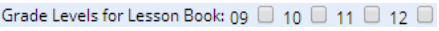


8. Optionally select a "Sequence" for this Lesson Book. If you are ordering Lesson Books by "Sequence Number" this is this book's "Sequence Number":



9. Optionally select a "Background Color" for this Lesson Book. This allows you to color code Lesson Books on the Calendar screen:

10. To specify the grade level(s) covered by the plans in this book, please select the grade levels:



There will be a checkbox for all grade levels in your school.

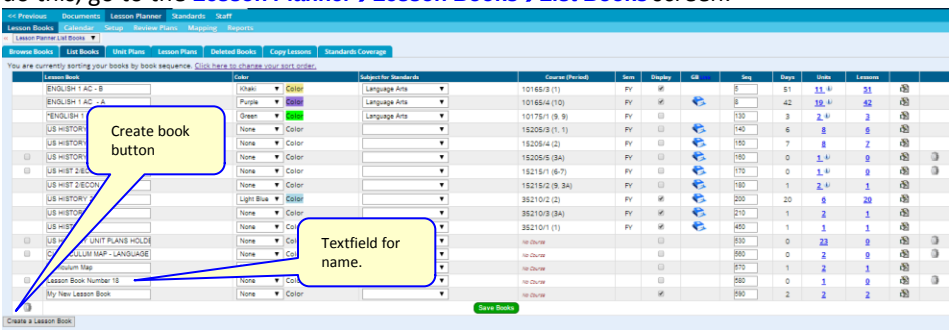
11. Click Save Book to save your other changes.

Ordering Lesson Books on the Calendar

The order of your Lesson Books on the **Lesson Planner→Calendar** screen is controlled by the "Order lesson books by?" parameter in your Personal Preferences. Lesson Books can either be ordered by the "period" during which the course or subject is taught –or you can personally choose the order by using the "Sequence" number field of the Lesson Book's preferences. If you choose "Sequence Number", you MUST set each Lesson Book's "Sequence" number field in order to position it properly in your list of Lesson Books. Use the "Procedure to Set Lesson Book Preferences" immediately above to set the Sequence number (and thus the position in the list) of each Lesson Book. The Sequence number for a Lesson Book can be changed at any time.

Making New Lesson Books

You are automatically given a Lesson Book for every course section or subject you are scheduled to teach. You can create as many additional Lesson Books as you wish. To do this, go to the **Lesson Planner→Lesson Books→List Books** screen:

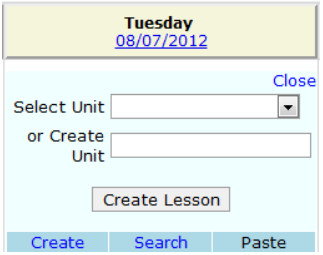


At the bottom left of that screen, there is a Create a Lesson Book button. Click that button to create a new Lesson Book. The new Lesson Book will have a standard name: "Lesson Book 1" ("Lesson Book" followed by a number). You can change that name to anything you want.

CAVEAT: Lesson Books you create manually ***cannot be attached to Gradebooks***. If you are scheduled to teach a course or subject and you do automatically get a Lesson Book for it, please tell your System Administrator. DO NOT MANUALLY CREATE LESSON BOOKS FOR COURSES/SUBJECTS YOU ARE SCHEDULED TO TEACH.

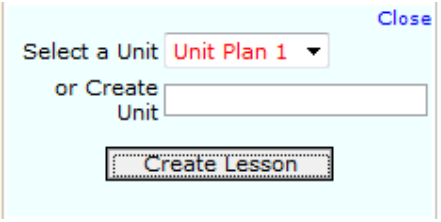
Create a New Lesson Plan

A lesson plan can be created directly in the "class day box":



Procedure to Create a New Lesson Plan

1. Navigate to your Lesson Plan Calendar: **Lesson Planner→Calendar** Screen
2. Locate the day box 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.



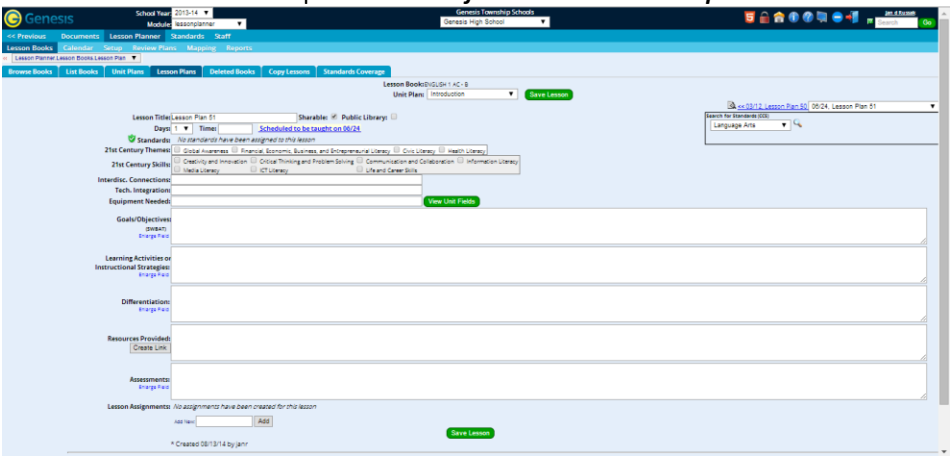
To create a new Unit, simply type the name of the new Unit in the "Create Unit" text field. The Unit is created when you click Create Lesson. Only a name is required to create a Unit – all details can be filled in later.

Procedure to Create and Fill in a Lesson Plan

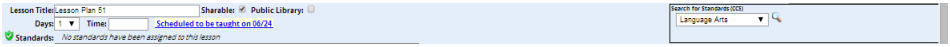
1. Go to the **Lesson Planner→Calendar** screen.
2. Find an empty day cell and click on the Create button. This brings up the "Create Lesson" form (see image above).
3. Select Unit or enter a name for a new Unit.
4. Click Create Lesson. This creates the Lesson Plan and brings up the Modify Lesson screen.
5. Update the various plan fields (these fields maybe different for your template):
   a. **Lesson Title**
   b. **Days**
   c. **Standards**
   d. **21st Century Skills**
   e. **Interdisc. Connections**
   f. **Tech Integration**
   g. **Equipment Needed**
   h. **Goals/Objectives**
   i. **Learning Activities or Instructional Strategies**
   j. **Differentiation**
   k. **Resources Provided**
   l. **Assessments**
   m. **Lesson Assignments**
6. Click the Save Lesson button to store your changes.

A Tour Through a Lesson Plan

The Modify Lesson Plan screen is brought up when “Create Lesson” is clicked. The only populated fields are the name of the Unit Plan and the Title of the Lesson defaults to “Lesson Plan 1”. This example uses the ***default Lesson Plan Template***.



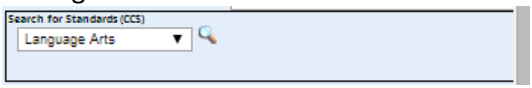
Lesson Title, Days and Standards



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:

Adding standards to the Lesson:

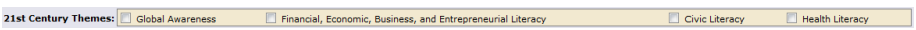


The “Search Standards” tool defaults to the Standards Year and Subject you chose for this course on the Modify Lesson Book (i.e. preferences) screen. See below, **Searching for Standards**.

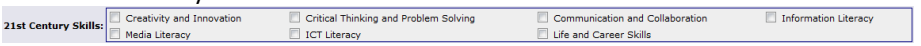
Informational Fields

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.

- The next three fields text fields are quite large and can hold a great deal of information:

- 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.

Gradebook Assignments in Lesson Plans

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".

SEARCHING FOR STANDARDS

To access the Standards search tool to add standards to a Lesson Plan, locate the "Search for Standards" control at top right. The "Search for Standards" tool defaults to the subject you chose on your Lesson Book preferences screen for this Lesson Book. Click the icon to bring up the Standards Search Tool.

Standards Sets

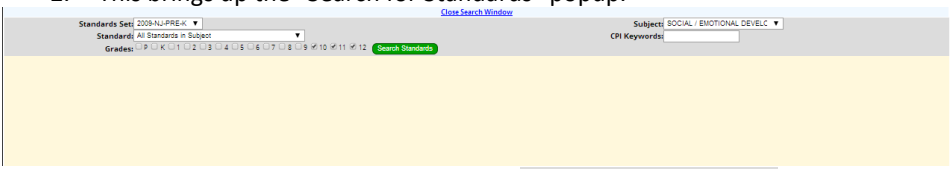
Genesis includes several built-in sets of Standards. The primary two are:

- 2009 NJ Core Curriculum Standards
- Common Core English Language Literacy and Mathematics Standards

The way you search for each Set differs. This will be explained below.
You can add standards from either set (or any other available set) to a Lesson Plan or an Assignment. There are no limits to the number of standards that can be added to a single Lesson Plan or Assignment. Standards from multiple sets, subjects and strands can be mixed in a single Lesson Plan or Assignment.

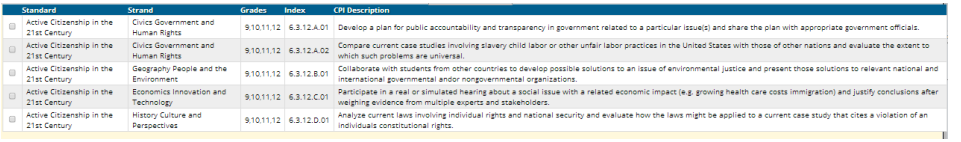
Procedure to Add Standards to a Lesson Plan, or Assignment

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.



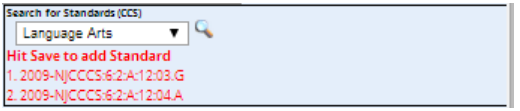
3. Here you can adjust the standards set: **Standards Set:** 2009-NJCCCS. This field defaults to the standard set you selected as the default for the Lesson Book.
4. Select a Subject: **Subject:** Social Studies. This field defaults to the subject you selected as the default for the Lesson Book.
5. Select a Standard/Strand: **Standard:** 3-Active Citizenship in the 21st Century.
6. Grade levels: **Grade(s):** K 1 2 3 4 5 6 7 8 9 10 11 12
7. Enter any CPI Keywords – these will be used to search for matching CPIs.
8. And Click Search Standards. This will locate matching CPIs and display them:

9. Check the checkboxes to the left of the standards you wish to select and click the Use Checked Standards button.



	Standard	Strand	Grades	Index	CPI Description
☐	Active Citizenship in the 21st Century	Civics Government and Human Rights	9,10,11,12	6.3.12.A.01	Develop a plan for public accountability and transparency in government related to a particular issue(s) and share the plan with appropriate government officials.
☐	Active Citizenship in the 21st Century	Civics Government and Human Rights	9,10,11,12	6.3.12.A.02	Compare current case studies involving slavery child labor or other unfair labor practices in the United States with those of other nations and evaluate the extent to which such problems are universal.
☐	Active Citizenship in the 21st Century	Geography People and the Environment	9,10,11,12	6.3.12.B.01	Collaborate with students from other countries to develop possible solutions to an issue of environmental justice and present those solutions to relevant national and international governmental andor nongovernmental organizations.
☐	Active Citizenship in the 21st Century	Economics Innovation and Technology	9,10,11,12	6.3.12.C.01	Participate in a real or simulated hearing about a social issue with a related economic impact (e.g. growing health care costs immigration) and justify conclusions after weighing evidence from multiple experts and stakeholders.
☐	Active Citizenship in the 21st Century	History Culture and Perspectives	9,10,11,12	6.3.12.D.01	Analyze current laws involving individual rights and national security and evaluate how the laws might be applied to a current case study that cites a violation of an individuals constitutional rights.

10. This adds the checked standards to the “Search for Standards” box:



To add the selected standards to the Assignment or Lesson Plan, click the Save Lesson or the Save Assignment button. This moves the standards from the search box into the Lesson Plan or the Assignment. **CAVEAT:** When the standards are simply listed in **red font** they are NOT yet part of the Lesson Plan or Assignment. You must click the Save button to add actually add them.

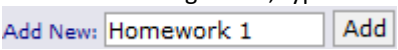
11. To add additional standards to an Assignment or Lesson Plan, repeat steps 1 through 9.

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.

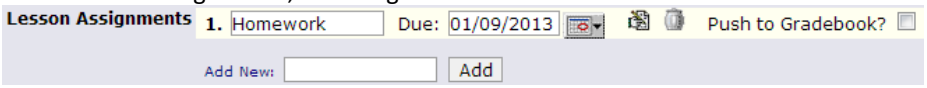
Embedding Gradebook Assignments in a Lesson Plan

The "Assignments" control allows you to create 'template' assignments for your Lesson Plan. These can later be "pushed" to the Genesis Gradebook to create real Gradebook Assignments.

To create an Assignment, type its name in the "Add New" text field and click Add:

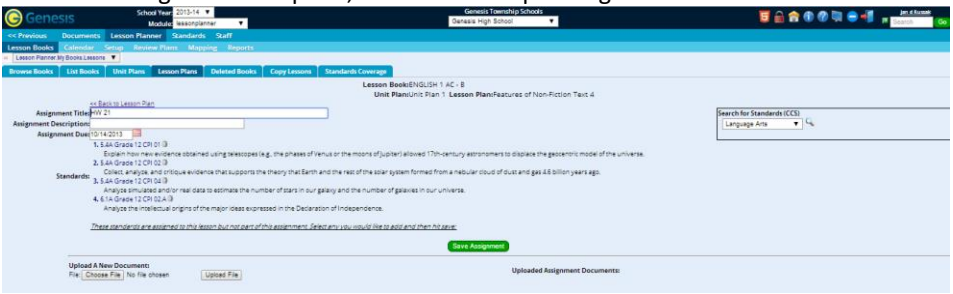


This creates the template Assignment, adds it to your Lesson Plan, and, if it is the first Assignment in the Lesson Plan, opens up a new "Lesson Assignments" field listing the Lesson Plan's Assignments, including their due dates.

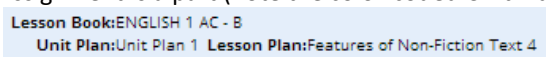


Modifying Template Assignments, Select Standards, Add Documents

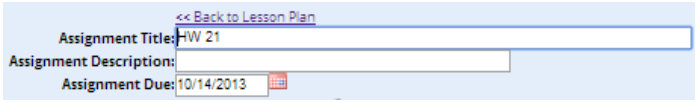
To edit an Assignment template, click the corresponding icon.



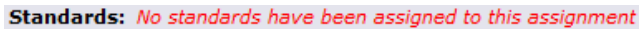
The top of the Modify Assignment screen identifies the Lesson Book, Unit and Lesson Plan of which this Assignment is a part (note the color-coded Unit Plan name):



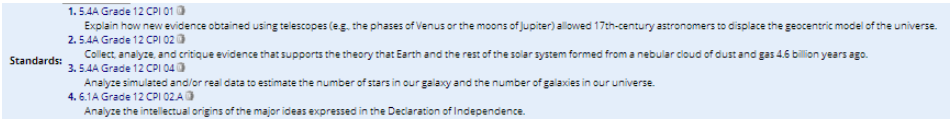
Below that the Lesson Title, Description and Due Date can be adjusted:



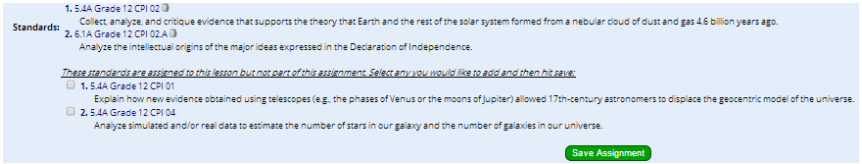
If no standards have been selected and none have been added to the Lesson Plan, the following message appears:



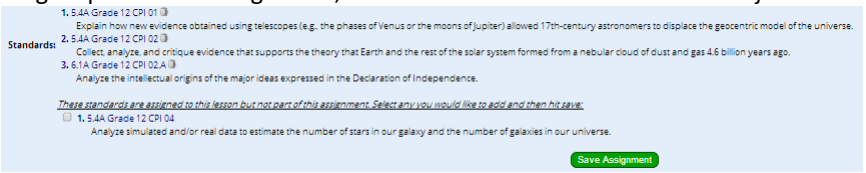
When standards are linked to the Lesson Plan, they are automatically added to the Assignment and can be viewed and, if necessary, removed here:



To remove any of these, click the corresponding Trash Can icon. This unlinks the standard from the Assignment, but since the standard is part of the lesson plan, it leaves it available to be re-added:

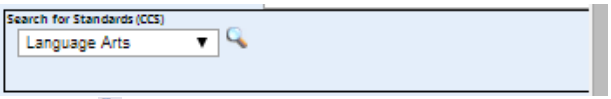


To re-add some or all of the listed standards, check in the checkboxes to the left of the standards you wish to re-add and click Save Assignment. The checked standards are now again part of the Assignment, the unchecked ones remain available just below:



Attaching Additional Standards to an Assignment

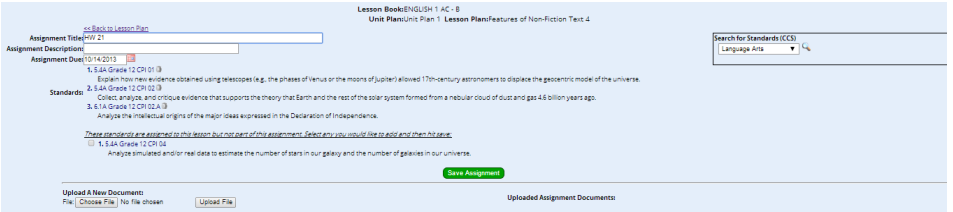
To access the Standards search tool to add standards directly to the Assignment locate the "Search for Standards" control at top right. The "Search for Standards" tool defaults to the subject you chose on your Lesson Book setup screen for this Lesson Book.



Click the icon to bring up the Standards Search Tool.

Procedure to Choose Standards from the Lesson Plan 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:

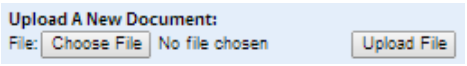


1. To select the Lesson Plan's standards for this one Assignment, check the checkboxes of the standards you wish to select.

2. Click Save Assignment.
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.

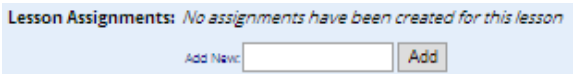


To upload a document, click the "Browse" button. This brings up a normal file dialog. Select any file, and then click the "Upload File" button to load the document into the Template Assignment. You may upload as many documents as you wish into the Assignment.

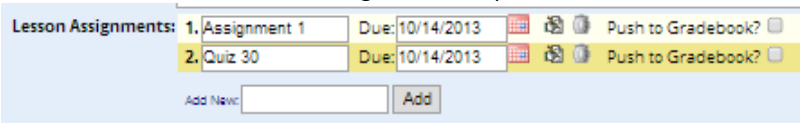
CAVEAT: Documents uploaded to Assignments will be available for parents and students to download when and if the Assignment becomes a Gradebook Assignment visible in Parent/Student Access. See pages 29-33.

Procedure to Add an Assignment Template to a Lesson Plan

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

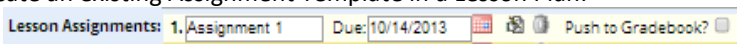


2. Type in the name of the Assignment.
3. Click Add. This creates the Assignment template:



Procedure to Modify an Assignment Template

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



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.

"Pulling" Information from Unit Plans into Lesson Plans

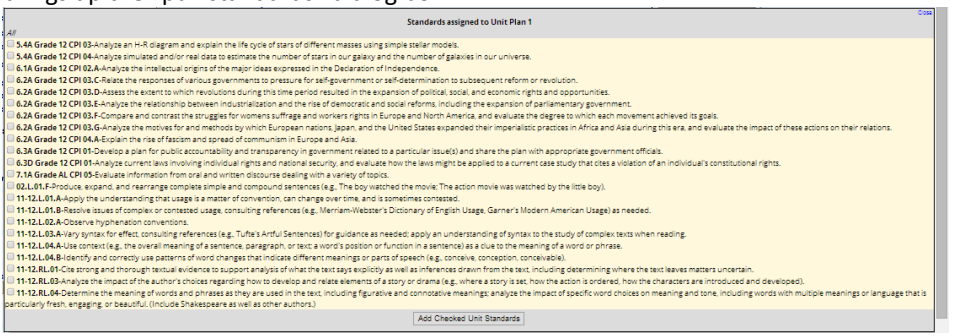
Three types of information in Unit Plans can be "pulled" into Lesson Plans:

- Standards
- Documents that have been uploaded into the Unit
- Text from the Unit's fields

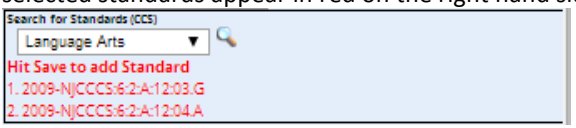
Pulling Standards from the Unit into the Lesson Plan

When a Unit Plan contains standards that the Lesson Plan does not, a green shield appears next to the standards list:

To pull any of the Unit's standards into the Lesson Plan, click the green shield. This brings up the "pull standards" dialog box:



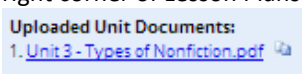
Check off all of the standards you wish to 'pull' into the Lesson Plan. To bring them all in, use the "All" button in the header line. Then click the Add Checked Unit Standards button. The selected standards appear in red on the right hand side "Search for Standards" box:



Click Save Lesson to add the standards to the lesson plan.

Pull Documents attached to the Unit into the Lesson Plan

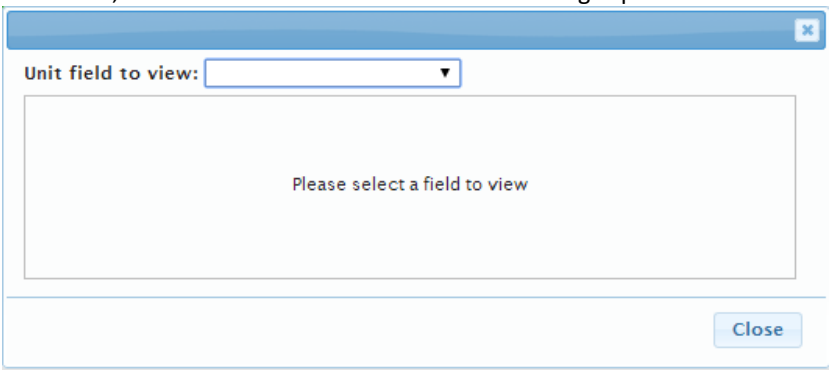
When documents have been uploaded into the Unit, they will appear at the bottom right corner of Lesson Plans in the "Uploaded Unit Documents" list:



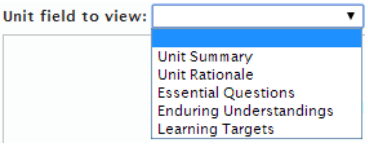
To 'pull' a Unit document into the Lesson Plan, click the copy icon. Click this immediately copies the document into the Lesson Plan and adds to the existing list of Lesson documents:

Copy Text from Unit Plan Fields into Lesson Plan Fields

Text can be copied from any Unit field into the Lesson Plan. To view the text in Unit Plan fields, locate the View Unit Fields and click it. This brings up the Unit field vewer dialog:



Select the Unit Plan field to view from the "Unit field to view" drop down box:



Selecting a field automatically displays the contents of the field. You can then copy the text and paste it into your Lesson Plan.

Click Close to dismiss the Unit Field viewer dialog.

The Lesson Plan Libraries: Public and Private

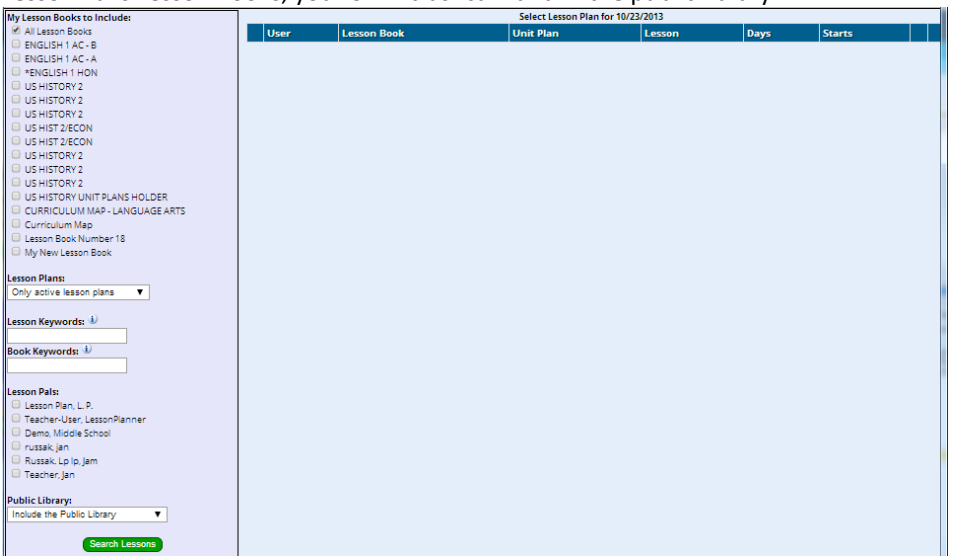
There are two 'lesson plan' libraries:

- Your private Lesson Plan library
- The district-wide "Public Library"

Every plan you ever create is automatically in your own private lesson plan library. Only plans with the "Public Library" checkbox checked are in the district's Public Library.

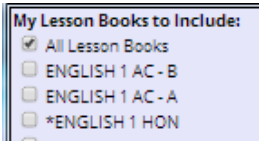
Search for Lesson Plans in the Library(/Libraries)

You search the libraries when you want to find a plan to add to your Calendar. There is a lesson plan search dialog that allows you to look in your current Lesson Books, your Lesson Pal's Lesson Books, your own 'trashcan' and in the public library:

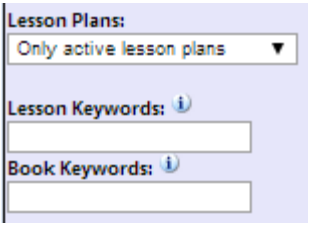


Procedure to Search the Lesson Plan Library

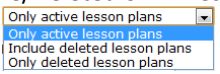
1. Go to your **Lesson Planner→Calendar** screen.
2. Locate a Lesson Book/Calendar day and click its Search button. This brings up the search dialog.
3. Along the left side you will find various search criteria, starting with your own lesson books:



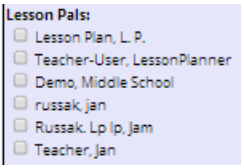
The default search is for "All Lesson Books" – meaning all of your own Lesson Books. Or uncheck "All Lesson Books" and specify exactly which of your Lesson Books to search.



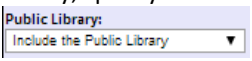
4. Select Active/Deleted or All Lesson Plans

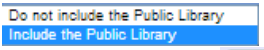


5. Optionally specify keywords for the search
6. Click the Search Lessons button. This does the search and displays the results.
7. You can additionally choose which of your Lesson Pals' books to search:

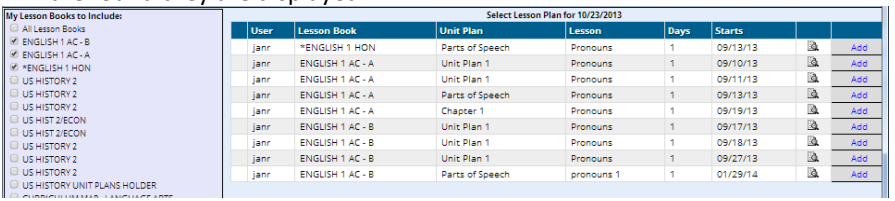


8. Finally, specify whether or not to search the district's Public Library:

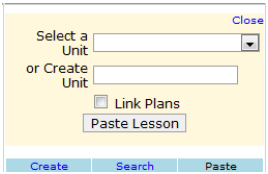




9. When you have entered all your criteria, click Search Lessons. If any lesson plans are found they are displayed:



10. Locate the plan you wish to add to the Calendar day in which you initiated the search. Click the corresponding Add button. This starts the "copy" function.
11. Select the Unit in which to add this Lesson Plan:



12. Optionally Link the Plan – see note below
13. Click Paste Lesson.

NOTE: Linking Lesson Plans located from the 'library search' should only be done if you want this Lesson Plan that was created by the search to always remain synchronized with the original Lesson Plan in the library.

COPY or MOVE LESSON PLANS

Lesson Plans can be copied:

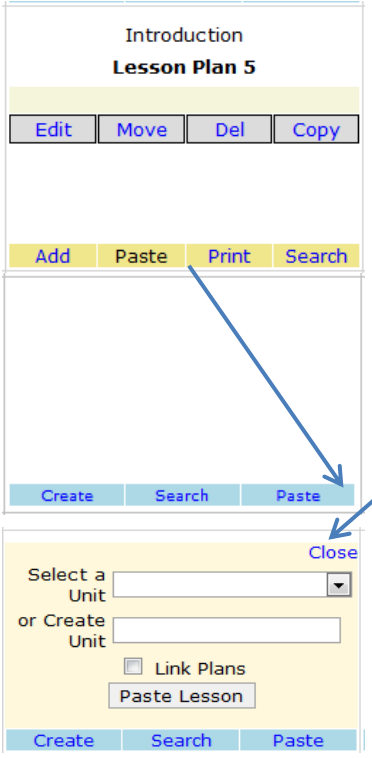
1. From Day to Day
2. From Week to Week
3. From one Lesson Book to another
4. From your Lesson Pals' Lesson Books to your own.
5. En masse: Copy an entire week's worth of Lesson Plans all at once.
6. En masse: Mass copy from Year-to-Year or from Lesson Book-to-Lesson Book

Lesson Plans can be moved:

1. From one day to another
2. From one Unit to another

Procedure to Copy a Lesson from Day to Day

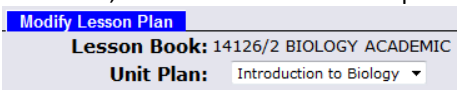
1. Go to your **Lesson Planner→Calendar** screen.
2. Locate the Lesson Plan you wish to copy:



3. Click the Copy button. This places the Lesson Plan on the clipboard. Note that the unclickable Paste buttons of all the empty day cells go from black font to clickable blue Paste. The can now be clicked to "paste" what is on the clipboard into the cell.
4. Now find the day cell you wish to copy this Lesson Plan to and click the Paste button to paste the copied Lesson Plan into the new cell. This brings up the Paste dialog.
5. Select or create a Unit. If no unit is selected or create, the Unit of the Lesson Plan will also be copied.
6. Optionally check the "Link Plans" checkbox. Linked plans are tightly coupled except by date. See below.
7. Click Paste Lesson to do the actual copy.

Procedure to Move a Lesson Plan from one Unit to another Unit

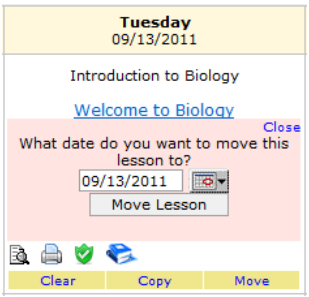
1. Go to your **Lesson Planner→Calendar** screen.
2. Locate the Lesson Plan you wish to move from Unit to Unit.
3. Click on the Edit Lesson Plan edit button to open the plan for editing. This brings up the Modify Lesson Plan screen.
4. At the top of the screen, locate the "Unit Plan" drop down:



5. Select the Unit to which you want to move the Lesson Plan from the **Unit Plan** drop down.
6. Scroll to the bottom of the screen and click Save Lesson to move the Lesson Plan to the newly selected Unit Plan.

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:



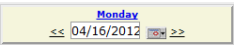
3. Select the date you wish to move the Lesson Plan to.
4. Click Move Lesson. But what if there is already a lesson in the day you select?
5. If there is a lesson in that day already, you are given 4 options:
   a. **Add** the moved lesson to the new day.
   b. **Move** the existing lesson (and all other lessons affected) forward by 1 day.
   c. **Swap** the two lessons – Put the existing lesson in the old date. Move the one you originally chose to the new.
   d. **Cancel** the move.

Copying a Week's Worth of Plans in One Operation

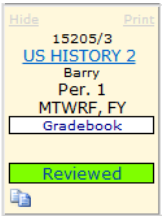
It is possible to copy all Lesson Plans in a single week at once. Initially, all plans for the week are placed on the Clipboard and then they are pasted into another Lesson Book – or into a different week of the same Lesson Book. Note that dates are ***not*** preserved during this copy. If there are less than five plans in the week (i.e. less than a fill week), the copied plans cluster at the start of the week.

Procedure to Copy a Week's Worth of Plans in One Operation

1. Go to your **Lesson Planner→Calendar** screen.
2. Select the week to copy from.

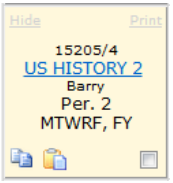


3. Locate the Lesson Book whose entire week of Plans you wish to copy:



Locate the mass copy icon at the bottom left corner of the Lesson Book label. Click it. This copies all of that Lesson Book's Lesson Plans (and Unit Plans) for the week to the Clipboard. A new icon appears in the Lesson Book label for each Lesson Book, in all weeks: . This is the "mass paste" icon.

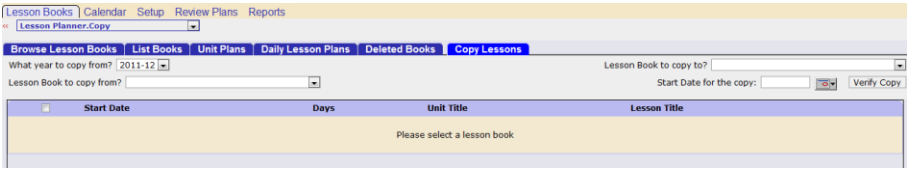
4. Select the week and Lesson Book into which you want to copy the week's worth of Lesson Plans. Click the icon for that Lesson Book & week.



Locate the mass copy icon at the bottom left corner of the Lesson Book label. Click it. This places all the plans on the Clipboard into the select Lesson Book. CAVEAT: Dates are NOT honored. The pasted Lesson Books are grouped at the start of the week.

5. Once the "paste" is complete, the Clipboard is emptied. To copy the same week's worth of Lesson Plans to another Lesson Book, you will need to start over at step 2 above. That is, the week's worth of Lesson Plans can only be pasted once.

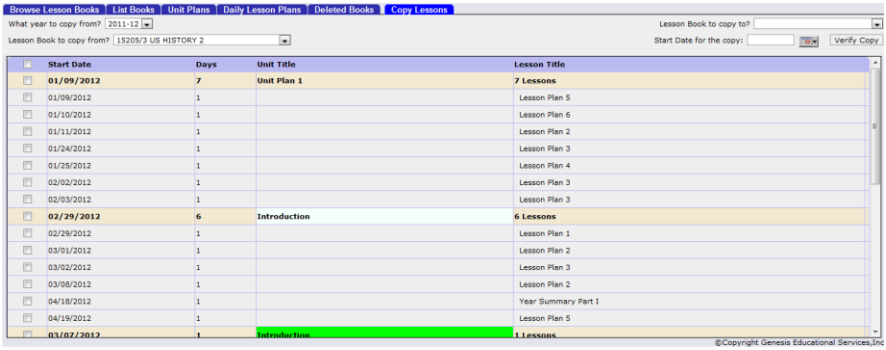
Copying Lesson & Unit Plans from Year to Year and Lesson Book to Lesson Book



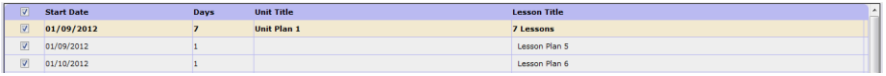
The **Lesson Planner→Lesson Books→Copy Lessons** screen allows you to copy from Lesson Book to Lesson Book. It is general purpose – the "From" Lesson Book can be in any School Year: this year, last year or any year in which you used the Genesis Lesson Planner. It can be used to easily mass copy Lesson Plans from Lesson Book to Lesson Book in the current school year – and it can be used to copy Lesson Books from last year to this year.

Procedure to Copy Lesson Plans from a Prior Year to This Year and Lesson Book to Lesson Book

1. Go to the **Lesson Planner→Lesson Books→Copy Lessons** screen.
2. Select the year to copy from: What year to copy from? 2011-12. This control defaults to the ***current year*** (2012-13). If you are doing a Year-to-Year copy, you will need to select the prior year you wish to copy from (e.g. 2011-12).
3. Select the Lesson Book to copy from: Lesson Book to copy from? . This contains all of your personal Lesson Books from the selected year. Once you have select a Lesson Book, that book's Lesson Plans will appear in the list below:

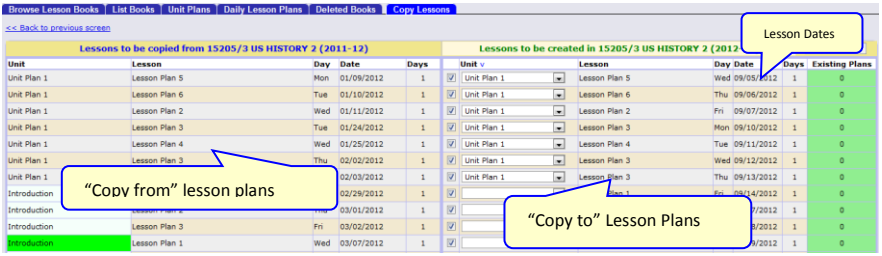


4. Check the checkboxes for the Lesson Plans you wish to copy. Or use the checkbox in the header line to check all Lesson Plans in the list:

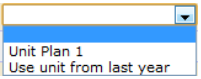


5. Select the Lesson Book to copy the checked Lesson Plans to: Lesson Book to copy to? This drop down contains all of your current year Lesson Books.
6. Select a Start Date for the copy: Start Date for the copy: . The copied Lesson Plans will be placed on the Calendar starting with the date you select:

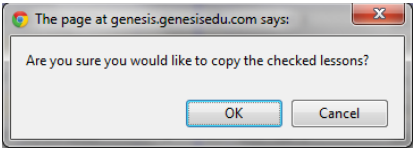
7. Click the Verify Copy button. This prepares to do the copy and to assign dates to all the copied Lesson Plans. A list of the "Copy from" and "Lessons to be created" are shown side by side. The "Lessons to be created" are shown with the calculated dates, Unit selectors and number of existing Lesson Plans already scheduled for the target dates.



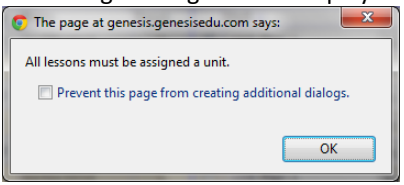
8. Select a Unit for each plan – all Lessons must have a Unit. The choices are:



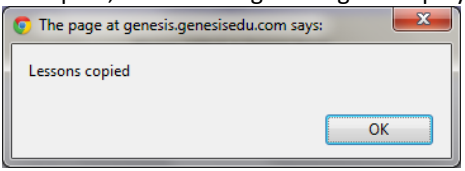
   - "Unit Plan 1" – the default Unit Plan for the Lesson Book (if this still exists).
   - "Use Lesson Plan from Last Year" – Copy last year's Unit along with the Lesson Plan.
   - Any other Unit that already exists in the "copy to" Lesson Book.
9. Uncheck the checkbox for any Lesson Plan you do NOT want to copy.
10. Click the Copy Lessons button to do the actual copy. This brings up a verification dialog:



11. Click OK to continue with the copy. If any Lesson Plans in the list do not have Units specified, the following message will be displayed:



12. Make sure all Lesson Plans have Units and repeat Step 10. Once all Lesson Plans have been copied, the following message is displayed:



13. Click Ok to complete the copy procedure.

Multiple Lesson Plans in a Single Day

You can place multiple Lesson Plans in one day of a Lesson Book:

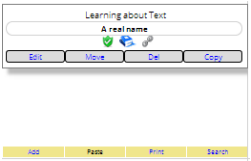
- There is no limit to how many Lesson Plans can be placed in one Calendar day of a Lesson Book.
- The multiple Lesson Plans need not be in the same Unit. Multiple Unit Plans can also be placed in one Calendar day.
- Each Lesson Plan will have its own function buttons.

Working with Linked Plans

When Lesson Plans are linked, any change to one of the linked plans, is made to all of the linked plans. The only updates that are not applied to all linked plans are date changes (i.e. when a plan is moved from one day to another).

Identifying Linked Plans

Plans linked to other plans can be identified by the 'link' icon that appears in the icon list:

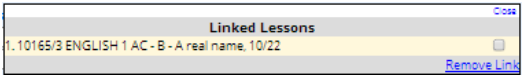


The icon lets you know that this lesson plan is linked to others. Edit the plan to view the linked-to information.

At the top of the "Modify Lesson Plan" screen for linked plans, you will see a Linked to 1 plans message specifying how many plans are linked to the current plan.

Viewing Linkage Information

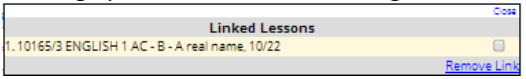
Click the Linked to 1 plans button to bring up a list of the linked plans:



All plans listed in the "Linked Lessons" dialog are linked to the current plan and any changes made the current plan will also be made to all the linked plans.

Unlinking Plans

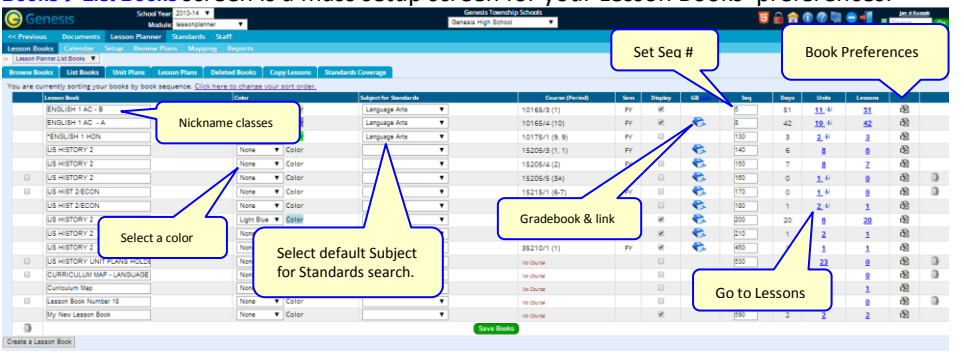
To unlink plans, first edit the plan you wish to unlink, then click the Linked to 1 plans button to bring up the Linked Lessons dialog:



Check the checkbox for all the plans you wish to unlink, then click the **Remove Link** button. This will dissolve the link between the current plan and the checked plans.

A Tour Through the "Lesson Books" Screens

The **Lesson Planner→Lesson Books** screens provide alternate, list-based interfaces for accessing your Lesson Books, Unit Plans and Lesson Plans. The **Lesson Planner→Lesson Books→ List Books** screen is a mass setup screen for your Lesson Books' preferences:



The List Books Screen

The **Lesson Planner→Lesson Books→List Books** screen lists all your Lesson Books and allows you to mass update many of their settings:

- **Name** – You can give Lesson Books nicknames for your Lesson Planner
- **Color** – You can color code your Lesson Books on the Calendar and Reports.
- **Subject for Standards** – Set the default Subject for searching for Standards.
- **Sequence** Number – This is the order the books will appear on the Calendar if you are using the "Sequence Number" ordering scheme (See Preferences).
- **Display** – This controls whether a Lesson Book appears on your Calendar or not.

You can also see:

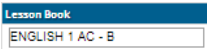
- Whether or not a Lesson Book is connected to a Gradebook. When the is present, the Lesson Book is linked with a specific Gradebook.
- How many Unit Plans a Lesson Book contains.
- How many Lesson Plans a Lesson Book contains

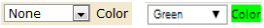
You can 1-click:

- – This brings up the attached Gradebook's spreadsheet
- Unit Plans Count – Click on the Unit Plan count to bring up the **Lesson Planner→Lesson Books→Unit Plans** screen.
- Lesson Plans Count – Click on the Lesson Plan count to bring up the **Lesson Planner→Lesson Books→Daily Lesson Plans** screen.
- - Click on the edit icon to bring up the Lesson Book's Preferences screen, **Lesson Planner→Lesson Books→Modify Lesson Book**.
- - Click to delete a Lesson Book. ***Lesson Books can be deleted only if they contain no Lesson Plans and only the default Unit Plan.***

Procedure to Update Lesson Books En Masse via the List Books Screen

1. Click on the **Lesson Books** 2nd level tab to bring up the **Lesson Planner→Lesson Books→List Books** screen.
2. For each listed Lesson Book, you can update:
   - The Lesson Book's name. This does not affect the official name of the course nor what appears on the Report Card. This is solely to nickname Lesson Books for your Lesson Planner.

   - The Lesson Book's color code: 

   - The default subject with which to start all standards searches:

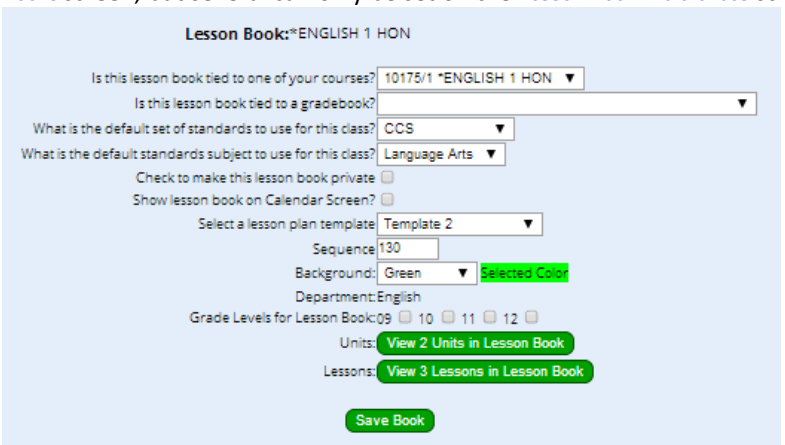
   - The Lesson Book's Sequence #:

   - The Lesson Book's Display status – whether or not to show it on your Calendar

3. Repeat step 2 for every Lesson Book you wish to alter.
4. Scroll to the bottom and click Save Books.

Lesson Book Preferences

Lesson Books have various preferences that can be set, including default standards, Template to use, sequence number (for positioning on the Calendar), color coding. Many of these can be set on the **Lesson Planner→Lesson Books→List Books** screen, but several can only be set on the **Lesson Book Preferences** screen:

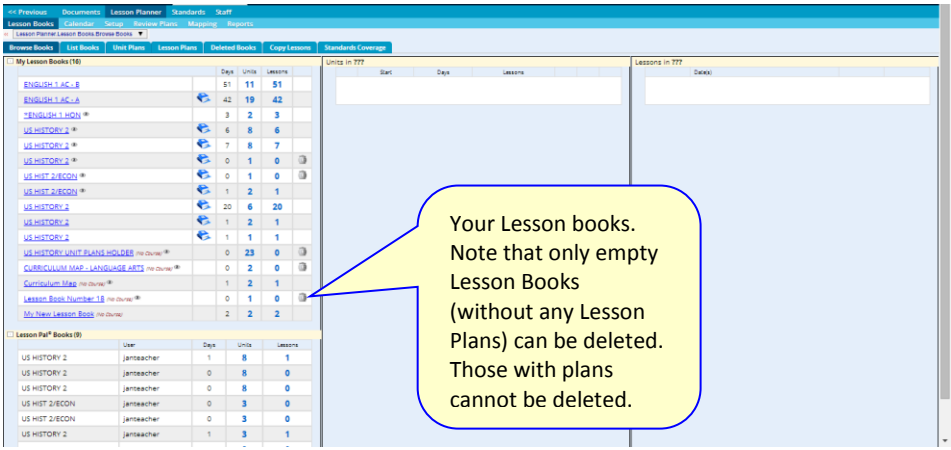


Notes on Lesson Book Preferences

See Page 23 for the procedures to update Lesson Book preferences.

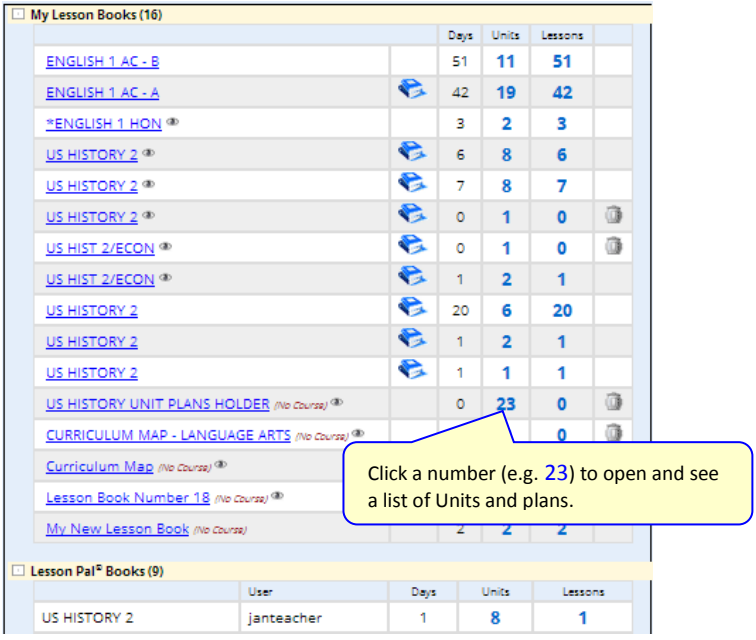
1. If the Lesson Book was ***not manually created*** you will be able to link it to a Gradebook. This should happen automatically, but if it does not, it can be set on this screen. In the **Is this lesson book tied to a Gradebook** field, select a Gradebook.
2. Select default standards Set and Subject for all Standards searches:
    a. Set: Select the standards set from the drop down.
    b. Select default standards Subject: Select a Subject from the drop down.
3. Make your Lesson Book private: If you check this checkbox your Lesson Pals will NOT be able to see this Lesson Book.
4. Show lesson book on the Calendar screen? If you ***uncheck*** this, you will hide the Lesson Book from the Calendar.
5. Select a lesson plan template. This is where you choose which Template to use with this Lesson Book.
6. Sequence: Select a sequence number for the book. This only controls where in any list of Lesson Books this lesson book will appear.
7. Select a background color for your Lesson Book on the Calendar and printouts.
8. Click Save Book to store your choices.

Browse Lesson Books



Browse Lesson Books

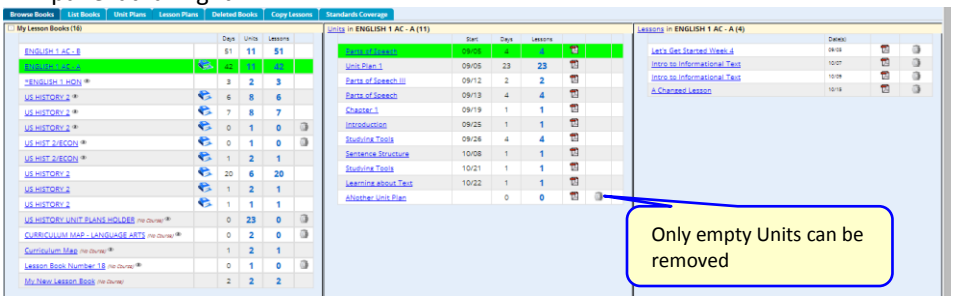
The **Lesson Planner→Lesson Books→Browse Lesson Books** screen lists your Lesson Books, your Lesson Pal's Lesson Books, and indicates how many Unit Plans and Lesson Plans each contains. It gives a count, in days, of how many Lesson/Days are included in each Book. It also shows you a list of all of your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



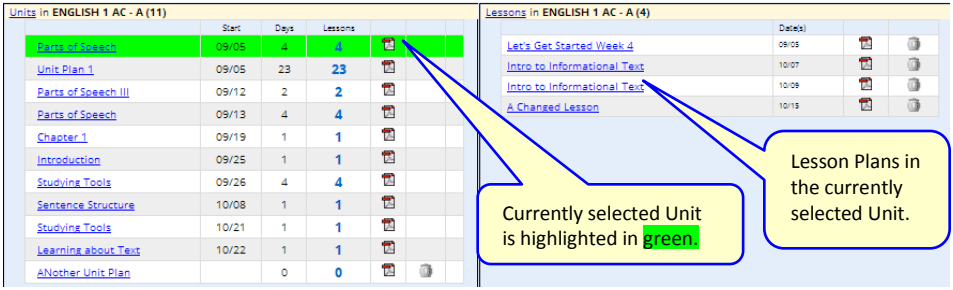
NOTE: Lesson Books cannot be deleted if they contain any Lesson Plans. To remove a Lesson Book, first delete all Lesson Plans out of it.

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:

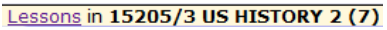


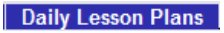
The left panel contains the list of Lesson Books, the center panel lists the Unit Plans of the currently selected Lesson Book and the right panel lists the Lesson Plans in the currently selected Unit Plan.



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. **7**) brings up the Modify Lesson Plan screen (**Lesson Planner→Calendar→Modify Unit Plan**). 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. Click on the highlighted name of the Lesson Plan to modify the Lesson Plan itself by going to the **Lesson Planner→Calendar→Modify Lesson Plan** screen.

Units in ENGLISH 1 AC - A (11) Clicking on the "Units" link is the same as clicking on the Unit Plans tab: the **Lesson Planner→Lesson Books→Unit Plans** screen is displayed.

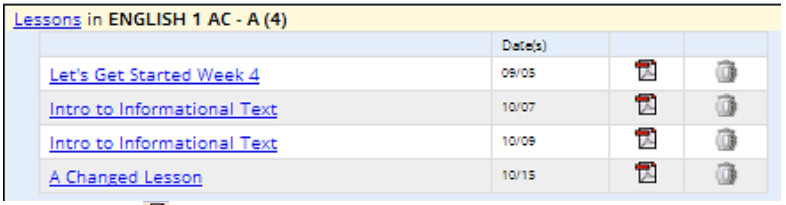


Clicking on the "Lessons" link is the same as clicking on the 

tab: the **Lesson Planner→Lesson Books→Daily Lesson Plans** screen is displayed.

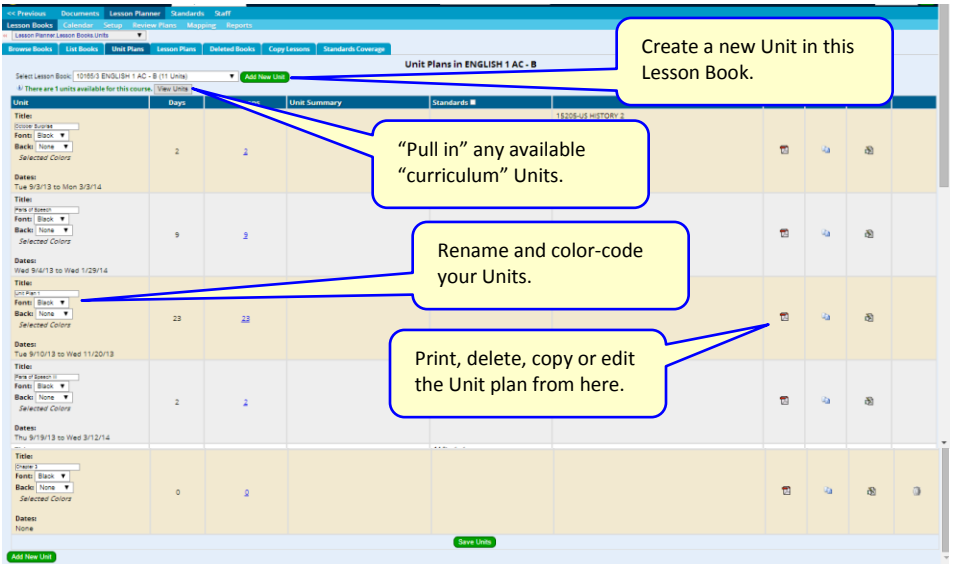
Lists of Lesson Plans

The right hand panel displays a list of Lesson Plans in the selected Unit:



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. Click on the highlighted name of the Lesson Plan to modify the Lesson Plan itself by going to the **Lesson Planner→Calendar→Modify Lesson Plan** screen.

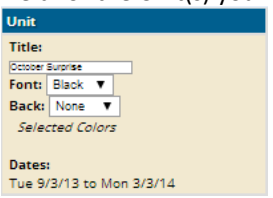
Unit Plans List Screen



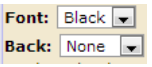
This screen lists all of the Unit Plans in the Lesson Book, with their details. Unit Plan names and color schemes can be changed directly on this screen.

Procedure to Change Unit Plan Names and Color Schemes 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. Choose the color scheme (if a color is desired):



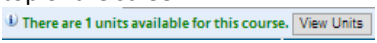
5. Repeat for other Units you wish to update.
6. Scroll to the bottom and click the Save Units button to store your changes.

Adding Units on the Unit Plans Screen

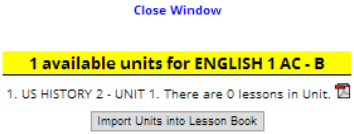
There are Add New Unit buttons at the top and bottom of this screen. To add a Unit directly on this screen, click one of these buttons. The new Unit will be added and you can then update its name and color-coding.

Pulling in "Curriculum Units"

If your school or district has provided official, 'curriculum' Units, they ***should*** automatically be placed in your Lesson Book when the Lesson Book is created. If they were not, or if the "curriculum" Units were made available after your Lesson Book was first created, you will see a "There are units available for this course" message at the top of the screen:

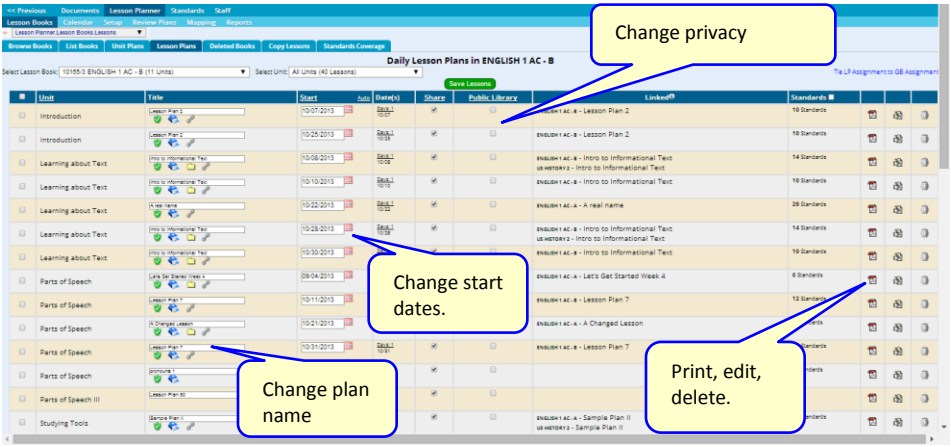


If you see this message, click the View Units button to view the units and incorporate them in your Lesson Book. When you click this button a list of the available 'curriculum' Units will appear:

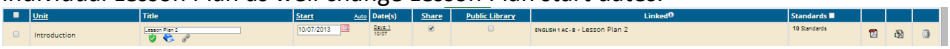


Click the Import Units into Lesson Book button to pull the curriculum Units (and lesson plans, if there are any) into your Lesson Book. To dismiss the list ***without*** pulling in the plans, click the Close Window button. To view the plans, click the PDF icon.

Daily Lesson Plan List Screen: All Lessons in a Lesson Book

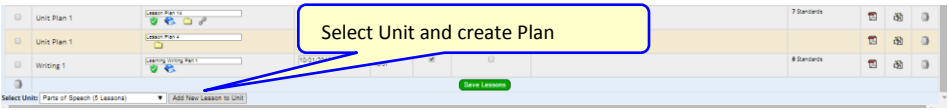


This screen lists all the Lesson Plans in a Lesson Book, or all the Lesson Plans in a selected Unit of the Book. This gives you a single overall view of the Lesson Plans in your Lesson Book. From here you can edit, delete or change the name of an individual Lesson Plan as well change Lesson Plan start dates.

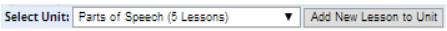


Adding New Lesson Plans to Units

At the bottom of this screen you can create a new Lesson Plan in a selected Unit of the Lesson Book:

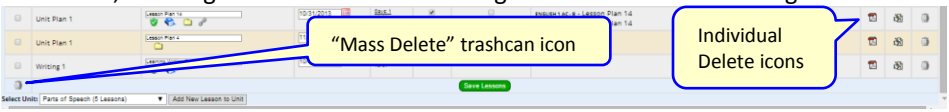


Select the Unit you wish to create the Lesson Plan in and click Add New Lesson to Unit :



Deleting Lesson Plans from Units

You can delete individual Lesson Plans, by clicking the trashcan icon at the right side of the screen, or you can mass delete a group of lesson plans, by checking the checkbox on the left, scrolling to the bottom and clicking the trashcan at bottom right:

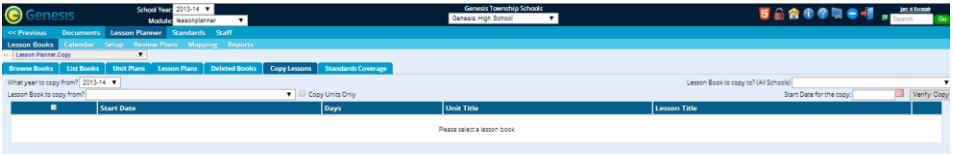


All deleted lesson plans can still be found in your private library.

Copy Lessons Screen

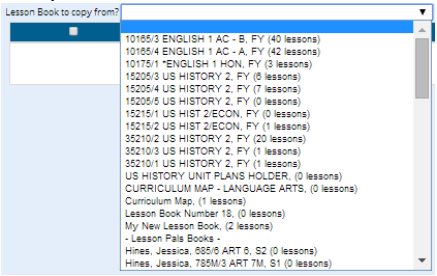
The Copy Lessons screen is a general purpose "Copy Lessons and Units" screen:

- Copy current year lessons from any of your own or your Lesson Pals' Lesson Books to any of your own Lesson Books
- Copy PRIOR year (last year, year before, etc.) Lessons from any of your prior year Lesson Books (or your Lesson Pal's prior year Lesson Books) to your current year Lesson Books.

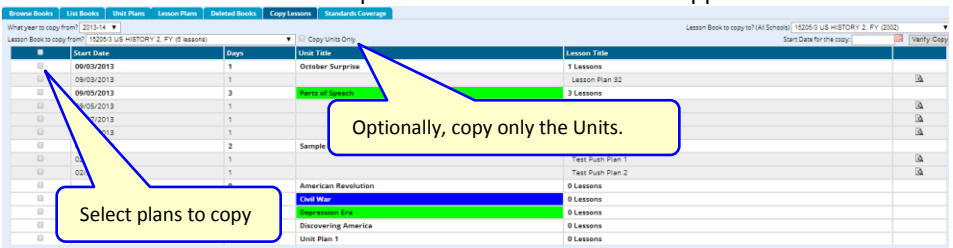


Procedure to Copy Lesson or Unit Plans

1. Go to the **Lesson Planner→Lesson Books→Copy Lessons** screen.
2. Select the ***year*** from which you want to copy Lessons (it will default to the current school year): What year to copy from? 2013-14
3. Now select the Lesson Book you wish to copy from. Your own Lesson Books and your Lesson Pals' Lesson Books will be listed:



4. This will cause all of the plans in the selected book to appear in the list below:



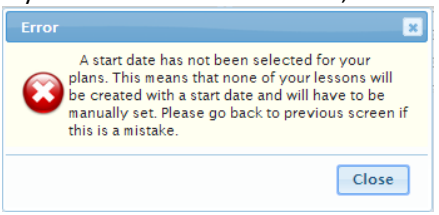
5. If you only want to copy the Units, not the Lesson Plans, check the "**Copy Units Only**" checkbox: Copy Units Only
6. Optionally, select a **Start Date** for the copy: Start Date for the copy:
   CAVEAT: You may copy plans ***without*** a start date. When you do this, the copied plans cannot appear on the Calendar (because they have no date).

They will only appear on the **Lesson Planner→Lesson Books→Lesson Plans** screen.

7. Select the Lesson Book to copy the select plans into:

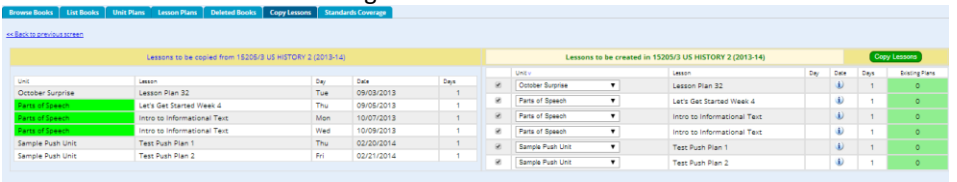
8. Select the plans you wish to copy by checking the checkboxes along the left hand side of the list. The checkbox in the header selects all the plans in the list:

9. Now click the Verify Copy button. This will display the plans selected for the copy. If you did not select a **Start Date**, the following message will be displayed:



If you meant to enter a **Start Date**, you can go back and do so now. Otherwise, simply continue with the copy.

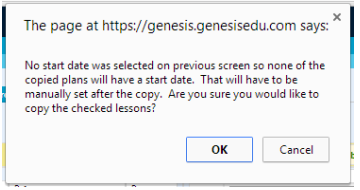
10. The screen now shows the "Copy From" information on the left and the "Copy to" information on the right:



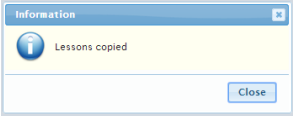
11. You can optionally change the Units into which the individual plans will be copied (if you are copying Lesson Plans in addition to Units). You can also exclude individual plans from the copy by unchecking their checkboxes.

When you are ready to actually do the copy, click the Copy Lessons button.

12. If you have not selected Start Dates, you will be warned again:



13. Once the copy has completed, a verification message is displayed:

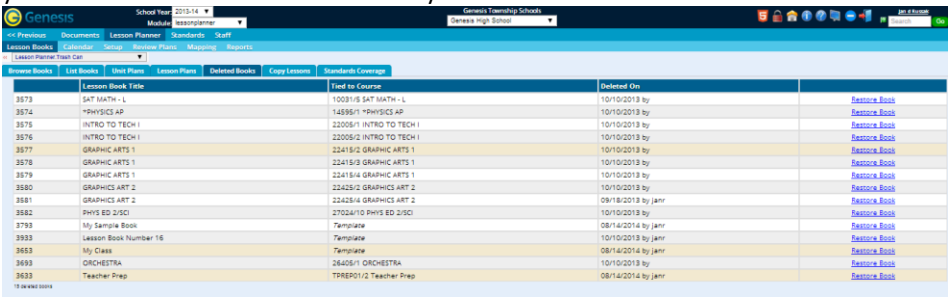


Copying Prior Year Plans to the Current Year

The **Lesson Planner→Lesson Books→Copy Lessons** screen is used for all copies. You can copy lessons from any previous year in which you have used the Lesson Planner, simply by selecting the year you wish to copy from.

The Deleted Books Screen

The **Lesson Planner→Lesson Books→Deleted Books** screen lists all of the Lesson Books you have deleted in the current school year:



There is a "Restore Books" button for each deleted Lesson Book.

Why is this screen here, why would you delete a Lesson Book and why save them?

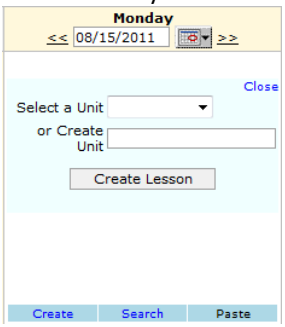
1. You can only delete a Lesson Book if it contains no Lesson Plans.
2. Since the Lesson Planner automatically creates Lesson Books for every class or subject you are scheduled to teach, it must "remember" that you deleted a Lesson Book or it will automatically re-create the book. This screen is now the Lesson Planner "remembers" that you once had a Lesson Book – so that it won't accidentally recreate it.
3. You can delete any Lesson Book you do not need to add lessons to. And, of course, using this screen, you can recover any Lesson Book you have accidentally deleted.

WORKING WITH UNIT PLANS

Adding Unit Plans

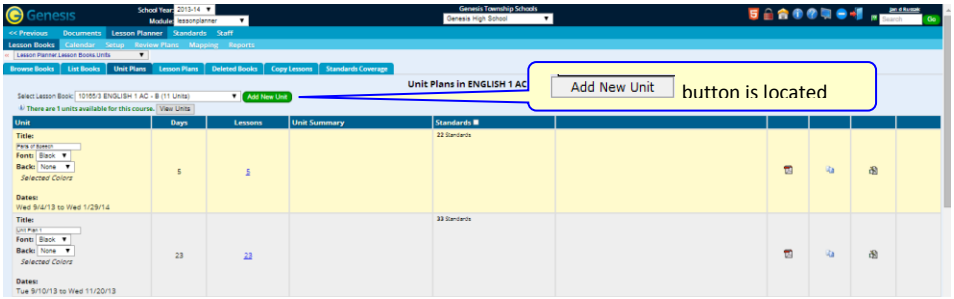
Procedure to Add a Unit Plan – Option 1 – As a by-product of creating a Lesson Plan

1. Go to the **Lesson Planner→Calendar** screen.
2. Find a day cell to which you want to add a lesson.



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.

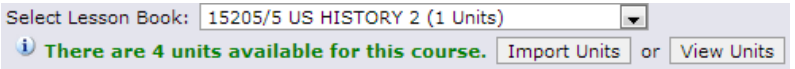
Procedure to Add a Unit Plan – Option 2 - Standalone



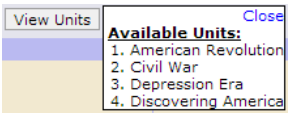
1. Go to the **Lesson Planner→Lesson Book→Unit Plans** screen.
2. Click the Add New Unit button at lower left. This adds a Unit to the list. It will give new unit a generic "Unit #" name.
3. To Edit a Unit Plan, click the corresponding "edit" icon at right.

Importing Unit Plans for a Course

Curriculum Administrators can create Unit Plans for your course. If Unit Plans have been prepared for your course, there will be a message on the top of the Unit Plans screen:

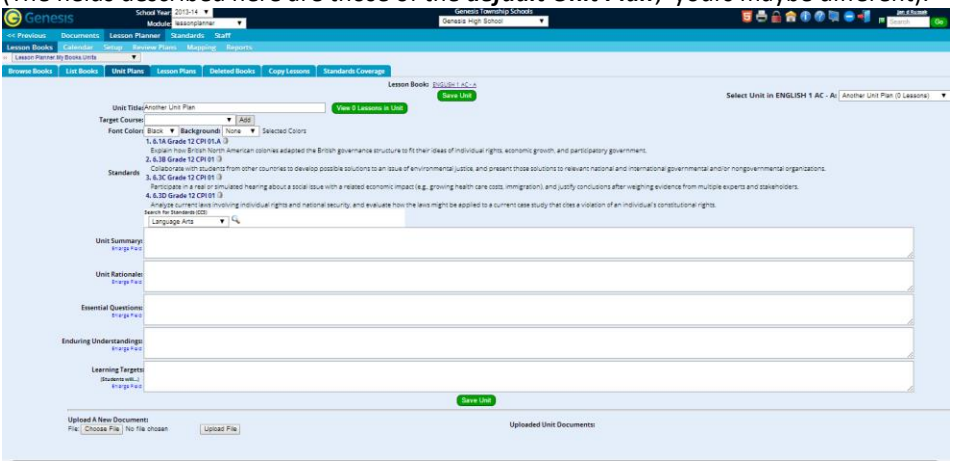


To import these plans, simply click the Import Units button. This imports the Unit Plans into the current Lesson Book. To first view a list of the titles of the available Units, click the button. This will bring up a list of the Units:



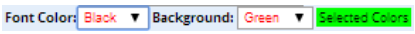
A Tour through a Unit Plan

The Modify Unit Plan screen lets you to update most elements of a Unit Plan (The fields described here are those of the ***default Unit Plan***; yours maybe different):



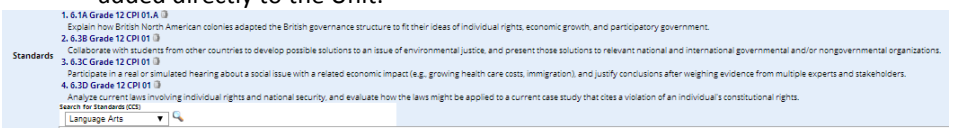
- Unit Title – The name of the Unit:

- Unit Color Scheme – Select the font color and the background color to be used when the Unit Title is displayed in Calendar days:



- Target Course or Subject – The course or subject this Unit is associated with:

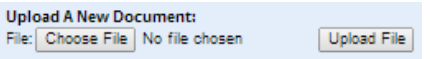
- Standards - Standards which appear here are either added directly to the Unit or "roll up" from all of the Lesson Plans in the Unit. The list is a composite of all the standards listed in the Unit's Lesson Plans, plus any that have been added directly to the Unit:



- The Content fields of the Unit Plan:

These fields can be customized via the "Unit Template" definition found on the **Lesson Planner→Setup→Templates** screen.

- Documents - Documents can be uploaded into Unit Plans. These should be related to the Unit or the Course. There is no limit to the number of documents that can be uploaded:



- Saving your changes: All changes must be saved (i.e. sent to the server to be stored in the database) by clicking the Save Unit button.

Procedure to Update/Fill in a Unit Plan

1. Option A.
   a. Go to the **Lesson Planner→Lesson Books→Unit Plans** screen.
   b. Locate the Unit Plan you wish to update and click the corresponding edit icon.

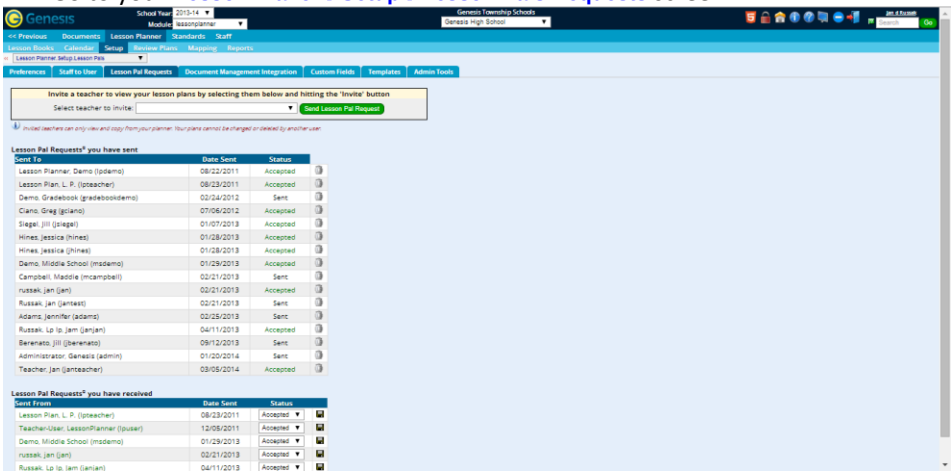
   Option B:
   a. Go to the **Lesson Planner→Calendar** screen.
   b. Click on the ***name*** of a Unit Plan to open it for editing.
2. Update the various plan fields:
   a. Unit Title
   b. Unit Course
   c. Color scheme (Font, Background colors)
   d. Unit Summary
   e. Unit Rationale
   f. Essential Questions
   g. Enduring Understandings
   h. Lesson Target
3. Click the Save Unit button to store your changes.
4. Optionally upload or remove documents to/from the plan.

LESSON PALS

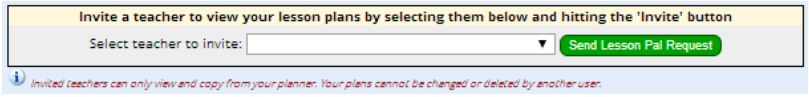
Lesson Pals are other teachers with whom you want to share Unit and Lesson Plans and collaborate on building plans. You send a "Lesson Pals" request to another USER (not "Teacher Object" but "user id"). If the other user accepts your request, they get to see YOUR Unit and Lesson Plans. If you ***receive*** 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

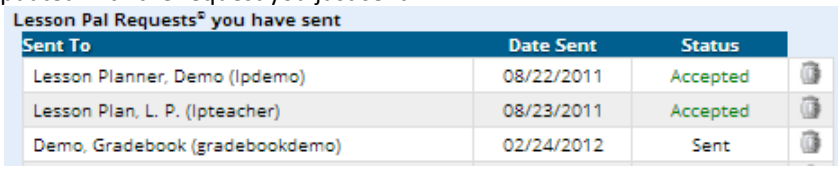
1. Go to your **Lesson Planer→Setup→Lesson Pals Requests** screen.



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



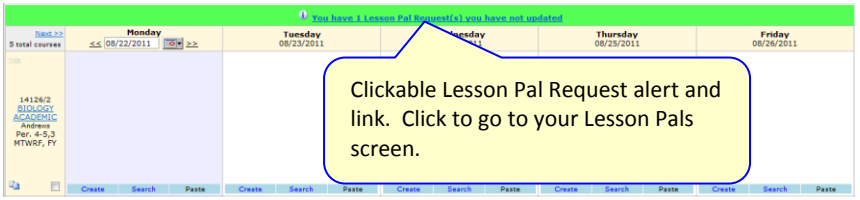
3. Click Send Lesson Pal Request. Your "Lesson Pal Requests you have sent" area is updated with the request you just sent:



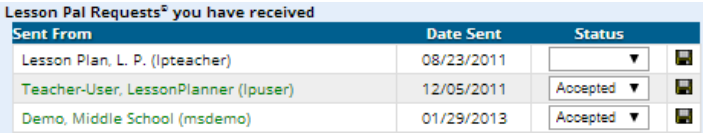
Lesson Pal Requests you have sent

Sent To	Date Sent	Status
Lesson Planner, Demo (lpdemo)	08/22/2011	Accepted
Lesson Plan, L. P. (lpteacher)	08/23/2011	Accepted
Demo, Gradebook (gradebookdemo)	02/24/2012	Sent

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:



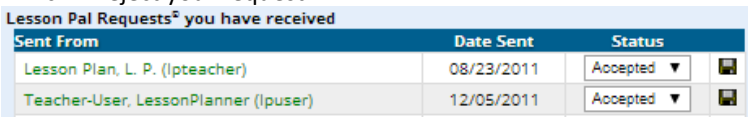
5. If they click on this banner their **Lesson Planer→Setup→Lesson Pals Requests** screen is brought up. Your request appears under the "Lesson Pal Requests you have received" area:



Lesson Pal Requests© you have received

Sent From	Date Sent	Status
Lesson Plan, L. P. (lpteacher)	08/23/2011	
Teacher-User, LessonPlanner (lpuser)	12/05/2011	Accepted
Demo, Middle School (msdemo)	01/29/2013	Accepted

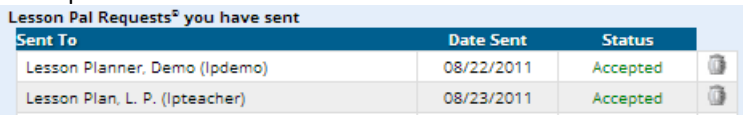
6. They have three choices in the "Status" drop down of the request. They can:
   a. Accept your request
   b. Ignore your request
   c. Reject your request



Lesson Pal Requests© you have received

Sent From	Date Sent	Status
Lesson Plan, L. P. (lpteacher)	08/23/2011	Accepted
Teacher-User, LessonPlanner (lpuser)	12/05/2011	Accepted

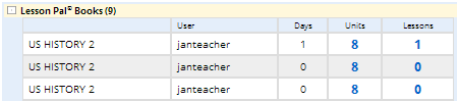
7. When they make their choice, the status is also updated on your screen for your request to them:



Lesson Pal Requests© you have sent

Sent To	Date Sent	Status
Lesson Planner, Demo (lpdemo)	08/22/2011	Accepted
Lesson Plan, L. P. (lpteacher)	08/23/2011	Accepted

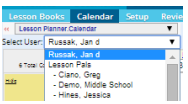
8. Once the other user has accepted your Lesson Pals request ***your*** Unit and Lesson Plans become visible to them on the **Lesson Planner→Lesson Books→Browse Lesson Books** screen and the **Lesson Planner→Calendar** screen:



Lesson Pal© Books (9)

	User	Days	Units	Lessons
US HISTORY 2	janteacher	1	8	1
US HISTORY 2	janteacher	0	8	0
US HISTORY 2	janteacher	0	8	0

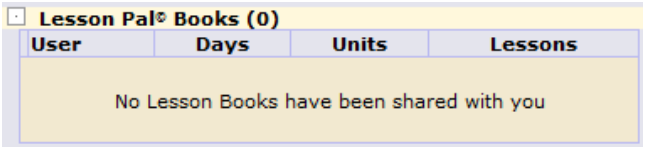
and



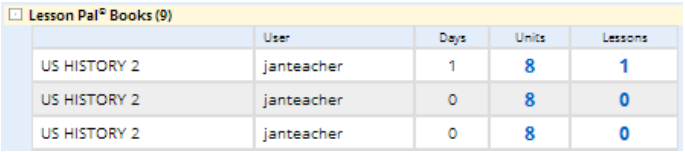
NOTE: Lesson Pal requests are *one* way: When you make a Lesson Pals Request it is because you want to share ***your*** plans with that user. The request is one way; if the other user wants to share ***their*** plans with you, they must make a separate Lesson Pals Request to you.

Accessing Lesson Pals' Lesson Books, Unit and Lesson Plans

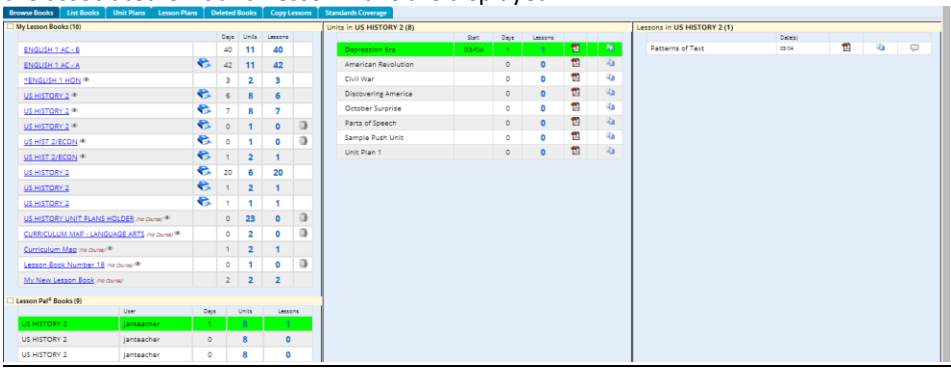
At the bottom of the **Lesson Planner→Lesson Books→Browse Books** screen there is a "Lesson Pals Books" area. Initially, before anyone has sent you a Lesson Pals Request, your Lesson Pal Books area is empty:



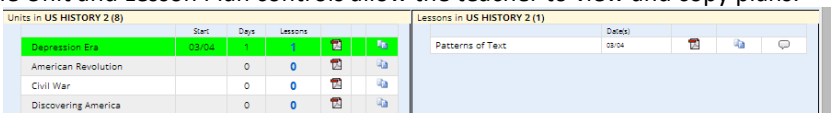
Once another user has sent you a Lesson Pals Request, and you have accepted, you will be able to see their shared Lesson Books. Similarly, if you send a Lesson Pals Request to another user, once they have accepted, they can see your Lesson Books:



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:

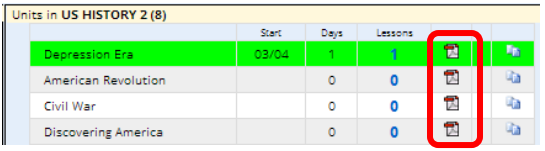


The Unit and Lesson Plan controls allow the teacher to view and copy plans:



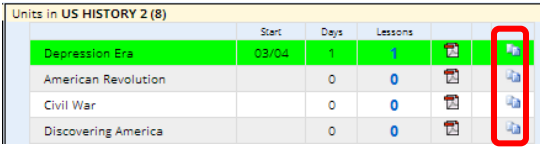
Viewing and Copying Lesson Pal Unit Plans and Lesson Plans

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:



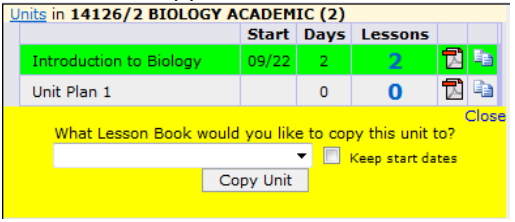
The report includes the Unit Plan and all of its component Lesson Plans

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



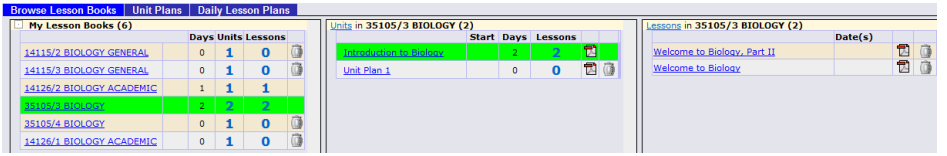
Procedure to Copy a Unit Plan from a Lesson Pal Lesson Book

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:



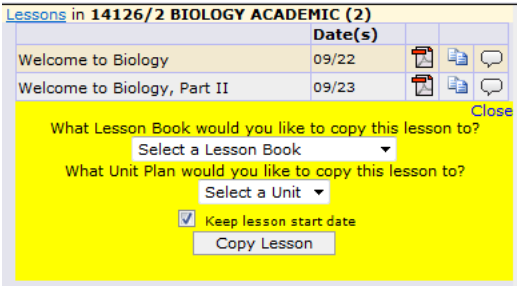
3. Select one of your own Lesson Books.
4. Optionally check "**Keep start dates**" to use the same dates.
5. Click Copy Unit.

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:

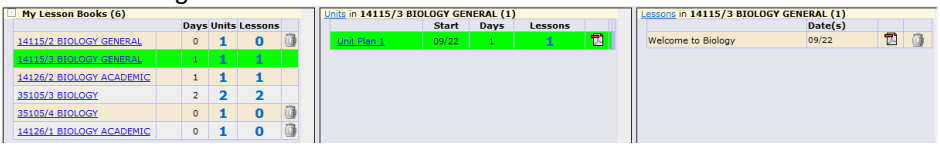


Procedure to Copy one Lesson Plan from a Lesson Pal Lesson Book

1. Go to your **Lesson Planner→Lesson Books** screen and find your Lesson Pals' Lesson Books. Open the book that contains the plan you want to copy, and find the plan.
2. Click the copy icon for the selected Lesson Plan. This opens up a new Lesson Plan copy tool:

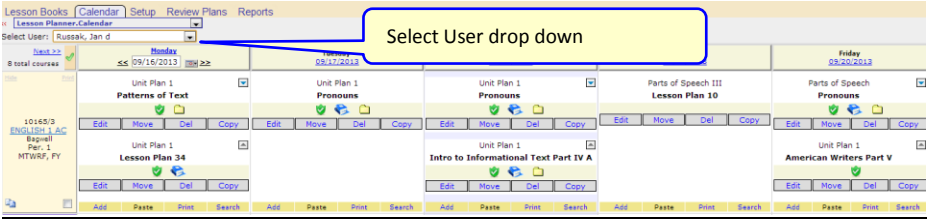


3. Select one of your own Lesson Books
4. Select a Unit Plan within that book.
5. Optionally check/uncheck the "Keep lesson start date" parameter.
6. Click the Copy Lesson button. The copy is done and focus shifts to the TOP "your Lesson Books" part of the **Lesson Planner→Lesson Books** screen, now showing the Lesson Plan:

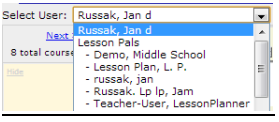


Procedure to View and Copy Plans Directly from Lesson Pal Lesson Book Calendars

1. Go to your **Lesson Planner→Calendar** screen.



2. Locate the "Select User" drop down at the upper left. (If this does not appear you may not have the correct permissions set. Speak to your sysadmin).
3. Locate the "Lesson Pals" list in the Select User drop down:



4. Select a Lesson Pal. This will take you directly to their Calendar where you can see, view and copy plans directly from the calendar.

GRADEBOOK AND LESSON PLANNER INTEGRATION

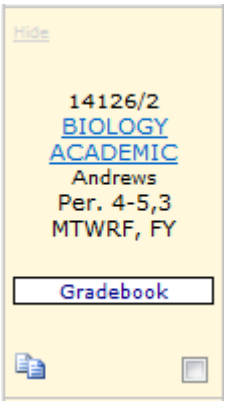
The Gradebook and Lesson Planner are tightly coupled. When Assignments are pushed to the Gradebook, they continue to be linked back to the Lesson Plan from which they were created.

Procedure to Associate a Lesson Book with a Genesis Gradebook

See page 10 above for a full "Set Lesson Book Preferences" procedure.

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. To link this Lesson Book to a Genesis Gradebook, and have a Gradebook for this course, select the target Gradebook using the **Is this lesson book tied to a Gradebook** drop down:

4. Click Save Book to save your other changes.



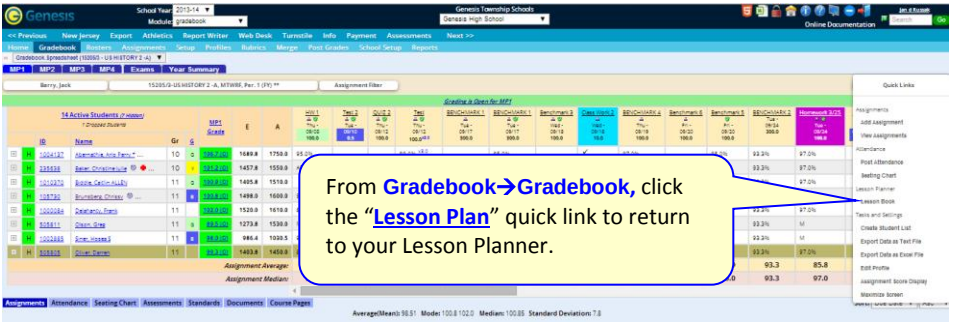
Once a Gradebook has been linked to a Lesson Book, a "Gradebook" button appears on the course information area on the **Lesson Planner→Calendar** screen. Click the "Gradebook" button to go to the linked **Gradebook's Gradebook→Gradebook** spreadsheet screen.

Once a Gradebook is linked to a Lesson Book, 'template' Assignments in the Lesson Plans can be 'pushed' to the Gradebook.

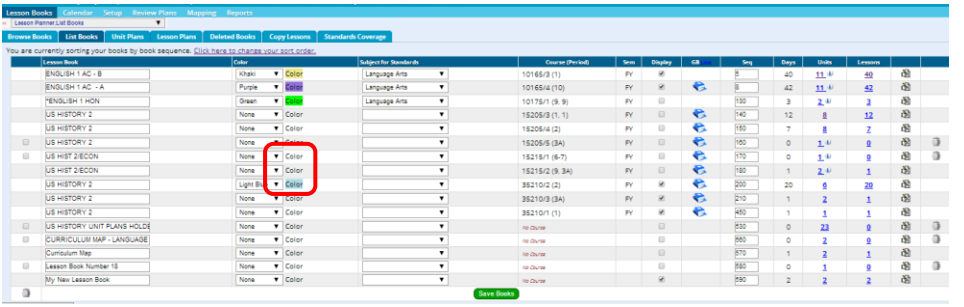
Procedure to go to a Lesson Book's Associated Genesis Gradebook

OPTION 1:

1. **Go to your Lesson Planner→Calendar** screen and locate the course info area at left. Click on the course's Gradebook button. This takes you to the spreadsheet screen of the associated Gradebook:



OPTION 2: When a Gradebook is attached to a Lesson Book, a bluebook icon appears on the **Lesson Planner→List Books** screen:



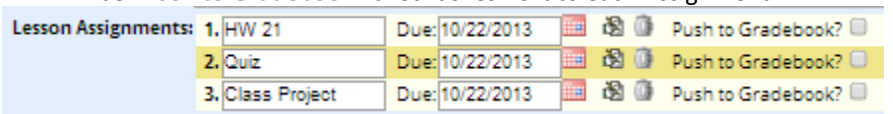
Click on the bluebook icon to go to the associated Gradebook.

Pushing Assignment Templates to the Gradebook as Real Assignments

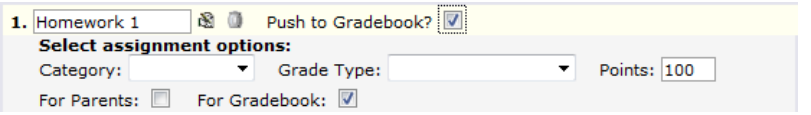
Lesson Plans can contain "template Assignments" (see above, pages 11 to 15). When a Lesson Book is linked to a Gradebook, and it becomes time to teach a Lesson, the Lesson Plan's template Assignments can be pushed to the Gradebook as actual Gradebook Assignments. There are two ways to do this.

Procedure to Push Lesson Plan Assignments to the Genesis Gradebook

1. Navigate to your Navigate to the **Lesson Planner→Calendar** Screen.
2. Select a Lesson Plan and open it for editing.
3. Locate the template Assignments at the bottom of the plan. There will now be "**Push to Gradebook**" checkboxes next to each Assignment:



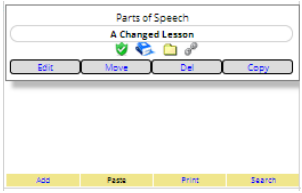
4. Check the **Push to Gradebook** checkbox of the Assignment you wish to push. This opens a "**Select assignment options**" box:



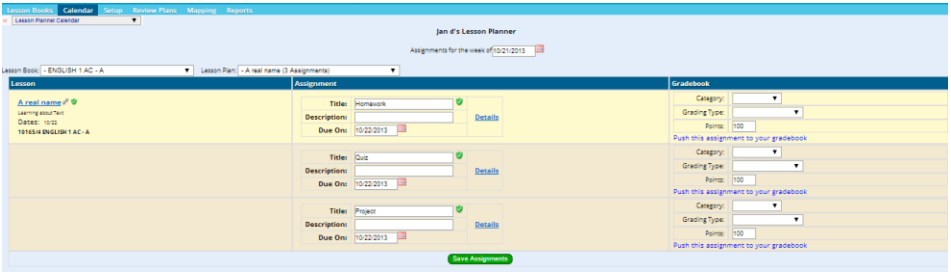
5. Select the **Category** (e.g. Homework, Quizzes, Tests, etc.) for the Gradebook Assignment. This is a required field.
6. Select the **Grade Type** for the Assignment. This is required.
7. Optionally adjust the **Points** the Gradebook Assignment will be worth.
8. Check the **Parents** checkbox if the Assignment is to be IMMEDIATELY available to parents, students, administrators via Web Access.
9. Uncheck the "**For Gradebook**" checkbox if you want hide the Assignment. When "**For Gradebook**" is unchecked, the Assignment appears only on the **List Assignments** screen, not on your spreadsheet.
10. Scroll to the bottom and click Save Lesson to push the Assignment to the Gradebook. Once the Assignment has been pushed, its highlighted name (e.g. "**Summary HW**") is a link to the Gradebook itself:

Procedure to Mass Push Assignments to the Genesis Gradebook

1. Navigate to your **Lesson Planner→Calendar** screen.
2. Locate a day with a Lesson Plan:



3. Click on the bluebook "Assignments" icon. This brings up a screen containing all of your Assignments for the entire Lesson Book, organized by individual Unit Plans:

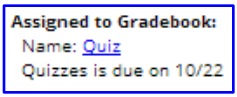


4. On this screen, you can push multiple Assignments for multiple Lesson Plans in multiple Unit Plans to the Lesson Book's associated Gradebook. For each Assignment you want to push, do the following:

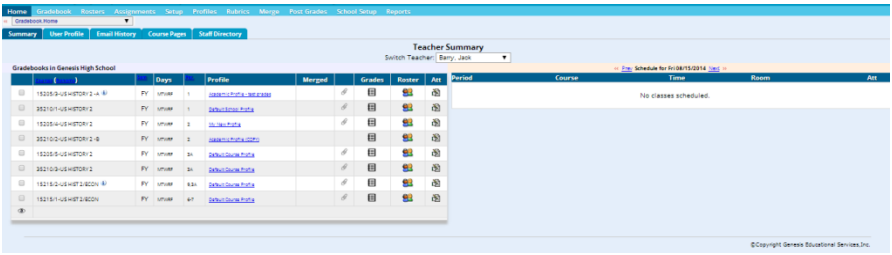
   a. Select the Assignment **Category**
   b. Select the Assignment **Grading Type**
   c. Adjust the **Points**
   d. Click the Push this assignment to your gradebook link.

   You can also adjust the Assignment's Title (i.e. Name), Description and Due date from here.

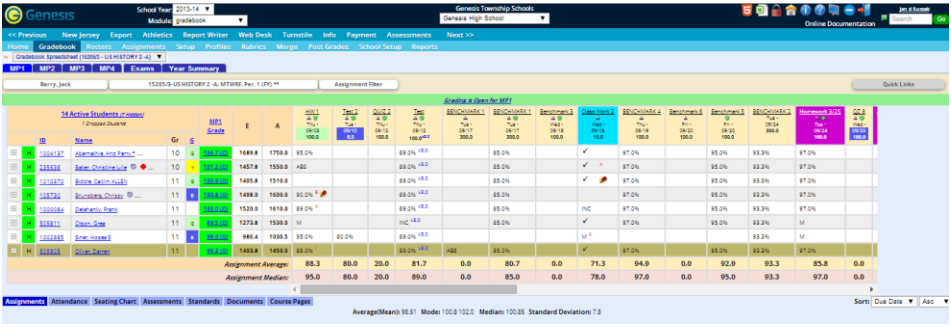
5. Once you have 'pushed' the Assignment to the linked Gradebook, its **name** becomes a link to the Gradebook's Home screen:



Click the name of the Assignment to bring up the Gradebook in a separate browser window:



Assignments marked "**For Gradebook**" appear on the Gradebook spreadsheet screen:



Lesson Planner Assignments, Gradebook and Parent Access

Template Assignments in a Lesson Plan can have:

a. Documents attached
b. Standards attached

When an Assignment is pushed to a Gradebook, both standards and attached Documents go along:

- The Standards appear on the Modify Assignment screen and can be edited there.
- The Documents appear on the Modify Assignment screen and can be edited there.

IMPORTANT!

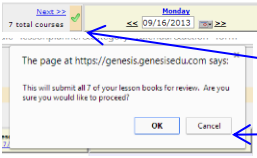
➢ **When an Assignment with attached Documents is shared with Parents (i.e. Web Access) the Documents are available for parents, guardians, students and possibly administrators to download.**

Documents are uploaded into Assignments so that they can eventually be made available in Parents/Web Access. To attach documents to a Lesson Book which are NOT to be made available in Web Access, upload them into Unit Plans, not to template Assignments.

SUBMITTING YOUR LESSON PLANS FOR REVIEW

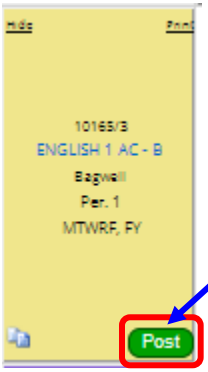
Lesson Plans must be formally released for review by administrators. This is done via the Calendar screen. Plans are released a week at a time. You can release ALL your lesson books with one click or release each Lesson Book individually.

Procedure to Release All Lesson Plans for Review with a Single Click

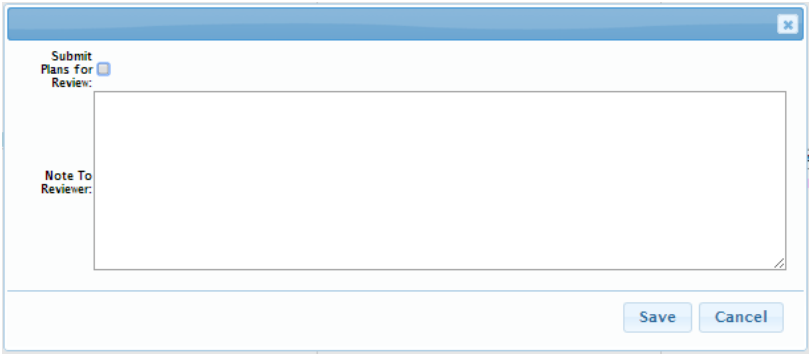


1. Navigate to your **Lesson Planner→Calendar**. At top left find a single green check mark ( ) and click it.
2. A confirmation dialog will appear. Click OK.

Procedure to Release One Lesson Book's Lesson Plans for Review

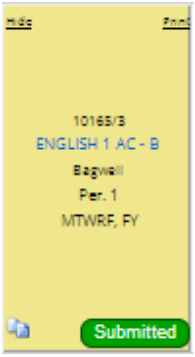


1. Navigate to your **Lesson Planner→Calendar**.
2. Select the week of plans you wish to release for review (use the date selector).
3. Locate the Lesson Book whose plans you wish to release for review.
4. Click the Post button in the bottom right corner of the Lesson Book label to actually release that week's plans.
5. This brings up the "Post" dialog, shown below. This has a "**Submit Plans for Review**" checkbox and a "**Note to Reviewer**" comment box:

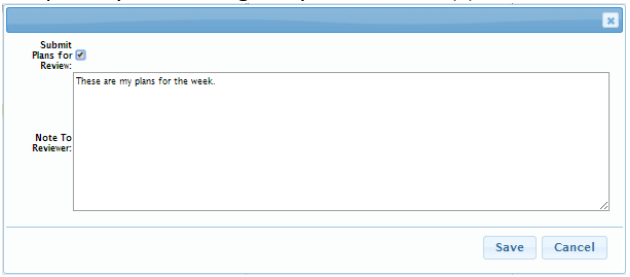


To submit plans for the review, check the **Submit Plans for Review checkbox** and click the "Save" button. To leave a note for your reviewer, type in the box.

"Submitted" Indicator & Notes to your Reviewer(s)



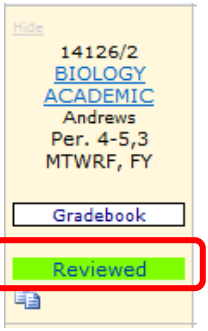
Once you have submitted your plans for review, the "Post" button becomes a Submitted button. You can click the Submitted button to update your message to your reviewer(s):



To update your message to your reviewers, click the Submitted button, update the message, then click Save. You can do this at any time in the review process.

"Review Complete" Indicator

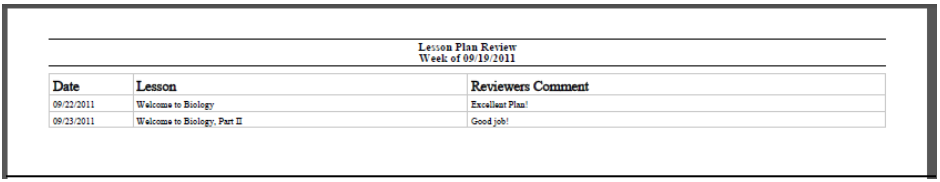
When a plan has been reviewed and the reviewer(s) indicate they have finished, a Reviewed indicator appears in the Lesson Book info area:



The Reviewed indicator is also a link which, when clicked, will bring up a PDF "Lesson Plan Review" report (see below).

Procedure to View Reviewers' Comments

1. Navigate to your **Lesson Planner→Calendar** screen.
2. Locate Lesson Book info panels displaying a Reviewed link.
3. Click the Reviewed link for a week of lesson plans. This brings up a PDF Lesson Plan Review report listing reviewer(s) comments on each lesson in the week of lessons:



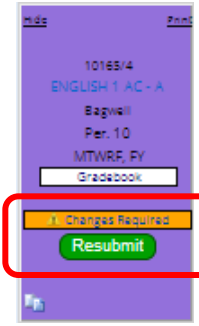
Lesson Plan Review
Week of 09/19/2011

Date	Lesson	Reviewers Comment
09/22/2011	Welcome to Biology	Excellent Plan!
09/23/2011	Welcome to Biology, Part II	Good job!

Note: Lesson Plans are released and reviewed on a week by week basis. You release the plans and your administrator(s) review them, then you get to see the comments.

Requiring Changes: The "Changes Required" Indicator

When a plan has been reviewed and the reviewer(s) indicate wants you make changes, a ! Changes Required indicator appears in the Lesson Book info area:

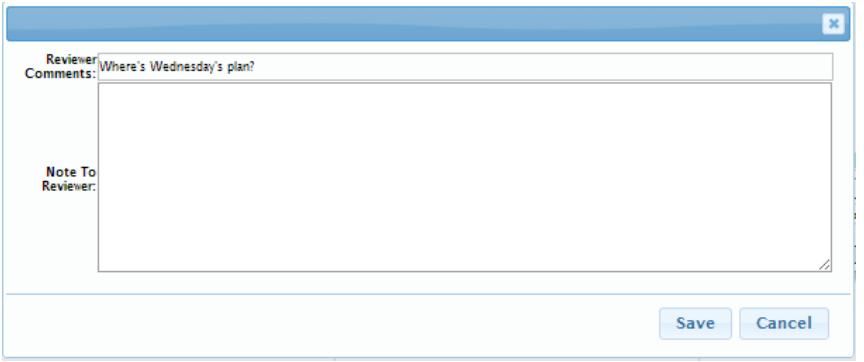


The Changes Required indicator also brings up a PDF of the reviewer's comments when clicked (See above). It is also accompanied by a Resubmit button.

Procedure to Respond to "Changes Required"

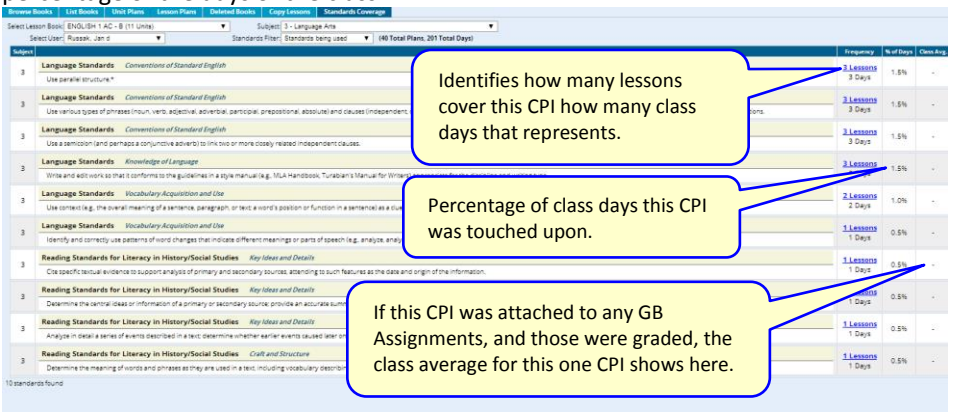
4. Navigate to your **Lesson Planner→Calendar** screen.
5. Locate Lesson Book info panels displaying a Changes Required link.
6. Click the Changes Required to view comments. Make your changes and click Resubmit to resend your lesson plans.

The "Resubmit" dialog displays the reviewer's comments about your plan and includes a comment area for you to respond. Simply click Save to ***resubmit*** your plans for the week:



STANDARDS COVERAGE

The Standards Coverage screen (**Lesson Planner→Lesson Books→Standards Coverage**) shows what standards you have touched on, for how many lessons covering what percentage of the days of the class:



Frequency Column

"Frequency" indicates how many lessons touched up on the CPI and how many class days that represents.

% of Days

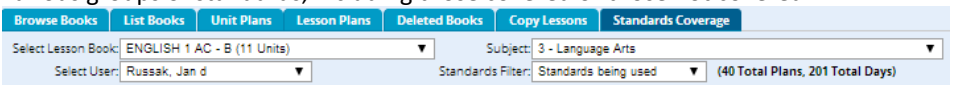
The "Percentage of Days" column shows the percent of class time, over the school year to date, that touched upon this CPI, according to your lesson plans.

Class Average

This column shows the cumulative Grade Average (e.g. 94%) that students have earned on Assignments linked to this CPI that you have 'pushed' from your Lesson Book to the attached Gradebook. ***This will only be filled in if you have pushed Assignments from the Lesson Book to your Gradebook and then graded those Assignments*** (for Assignments linked to this CPI).

Filtering for Specific CPIs (Used vs. Unused)

The controls at the top of the Standards Coverage screen allow you to search for various groups of standards, including those covered or those not covered:

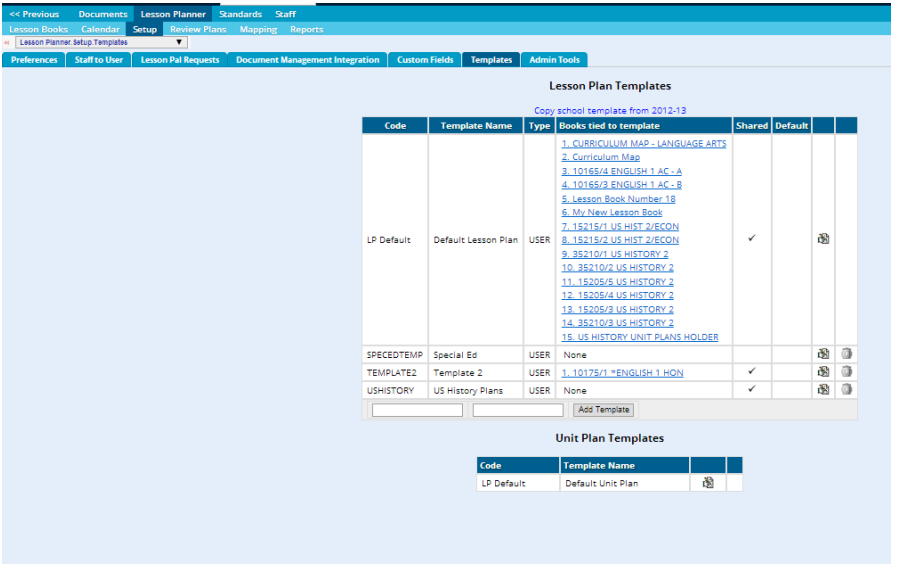


You can select by **Subject** as well as "**All Standards**", "**Standards being used**" and "**Standards not being used**".

LESSON PLAN TEMPLATES

Creating Lesson Plan Templates

If you have permission to create your own Lesson Plan Templates, you will have access to the **Lesson Planner→Setup→Templates** screen:

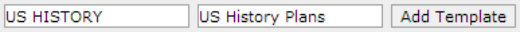


This screen shows you the Templates you currently have, which Lesson Books are using which Templates and potentially allows you to edit existing Templates and create new ones.

Procedure to Create a New Lesson Plan Template

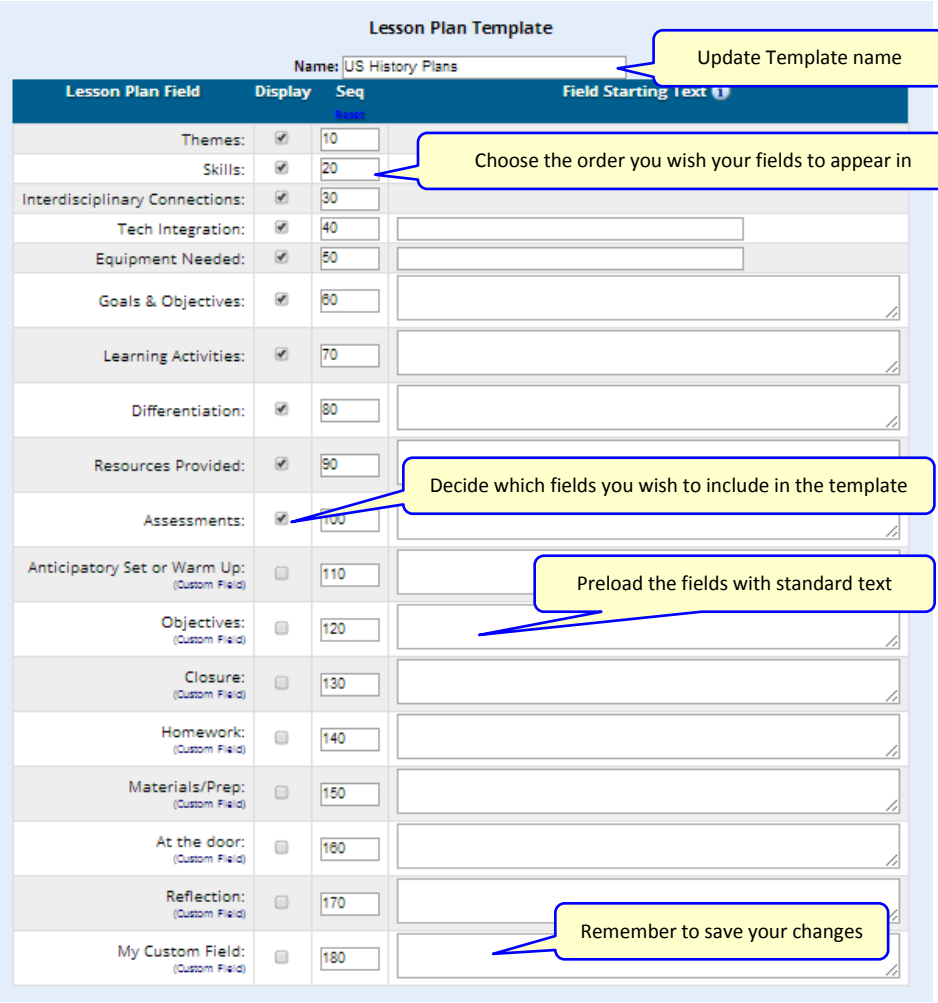
1. Navigate to the **Lesson Planner→Setup→Templates** screen.
2. Locate the Add Template control at the bottom of your list of Templates:

3. Enter a code and a Template name:



4. Click the

button. This brings up the **Modify Template** screen where you can set up your Template:



5. Step 1: Choose ***which fields*** to include. Locate the "Display" checkboxes. Those for the 'built-in' fields will be checked. Those for the "Custom Field" will not be. You can select those you wish to include (check the checkboxes) and exclude (uncheck the checkboxes).
6. Step 2: Choose the ***order*** in which you want the fields to appear on your Template: Change the sequence numbers so that they are ordered numerically the way you want them to be. When you click "Save Screen", the fields will be re-ordered according to the sequence numbers you choose.
7. Step 3: ***Preload the fields with text*** that you ***always*** want to appear. When you create a plan from the Template, the text will automatically be loaded into your plan (you can always erase it at that point).

8. Click Save Screen to store your newly configured Template. Your new Template will now appear in the list of Templates with no course yet using it:

Code	Template Name	Type	Books tied to template	Shared	Default		
LP Default	Default Lesson Plan	USER	1. CURRICULUM MAP - LANGUAGE ARTS 2. Curriculum Map 3. 10165/4 ENGLISH 1 AC - A 4. 10165/3 ENGLISH 1 AC - B 5. Lesson Book Number 18 6. My New Lesson Book 7. 15215/1 US HIST 2/ECON 8. 15215/2 US HIST 2/ECON 9. 35210/1 US HISTORY 2 10. 35210/2 US HISTORY 2 11. 15205/5 US HISTORY 2 12. 15205/4 US HISTORY 2 13. 15205/3 US HISTORY 2 14. 35210/3 US HISTORY 2 15. US HISTORY UNIT PLANS HOLDER	✓			
SPECEDTEMP	Special Ed	USER	None				
TEMPLATE2	Template 2	USER	1. 10175/1 *ENGLISH 1 HON	✓			
USHISTORY	US History Plans	USER	None	✓			

Procedure to Modify an Existing Lesson Plan Template

1. Navigate to the **Lesson Planner→Setup→Templates** screen.
2. Locate the Template you wish to modify and click the edit button for it:

Code	Template Name	Type	Books tied to template	Shared	Default		
LP Default	Default Lesson Plan	USER	1. CURRICULUM MAP - LANGUAGE ARTS 2. Curriculum Map 3. 10165/4 ENGLISH 1 AC - A 4. 10165/3 ENGLISH 1 AC - B 5. Lesson Book Number 18 6. My New Lesson Book 7. 15215/1 US HIST 2/ECON 8. 15215/2 US HIST 2/ECON 9. 35210/1 US HISTORY 2 10. 35210/2 US HISTORY 2 11. 15205/5 US HISTORY 2 12. 15205/4 US HISTORY 2 13. 15205/3 US HISTORY 2 14. 35210/3 US HISTORY 2 15. US HISTORY UNIT PLANS HOLDER	✓			
SPECEDTEMP	Special Ed	USER	None				
TEMPLATE2	Template 2	USER	1. 10175/1 *ENGLISH 1 HON	✓			
USHISTORY	US History Plans	USER	None	✓			

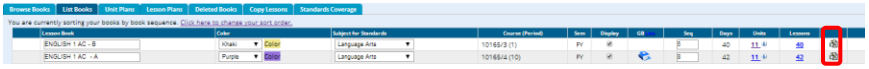
You can only delete a Template if no Lesson Book is using it.

3. This will bring up the Modify Template screen (See above).
4. Continue from Step 5 in the "Create Template" Procedure above.

Procedure to Choose a Template for a Lesson Book

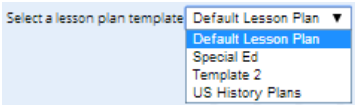
Each Lesson Book can only use a single Template

1. Navigate to the **Lesson Planner→Lesson Books→List Books** screen.
2. Locate the Lesson Book you wish to choose a Template for and click its ***Edit*** icon:



3. Clicking the edit icon brings up the **Lesson Book Preferences** screen.

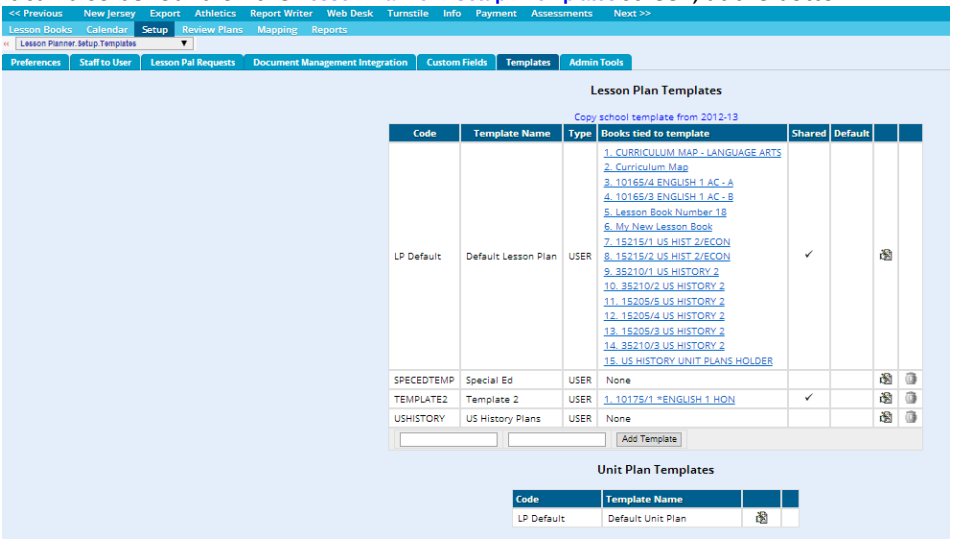
4. On the **Lesson Book Preferences** screen, locate the "**Select lesson plan template**" drop down:



5. Select the desired Template in the drop down and click Save Book to store your choice.

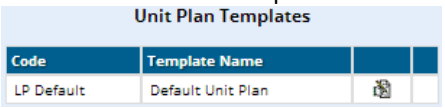
Updating your Unit Plan Template

You have one single Unit Plan template, but if you have permission to update your Lesson Plan templates, you will also have permission to update the Unit Plan template. It can also be found on the **Lesson Planner→Setup→Templates** screen, at the bottom:

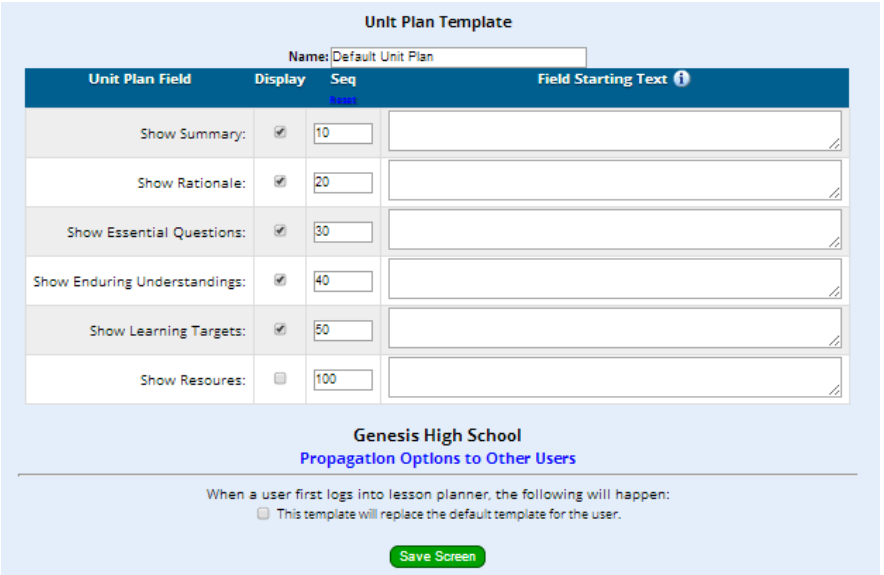


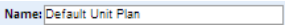
Procedure to Modify your Unit Plan Template

1. Go to the **Lesson Planner→Setup→Templates** screen
2. Locate the Unit Plan Template at the bottom and click on the edit button.



3. This brings up the "Modify Unit Plan" screen:



4. You can update the Unit Plan's name: 

5. You have three options for adjusting Unit Plan fields:
    a. Determine which fields to display and which to hide by checking/unchecking the "Display" checkboxes.
    b. Determine the ***order*** the fields will be displayed in by updating their Sequence numbers. Fields are always displayed in numerical order.
    c. Enter "boiler plate" text into the fields. This text will be added to every Unit Plan created using this template.
6. When you are done, check the "**This template will replace the default template for the user**" checkbox.
7. Click

to finish the update.

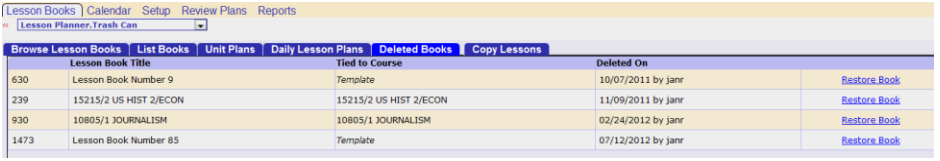
Additional Unit Plan Fields

You cannot personally create additional fields for Unit Plans. There are up to 5 additional "custom field" slots available ***school wide*** for Unit Plans. These fields ***do not appear*** on the "Modify Unit Plan" screen unless they have been "named". Speak to your system administrator (or your supervisors) about "naming" those 5 additional custom slots and making them available to use. The "custom field" slots are never automatically included in the Unit Plan template; you will need to use the above procedure to modify your Unit Plan to include the fields once they have been made available to you.

Restoring Deleted Books and Plans

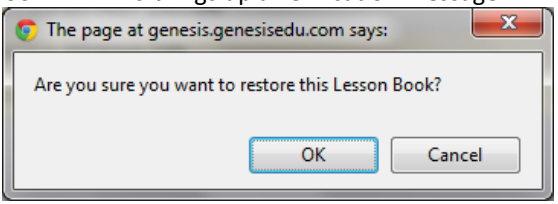
Restoring Deleted Lesson Books

Deleted Lesson Books remain available on the **Lesson Planner→Lesson Books→Deleted Books** screen.



Procedure to Restore a Deleted Lesson Book

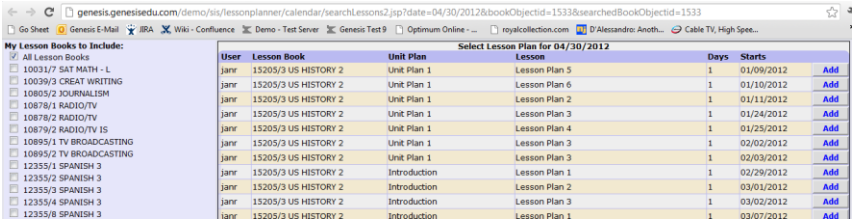
1. Go to the **Lesson Planner→Lesson Books→Deleted Books** screen.
2. Locate the Lesson Book you wish to restore and click on the corresponding Restore Book link. This brings up a verification message:



3. Click OK to restore the Lesson Book.

Restoring Deleted Lesson Plans

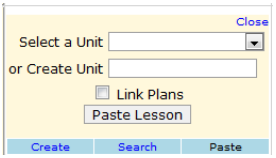
Deleted Lesson Plans remain available in your personal plan library. They can be located and copied in via the Lesson Plan Search tool.



Procedure to Restore a Deleted Lesson Plan

1. Go to the **Lesson Planner→Calendar** screen.
2. Locate the Lesson Book and the Calendar Day in which you want to place the restored plan and click the Search link for that day. This brings up the lesson plan search tool (see above). It will be showing all plans – deleted plans included, for the current Lesson Book.

3. Add additional Lesson Book's plans to the list by clicking on the course section's checkbox (on the left hand side).
4. Locate the Lesson Plan you wish to restore and add to the Calendar Day and click on the ADD button for it. This will start the "copy Lesson Plan" function. You will be shown the Calendar with the usual "Copy" controls:



5. Select the Unit into which you wish to place the Lesson Plan
6. Optionally check the Link Plans option
7. Click the Paste Lesson button. This will paste your selected Lesson Plan into the Calendar Day.