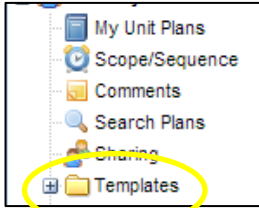


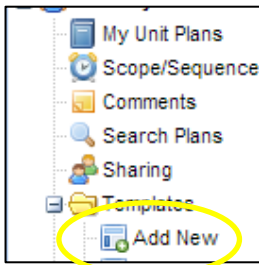
creating & using a lesson plan template

Create

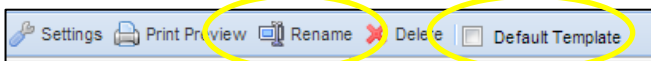
1. Click on the plus sign beside “Template” on the left of the screen.



2. Click on “Add New.”

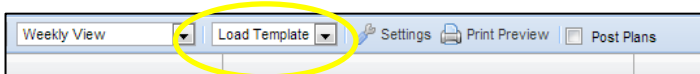


3. Double-click at the top of a column, name the column, and click “OK.”
4. Repeat Step 3 for all of the columns.
5. If you also want to enter text into the template boxes, click on a box, enter the text you would like for the template to contain, and click on “Save and Close.” Repeat for every box you wish to edit.
6. Check the “Default Template” box and click on the “Rename” option to rename the template to 2013-14.



Use

1. Before you write your lesson plans for a particular week, click on “Load Template,” select the template you saved in the Create section above, and click “OK.”



2. *Do not click “OK” if you have already started typing your lesson plans for that week, or you will lose the work you have already typed.*
3. Don't forget to click “Post Plans” when your lesson plans are finished and ready for review!

