

Window

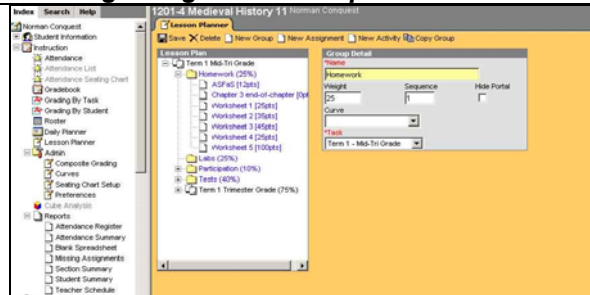
Information

Accessing the Instruction Lesson Planner



1. Select the **School** and **Section** for which to create assignments by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Select the **Lesson Planner** folder. The Lesson Planner is used to create Instruction Assignment Groups and Assignments.

Creating Assignment Groups

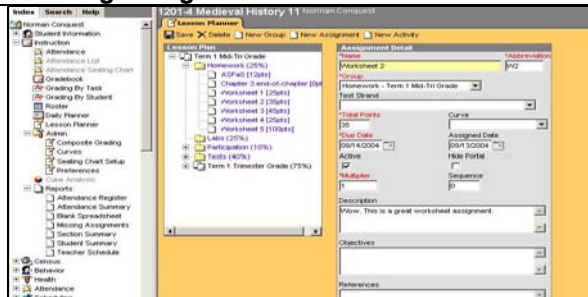


Assignment groups are needed to make assignments. There is no limit to the number of groups a teacher can have; however, if a group will not be used, it should be removed. Assignment groups are simply a location or a box by which assignments are categorized. Assignment groups will be organized below the default Gradebook task.


1. From the **Lesson Planner** tab, select the **New Group** icon. A **Group Detail** table will appear.
2. Enter a **Name** for the assignment group.
3. Determine a **Weight** for this group. Weights account for how much value scores receive in the overall tallying of grades. Enter the weight amount in decimal point format. If a group were weighted at 20%, the weight would be entered as 20. If the group were weighted at 1.5%, the weight would be entered as 1.5.
4. Enter the **Sequence** for this group. This number will determine the order in which the groups and assignments appear on reports.
5. Check the **Hide Portal** option if assignments in the group should not be seen by parents/students using the Parent Portal.
6. Select a **Curve** to attach to this assignment group. This curve will determine the grades that students receive. A curve may also be selected for all groups in Preferences.

	<ol style="list-style-type: none"> 7. Select the Term/Task Grade Calculation by checking the appropriate box. This check is used in the posting of task grades. If a group's assignments count in more than one task grade, check all that apply. 8. Click the Save icon when finished. The new group will display in the Lesson Plan box on the left side of the screen. 9. Once a group has been created, an assignment can be created.
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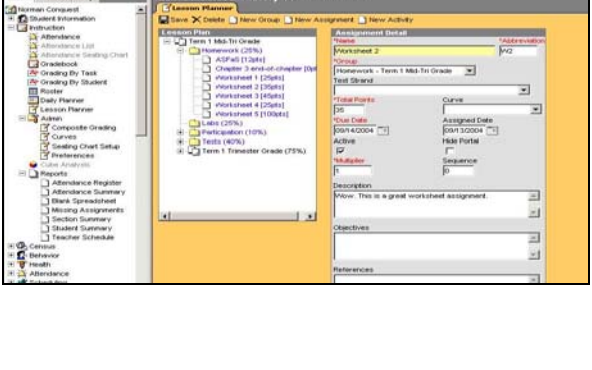
Creating Assignments



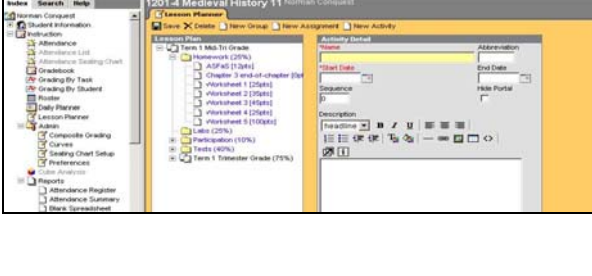
1. Click the **New Assignment** icon. An **Assignment Detail** table will appear on the right side of the page.
2. Enter a **Name** for the assignment. This is a required field.
3. Enter an **Abbreviation** for the assignment. This abbreviation is limited to five (5) characters and will appear in the Gradebook grid.
4. Select the **Group** in which the assignment belongs.
5. If a standard is being taught for this assignment, select the **Standard** that relates to the assignment in the dropdown list. This field is not necessary in all states.
6. If the assignment relates to a specific state test, select the test to connect to this assignment from the **Test Strand** dropdown list.
7. Enter the **Total Points** for the assignments. This field is defaulted to 100.
8. Select a **Curve** to attach to the assignment from the drop-down list. If the curve has been selected in the assignment group or preferences, no selection is necessary. However, assignments can have their own curves applied to them as well.
9. Enter the **Due Date** for the assignment by typing in mmddyy format or by clicking the calendar icon to select a date. This field will be defaulted to the current date.
10. Enter the **Assigned Date** for the assignment by typing in mmddyy format or by clicking the calendar icon to select a date.


	<ol style="list-style-type: none"> 11. Check the boxes for Active and Hide Portal. <ul style="list-style-type: none"> • <i>Active</i> indicates that the assignment is calculated into the overall score. • The <i>Hide Portal</i> option will hide the assignment from the portal. If this is checked on the assignment, just that assignment will not show on the portal view. 12. Enter a Multiplier for the assignment. This field determines how many points an assignment will receive. For example, if an assignment has a multiplier of 0.5 and the total points are set at 100, the assignment percentage will be calculated at 50%. 13. Enter a Sequence for the assignment. The number entered here will determine where the assignment is displayed in the Gradebook grid. 14. Enter the desired Objectives for the assignment. 15. Enter the References that will be used in teaching the assignment. 16. Enter a short Description for the assignment. 17. Click the Save icon when finished. The new assignment will appear with the group to which the assignment was attached.
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Using the Multiplier Field

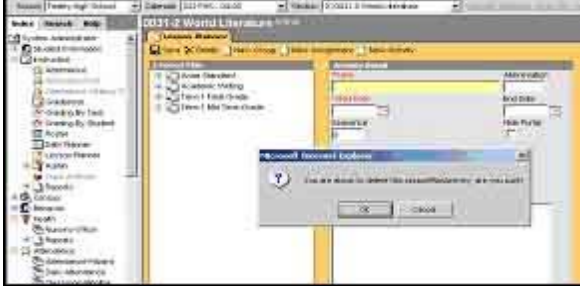
	<p>Following is an example of how the <i>multiplier</i> field comes into play:</p> <p>An assignment has 26 questions, with total points for the assignment being 100. Rather than making each question worth a certain number of points, the teacher can set the total points at 26 and use the multiplier field to make the total points equal 100. The multiplier is determined by taking the total points and dividing by total items. ($100/26 = 3.85$).</p>
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Creating Activities

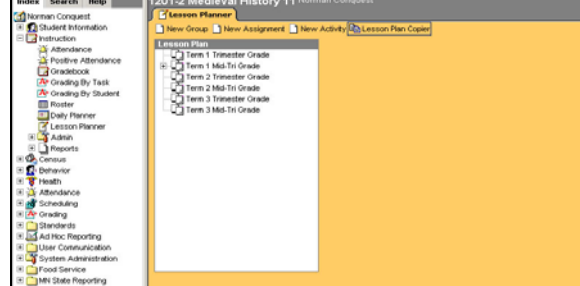
	<p>An Activity is a non-graded event that may occur over a range of dates. For example, a user would indicate that the class would be doing library research for a week.</p> <ol style="list-style-type: none"> 1. Click the New Activity icon. An Activity Detail table will appear on the right side of the page.
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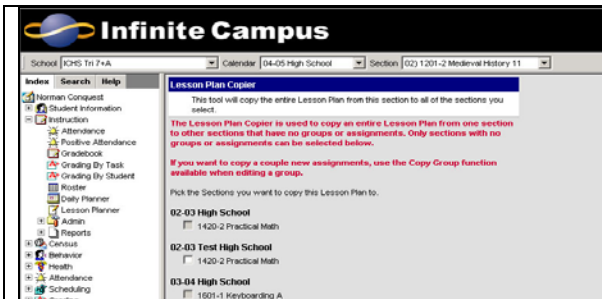
	<ol style="list-style-type: none"> 2. Enter a Name for the activity. This is a required field. 3. Enter an Abbreviation for the activity. This abbreviation is limited to five (5) characters and will appear in the Gradebook grid. 4. The Hide Portal option will hide the activity from the portal. If this is checked on the activity, just that activity will not show on the portal view. 5. Enter a Sequence for the assignment. The number entered here will determine where the assignment is displayed in the Gradebook grid. 6. Enter a Start Date (required) and an End Date. 7. Enter the desired Objectives for the activity. 8. Enter the References that will be used in teaching the activity. 9. Enter a short Description for the activity. 10. Click the Save icon when finished. The new activity will appear with the Group to which the activity was attached.
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Deleting Groups and Assignments

	<ol style="list-style-type: none"> 1. Select the Assignment Group or the Assignment to delete from the Lesson Plan view. 2. Click the Delete icon at the top of the page. A pop-up warning message will appear asking the user if the item chosen really should be deleted. 3. Click the OK option if the item chosen should be deleted, or click the Cancel option to not delete the item. <p>If an assignment group is deleted, all assignments in that group will also be deleted. If an assignment is deleted, only the assignment will be removed.</p>
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Copying Lessons to Other Sections

	<p>The Lesson Plan Copier allows assignment groups and assignments to another section taught by the same teacher. This can only be performed on an empty section (a section with no groups or assignments). If new assignments need to be copied, use the Copy Group function.</p> <p>Step 1</p> <ol style="list-style-type: none"> 1. From the Index, expand the Instruction module
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- and select the **Lesson Planner** option.
- Select the **Lesson Plan Copier** icon. A wizard-type screen will appear that will walk the user through the copy process. A list of sections, separated by the calendar year, will be listed on this screen.
- Place a check next to the sections that the existing plan should be copied into. The section selected from the dropdown list will be the beginning lesson plan. If this selected section is not the one that should be copied into other sections, reselect the section.
- When the appropriate sections have been selected, click the **Copy Lesson Plan** button. The assignment groups and assignments will be copied. Continue to Step 2 to complete the process.

Once the assignment groups and assignments are copied, the groups need to be associated with a term and grading task.

Step 2

- For each section and group copied, determine that the assignment group should be used in the new section. If not, put a check mark next to the name of the group in the **Delete** column.
- Select the task from the dropdown list that will indicate the term/task for the assignment group. Most often, these will be selected for the user; any changes from the existing setup should be performed.
- Click the **Update Groups** button. This will apply the term and task settings to the course sections.

Assignment groups and assignments will have copied. Due dates on assignments and total points should be entered and/or corrected for use in the new section.