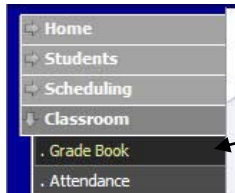


## Lesson Plans

### TO SET UP THE "LESSON PLANS" CATEGORY

Go to the **InformationNow** website, Choose **Gradebook** under the **Classroom** section on the left side of the screen



Select the **desired class** to work with from the class listing

Course/Section	Description	Per
<a href="#">200273.40</a>	Adv Social Studies	Period 1
<a href="#">200273.60</a>	Adv Social Studies	Period 2
<a href="#">200273.62</a>	Adv Social Studies	Period 3
<a href="#">99002.30</a>	Planning Period	Period 4

Choose **Categories** from the **Manage Menu** on the left



Click **Add** to add a **category** called **Lesson Plans**



### Add Category

\*Name:

Description:

High Score To Drop:  Low Score To Drop:


Percentage:

Then Click **Create**, then Click **Cancel** to close the box  
**DO THIS FOR ALL CLASSES BEFORE YOU CONTINUE**

Categories now look something like this:

<input type="checkbox"/>	Name	Description	HS To Drop	LS To Drop	Percent
<input type="checkbox"/>	Grades				100.000
<input type="checkbox"/>	Lesson Plans				0.000

**TO ADD A LESSON PLAN**

Go to the **Plan Tab** and click **Add** 

Term 1 | First Nine Weeks | 100903.11 - French I

**Plan** Scores Comments Standards

Category: --- All --- Standards: --- All --- Refresh Recalculate

<input type="checkbox"/>	Student	Student Name	Alerts	Let	Avg	WB 5-7
						46.00
						09/7
<input type="checkbox"/>	S633277	Adriance, Saskia Saman...		A	98	44.
<input type="checkbox"/>	S632947	Bello, Brayan Francisco		A	100	46.
<input type="checkbox"/>	S634064	Bowen, Kyle Samuel		A	100	46.

Enter the Lesson Plan **Activity** information (see example below)

Term: Term 1 Grading Period: First Nine Weeks Section Number - Name: 160903.11 - French I

**Activity**

\*Date: 09/20/2010 Day: Monday Unit: Chapter 5 \*Category: Lesson Plans

\*Activity Name: Chapter 5 Notes  Assessment  Visible in Home Portal

**Grading Properties**

Graded  Can drop student score  Is entire activity dropped

\*Total: 100.00 \*Weight Multiplier: 1.00 \*Weight Addition: 0.00

Standards Comments Lesson Plan Objectives Resources

Name Description


Is Completed

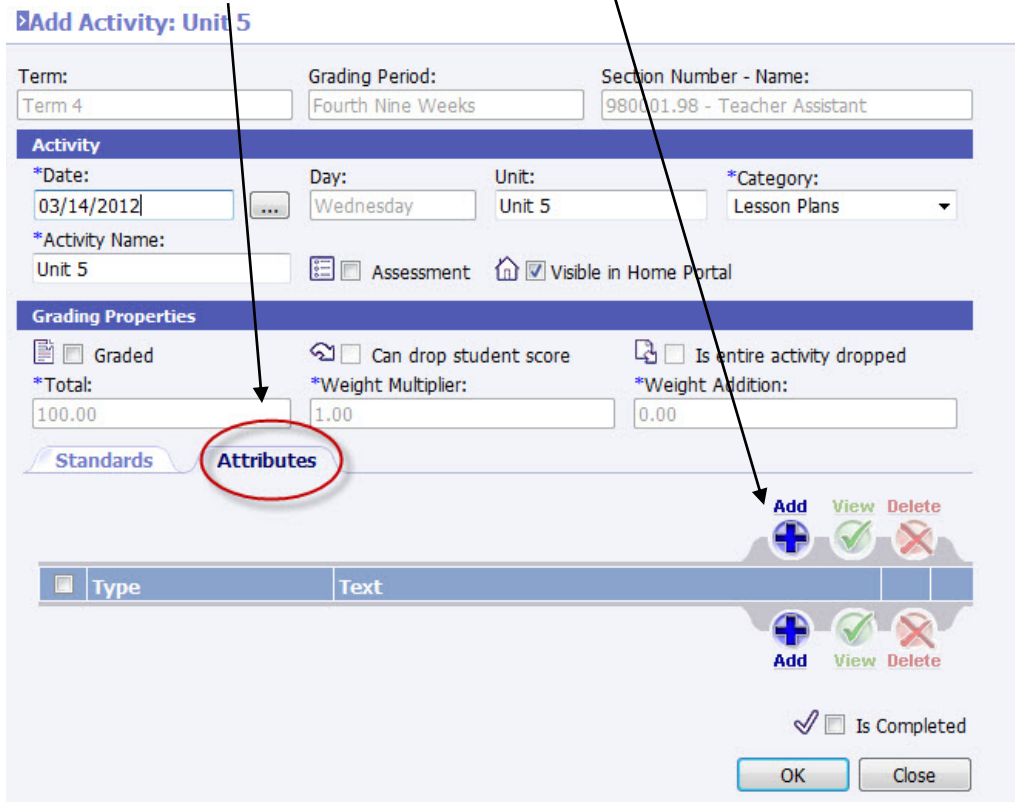
Create Cancel

**This name must be unique and cannot have the same name of another activity**

**Choose Lesson Plans as your Category**

Then click **Create**

Now click the **Attributes Tab** and then click the  button



**Add Activity: Unit 5**

Term: Term 4    Grading Period: Fourth Nine Weeks    Section Number - Name: 980001.98 - Teacher Assistant

**Activity**

\*Date: 03/14/2012    Day: Wednesday    Unit: Unit 5    \*Category: Lesson Plans

\*Activity Name: Unit 5     Assessment     Visible in Home Portal

**Grading Properties**

Graded     Can drop student score     Is entire activity dropped

\*Total: 100.00    \*Weight Multiplier: 1.00    \*Weight Addition: 0.00

Standards    **Attributes**

**Add**    View    Delete

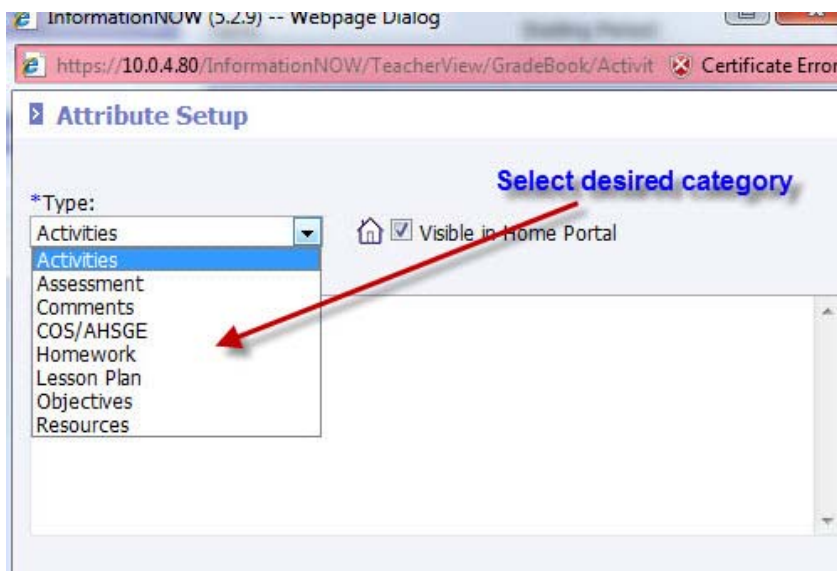
Type	Text
------	------

**Add**    View    Delete

Is Completed

OK    Close

Now select the desired category from the drop down list. Type the information in the text book and then click Create.



InformationNOW (5.2.9) -- Webpage Dialog

https://10.0.4.80/InformationNOW/TeacherView/GradeBook/Activit Certificate Error

**Attribute Setup**

**Select desired category**

\*Type: Activities     Visible in Home Portal

- Activities
- Assessment
- Comments
- COS/AHSGE
- Homework
- Lesson Plan
- Objectives
- Resources

Continue with Steps above to Add Lesson Plans

## **TO PRINT LESSON PLANS**

In the Gradebook section, Choose **Lesson Plan** from the **Reports** section on the left side of the screen



Use the settings below to print:

### **Lesson Plans**

**Criteria**

Staff Filter:

\*Start Date:  ...

\*End Date:  ...

Include Activities

Include Standards

Activity Attribute Text:

Minimum Number of Days With Plans:

Activity Attributes:

- All ---
- Activities
- Assessment
- Comments
- COS/AHSGE
- Homework
- Lesson Plan

Activity Categories:

- All ---
- Grades
- Lesson Plans

Sort Activities:

Sort Sections:

**Working Filter**

Save to Working Filter     Append to Existing     Overwrite Existing

Format:   Save as De

Now click the **Preview** button and choose **Print**

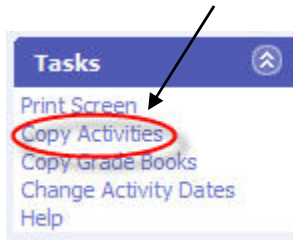


## TO COPY A LESSON PLAN TO ANOTHER CLASS

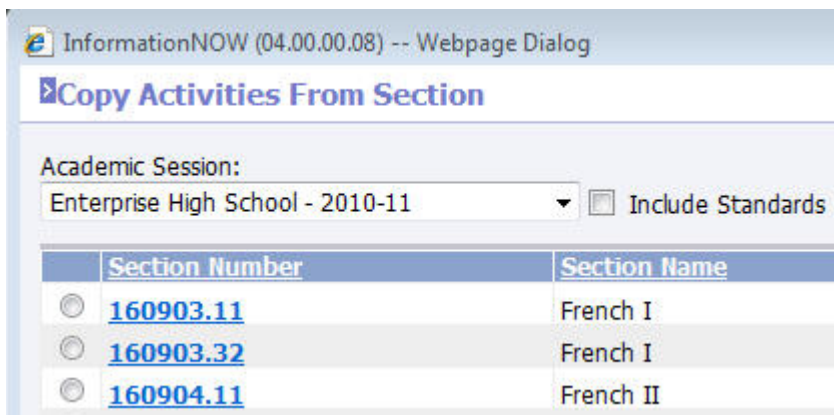
Go into the class you want to **copy** the lesson plan **To**

Click the **Plan Tab**

Select "**Copy Activities**" from the **Tasks Menu** on the left

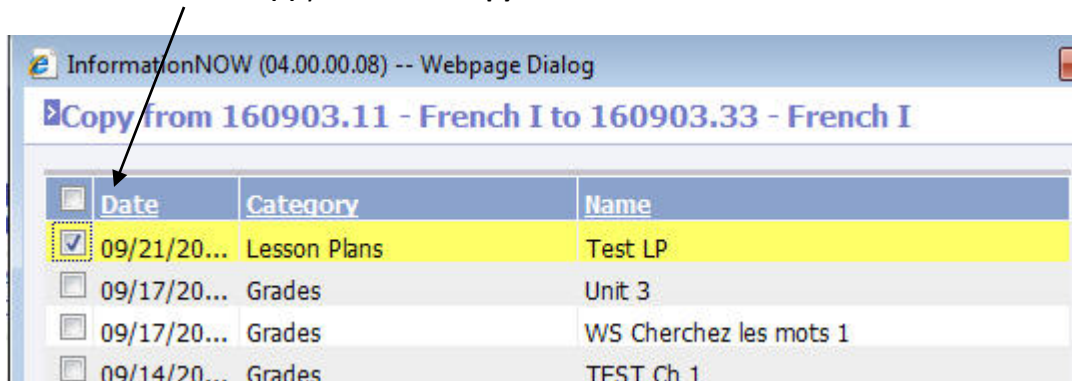


Choose the **Class** you want to **Copy** the Lesson Plan **FROM**



Click **OK**

Select the **Lesson Plan(s)** you want to **Copy**



Click **OK**

Now the plans are in the desired class