

Tutorial Guide: Online Lesson Planner

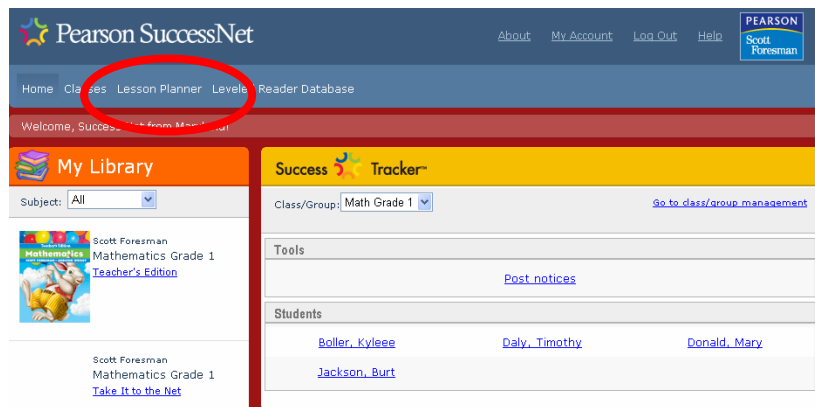
Log In

To get started, log into your teacher account on Pearson SuccessNet at (www.pearsonsuccessnet.com)

Launch OLP

Click **Lesson Planner**. The Lesson Planner allows you to create lesson plans:

1. **from your Teacher's Edition**
 - Add an entire year's worth of lessons directly from your teacher's edition
 - Add lesson plans individually from your teacher's edition
2. **from Scratch**
 - Create lesson plans from scratch

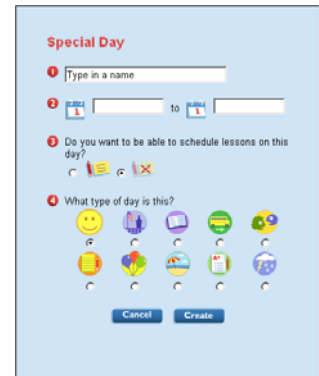


Planner Setup

Before you begin creating lesson plans, you need to set up your school schedule and add your class periods.

Click **Planner Setup**.

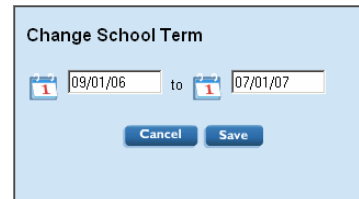
1. At the top right, click **Holidays** (Uncheck any holidays that are not recognized by your school.)
2. Click **Add a Special Day**. (For example, a special day might be a class field trip.)
3. Type in the name, enter the date, choose whether lesson plans should be scheduled for that day, and choose an icon for what type of day it is.
4. Click **Create**.
5. Click **Save** and then click **Next**.



School Term

Click **Change Term** at the top left. Enter when your school year begins and ends here.

1. Enter the date school begins and ends.
2. Click Save.



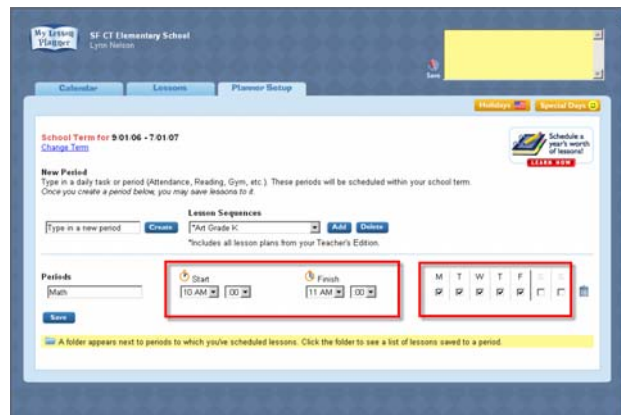
A dialog box titled "Change School Term" with a light blue background. It contains two date input fields: the first is set to "09/01/06" and the second to "07/01/07". Below the date fields are two buttons: "Cancel" and "Save".

Periods

Now, enter the names of your class **Periods**.

1. Enter the period name and click **Create**.
2. Next, enter the start and end times for the period.
3. Select the days this period meets and click **Save**.

Create other periods by following the same 3 steps above. To see that your periods have been added, go to the **Calendar** tab. Your planner is now ready to schedule lesson plans using your online Teacher's Edition.



A screenshot of the "Planner Setup" interface. At the top, it says "My Learning Voyager" and "SF-CE Elementary School". Below that, there are tabs for "Calendar", "Lessons", and "Planner Setup". The main area shows "School Term for 9-01-06 - 7-01-07" with a "Change Term" link. Under "New Period", there is a text input field with "Math" entered, a "Create" button, and a "Lesson Sequences" dropdown menu set to "*All Grade K". Below this, there are "Start" and "Finish" time pickers (10 AM and 11 AM) and a day selection grid with checkboxes for M, T, W, T, F, S, and a "Save" button. A yellow banner at the bottom says "A folder appears next to periods to which you've scheduled lessons. Click the folder to see a list of lessons saved to a period."

Adding Lessons

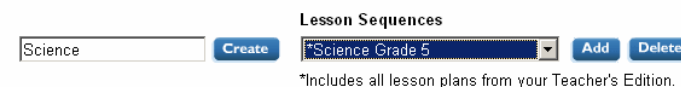
The Lesson Planner allows you to schedule lessons easily for the entire year or by adding them directly from your online Teacher's Edition.

To add lessons for the entire year:

1. Go to the **Planner Setup** tab.
2. Choose the **Lesson Sequence** from the drop-down menu beside the period name and click **Add**.
3. A message will appear letting you know the lessons are being scheduled.
4. The lesson sequence will begin with the first date of your school term.
5. When it's done, a new period will appear in your period list. Add the start and end times and days as needed. Click **Save**.
6. Click the **Calendar** tab to see the lessons on the calendar.

New Period

Type in a daily task or period (Attendance, Reading, Gym, etc.). These periods will be scheduled within your school term. Once you create a period below, you may save lessons to it.



A snippet of the "New Period" form. It shows a text input field with "Science" entered, a "Create" button, a "Lesson Sequences" dropdown menu set to "*Science Grade 5", and "Add" and "Delete" buttons. Below the dropdown, it says "*Includes all lesson plans from your Teacher's Edition."

Adding Lessons:

From your Teacher's Edition

To schedule individual lessons, you will need to use your online Teacher's Edition on your teacher Home page.

1. Go to your Home page and launch your teacher's edition by clicking on the **Teacher's Edition** link.
2. Navigate to the lesson that you want to schedule and locate the Add to Planner icon. This icon will be located in different places depending on the book that you are using.
3. To schedule the lesson, click **Add to Planner**.

6-1 Minutes

Add to Planner

Lesson Organizer

Quick Lesson Overview

Objective Determine if an event takes more or less than 1 minute.

Math Understanding Knowing the approximate length of 1 minute helps to accurately estimate time.

Vocabulary Minutes

State Standards
71_CT_3.1
Explore, construct and use a variety of estimation strategies.

NCTM Standards
• Measurement

Topics Reviewed

- Addition
- Problem-Solving Strategy: Make a Table

Answer

| Number of Balls | Number of Buttons |
|-----------------|-------------------|
| 1 | 2 |
| 2 | 4 |

with | without Answers

4. Enter the date for the lesson.
5. Select the period for the lesson.
6. Then select the lesson details you want to display. These details change depending upon the Teachers' Edition being used.
7. Click **Add to Planner**.
8. You'll receive a message that the lesson has been scheduled. You can open your planner or simply close the window and continue to work in the teacher's edition.

Minutes

Click Add to Planner below to add this lesson to your planner.

Schedule Now

To schedule this lesson, click on the calendar to pick a date. To specify a time of day, you must first create periods in your Planner Setup.

Date: mm/dd/yy [Calendar icon]

Period: Open [Dropdown arrow]

Which lesson details do you want to display in your calendar? (You can change these later.)

| | |
|--|------------------------------------|
| <input checked="" type="checkbox"/> Objective | <input type="checkbox"/> Materials |
| <input checked="" type="checkbox"/> Math Understanding | <input type="checkbox"/> Warm Up |
| <input checked="" type="checkbox"/> NCTM Standards | <input type="checkbox"/> Teach |
| <input type="checkbox"/> Professional Development Note | <input type="checkbox"/> Practice |
| <input type="checkbox"/> Vocabulary | <input type="checkbox"/> Assess |

Cancel Add to Planner [Add to Planner icon]

Edit or Delete Lessons


To edit your lesson plans or delete them:

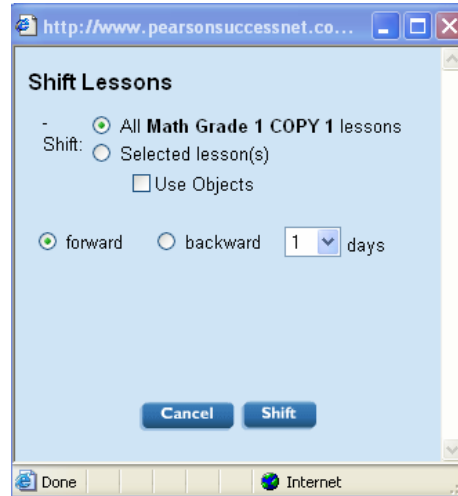
1. Click the **Lessons** tab.
2. Beside each lesson are two icons: a pencil and paper icon and a trash can.
3. Click the pencil and paper icon to edit any part of the lesson.
4. Make your changes, and click Save.
5. To delete the lesson completely, click the trash can icon.



Adjusting Your Lessons

Once lesson plans are scheduled into your calendar, you can adjust for unexpected events like snow days. To adjust your lesson plans:

1. Click the **Calendar** tab
2. Notice the 
3. To adjust the lessons, select the lessons you want to shift
4. Choose to adjust the lessons forward or backward
5. Enter the number of days to adjust the lessons
6. Click on **Shift**



Print Lessons

To print your lesson plans:

7. Click the **Calendar** tab and notice the *Print/Send* button.
8. Select the days you would like to print lesson plans – you can print by the day or the week.
9. Click *Preview*.
10. A pop-up appears with the lessons plans for the day(s) you've selected.
11. Click *Print*.
12. To select the specific data categories, go to the lesson detail for that particular lesson and check/uncheck the desired boxes next to each category.

