Lesson Plan Management

A lesson plan is a teacher's guide for facilitating a lesson. It typically includes the instructional goal (what students need to learn), how the goal will be achieved (the method of delivery and procedure) and a way to measure how well the goal was reached (usually via homework assignments or testing).

To create a lesson plan, click on the **Lesson Plan Library** on the main menu. If you already have plans, it will list them in a grid view. You can download the list by clicking on the Excel icon. You can select one or more lesson plans and print them by clicking on the Print icon.

You can narrow the list of plans by selecting a Subject and a Course to display the pans under a particular course. You can also search for a plan by entering text and clicking on the magnifying glass icon.



At the top, there is a toggle switch that you can turn on to view only the plans that are owned by you. If there are lots of plans available in your school, this is a quick way to filter the ones that were created by you.



Under the Actions menu, there are three icons. The pencil icon is to edit the lesson plan. You can only edit the plans that are owned by you. The trash can icon is to delete the plan. You can only delete plans created by you. The copy icon is to copy the lesson plan. You can copy anybody else's plan and edit it yourself to suite your needs.



A sample lesson plan is provided as a guide to help you fill out the lesson plan content.



To add a new plan, click on the **+ Add New Lesson Plan** button. A form will open up. Select Subject, Course and enter a lesson identifier. These three fields are mandatory. The unit field can

be left blank.



The Instructional Goal field is mandatory. The rest are optional. However, you should enter relevant text to make the plan effective.

You will notice that each text entry box has a WYSIWYG editor with a row of formatting options. You can also embed an URL link. These features allows you to create readable, colorful text with embedded links.



At the very bottom of the form, there is the **Standards** entry screen. This is optional. However, if you want to create a plan and connect it to learning standards, you can do so from here. You will have to define the standards beforehand. Follow this article to add standards: How to setup standards based grading in CrownSIS Student Information System.



Click **Submit** to save.

Follow this article on how to associate a lesson plan to a class calendar: Adding Lesson Plan to a Class Calendar

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