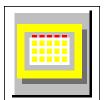
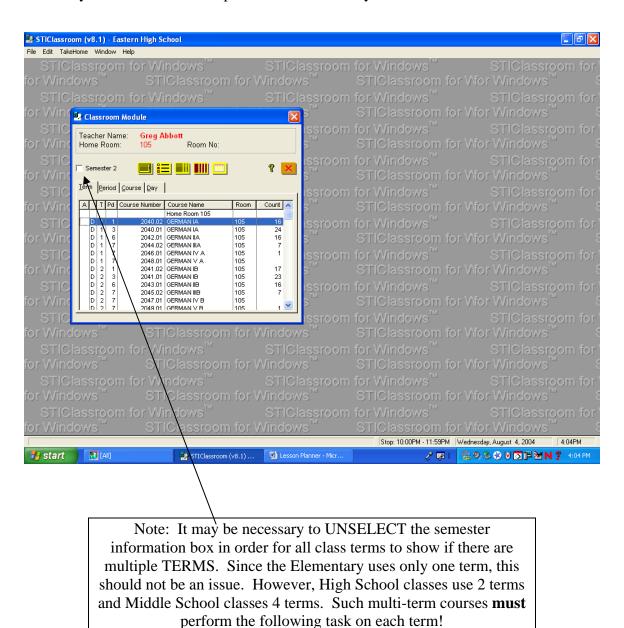
STI Classroom Lesson Planner -



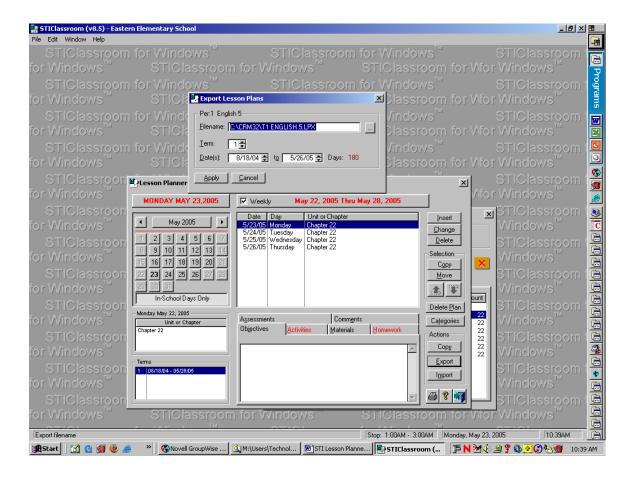
Exporting/Importing Lesson Plans

Once your Lesson Planner has been filled with information, you may EXPORT the data for easy reuse by IMPORTing during the next school year. This document should give you the information you need to make this process work smoothly.



<u>To Export</u> – To export a Lesson Plan, do the following for each term of each course:

- 1. Select a class, open the Lesson Planner and click on the Export button.
- 2. In the 'Export Lesson Plans' window that appears, change the filename to point to your G: drive. You can explore the drives by clicking on the ... button to place the files anywhere you desire or by typing G: in place of the C:\CRM32. It is wise to accept the predefined name (an appending of the Term and course title).
 - E.G. In the example below, I'm exporting a one term Elementary class thus the name is T1XXXX.
- 3. Make sure the Term button and dates are correct when they autofill, then select Apply.



Exporting Hints:

- ☐ If you teach multiple sections of the same class, consider exporting only one <u>set</u> of lesson plans you can always import the plans into multiple new sections next year.
- □ Make sure you save lesson plans for each **term!**

<u>To Import</u> – To import a Lesson Plan, do the following for each term of each class:

- 1. Select the course, making sure you have the correct TERM, open the Lesson Planner for the class and then click on the Import button.
- 2. In the 'Import Lesson Plans' window that appears, change the filename to point to your G: drive. You can explore the drives by clicking on the ... button, navigate to your G: drive and pick the appropriate file. Note that the name of the class does not have to be identical to the new course name.
- 3. Make sure the Term button and dates are correct when they autofill, then select Apply.

Importing Hints:

- ☐ If you teach multiple sections of the same class, consider importing only one set of lesson plans into multiple new sections of the current year course.
- □ The new course name and the old course name do not have to be identical.
- □ Make sure you import lesson plans for each term!
- ☐ If the number of school days does not match completely for each term, you may have to change the date of the ending lesson plan.