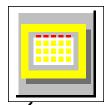
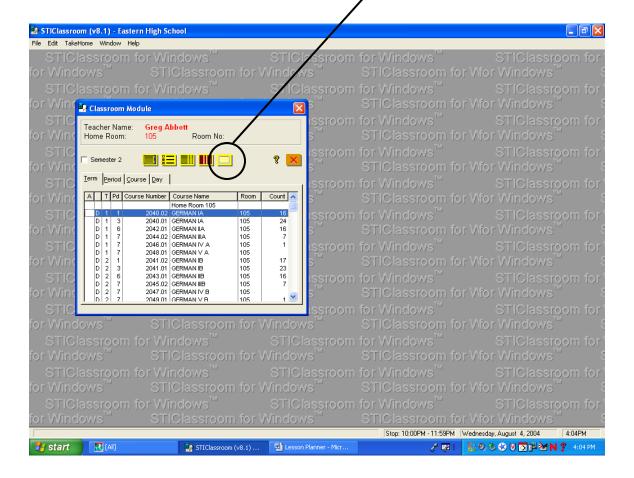
STI Classroom Lesson Planner

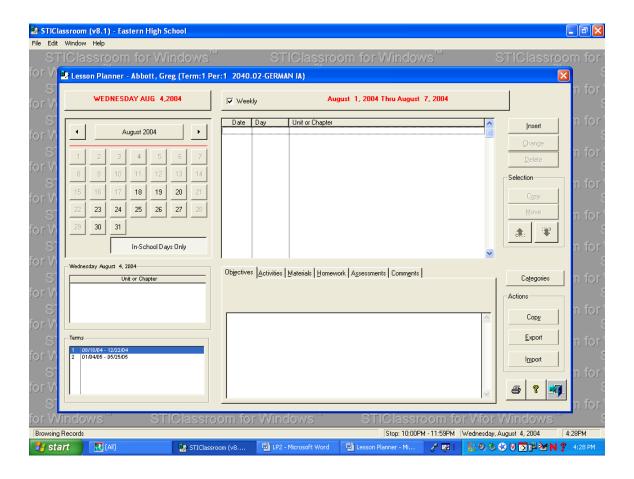


This utility provides a fast, efficient tool for creating lesson plans. The plans are easily entered and accessed. To open the Lesson Planner, start STIClassroom and select the Lesson Planner button.



Note: When the date is not a defined student school day, it is necessary to UNSELECT the semester information in order for <u>all</u> class terms/periods to show. STIClassroom defaults to the final grading period if the current date is not a defined school day!

There are **four** main sections of the Lesson Planner screen:



- The *Lesson Plan Calendar*, in the upper left corner, allows the user to click on any day of the month to view the planner screen for that day. The current date and month is selected by default, but the user may scroll backward or forward throughout the year. The date selected here determines what information the user will see in the next section, the *Lesson Plan Browse Box*.
- The *Lesson Plan browse box*, which is the large white field in the middle of the screen, displays any lesson plans that have been entered for the selected day. Check the *Weekly* box above this field to display all lesson plans for the week of the selected day. This setting will be retained between STIClassroom sessions.
- The *Unit or Chapter browse box*, located in the middle left side of the screen below the *Lesson Plan Calendar*, displays the unit or chapter that corresponds with the selected date.
- The *Terms browse box*, located at the bottom left side of the screen below the *Unit or Chapter browse box*, displays the date ranges for all terms comprising the current year. Click on any range to move to the month of the starting date of the term.

Entering Lesson Plans

- In the STIClassroom main menu, select the class for which the lesson plans are to be made.
- Click the Lesson Planner icon. The Lesson Planner screen will appear. This utility may be also accessed within Grade Book.
- Note that the Course and Section appears in the title bar. Make sure this information is correct before proceeding.
- Use the cursor and click on the day of the month for the lesson plan (STIClassroom defaults to today's date, but the plans can be made for the days ahead and entered for those in the past.).
- Click the Insert button, and the Lesson Plan Edit screen will appear.
- Check to make sure that the course and date are correct.
- Enter the title of the chapter, unit, or lesson plan in the Unit window.
- Use the cursor and select the tab for the part of the lesson plan that needs input, such as Objective.
- After Objective has been entered, go to whatever tabs the user would like next (All tabs do not have to be completed).
- Click OK when all data for the lesson plan has been entered, and the lesson plan will appear in the screen to the right. Plans are displayed by the week or day, depending on the user's selection.
- Enter other lesson plans for other dates by repeating the above procedures.
- After teaching this lesson, if the objectives have been met, check Objectives Completed, and this plan will become grayed out (to indicate that the lesson was completed) in the window that lists all of the daily plans.
- Change or Delete a lesson plan by selecting the proper button or either highlighting the lesson plan in the window and right-clicking.

Viewing Lesson Plans

- Click on the day of the week that lesson plans are needed. The plans for that entire week will be displayed.
- Click on the lesson plan desired, and that plan's Edit page will appear.
- Make any corrections or simply review and click OK to return to the main screen.
- Delete the single daily plan by clicking on the Delete button.
- Delete all the plans for this course by clicking on the Delete Plan button.
- Even though a lesson plan for another day or week has been retrieved, only the Unit Title for the current day's lesson plan will be displayed in the bottom-left window.

Terms

This box defaults to the selected term. Selecting a different one will take the user to the month of the starting date of the term.

Categories

This allows the user to define items within a pre-set Category for inclusion in a lesson plan. The user should highlight the category and insert/define any Activities that fall into its realm. For example, there may be a category called Assessment that contains a list of items to use to assess a student's progress, such as Check Homework, Oral Responses, or Classwork. When the teacher builds the lesson plan, she/he can drag the items to the lesson plan being created.

Actions

- <u>Copy</u>- This button allows the teacher to copy or move lesson plans from one course to another in any term or from one set of dates to another within the same course.
 - o Term- Check Term and a list of all classes all terms will be shown.
 - o <u>Procedure</u>- This can be either Copy or Move, whichever the teacher desires.
 - o <u>Course</u>- Highlight the course that is to be copied.
 - O <u>Dates</u>- The dates default to the starting and ending dates for the selected term; these may be changed to move one week to another.
 - O Copy To-Select the term to get starting and ending dates or type them in. From and To dates may not overlap. If the number of days in the From and To range differs, the user will be warned and the procedure will copy/move what it can, either not copying or leaving some dates without plans.
 - o Copy- When ready to copy/move, select this button.
- **Export** Lesson plans may be exported for the selected date(s) to a text file. The file may be imported into STIClassroom at a later date; this allows the teacher to reuse the plan from year to year. This file may be saved for archiving and may be viewed with any editor; however, altering the file in any way may cause the file to be unimportable. The filename defaults to an extension of .LPX for easy location when importing.
 - O The Export screen will show the file that the plans will be exported to; the term is for the term of the course from which the plans will be copied; the dates are the dates of the lesson plans that will be copied.
- <u>Import</u> The Import screen will show the file from which the plans will be exported; the Term refers to the term of the plans; the Dates are the dates of the plans. If the number of days in the imported file differs from the date range selected, the teacher will be warned and the utility will import what it can. It will either fail to import all plans or leave some dates without plans.

Editing Lesson Plans

To move a plan, the teachers need only to change the date on the Record Will Be Changed screen that comes up after the Change button has been selected. If information exists in any one of the tabs, the tab description will appear in red font.

Right clicking under any tab will give the teacher a list of options to use to build a plan. Options include Skills, Activities, and any Categories that have been defined. If Activities is chosen, for example, the user will get a list of Activities that have been defined for the class in the current term. The user may click-and-drag any item displayed in the list onto any tab of the plan. More than one of these options may be active at one time; the user may leave them open while working on plans.

When Activities are dragged into a lesson plan, the user has the option of including any Skills linked to the Activities.