# A+ GradeBook — *Creating Lesson Plans*

1 On the **Teacher Home Page**, below **Lesson Plans**, click **Enter Lesson Plans**.

Lesson Plans
1 Enter Lesson Plans
Search Lesson Plans
5 Day Planner
Import Lesson Plan Schedules

2 On the **Lesson Plan Maintenance** screen **Main** tab, enter a **Title** and click **Save**.

3 (Optional) In the **Template** drop-down list, select the desired template. If you have a default template set up, it displays when you navigate to this screen.

4 In the rich text editor below the **Title**, enter the text of your lesson plan. You can write and format the entire lesson plan in GradeBook or you can work in another word processor and paste it here. Be sure to **Save** frequently.

5 (Optional) Click **Check Spelling** to run spellcheck.

6 (Optional) In the **Private Notes (can not be viewed by others)** area, enter any desired information about the lesson plan that will not be shared with others should you choose to share lesson plans.

7 (Optional) In the box at the bottom of the screen, to aid others in searching for your lesson plan, enter a **Subject**, a **Grade Level**, a unit (**Select a Unit** or **Enter a New Unit**), and a **Summary**. In the **Share?** drop-down list, select **With teachers in my list** if you want to share it with designated teachers (see the *Sharing Lesson Plans* instructional sheet).

8 Click **Save**.

Adding Standards
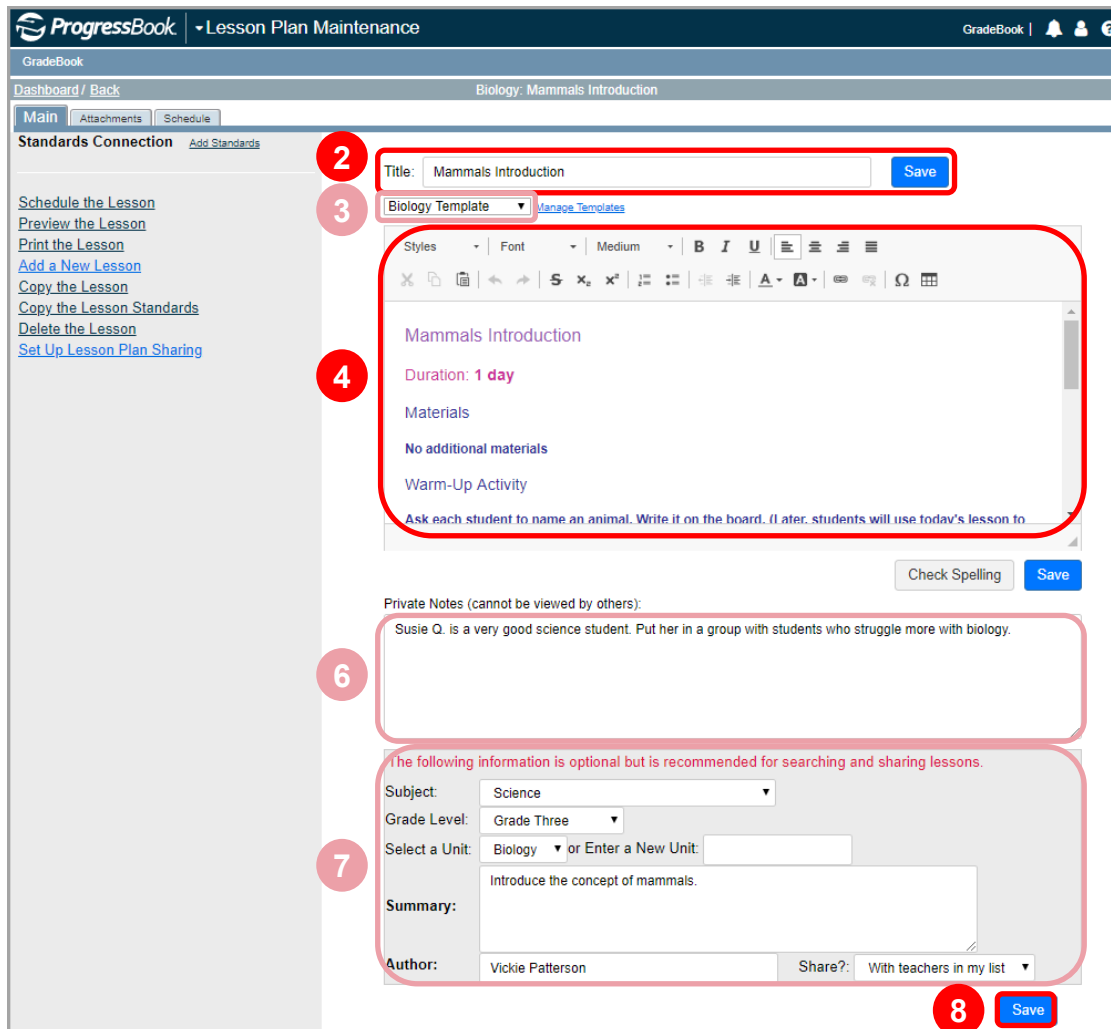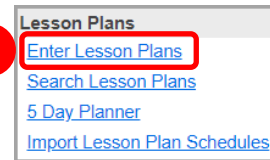
1 On the **Lesson Plan Maintenance** screen **Main** tab of the desired lesson plan, beside **Standards Connection**, click **Add Standards**.

2 On the **Add Standards** window, in the **Publications** list, select the appropriate provider's standards publication.

3 In the **Documents** list, select the appropriate subject area document from the publication you selected.

4 In the **Grade Levels** list, select the appropriate grade level or grade band.

5 Click one of the standards to view its sub-standards. Select the checkbox beside each standard you want to add to the lesson plan.
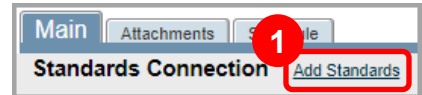
The standards you selected automatically display in the **Selected Standards** area in the window, and they display in the **Standards Connection** area on the **Lesson Plan Maintenance** screen **Main** tab.
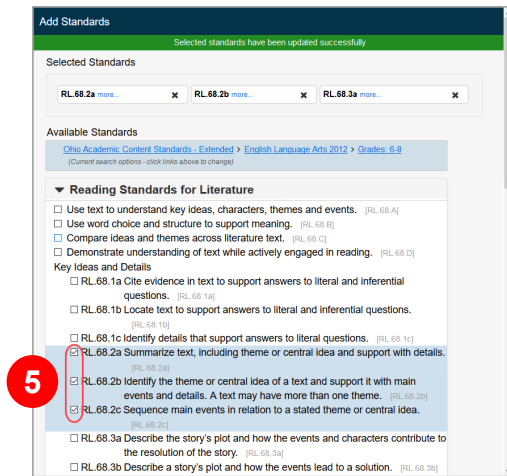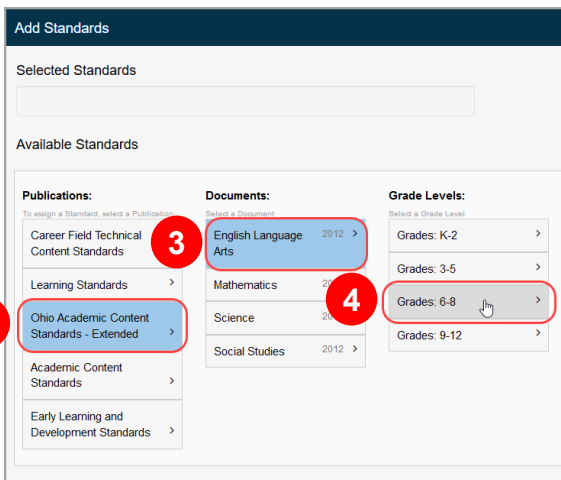
Adding Attachments

1 On the **Lesson Plan Maintenance** screen **Main** tab of the desired lesson plan, click the **Attachments** tab.

2 In the **Seq No**. column, enter a number to indicate where in the list you want the attachment to display.

3 In the **Name** column, enter a name for the attachment.

4 (Optional) In the **Description** column, enter a description for the attachment.

5 Click **Save**.

6 Click **Upload Attachment**.

7 On the **File Upload Utility** window, navigate to and select the desired file.

8 Click **Upload**.