

The OnCourse Lesson Planner: User Manual



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About OnCourse Lesson Planner

The OnCourse Lesson Planner is a time-saving website that facilitates lesson planning and homework posting for teachers and helps administrators readily review and supervise lesson plans and track state curriculum standards. OnCourse provides:

Teacher Web-based Lesson Plan Book- Teachers can create and archive lesson plans, link them to state standards, and then submit them to administrators instantly. A website editor allows teachers to personalize web pages where homework assignments are published automatically from their lesson plans each night. Teachers can also post syllabi, and resource pages for students, parents, and colleagues.

Administrator Lesson Plan Manager- Administrators can review, comment on, and print out lesson plans for their entire school from one organized and easy to navigate interface. Administrators can also monitor teacher websites and school calendars from this management center.

State Standards Analysis Tools - The OnCourse Reporting Suite allows administrators and teachers the ability to track the extent to which each content area of the curriculum addresses state standards for any given week, month, or year. Users can then drill down and see, for example, which lessons focus on reading standards, how often reading standards are linked to lesson plans, and even what percentage of lesson plans are geared toward reading standards.

Teacher Websites - Teachers can easily create websites that communicate homework, classroom procedures, contact information and times, calendar events, classroom resources such as link to other websites, documents (field trip permissions, science fair instructions, fund-raiser information, etc.) and current classroom project.

Document Storage- Teachers can easily upload and store documents for use 24/7. These documents can be attached to their lesson plans for yearly accessibility.

Minimum System Requirements

- PCs — Access to the Internet using Internet Explorer 7.0 or higher or Mozilla FireFox 3.0 or higher
- MACs — OS 10.0 or higher and access to the Internet using Netscape 7.2 or higher, or Mozilla FireFox 3.0 or higher.
- Adobe Acrobat Reader — Required to download, view, and print user guides that are posted online.
- Pop-up Blockers — OnCourse requires that a variety of dialog boxes open. Pop-up blockers should be turned off because they can prevent these dialog boxes from opening properly.
- ActiveX Plugin — The reports feature on the administrative component requires a free download from the Internet.
- System Fonts — Set the system fonts to medium in order to achieve a maximum display for the OnCourse screens.

Getting Into OnCourse Lesson Planner

Step 1: Logon to OnCourse

1. Open your Internet browser and go to <Your school's Home Page> where a weblink to OnCourse site could be located.
OR
Type www.onsourcesystems.com on the URL address line.
(If desired, add this site to your favorites in order to open the site quickly.)
2. Click "Go" or hit the "Enter" key.
3. Logon to *OnCourse* with the username and password that has been assigned to you, then click "Login" or hit the Enter key.



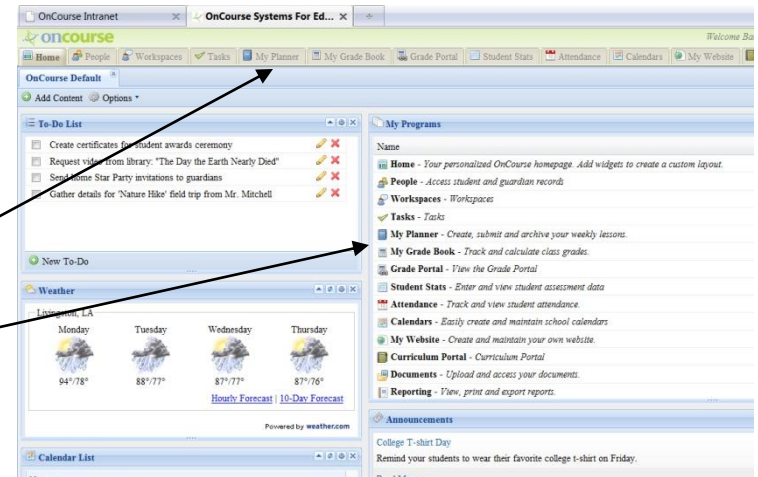
***Your username is your full email address.** An example of a username would be jsmith@schools.k12.la.us. If this is the first time to use OnCourse, your password is oncourse.



*If you can't remember your password, click on **Retrieve Password** (top right). Once you enter your email address and answer a few security questions, you will be able to change your password.*

Step 2: Opening the Lesson Plan Screen (My Planner)

1. Click "My Planner" on the opening screen.



Navigating In “My Planner”

The lesson plan screen opens to the current week’s lesson plan, which includes a panel down the left side of the screen (which will now be referred to as the “Navigation Tree”). From this “tree”, you will access most of the features OnCourse has to offer. Each feature will be covered in depth in another section of this manual. Refer to the Table of Contents for page numbers.

The following is an example of the opening screen for “My Planner.”

A

Calendar. This section allows you to use the calendar to move backward to previously written lesson plans and forward to work on upcoming lesson plans. The current week’s lesson plan remains open as well as any additional lesson plan weeks. **Note:** Lesson plans are archived by OnCourse for your use.

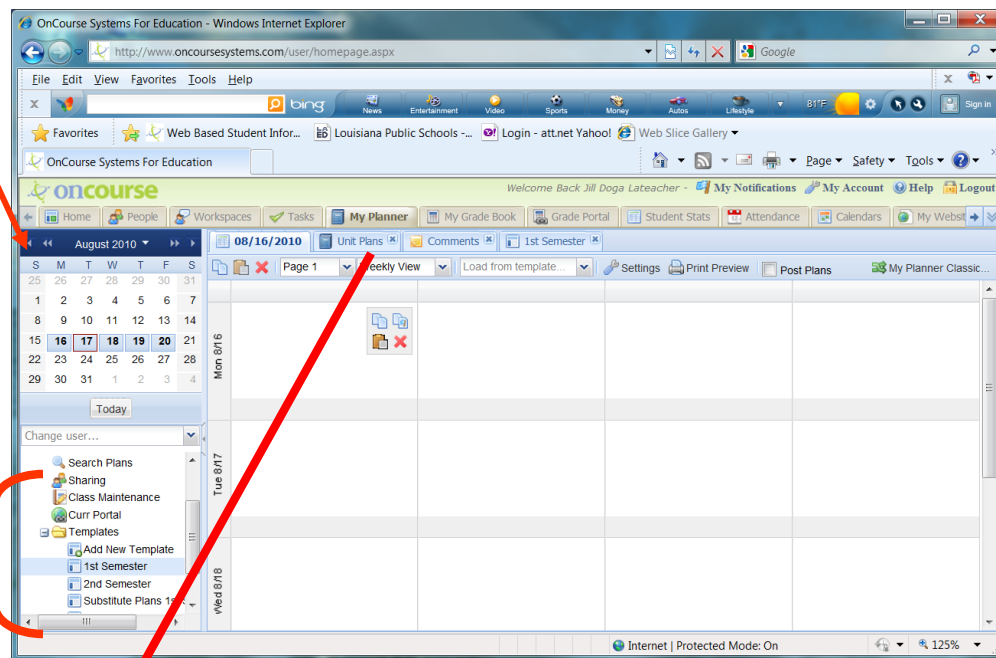
Click on << or >> to move backward or forward **one year**.
Click on < or > to move backward or forward **one month**.
Click on any week in the monthly calendar to move to the lesson plans for that week.

B

Navigation Tree. This section allows you to navigate between all the features of OnCourse Lesson Planner. Each feature will be covered in depth in other sections of this manual.

C

Open Tabs. Tabs are displayed for all open lesson plan weeks as well as for all other features opened from the “Navigation Tree” (unit plans, documents, calendar, comments, searched plans, reports, shared plans, and templates). The tab for your current week’s lesson plan will contain the date. This tab will never close. To navigate between tabs, simply click on the tab you want to display. Click on the X to close any of the tabs that you no longer need.



Navigating in “My Planner” – The Lesson Plan Toolbar

A. Copy Page Icon. Clicking on this icon will copy the whole page thus allowing you to paste it on Pages 2, 3, etc. (Copy Weekly Plans) Copies entire week's lesson plans (all blocks) including text, homework, standards, document attachments, etc

B. Paste Page Icon. Clicking on this icon pastes a whole page. Pastes entire week's lesson plans (all blocks) including text, homework, standards, document attachments, etc. This icon will be extremely helpful when you are copying from one week to another or when you are copying a co-worker's plans. For more information on lesson plan sharing, refer to pages 19 – 23.

C. Delete Page Icon . Allows you to delete a whole page at a time. Be careful because when you answer the prompt YES, **there is no UNDO feature.**

D. Page Box. By default, four periods are displayed per screen (page). In OnCourse, five pages are available for lesson planning. Although not realistic, up to 20 periods are available for lesson planning. Click ▼ on the right side of the box to choose the next page (set of four periods) to be displayed in the lesson plan grid.

E. View Box. Lesson plans may be displayed in “Weekly View”, “Weekly Rotated View, or “Daily View.” Click on the ▼ at the right side of the box to change the view. **New** is the ability to rotate the lesson planner so that the days of the week appear across the top.

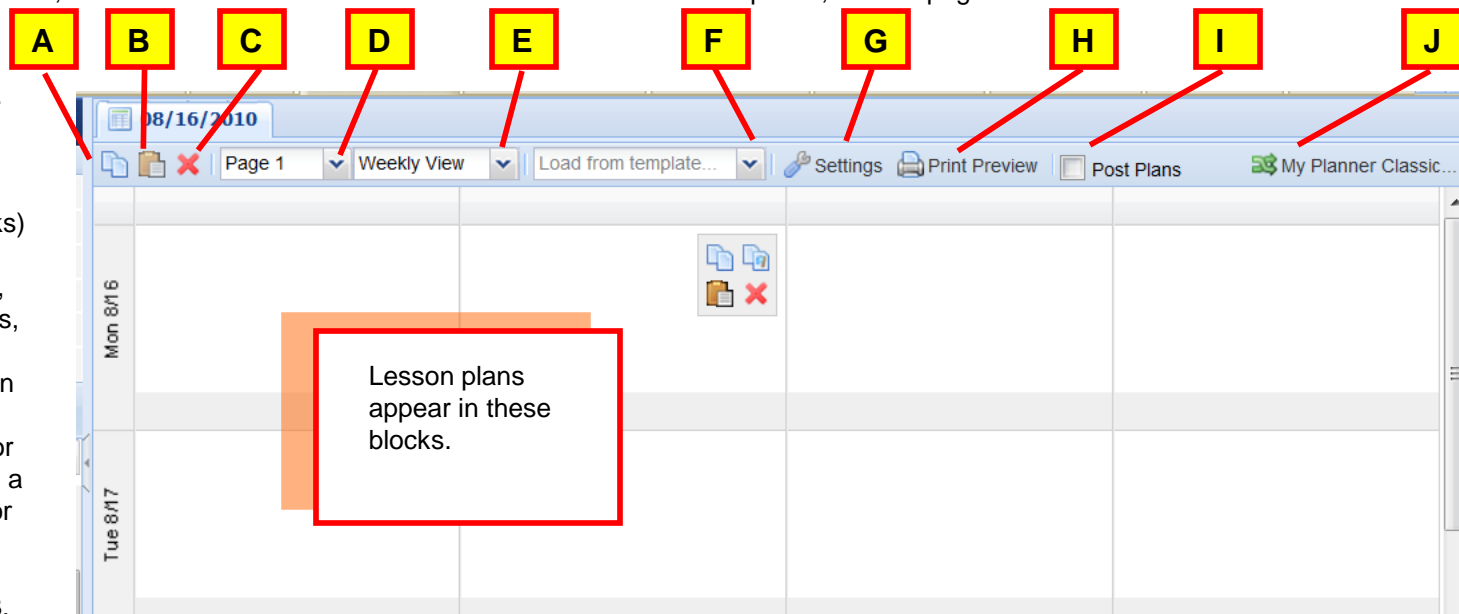
F. Load Template. Repetitive entries can be saved in a lesson plan template. Careful planning and design of your template will reduce the amount of repetitive typing necessary in each week's lesson plans. Click ▼ at the right side of the box to load the template you previously designed or a master template your district or school has upload for your use. For more information on templates, refer to pages 8 -13.

G. Settings Button. Click here to adjust the width of the four columns displayed on the screen and to turn off/on the days of the week, Unit Plan Names, Document Names and the Class Names..

H. Print Preview. Click this button to print the lesson plans currently displayed on the screen. Each page must be printed separately.

I. Post Plans Checkbox. Click this checkbox to release the lesson plans to your administrator. Until this box is checked, no one, other than the teacher, can access the plans for that week.

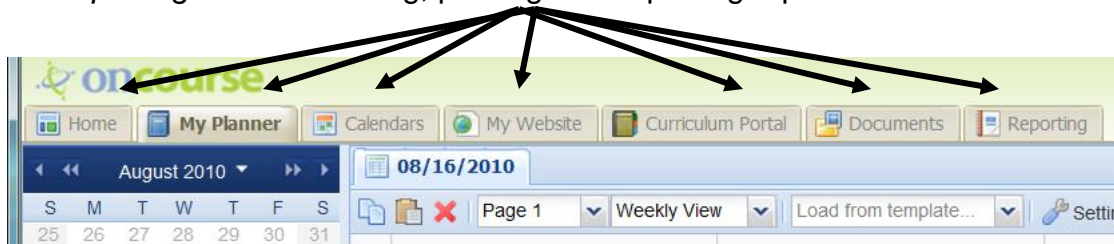
J. My Planner Classic. Click this icon to use the Classic Original Lesson Planner version. This version will always be available to those users who wish not to use the newest version of the Lesson Planner.



Navigating in “My Planner” – The Main Menu and Moving Toolbars

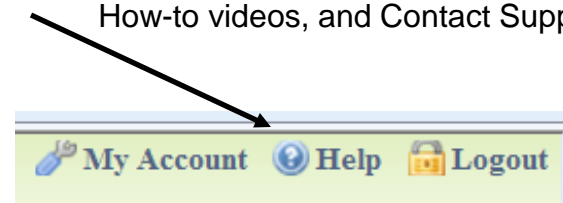
Main Menu Tabs. Each **tab** takes you to a different screen and activity:

- *Home* —returns to the opening screen of OnCourse.
- *My Planner* —allows access to your online lesson planning tools.
- *Calendars* – allows access to your calendar.
- *My Website* – allows easy access to create and manage your website.
- *Curriculum Portal* – allows easy access to district/school documents that correlate to the curriculum. (Optional use by district /school.)
- *Documents* – allows uploading and accessing your documents.
- *Reporting* - allows viewing, printing and exporting reports.



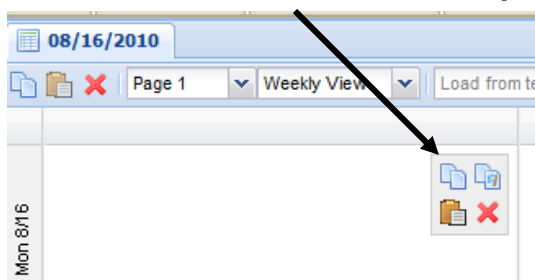
Other Main Tools (top right corner)

- *My Account* – displays the user's personal information such as password.
- *Help* – provides User manuals, FAQs, How-to videos, and Contact Support.



Moving Toolbar.

As you move the cursor into each of the individual blocks of the lesson plan display screen, four icons will appear in the upper right corner of the block as shown in illustration below. Each of the icons carries out a function **for that individual block of the lesson plan**. Hovering over each icon briefly will define its purpose.



Double Pages Icon: (Top Left) Copies the entire contents of the block including text, homework, and standards

Double Pages With Flag Icon: (Top Right) Copies the standards linked to that particular lesson plan block

Clipboard Icon: (Bottom Left) Pastes the copied information into the selected block

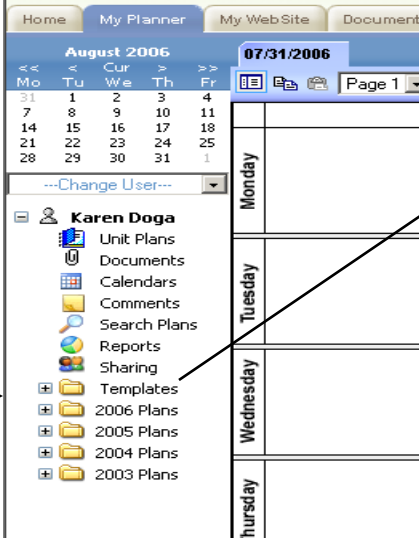
Red X Icon: (Bottom Right) Clears (deletes) the contents of the block.

Using these tools can speed the insertion of information as well as the removal of information that is no longer needed in the individual blocks of the lesson plan screen.

Adding New Templates

OnCourse allows you to create multiple templates if needed; for example, some teachers have an A week and a B week that will require different templates.

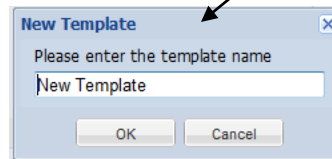
Step 1: Click on Templates from the “Navigation Tree”.



Step 2: Click on “Add New”.



Step 3 Enter the name of the new template in the window that opens. To start customizing the template right away, see pages 7-11 for detailed instructions.

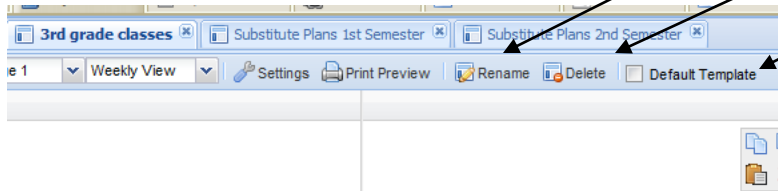


Note: You can always rename your template.

To re-name your template, click on the “Re-Name” button.

To delete a template, click the “Delete” button.

You can always make it your Default Template too.



After creating your new template, it will appear in the “Navigation Tree” in the “Templates” folder. After your new template is created, it is ready for use in your lesson plans. See page 12 for instructions on loading your template.

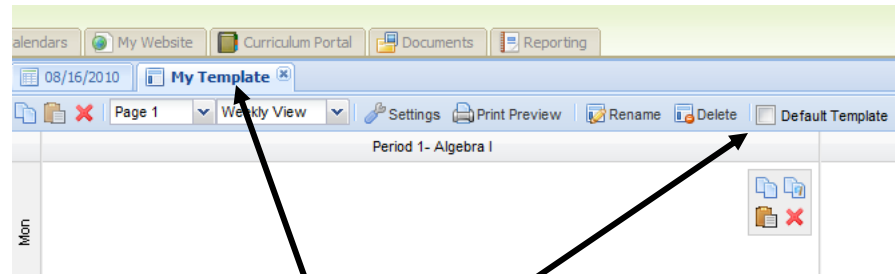
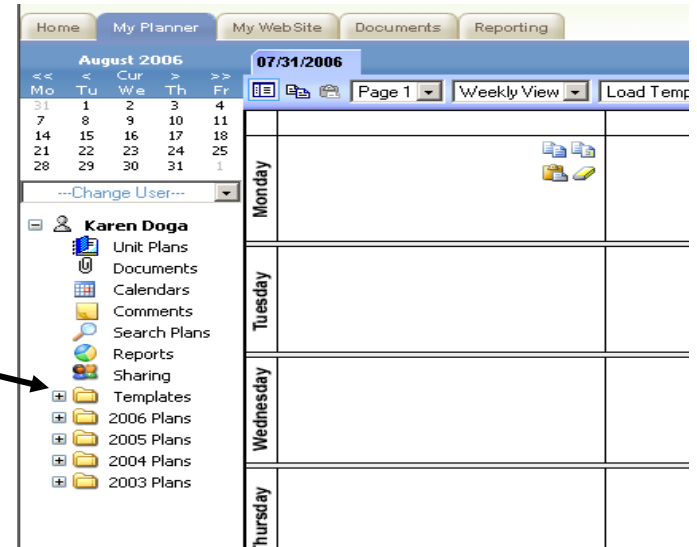
Getting Started – Setting up My Template

Information that will be repeated each time in a new week's lesson plan should be included in your template. A great deal of time can be saved if your template is set up properly. Some examples of information (or settings) that should be included in your template include: the number of columns, column labels, and the components of your lesson plan (Bell Ringer/Anticipatory Set, Objectives, Procedures, Resources, Evaluations, Use of Technology, and Content Standards/Benchmarks/GLEs).

NOTE: If your district or school has a special template, it can be uploaded into the Lesson Planner by your System Administrator.

Opening Your Template

1. Click on the + sign to the left of “Templates” in the “Navigation Tree.”
2. After clicking on “Templates”, you will see two options: “Add New” and “My Template.” Click on “My Template.”
3. A blank “My Template” tab will open.



Note: “My Template” is the default name assigned to your template. To change the name, click on the “Re-name” button. Also, click on “Default Template” if this is the one you will use every week. It will automatically open.

Getting Started – Setting up My Template (Step 1)

Now you are ready to begin setting up your template with all the information that needs to be repeated each week.

Step 1: Setting up Your Columns

When a template is first opened, it will display Page 1 with four columns showing. Each week of lesson plans has 5 available pages, with four columns maximum per page. You may decide how many columns you'd like to see on each page (see illustrations below). For example, if you teach six classes, you may decide to have three columns on page 1 and three columns on page 2, or you may decide to have four columns on page 1 and two columns on page 2. If you are teaching three classes in a block schedule, you may choose to have two columns on page 1 and one column on page 2, or you may decide to have one column on each of 3 pages. The organization of the lesson plan template is strictly up to you.

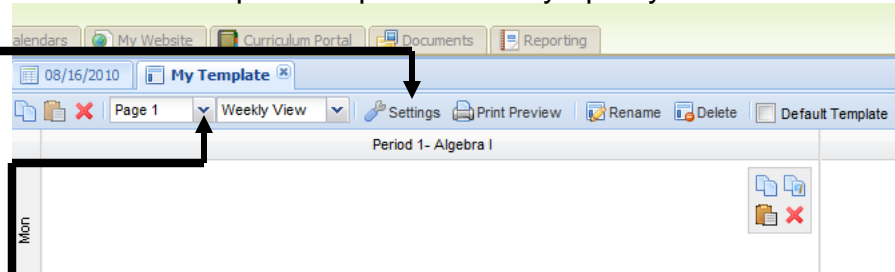
Click on the “Settings” button on the main toolbar of the “My Template” tab. A window will pop-up which will allow you to adjust your columns. The percentages typed under each column number must add up to 100%.

The Planner Settings window has two sections. The 'Global Settings' section contains four checkboxes: 'Show Unit Plan Names' (unchecked), 'Show Document Names' (unchecked), 'Show Class Names' (unchecked), and 'Show Day Names' (checked). The 'Adjust Columns Widths' section contains a table with 4 columns and 1 row. The columns are numbered 1 through 4, and each contains the value '25%'. Below the table are 'OK' and 'Cancel' buttons.

1	2	3	4
25%	25%	25%	25%

All settings are per page. If you need more columns, switch to a new page using the page drop-down box.

Repeat the directions above to set the number of columns for your new page.



For One Column:

The 'Adjust Columns' window shows a table with 4 columns. Column 1 has '100' and the others are empty. The instruction says 'Change the percentages below to adjust your column sizes. (Note: Columns must add up to 100%.)'

1	2	3	4
100	%0	%0	%0

For Two Columns:

The 'Adjust Columns' window shows a table with 4 columns. Column 1 has '50' and column 2 has '%50'. The others are empty.

1	2	3	4
50	%50	%0	%0

For Three Columns:

The 'Adjust Columns' window shows a table with 4 columns. Column 1 has '33', column 2 has '%33', and column 3 has '%33'. Column 4 is empty.

1	2	3	4
33	%33	%33	%0

In the Planner Setting window, be sure to select the other information you wish to show from the 4 choices:

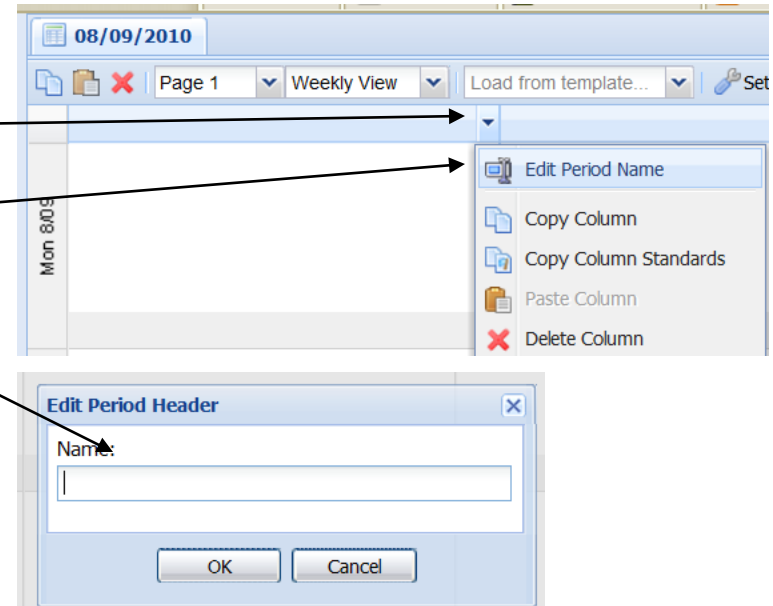
- Unit Plan names
- Document Names
- Class Names
- Day Names

The Planner Settings window shows the 'Global Settings' section with four checkboxes: 'Show Unit Plan Names' (unchecked), 'Show Document Names' (unchecked), 'Show Class Names' (unchecked), and 'Show Day Names' (checked). A black arrow points from the list of choices to the 'Show Day Names' checkbox.

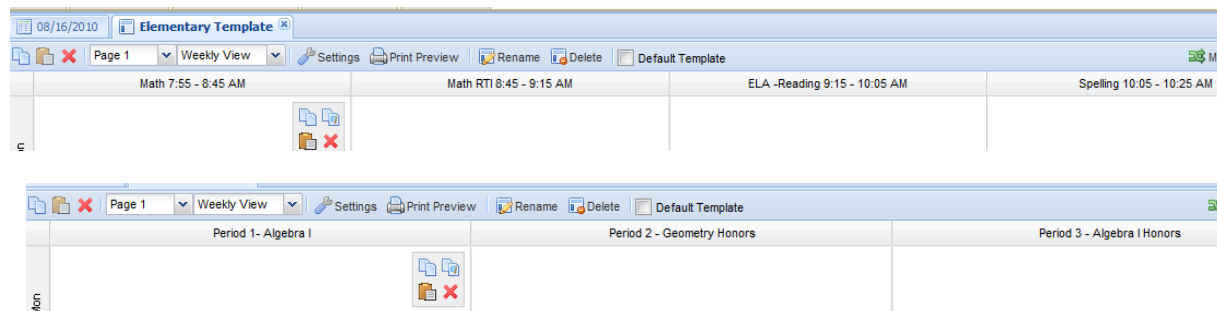
Getting Started – Creating Your Template (Step 2)

Step 2: Setting Up Your Column Headers

1. Click on the black triangle, in the header row above each column (between the blue toolbar and the Monday block).
2. Click “Edit Period Name”. Type in the name of your subject in the **Edit Period Header** box. You may decide to name each column by the period or the block (or any combination). Click **OK** and repeat for each column. If you have multiple pages, repeat for each page.



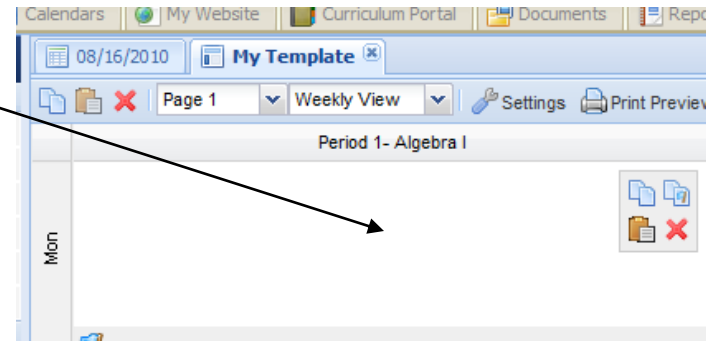
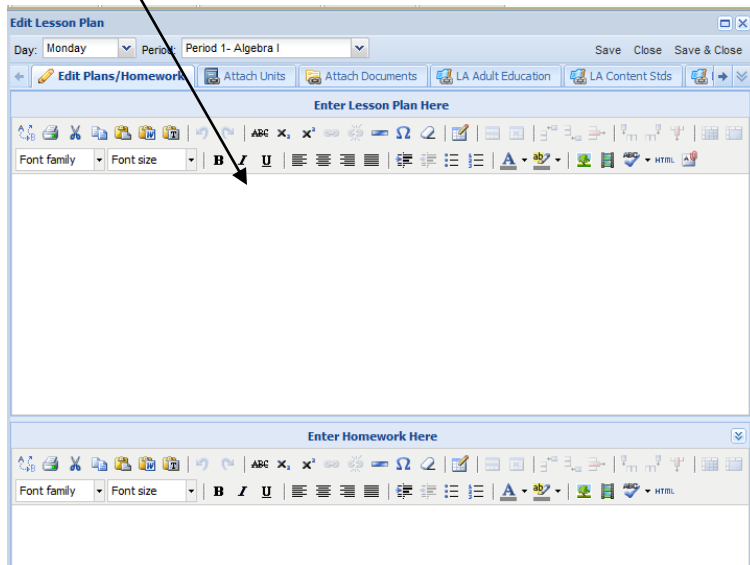
Examples of Course Headers:



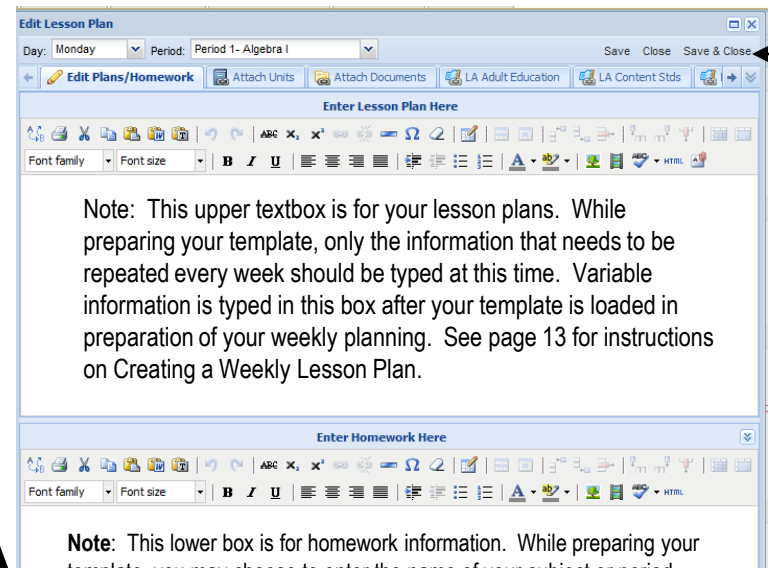
Getting Started – Setting Up My Template (Step 3)

Step 3: Setting Up Your Lesson Plan Block

1. Place your mouse pointer over the block you wish to edit. Single-click the block, and the Lesson Plan Editor window will open as shown in the figure below.



2. Click in the top portion of the Lesson Plan Editor to begin entering your lesson plan components. (Bell Ringer/Anticipatory Set, Objectives, Procedures, Resources, Evaluations, Use of Technology, and Content Standards/Benchmarks/GLEs).
3. When complete, click "Save & Close."



Note: This lower box is for homework information. While preparing your template, you may choose to enter the name of your subject or period. Anything typed in this box will be automatically copied to the **homework** section of your website and to your calendar.

Getting Started – Setting Up My Template (Step 3 Continued)

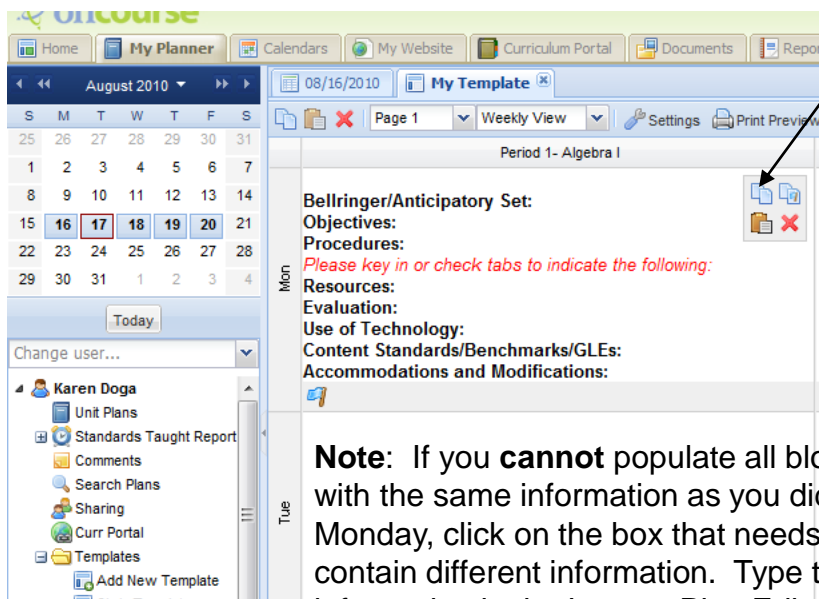
Step 3: Setting Up Your Lesson Plan Block – continued.

4. You now need to populate the remaining lesson plan blocks. If all the information that you typed in Monday's block can be applied throughout all blocks, you can use the copy and paste buttons on the moving toolbar.

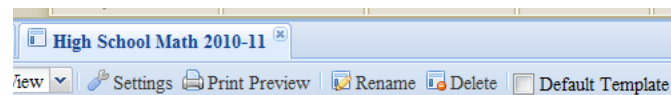
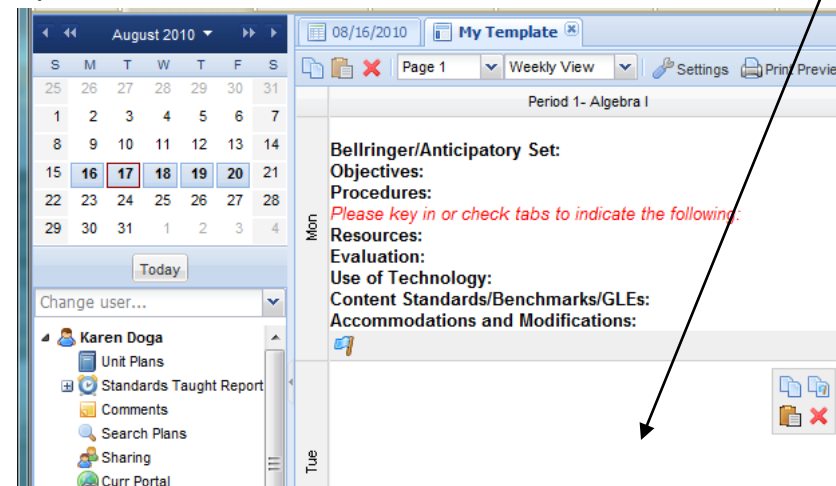
To copy the block, click the copy button in Monday's block. Move to another block. The moving toolbar will move with you.

Click the paste button in the new block. Repeat for all blocks if applicable.

If you have entered information in the Homework section, paste your Monday's information down the column for the rest of the week. Example: Algebra I – 1st period:



Note: If you **cannot** populate all blocks with the same information as you did on Monday, click on the box that needs to contain different information. Type the information in the Lesson Plan Editor. You can use the “Copy” and “Paste” buttons in the lesson plan blocks if this information can be repeated in another block. **The last information copied using the copy button will be the information that is pasted when the paste button is selected – “copy once, paste many.”**



Remember to ☒ the option, **Default Template** once you have finished setting it up.

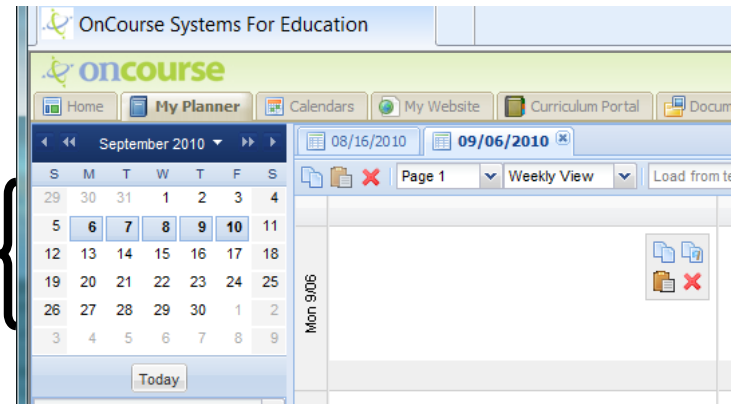
Creating A Weekly Lesson Plan

After logging into OnCourse and clicking the Lesson Planner tab, OnCourse will display the current week's plans, and will identify the date in a tab at the top of the Lesson Plan grid.

Step 1: Selecting the Appropriate Week

1. If you are preparing lesson plans for the current week which opened as the default (Date), skip to step 2. To create lesson plans for a different week, click on the calendar to change the week for which you want to create lesson plans.

A new tab will open with the date of the week you selected. (Monday's date of that week.)

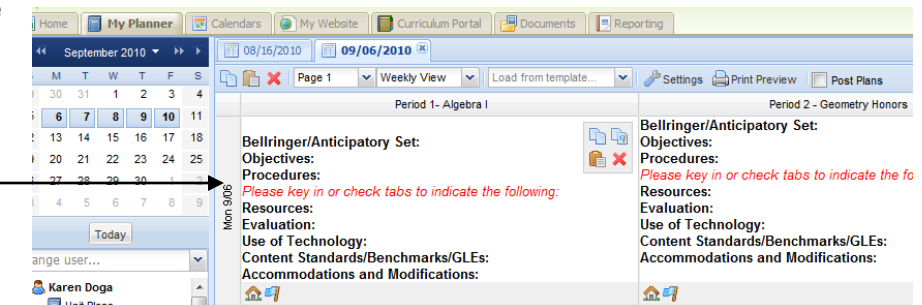
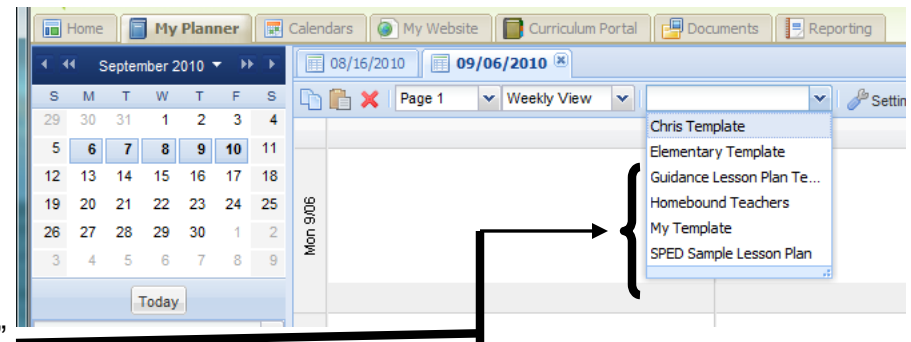


Step 2: Load Your Template

1. Before entering any plans, you must first load all the repetitive information you saved in your template. If you omit this step, begin typing your plans, and later choose to load a template, you will lose all information typed.

To load your template, click the ▼ of the “Load Template” drop-down box. Select the appropriate template from the list.

You will now see the columns, column headings, and all information typed in your lesson plan block when you designed your template.



Note: All settings are PER PAGE. If you have more than one page of lesson plans, you will have to repeat the above step for each page!

Creating A Weekly Lesson Plan

Step 3: Entering Your Plans

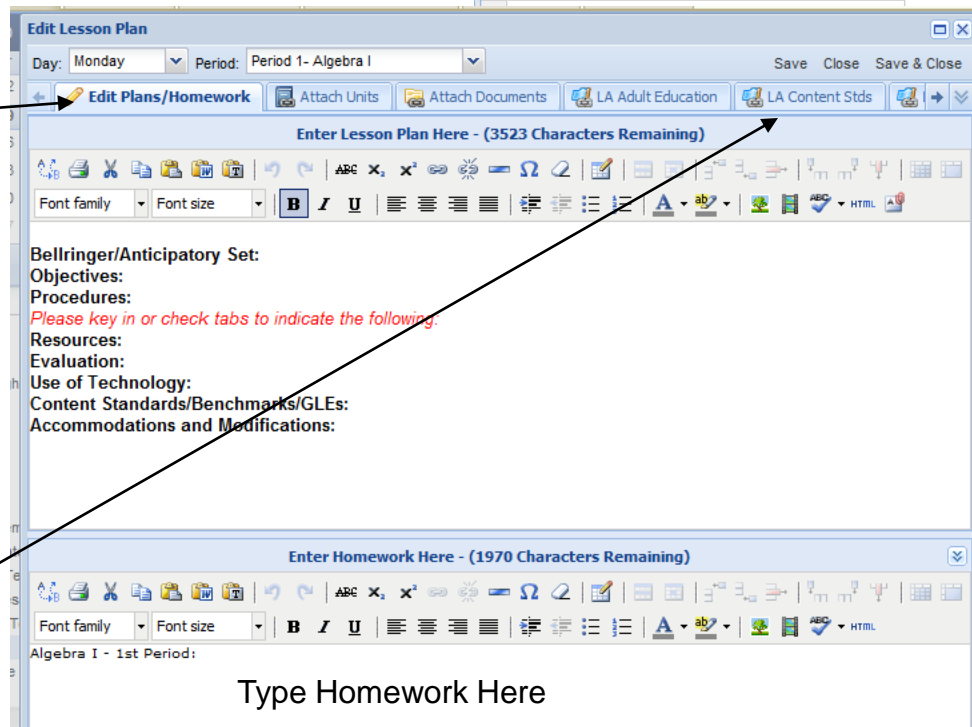
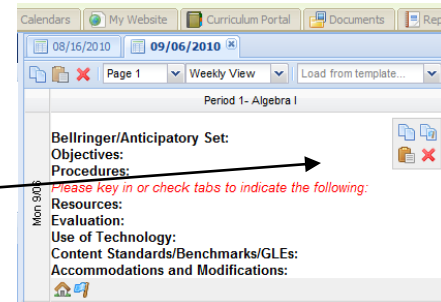
1. Click anywhere in the white block of the day and subject in which you want to begin. Note: Your mouse pointer will be a hand.

2. The **Lesson Plan Editor** will open. Notice the “Edit Plans/Homework” tab is active. The information you entered while preparing your template appears in the top portion of the editor. Click in the box wherever you want to begin typing.

Type homework in the lower portion of the window. Note: Homework is posted on your website automatically when the assignment date becomes the current date.

3. Click on the appropriate tab to attach unit plans and documents (if applicable) and to link the GLEs and the Comprehensive Curriculum for your lesson plan. Each of these features is highlighted in this manual. Refer to the Table of Contents for page numbers. Scroll to the right to see other tabs.

4. Click “Save” and change to a different day and/or subject (column header) by using the “Change Day/Period” drop-down boxes or click “Save & Close” to save changes and exit the editor.



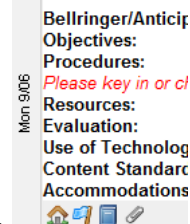
Note: Icons will appear in the lesson plan block for items linked to your lesson:

“**House**” - homework assigned to the lesson

“**Flag**” – Standards / GLEs linked to lesson

“**Paper Clip**” - documents attached to lesson

“**Book**” – unit plan attached to lesson.



The Lesson Plan Editor

Weekly lesson plans can be entered into the Lesson Plan Editor without closing after each day/subject by using the “Change Period/Day” drop-down boxes and the “Tabbed Windows”. More information can be found regarding the contents of each tab. Refer to the Table of Contents for page numbers.

“Tabbed Windows” - allow you to enter/edit your plans, attach unit plans, attach documents, and link GLEs and the Comprehensive Curriculum.

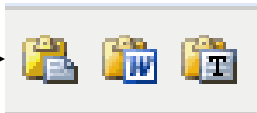
“Change Period/Day” drop-down boxes

Word-processing Tool Bars

If you are not sure what an icon does, hover over the icon with your mouse pointer. A “tool tip” box will tell you what will happen if you click the icon.

Copying your plans from Microsoft Office?

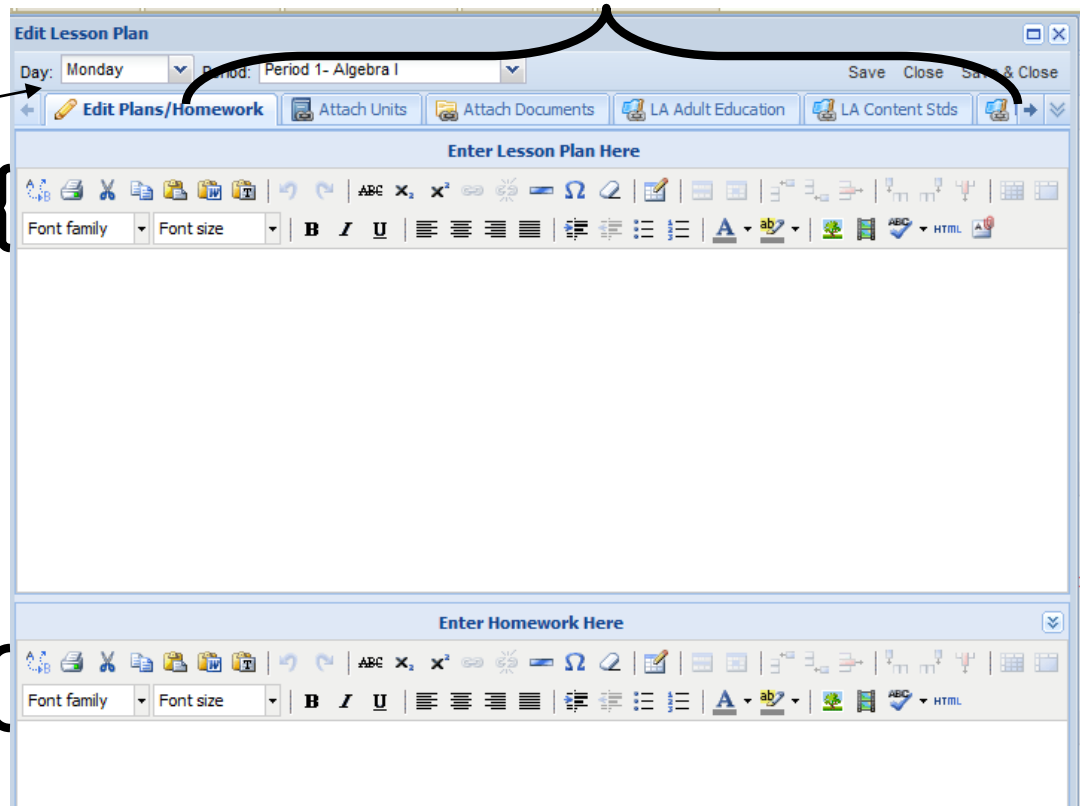
Try using either of the following icons to paste your lesson plans from Microsoft Word or from another word processor.



Paste (clipboard) – This icon will paste your text just as it was copied from the original source.

Paste from Word (clipboard with W) – This icon will paste your text with Microsoft Word formatting included.

Paste as plain text (clipboard with T) – This icon will only paste your text without any formatting.

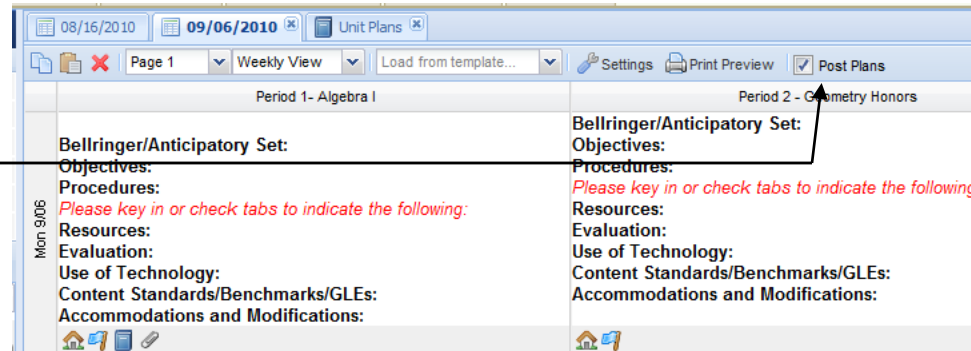


Submitting Your Weekly Lesson Plan To Your Administrator

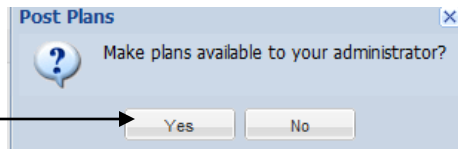
Once you have completed your weekly lesson plan, you are ready to post for administrative review.

Step 1: Posting Your Plans

1. Click the “Post Plans” box. A check mark will appear in the box. (This box must be checked in order for your administrator to gain access to your lesson plans.)

A screenshot of the 'Unit Plans' software interface. At the top, there are tabs for dates (08/16/2010, 09/06/2010) and a 'Unit Plans' tab. Below the tabs, there are buttons for 'Page 1', 'Weekly View', 'Load from template...', 'Settings', 'Print Preview', and 'Post Plans'. The 'Post Plans' button is checked. The main area is divided into two columns: 'Period 1 - Algebra I' and 'Period 2 - Geometry Honors'. Each column contains a 'Bellringer/Anticipatory Set:' section with sub-sections for 'Objectives:', 'Procedures:', 'Resources:', 'Evaluation:', 'Use of Technology:', 'Content Standards/Benchmarks/GLEs:', and 'Accommodations and Modifications:'. A red arrow points from the 'Post Plans' checkbox to the 'Procedures:' section in Period 2.

2. Click “Yes” to the question, “Make plans available to your administrator?”

A screenshot of a dialog box titled 'Post Plans'. It contains a question mark icon and the text 'Make plans available to your administrator?'. Below the text are two buttons: 'Yes' and 'No'. A red arrow points from the 'Yes' button to the text 'Make plans available to your administrator?'.

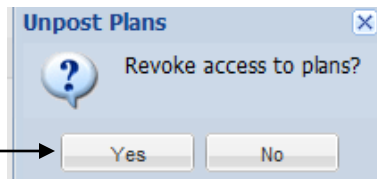
Note: Administrator's have “view & print” access only. They cannot edit your lessons.



NOTE: You have not turned in your lesson plans until you make this selection!

To Revoke Access:

1. Uncheck the “Post Plans” box.
2. Click “Yes” to the question, “Revoke access to plans?”

A screenshot of a dialog box titled 'Unpost Plans'. It contains a question mark icon and the text 'Revoke access to plans?'. Below the text are two buttons: 'Yes' and 'No'. A red arrow points from the 'Yes' button to the text 'Revoke access to plans?'.

Note: Your administrator no longer has access to your plans.

Made a change to your lesson plan?

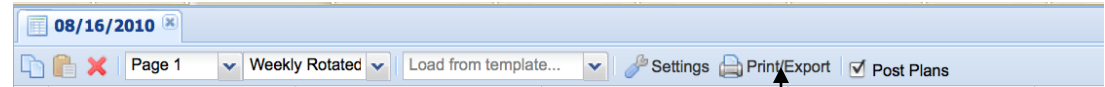
After submitting your plans, any changes made will automatically copy over for administrative review.

You may choose to revoke plans first, make the changes and then repost. However, this is not necessary.

Printing Your Lesson Plans

Lesson plans may be printed with or without homework and standards. You also have a choice whether or not you want to include the names of unit plans and/or documents linked to your lessons.

Step 1: Click the “Print/Export” button on the Main Toolbar.



Step 2: Select Printing Options:

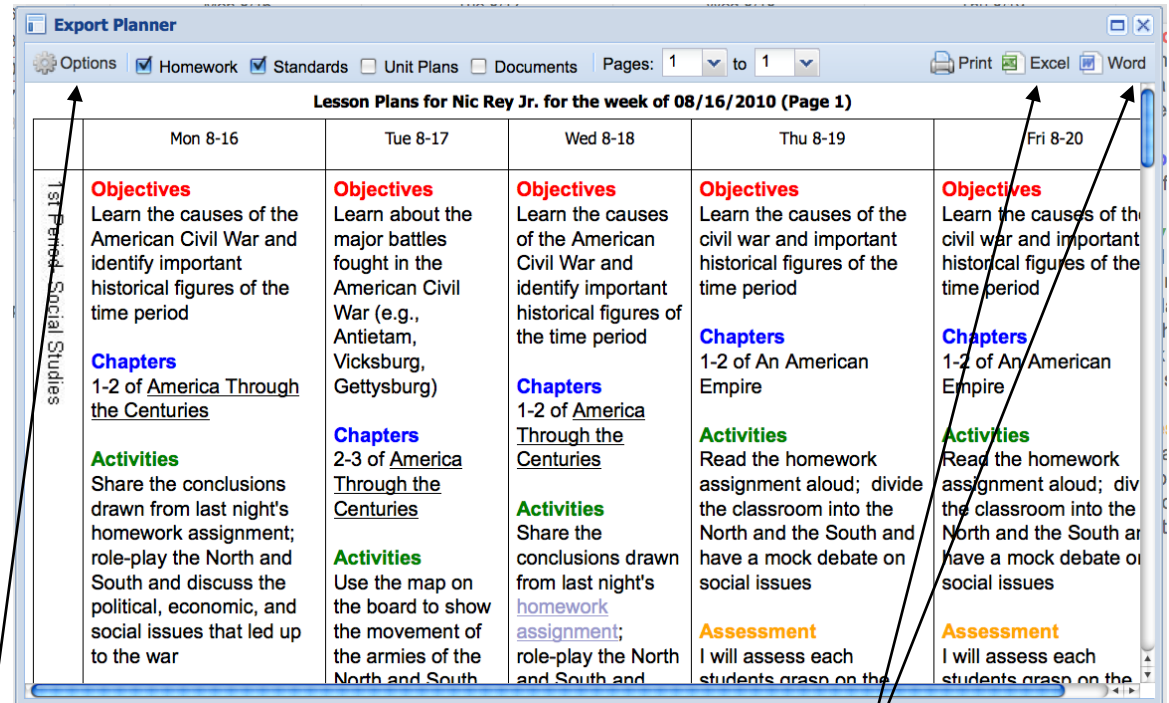
Check the boxes at the top of the screen to attach items to the print job, such as:

Homework: This will print all homework.

Standards/Other – This will print all GLE numbers and Comprehensive Curriculum unit titles linked to each lesson.

Unit Plan Name(s) – This will print the unit plan name(s) linked to each lesson

Document Name(s) – A check in this box will print the document name(s) linked to each lesson.



To rotate your printed page, or to switch to a Daily View, click the Options button and adjust the print job

Exporting Your Plans to Microsoft Word or Excel

Clicking one of these two buttons will allow you to export your plans to either Word or Excel. This allows for more formatting/page control.

Step 3: Click “Print Page” button

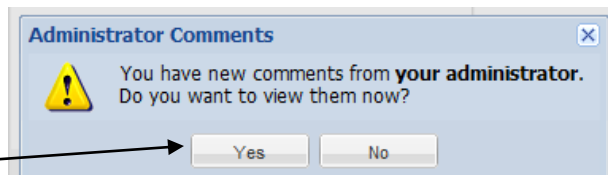
Step 4: To print other pages of your lesson, change to the desired page and repeat steps 1-3.

Viewing Administrator Comments

After reviewing your lesson plans, your administrator may choose to send you a comment regarding your submission. To view your comment, follow the steps below.

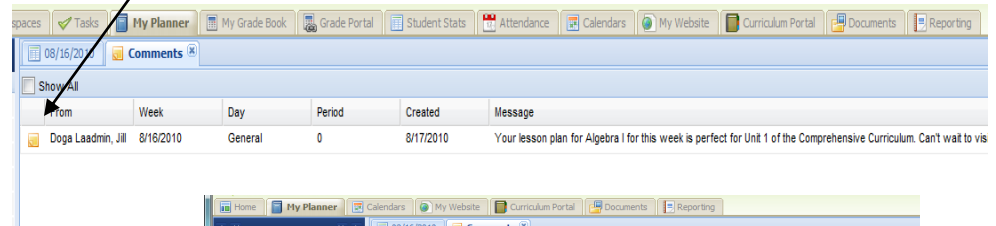
Step 1:

The first time you log on to OnCourse after an administrator sends you a comment, you will see a “Post-It Note” over your lesson planner screen notifying you of the comment. To view the comment, click **Yes** button.



Step 2:

The “Comments” tab will open. The “Post-It Note” for the new message will be blinking. Click on the blinking note to view your comment.

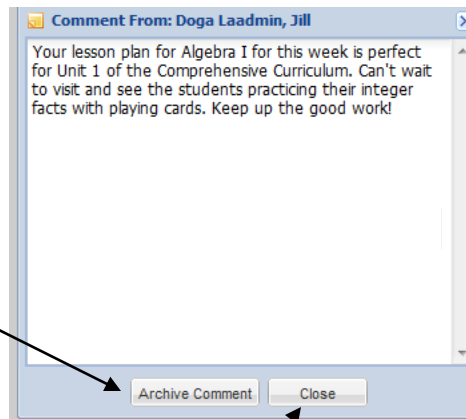


Step 3:

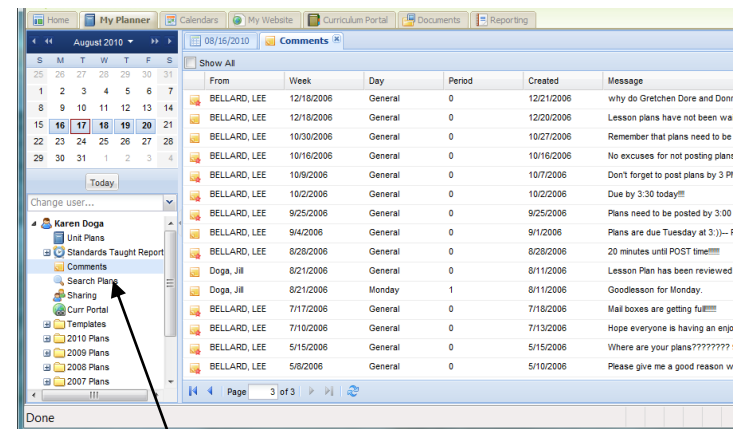
A window will open with the administrator’s comment.

To archive a comment, click on the **Archive Comment** button after reading your comment.

Note: You can not delete comments.



Clicking “Close” will close the window; however, your comment will remain in the Comments list.



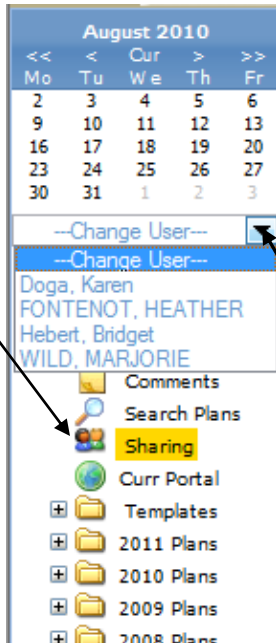
Note: To view old (archived) comments, click on the **Comments** icon in the Navigation tree (to the left).

Lesson Plan Sharing

Steps To Sharing Your Lesson Plan

STEP 1:

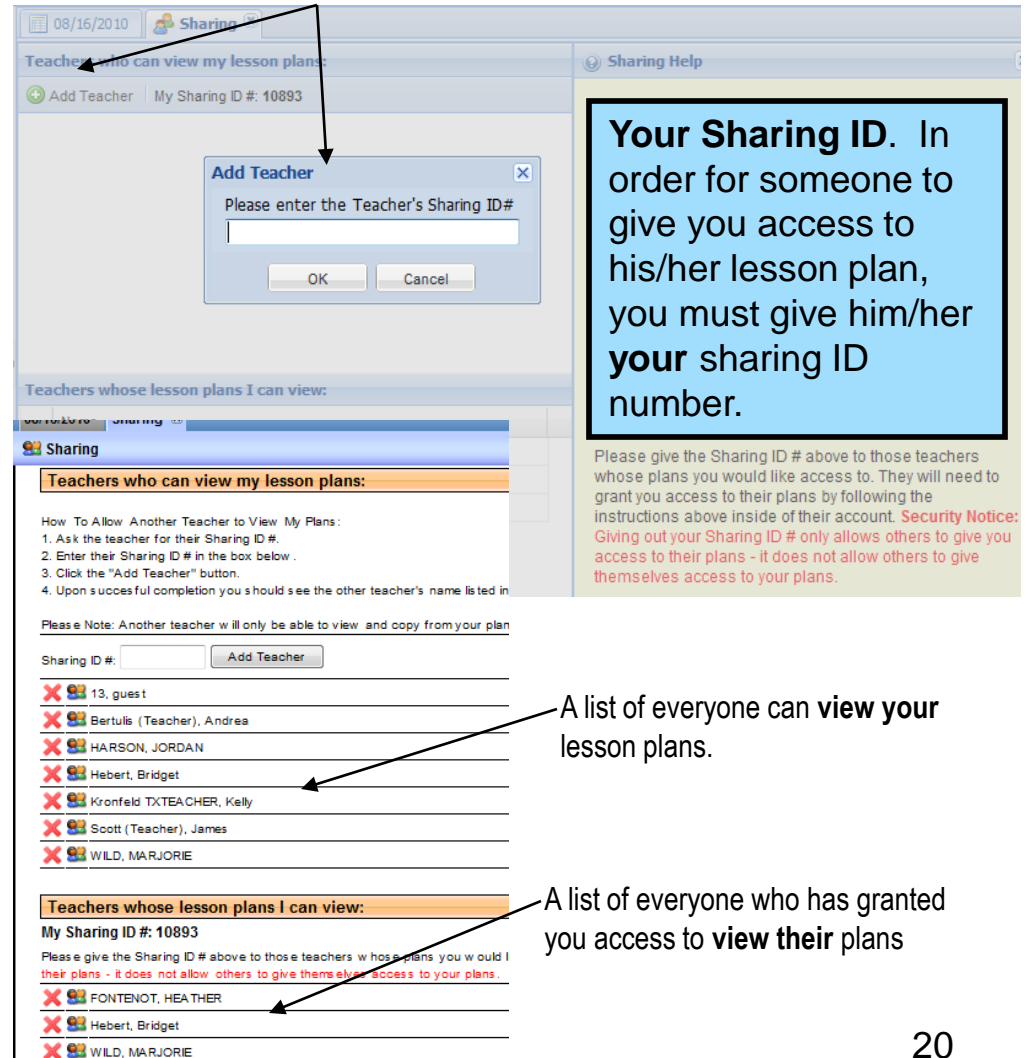
Click on “Sharing” from the “Navigation Tree.”



Note:

Once a co-worker grants access to you, you will see his/her name (if you select the down arrow) in the drop-down box under the calendar called, “-Change User-”

STEP 2: The Sharing tab will open. Click the “Add Teacher” button. Enter the sharing ID number of the person that you want to grant access to your plans.

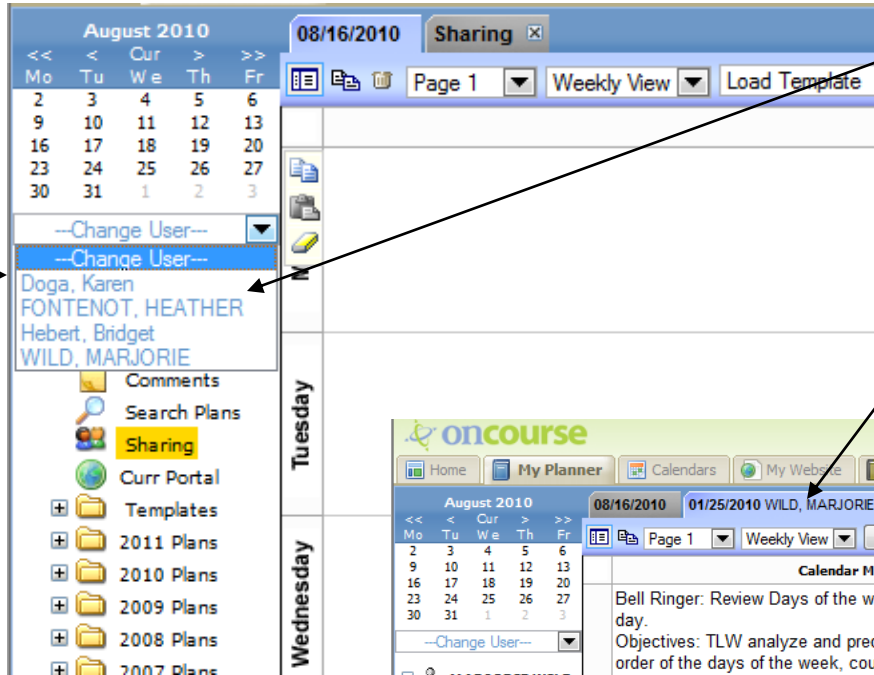


Lesson Plan Sharing

Accessing Another Teacher's Lesson Plans

Step 1:

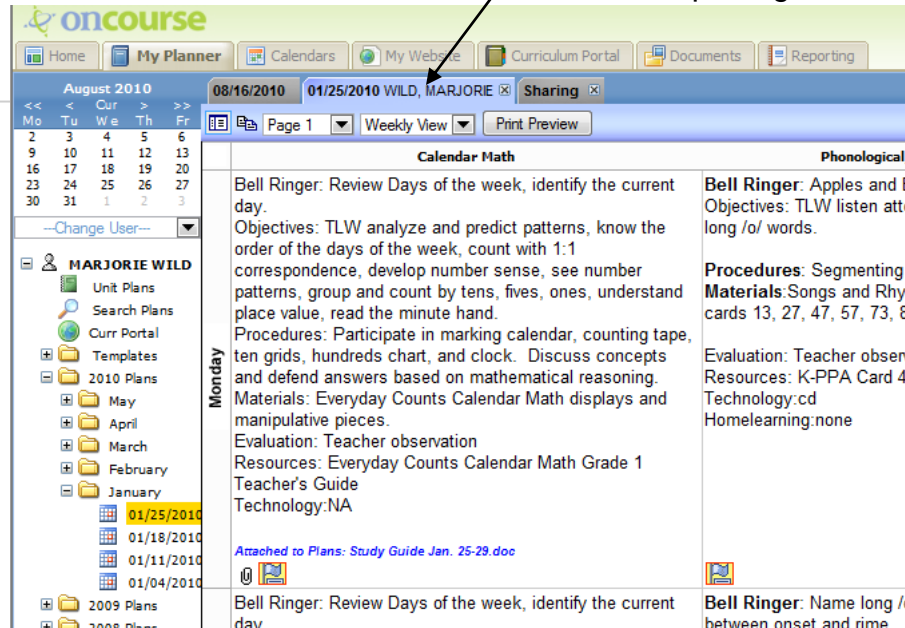
Click on the "Change User" drop-down box. A list of all co-workers who have granted you access to their plans will appear. –



Step 2:

Select the person whose plans you would like to view.

Once you have selected another's plans to view, the main "Navigation Tree" will change to that person. Think of it as being logged on into his/her filing cabinet. You have the ability to access and search the **Unit Plans**, **Templates**, and all weekly **Lesson Plans**. You will **not** have access to his/her Document Library, Calendar, Comments, Sharing, and Reporting.



See pages 21-22 for instructions on copying and pasting from a shared lesson.

Lesson Plan Sharing

Navigating Around in a Shared Lesson Plan

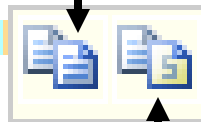
Example:

Upon selecting another's weekly lessons, a new tab will open with the shared plans being displayed.

Notice that the **name of the individual and the date** appear on the tab of the shared plans.

The moving toolbar allows you to

- 1) copy an entire lesson including homework, standards, and attachments
- 2) copy standards only



Note: You can't edit another person's lesson plans.

To edit your plans or to get access to your plans, unit plans, documents, calendar, comments, searching capabilities, reporting, sharing, and templates, you **MUST** go to the "Change User" drop-down box (under the calendar) and select yourself as the user. **You can only view and copy another's plans.**

Lesson Plan Sharing

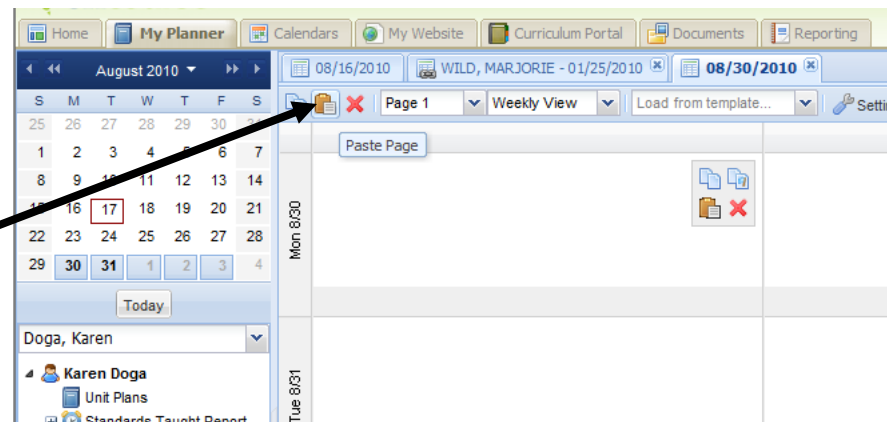
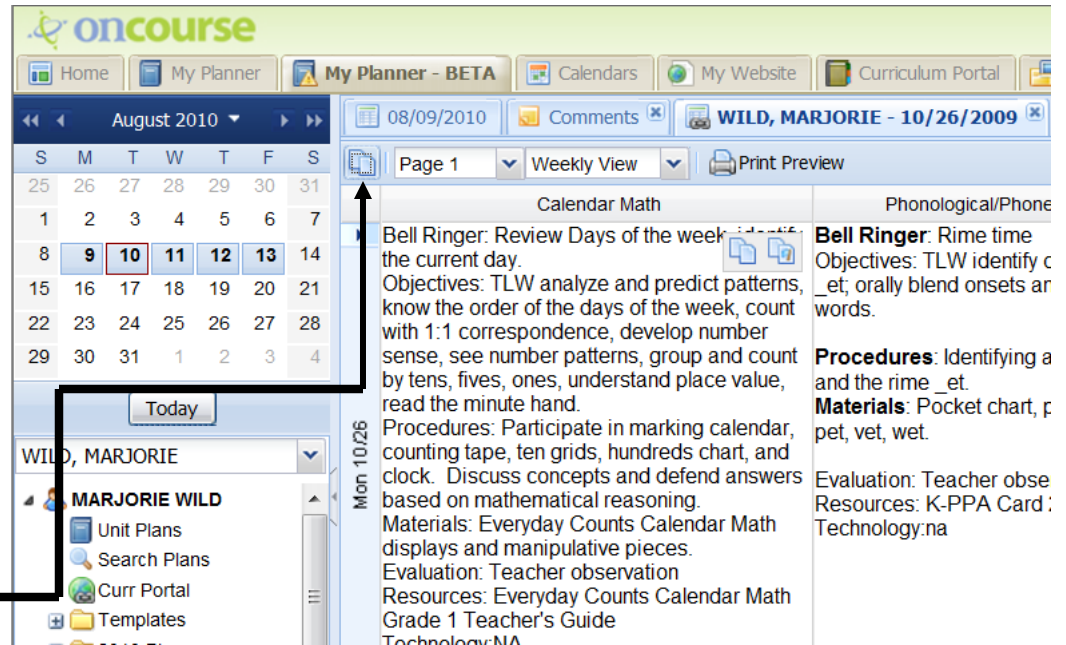
Copying and Pasting From a Shared Lesson Plan

5 Ways of Copying:

1. Copying Entire Week
2. Copying One Lesson from a Lesson Plan Block
3. Copying Only Standards from a Lesson Plan Block
4. Copying Entire Column
5. Copying Entire Column Standards.

To Copy Entire Week:



1. Go to the “Change User” drop-down box and select the person from whom you want to copy. See page 19 for directions on changing to another user.
2. On the lesson plan tab (with the person’s name and date), click the **Copy page** icon.
3. Click on your **weekly tab** (the tab to which you want to paste the plans).
4. Click **Paste page** icon (you will not see this icon if you are in another person’s planner). Also notice that there is just a DATE on this page – not another person’s name. That’s how you know you are in YOUR lesson plans.

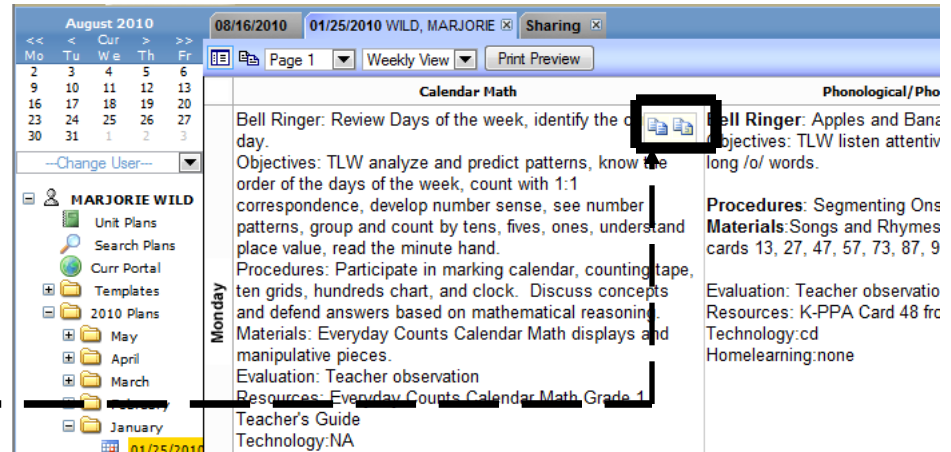


Lesson Plan Sharing

Copying and Pasting From a Shared Lesson Plan

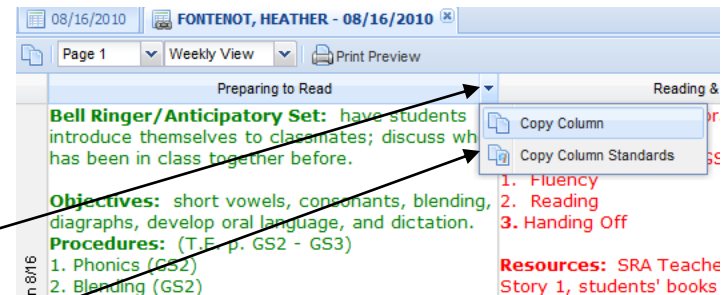
To Copy ONE Lesson Plan Block:

1. Go to the “Change User” drop-down box and select the person from whom you want to copy. (See page 19 for information on changing to another user.)
2. Position your mouse over the block you want to copy.
3. On the moving toolbar within that block, click on the “copy” button. 
4. Click on **your weekly tab** (the tab to which you want to paste).
5. Position your mouse in the block of your planner where you want to paste the lesson copied. On the moving toolbar within that block, click the “paste” button. 

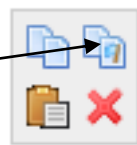


To Copy Entire Column or Column Standards:

1. Move your cursor to the top right corner of a **column heading**.
2. Click on the **black triangle** to display two choices.
3. Click on the “copy” button for either the COLUMN or COLUMN STANDARDS. Choose the lesson plan tab to which you want to paste. Click the “paste” button.



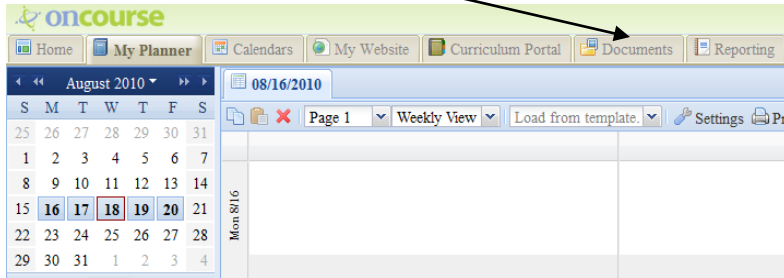
To Copy Standards ONLY (from one lesson plan block to another:

1. Move your cursor to the top right corner of a **SINGLE lesson plan box**. On the moving toolbar within that block, click on the copy standards button. 
2. Repeat steps 4 and 5 from above.

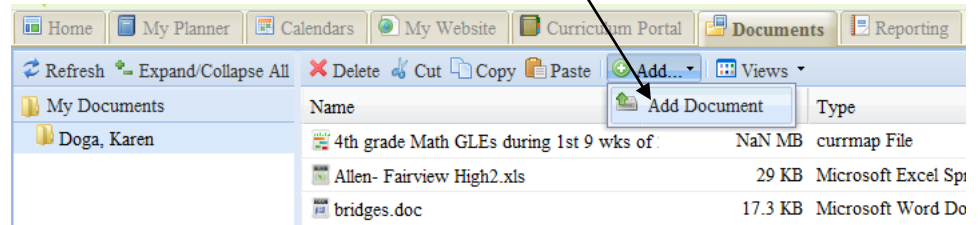
Uploading and Attaching Documents

Note: To link a document to a lesson plan block, you must **first upload the document into your “document library.”** After your document is in your library, you may attach to a day’s lesson, to a homework assignment, or both.

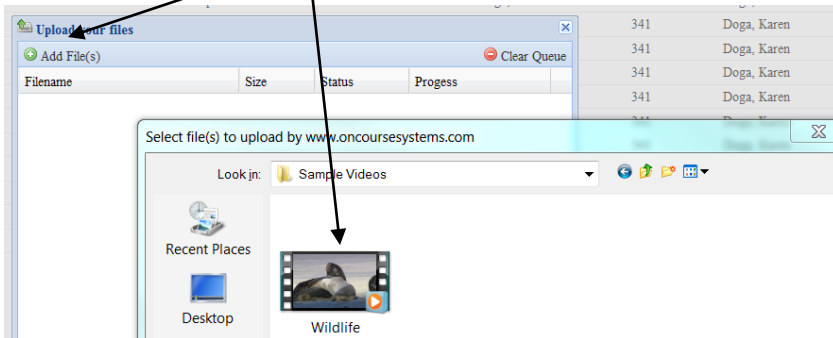
Step 1 – Click on Documents tab



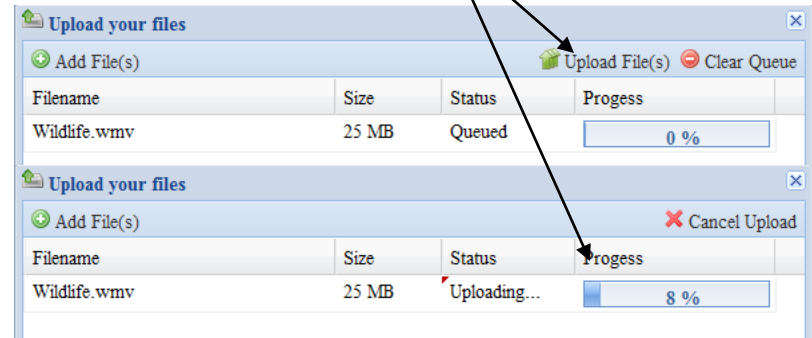
Step 2 - Click on the Add Document button to upload a document into the Document Library.



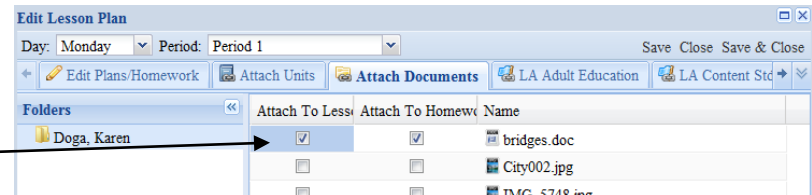
Step 3- Click on **Add File(s)**, then navigate to your computer’s location of the file(s) you wish to upload. **Click on the file.** (If you have more than one, hold down the CTRL key and select multiple files.) Then click **OPEN**.



Step 4- Click on **Upload File(s)**. The Progress bar to the right of each file will increase until all have reached 100%. The time to upload will depend on the size of your file(s).



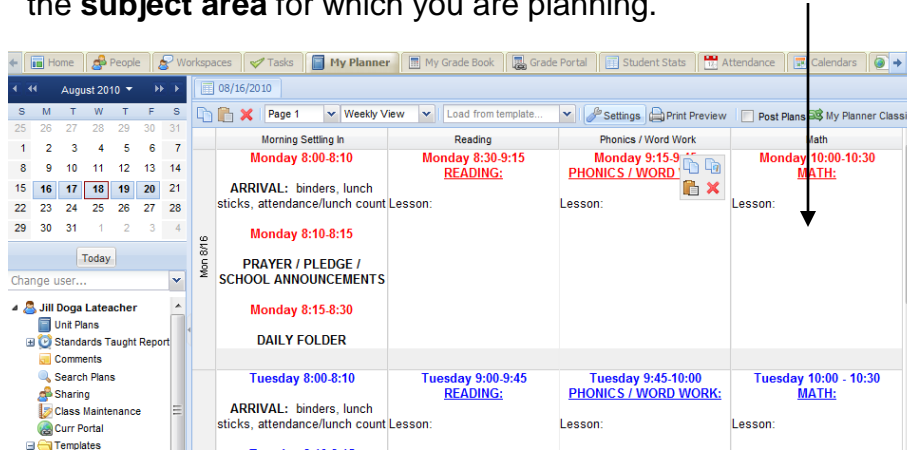
Step 5 – Once the document is in the document library, click in the lesson plan block in which you would like to attach the document. Click on the **“Attach Documents”** tab, find the document and select the box as to where it is to be attached. Click **Save & Close**.



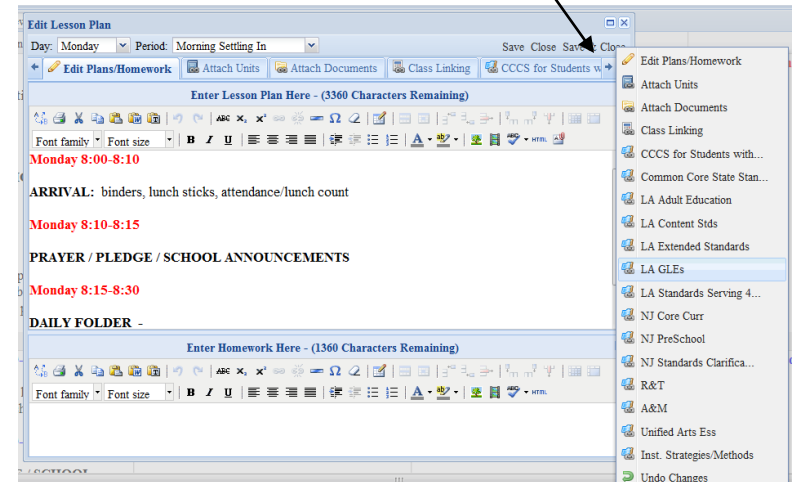
Accessing the Standards or Grade Level Expectations

The Grade Level Expectations can be accessed via the Lesson Plan Editor. To access and link the GLEs into your lesson, follow the steps below.

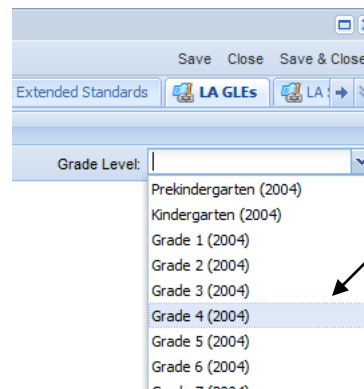
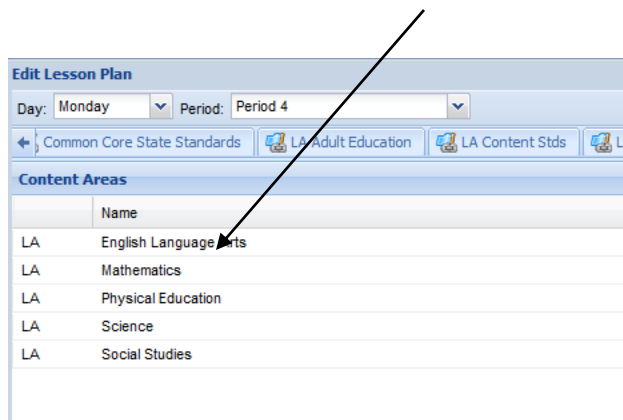
Step 1: Get into the Lesson Plan Editor by clicking inside a lesson plan block. Pay attention to the **day of the week** and the **subject area** for which you are planning.



Step 2: Scroll to the right and click on the tab labeled with the standards you are looking for **OR** click on the double-headed arrow and select the standards from the listing provided.




Step 3: Click on your Content Area.



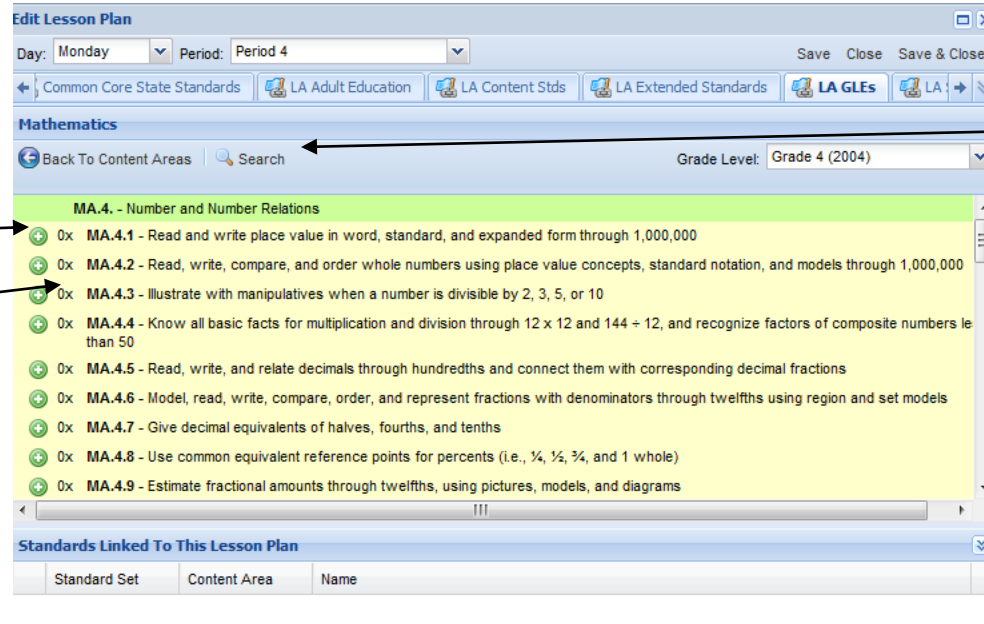
Step 4: Select your grade level from the drop-down list.

Inserting the Standards Into Your Lesson Plan

Step 1: Click the  next to the standard/GLE(s) that you want to link to your lesson.

Note: The number next to the button will display the number of times you linked that item throughout the year.

0x



Edit Lesson Plan

Day: Monday Period: Period 4 Save Close Save & Close

Common Core State Standards LA Adult Education LA Content Stds LA Extended Standards LA GLEs LA

Mathematics

Back To Content Areas Search Grade Level: Grade 4 (2004)

MA.4. - Number and Number Relations


- 0x MA.4.1 - Read and write place value in word, standard, and expanded form through 1,000,000
- 0x MA.4.2 - Read, write, compare, and order whole numbers using place value concepts, standard notation, and models through 1,000,000
- 0x MA.4.3 - Illustrate with manipulatives when a number is divisible by 2, 3, 5, or 10
- 0x MA.4.4 - Know all basic facts for multiplication and division through 12×12 and $144 \div 12$, and recognize factors of composite numbers less than 50
- 0x MA.4.5 - Read, write, and relate decimals through hundredths and connect them with corresponding decimal fractions
- 0x MA.4.6 - Model, read, write, compare, order, and represent fractions with denominators through twelfths using region and set models
- 0x MA.4.7 - Give decimal equivalents of halves, fourths, and tenths
- 0x MA.4.8 - Use common equivalent reference points for percents (i.e., $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and 1 whole)
- 0x MA.4.9 - Estimate fractional amounts through twelfths, using pictures, models, and diagrams

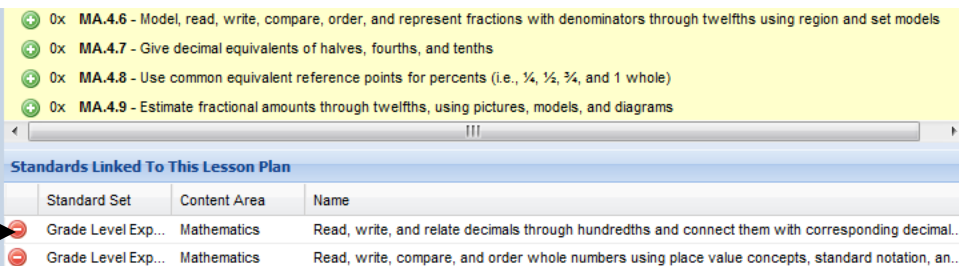
Standards Linked To This Lesson Plan

Standard Set	Content Area	Name
Grade Level Exp...	Mathematics	Read, write, and relate decimals through hundredths and connect them with corresponding decimal...
Grade Level Exp...	Mathematics	Read, write, compare, and order whole numbers using place value concepts, standard notation, an...

Instead of scrolling through all standards/GLEs, use the "Search" feature to find GLEs related to a particular topic.

The standard/GLE selected will appear in the window below.

To "unlink" the GLE from your lesson, click the .



0x MA.4.6 - Model, read, write, compare, order, and represent fractions with denominators through twelfths using region and set models

0x MA.4.7 - Give decimal equivalents of halves, fourths, and tenths

0x MA.4.8 - Use common equivalent reference points for percents (i.e., $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and 1 whole)

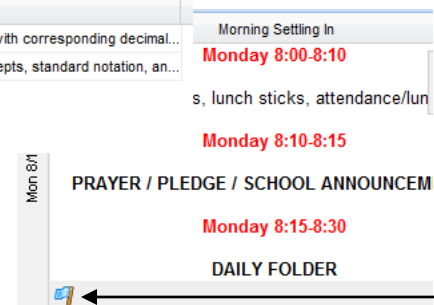
0x MA.4.9 - Estimate fractional amounts through twelfths, using pictures, models, and diagrams

Standards Linked To This Lesson Plan

Standard Set	Content Area	Name
Grade Level Exp...	Mathematics	Read, write, and relate decimals through hundredths and connect them with corresponding decimal...
Grade Level Exp...	Mathematics	Read, write, compare, and order whole numbers using place value concepts, standard notation, an...

Note: A flag icon will be placed at the bottom of the lesson plan block symbolizing that standards/GLEs were linked to the lesson.

Step 2: When you have finished adding standards/GLEs, click **"Save & Close"** at the top right of this window.



Mon 8th

Morning Settling In
Monday 8:00-8:10

s, lunch sticks, attendance/lun
Monday 8:10-8:15

PRAYER / PLEDGE / SCHOOL ANNOUNCEM
Monday 8:15-8:30

DAILY FOLDER

Inserting Power Standards Into Your Lesson Plans

Some districts / schools have chosen to mark or indicate which standards should be emphasized - these are called **Power Standards**.

These **Power Standards** will be indicated by different colored flag to the left of each Standard.

The colors indicate the level of importance set by the school or district personnel.

Link these standards the same way you did the others, by clicking on the “**Link this Standard**” button.



To “unlink” the Power Standard, click on the red circle icon to the left of each **Power Standard** shown in the bottom section.



The screenshot shows the 'Edit Lesson Plan' window. At the top, there are tabs for 'Class Linking', 'CCCS for Students with Severe Disabilities (NJ)', and 'Common Core State Standards'. The 'Common Core State Standards' tab is active. Below the tabs, there is a section for 'College- and Career-Readiness Standards and K-12 English Language Arts'. A search bar and a 'Grade Level' dropdown are present. The 'Power Standard' dropdown is set to 'Power Standards: District: Entire Year'. A list of standards is shown, with the first three highlighted in yellow. Each standard has a green plus icon to its left. The bottom section, 'Standards Linked To This Lesson Plan', shows a table with two rows of linked standards, each with a red minus icon to its left.

Standard Set	Content Area	Name
Common Core S	College- and Car	Interpret words and phrases as they are used in a text, including determining technical
Common Core S	College- and Car	Read closely to determine what the text says explicitly and to make logical inferences

Finally, when you have finished adding Power Standards, click “**Save & Close**” at the top right of this window.

Inserting other Data Sets Into Your Lesson Plan

Edit Lesson Plan

Day: Monday Period: Morning Setting In

Save Close Save & Close

For Students with Severe Disabilities (NJ) Common Core State Standards LA Adult Education LA Content Stds

Enter Lesson Plan Here - (4000 Characters Remaining)

Font family Font size B I U

Monday 8:00-8:10

ARRIVAL: binders, lunch sticks, attendance/lunch count

Monday 8:10-8:15

PRAYER / PLEDGE / SCHOOL ANNOUNCEMENTS

Monday 8:15-8:30

DAILY FOLDER -

Enter Homework Here - (2000 Characters Remaining)

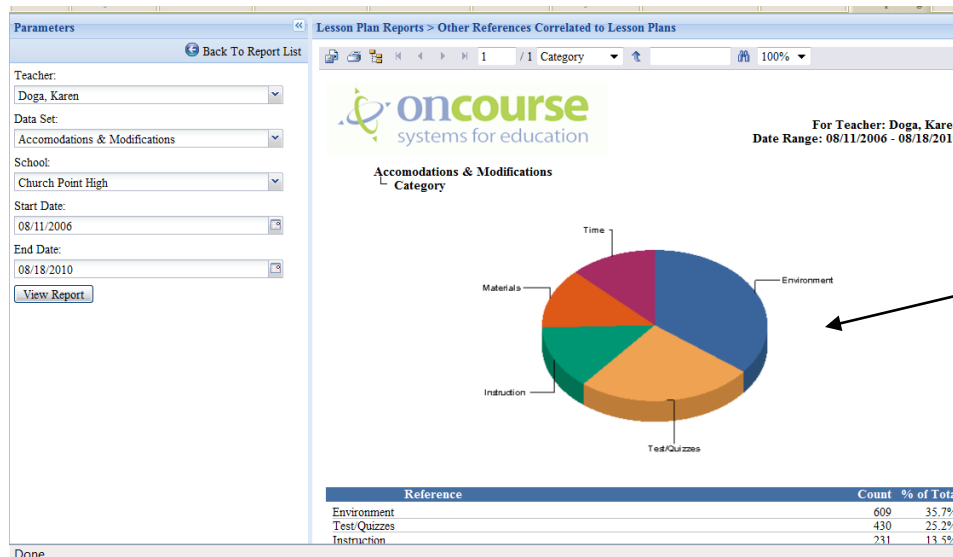
Font family Font size B I U

OnCourse has the ability to provide other data sets for tracking.

Some include:

- Accommodations and Modifications
- Resources / Materials / Technology Used in lessons
- Types of Assessments
- Learning Strategies

NOTE: A district or school can submit a data set for OnCourse SUPPORT to upload and distribute to specific accounts OR your System Administrator can handle this process.



District and School Administrators can run reports on any data set to track how often these items are being taught or used in the classroom. (Sample report on Accommodations & Modifications shown to the left.)

Searching for Lesson plans

Your individual lesson plans are archived continually making them available at all times, if you have an active account.

You can locate them by:

- Using the **SEARCH PLANS** feature, also located to the left in the Navigational tree,

OR

- Using the **Navigation Tree** to the left and click on the appropriate year/month/week to locate your plans,

NOTE:

You can use the same steps to search your “sharing” colleagues lesson plans also. Just the *Change user* first.

The screenshot displays the OnCourse software interface. At the top, there is a navigation bar with links: Home, My Planner, Calendars, My Website, Curriculum Portal, Documents, and Reporting. Below this is a calendar for September 2010, with the date 7th highlighted. To the right of the calendar is a 'Search Plans' window. The 'Search Text' field contains the word 'equations', and the 'Search' button is visible. Below the search bar is a table with columns 'Date', 'Period', and 'Notes'. The first entry is for 'Mon, Aug 23, 2010' in 'Period 1- Algebra I'. The second entry is for 'Mon, Aug 29, 2010' in '4th Grade Math: 8:15 - 9'. To the left of the search window is a 'Navigation Tree' under the heading 'Change user...'. It lists 'Karen Doga' and several options: Unit Plans, Standards Taught Report, Comments, Search Plans (highlighted), Sharing, Curr Portal, Templates, 2011 Plans, 2010 Plans, September, and August. Under August, there are dates: 08/30/2010, 08/23/2010 (highlighted), 08/16/2010, and 08/09/2010. Arrows point from the text in the left column to the 'Search Plans' option in the tree and the 08/23/2010 date, and from the 'Search' button to the search results table.

Date	Period	Notes
Mon, Aug 23, 2010	Period 1- Algebra I	Bellringer/Anticipatory Set: 1)Answer questions 1 2) LEAP 21 practice set # 20--22 Objectives: TLW represent the relationship in a si Procedures: 1) Enter bellringer data in spreadsheet using prese 2) Class discussion-- establish patterns to develop 3) Guided & independent practice--worksheet wi 4) Introduce creating equations using real-life exa 5) Small group work--create equations to express Resources: Teacher generated activity sheet, 4th Evaluation: Teacher observation, rubric for small Use of Technology: Presentation system; spreads Content Standards/Benchmarks/GLEs: OnCourse: use LA GLEs tab Handwritten: list GLE numbers: 10,14,39,44
Mon, Aug 29, 2010	4th Grade Math: 8:15 - 9	Bellringer/Anticipatory Set: 1)Answer questions 1 2) LEAP 21 practice set # 20--25 Objectives: TLW represent the relationship in a si Procedures: 1) Enter bellringer data in spreadsheet using prese 2) Class discussion-- establish patterns to develop 3) Guided & independent practice--worksheet wi 4) Introduce creating equations using real-life exa 5) Small group work--create equations to express Resources: Teacher generated activity sheet, 4th Evaluation: Teacher observation, rubric for small Use of Technology: Presentation system; spreads Content Standards/Benchmarks/GLEs: OnCourse: use LA GLEs tab Handwritten: list GLE numbers: 10 14 39 44

To use the **Search Plans** feature:

- Type in a keyword in the Search Text window and click **Search**.
- Any lesson plan with that keyword will appear with the keyword highlighted.
- Click on that lesson and the original lesson plan window will appear.

Reporting

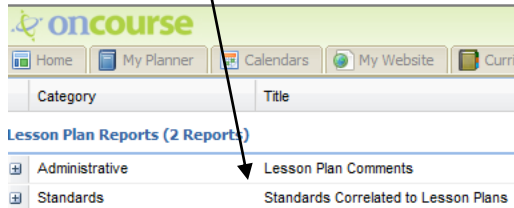
The reporting feature allows you to run your own personal reports to see what standards you have taught and how often.

To run a report:

Step 1: Click on “Reporting” Tab.

The “Reporting” window will open.

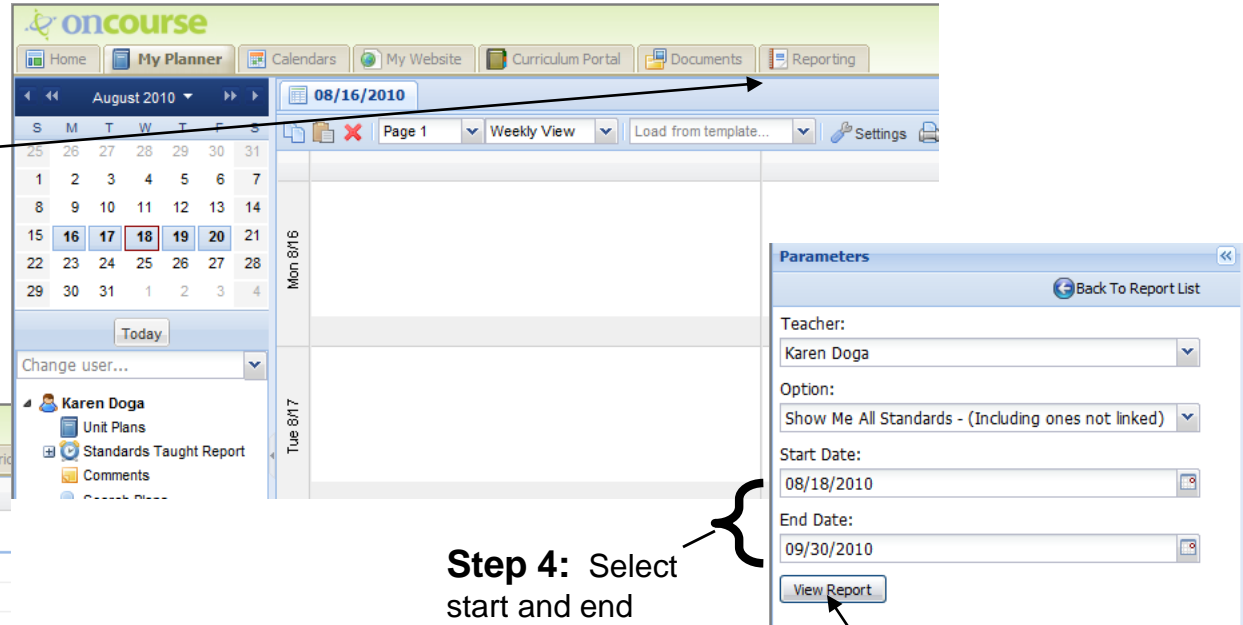
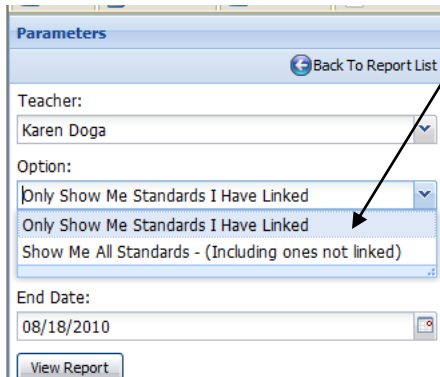
Step 2: Select Type of Report.



Step 3: Select which Standards you want in the report:

“Only Show Me Standards I Have Linked” Report – displays all GLEs linked and the number of occurrences.

“Show Me All Standards” Report – displays all GLEs for that subject/grade level. The GLEs linked and the frequency are highlighted in bold print. GLEs not linked are grayed out.



Step 4: Select start and end dates. You can either use the calendar icons or type in the MM/DD/YY format.

Step 5: Click “View Report” button.

Reporting

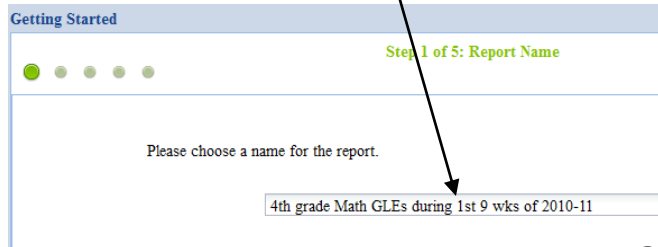
Another way to access your own personal reports to see what standards you have taught and how often is using the **Standards Taught Report**, which is located in the Navigation Tree (to the left of the Lesson Planner view).

To run this report:

Step 1:

Click on **Standards Taught Report**; then click on **Add Report**. (This allows you to create a report and OnCourse saves the parameters so you can access the report quickly in the future.)

Step 2: The setup has 5 steps. The first is to **give your report a name** that will easily be recognized in the future. Then click **NEXT**.



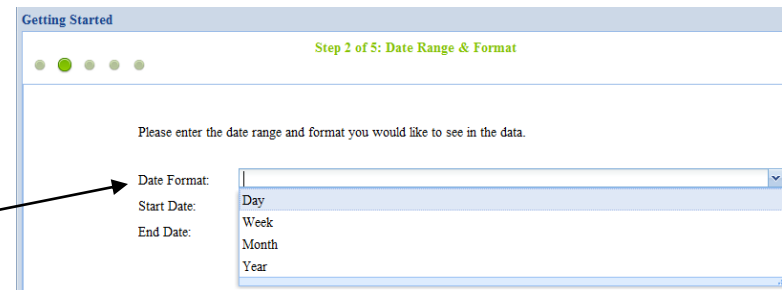
Getting Started

Step 1 of 5: Report Name

Please choose a name for the report.

4th grade Math GLEs during 1st 9 wks of 2010-11

Step 3: Select the way you wish to see your data – by the Day, Week, Month, or Year. Click **NEXT**.

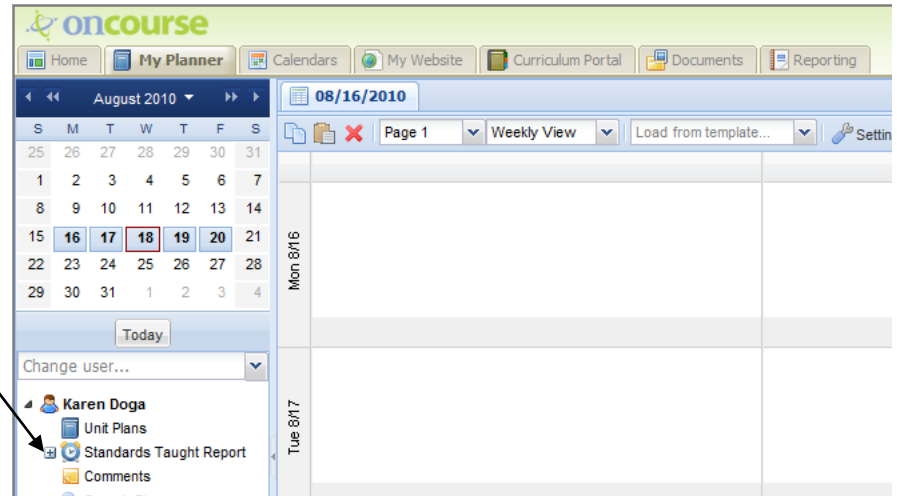


Getting Started

Step 2 of 5: Date Range & Format

Please enter the date range and format you would like to see in the data.

Date Format: Day
Start Date:
End Date:



oncourse

Home My Planner Calendars My Website Curriculum Portal Documents Reporting

August 2010

08/16/2010

Page 1 Weekly View Load from template... Settings

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Today

Change user...

Karen Doga

Unit Plans

Standards Taught Report

Comments

Create New

Reporting

Step 4: Enter the date range of your report. You may type in the **MM/DD/YYYY** format or use the **calendar** to the right of each field.

Getting Started

Step 2 of 5: Date Range & Format

Please enter the date range and format you would like to see in the data.

Date Format: Day

Start Date: 08/12/2010

End Date: 09/30/2010

Step 5: From the drop-down fields, you are to choose :

- (1) Your State,
- (2) A Data set (these are specific to your state.)
- (3) A Subject
- (4) A Grade-level /Year

Click **NEXT**.

Getting Started

Step 3 of 5: Standards

Please choose a standard set to add to the report. (You can add more later)

State: LA

Set:

Subject: ANO Grade Level Expectations

Grade/Year: Adult Education Content Standards

Content Standards

Extended Standards

Grade Level Expectations

Standards for Programs Serving Four-Year-Old Children

Step 6: Choose your name and then click **NEXT**. Lastly click **FINISH**.

Please choose a standard set to add to the report. (You can add more later)

State: LA

Set: Grade Level Expectations

Subject: Mathematics

Grade/Year: Grade 4 (2004)

Reporting

Notice the Standards (or GLEs in this case) are in two different colors:

Gray : these haven't been taught or linked yet.

Black: These have been taught / linked.

Standards	08/16/2010	08/22/2010	08/23/2010	08/24/2010	08/25/2010	08/26/2010	08/27/2010	08/28/2010	08/29/2010	08/30/2010	08/31/2010	09/01/2010	09/02/2010	09/03/2010	09/04/2010	09/05/2010	09/06/2010	09/07/2010	09/08/2010	09/09/2010
LA Grade Level Expectations > Mathematics > Grade 4(2004)																				
{MA.4.} Number and Number Relations																				
{MA.4.1} Read and write place value in word, standard, and expanded form through 1,000,000																				
{MA.4.2} Read, write, compare, and order whole numbers using place value concepts, standard notation, and models through 1,000,000																				
{MA.4.3} Illustrate with manipulatives when a number is divisible by 2, 3, 5, or 10																				
{MA.4.4} Know all basic facts for multiplication and division through 12 x 12 and 144 ÷ 12, and recognize factors of composite numbers less than 50																				
FREDERICK, DENISE																				
{MA.4.5} Read, write, and relate decimals through hundredths and connect them with corresponding decimal fractions																				
{MA.4.6} Model, read, write, compare, order, and represent fractions with denominators through twelfths																				

To the right, the Standards that have been taught are indicated on the date(s) they were taught.

The parameters of the report can always be edited by clicking on the step(s) you wish to change.

NOTE: Don't forget to click on **SAVE CHANGES**, if you do make any.

You can also change which standards are shown in the report. (top right side of report.)

Standards	Staff and Classes	Edit Settings
LA Grade Level Expectations > Mathematics > Grade 4(2004)		
{MA.4.} Number and Number Relations		

Filter Standards:	Show All	Delete Report
Show All		
Only show standards not referenced		
Only show standards referenced		

If needed, you can always DELETE the report.

Other Features

Undo Changes

Oncourse has an **Undo Changes** feature. In the Edit Lesson Plan view, click the 'Undo Changes' tab and a list of the last changed versions will display. Select the version you would like to restore and click on the restore link. Remember to click Save & Close.

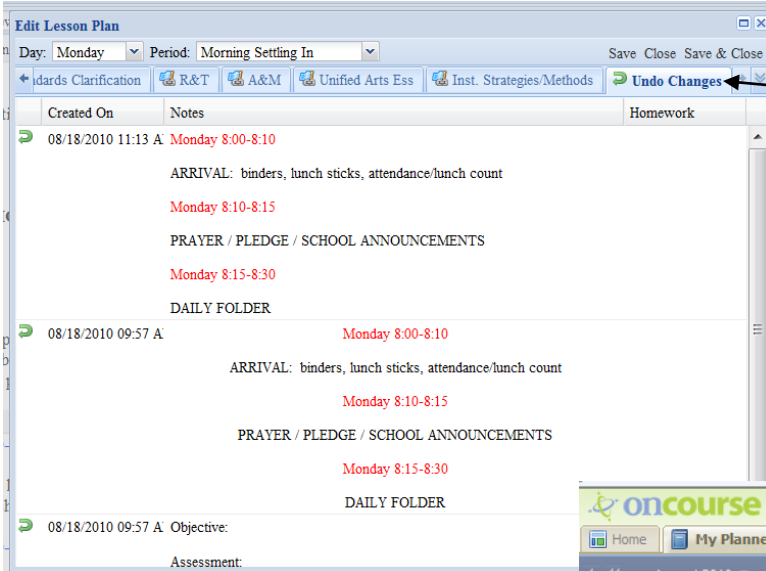
Step 2: Click on **Add Unit Plans** button.

Step 3: Type in the **Unit name**, **Group/Category**, and choose a preloaded **District or School template** if provided from the Load Template drop-down window.

Step 4: Type in the specifics for your unit here in the main part of the unit plan.

Step 5: Click **SAVE** then **CLOSE**.

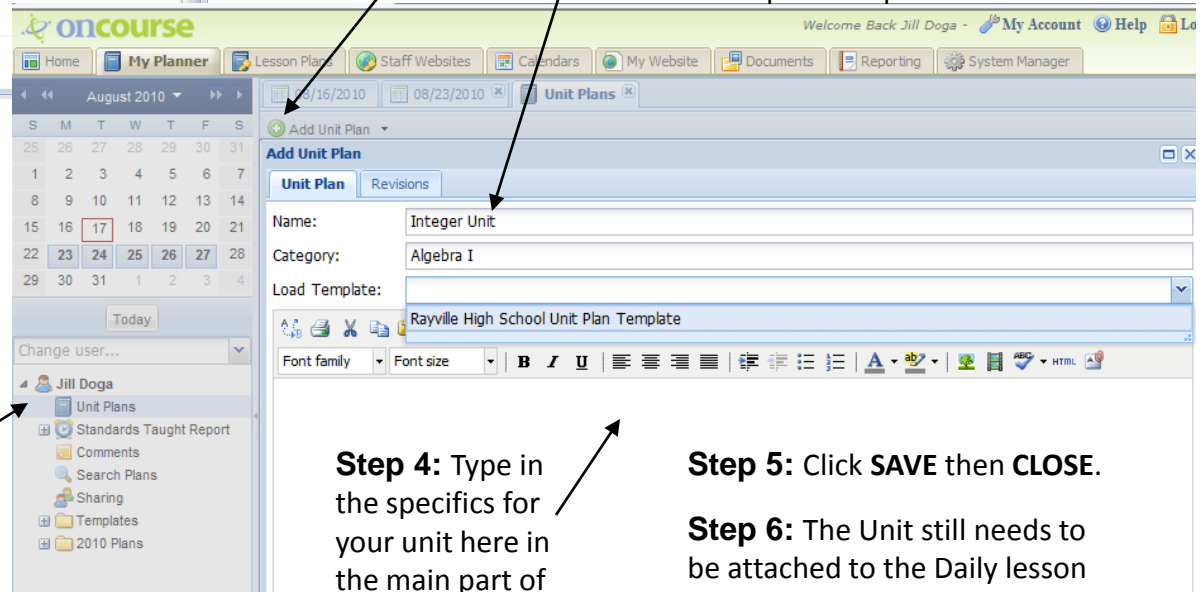
Step 6: The Unit still needs to be attached to the Daily lesson Plans inside the Lesson Plan editor.



Unit Plans

Teachers can create Unit Plans which may span several class periods or weeks. These need to be entered as a Unit Plan and not as a Daily Lesson Plan.

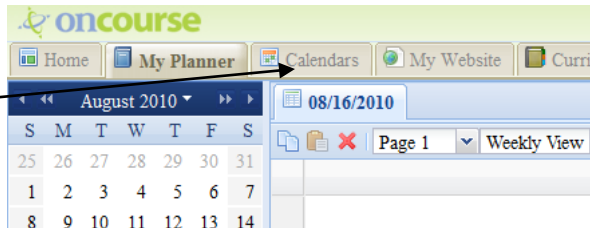
Step 1: Click on the Unit Plans icon in the Navigation Tree.



Calendars

Use of the “Calendars” feature can prove to be a valuable organizational tool. All homework assigned will appear in BOTH the My calendar and on the homework calendar on your website. You also have the ability to add “private” information to your My calendar without posting it to the website.

Step 1: Click on the “Calendars” tab next to My Planner.

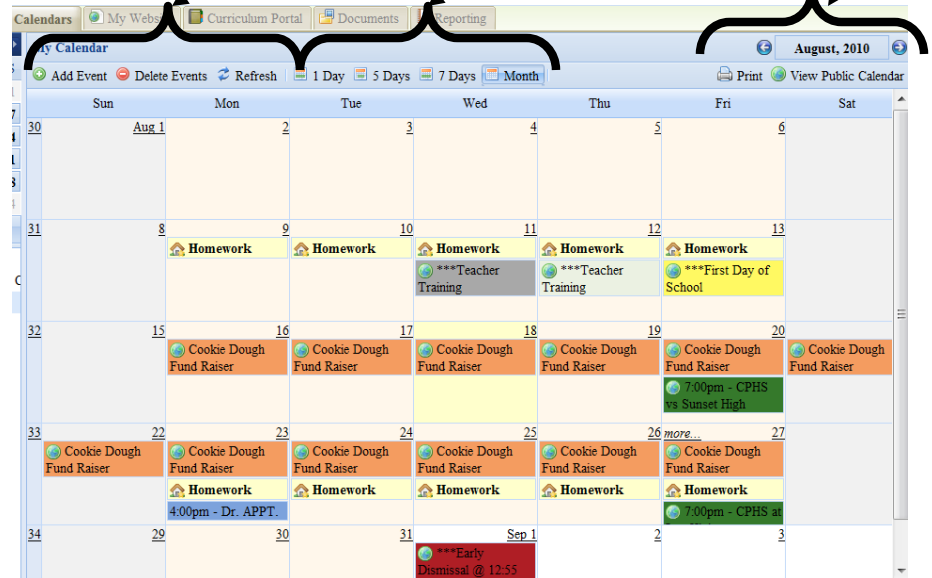
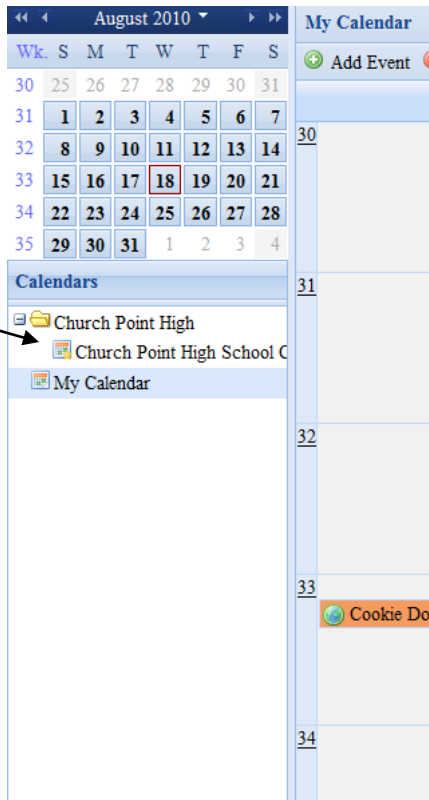


You can add events, delete events and refresh calendar here.

Notice you can view your calendar by 1 day, 5 days, 7 days, or Month.

View Public Calendar, Print, or navigate through other months here.

Step 2: Click on either **My Calendar** (which is the one published to your website) or click on the + sign to the left of **your school's name** to see all the different calendars available at your school. **Choose a calendar.**



Notice some of the events are District (red), school-wide (orange and green), class (Homework), and even personal (blue). You choose the colors to use to highlight the event.

Adding Events to Your Calendar

Step 3: Click the “Add Event” button.

Step 4: The **Add Event** window will appear. Type a title or subject for your event, a location (optional), a web link (optional), and a start date/time and end date/time if the event spans over several days (optional).

If it is an ALL day event, check the box provided.

Step 5: Select a color to highlight your event on your published calendar from the drop-down field.

Step 6: The above information will appear on your public website calendar if you check the “**Make available on teacher website**” box and select the date you want it to publish. If you leave this box unchecked, only you will see this event on your calendar.

Step 7: Click **OK** to save this event. Click **Close** if you wish to cancel the entry.

The screenshot shows a web-based calendar interface titled "My Calendar". At the top, there are buttons for "Add Event", "Delete Events", and "Refresh", along with view options for "1 Day", "5 Days", "7 Days", and "Month". The calendar grid shows days of the week (Sun, Mon, Tue, Wed) and dates (30, 31, 32, 33). An "Add Event" dialog box is open, displaying the "Properties" tab. The fields in the dialog are: Subject (text input), Location (text input), Website Link (text input), Start Time (date and time picker set to Wed 8/18/2010 3:00 PM), End Time (date and time picker set to Wed 8/18/2010 4:00 PM), Color (a color selection dropdown), and a checkbox for "Make available on teacher website". Below this is a "Publish On" date picker. The "All day event" checkbox is checked. At the bottom of the dialog are "OK" and "Close" buttons. Arrows from the surrounding text blocks point to various elements in the dialog box.

Teacher Tip: Your calendar can also be a great personal organizational tool. You can include notes and reminders to yourself that only you will see. Examples include faculty meetings, scheduled professional development workshops, the date of your formal observation, due dates, reminders to make copies, etc.