

## Lesson Planner

The **Lesson Planner** establishes the section's assignment groups and assignments. Once those items have been created, the teacher can view the assignments from the Daily Planner and from the Gradebook.

### Student Groupings within a Teacher Section

**Student Names  
And numbers**

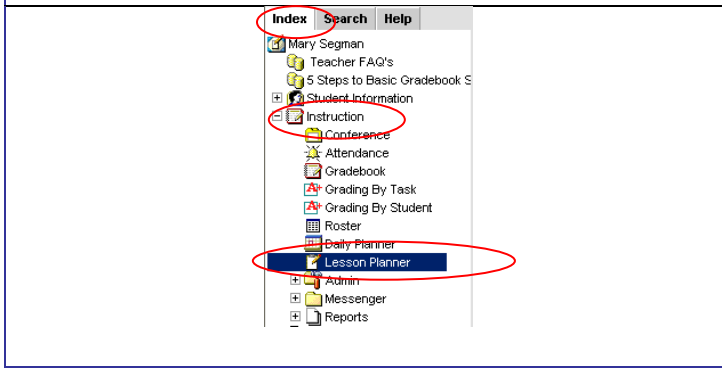
*Instruction > Student Groups*

- Teachers can create student groups from their active course sections. Student groups are created via the Student Group Editor in the teacher's lesson plan. Once a student group is created, teachers can assign students to the appropriate group and create assignments for each student group. This release only supports creating student groups within one course section. Within the Lesson Plan Group, a copy function is also available for assignments that work in conjunction with Student Groups.

**Student Names**

- Within the Grade Book, teachers can select the student group from a dropdown list for ease in grading. Teachers can add students to a student group at any time.
- However, students can only be removed if the student has no grades from assignments associated with the group. An active checkbox is available within the student group editor so the group appears in the Grade Book.
- Assignments can only be designated for specific student groups if they are created in the Lesson Planner.

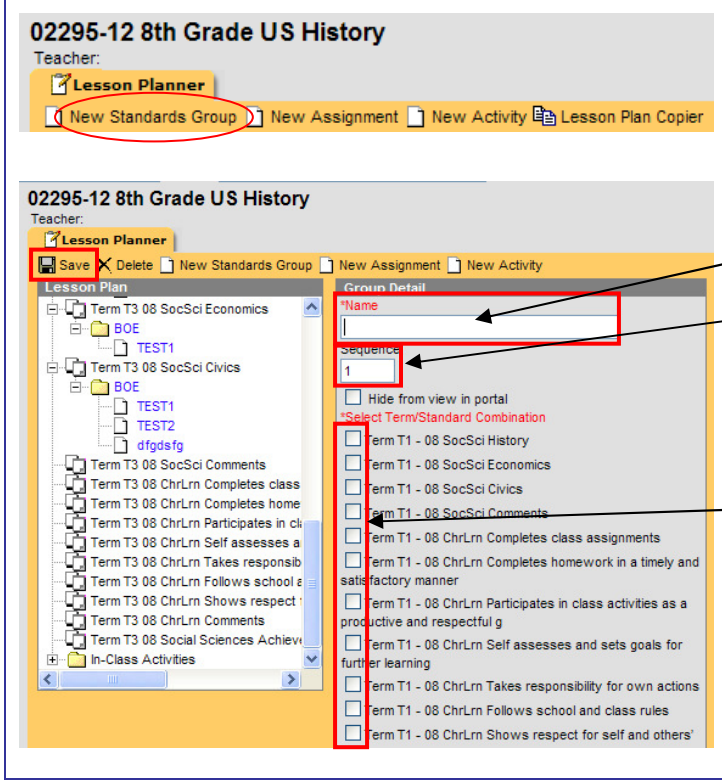
**Accessing Instruction Lesson Planner**



1. **Select the School** and **Section** for which to create assignments by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder by clicking the plus (+) sign or by clicking on the word *Instruction*.
3. Select the **Lesson Planner** folder.

*Continue to Create Assignment Groups*

**Create Assignment Groups**



**Assignment Groups** are needed to make assignments. Assignment groups are simply a location or a box where assignments are stored.

1. From the **Lesson Planner** tab, select the **New Standards Group** icon. A **Group Detail** table will appear.
2. Enter a **\*Name** for the assignment group.
3. Leave the **Sequence** number as the default.
4. Check the **Hide Portal** option if assignments in the group should not be seen by parents/students using the Parent Portal.
5. Select the **Term/Task Grade Calculation Standard** by checking the appropriate box. If a group will be used in more than one standard then check all that apply.
6. Click the **Save** icon when finished. The new group will display in the **Lesson Plan** box on the left side of the screen.

**Create Assignments**

02295-12 8th Grade US History  
 Teacher:  
 Lesson Planner  
 New Standards Group **New Assignment** New Activity Lesson Plan Copier

**Assignment Detail**

\*Name

\*Abbreviation

\*Group  
 BOE - Term T3 08 SocSci Economics

Student Group

Test Strand

Rubric  
 Indicators of Progress Toward Proficiency

\*Due Date

Assigned Date

Sequence

Active

Hide Portal

Description

Objectives

90398-2 3rd Homeroom  
 Teacher: Mary Jane Segman  
 Lesson Planner  
 Save Delete New Group New Assignment New Activity

1. From the **Lesson Planner** tab, click the **New Assignment** icon. An **Assignment Detail** table will appear on the right side of the page.
2. Enter a **\*Name** for the assignment. This is a required field.
3. Enter an **\*Abbreviation** for the assignment. This abbreviation is limited to five (5) characters and will appear in the Gradebook grid.
4. Select the **\*Group** in which the assignment belongs. When a group is chosen that is attached to a standard the detail window will change to show only standards based fields (shown to the left).
5. If you have created Student groups you can select a specific group of students for this assignment.
6. Leave the **Test Strand** box blank.
7. Enter the **\*Due Date** for the assignment by typing in mmddyy format or by clicking the calendar icon to select a date. Enter the **Assigned Date** for the assignment by typing in mmddyy format or by clicking the calendar icon to select a date.
8. Leave the box for **Active** checked. With the new settings for standards based grading built into IC it is no longer necessary to uncheck this box.
9. Leave the **Sequence** set to the default
10. Enter a short **Description** for the assignment (Optional but recommended as this can be viewed from the Parent / Student portal).
11. Enter the desired **Objectives** for the assignment. (optional)
12. Enter the **References** that will be used in teaching the assignment. (optional)
13. Click the **Save** icon when finished. The new assignment will appear with the group to which the assignment was attached.

**Create Activities**

90398-2 3rd Homeroom

Teacher: Mary Jane Segman

Lesson Planner

Save Delete New Group New Assignment **New Activity** Copy Group

**Activity Detail**

\*Name Abbreviation

\*Start Date End Date

Sequence Hide Portal

Description

Objectives

References

90398-2 3rd Homeroom

Teacher: Mary Jane Segman

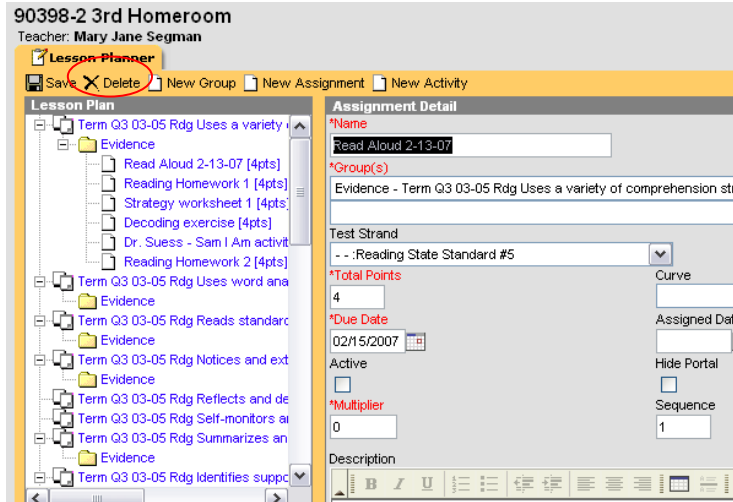
Lesson Planner

Save Delete New Group New Assignment New Activity Copy Group

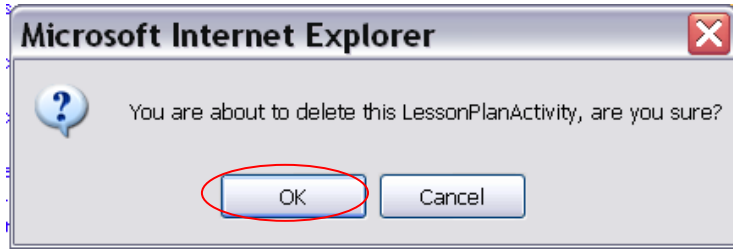
An **Activity** is a non-graded event that may occur over a range of dates. For example, a user would indicate that the class would be doing library research for a week.

1. Click the **New Activity** icon. An **Activity Detail** table will appear on the right side of the page.
2. Enter a **\*Name** for the activity. This is a required field.
3. Enter an **Abbreviation** for the activity. This abbreviation is limited to five (5) characters and will appear in the Gradebook grid.
4. Enter a **\*Start Date** (required) and an **End Date**.
5. The **Hide Portal** option will hide the activity from the portal. If this is checked on the activity, just that activity will not show on the portal view.
6. Enter a short **Description** for the assignment (Optional but recommended as this can be viewed from the Parent / Student portal).
7. Enter the desired **Objectives** for the assignment. (optional)
8. Enter the **References** that will be used in teaching the assignment (optional).
9. Click the **Save** icon when finished. The new activity will appear with the Group to which the activity was attached.

**Delete Groups and Assignments**



1. Select the **Assignment Group** or the **Assignment** to delete from the **Lesson Planner** view.
2. Click the **Delete** icon at the top of the page. A pop-up warning message will appear asking the user if the item chosen really should be deleted.



3. Click the **OK** option if the item chosen should be deleted, or click the **Cancel** option to not delete the item.

*If an assignment group is deleted, all assignments in that group will also be deleted.  
If an assignment is deleted, only the assignment will be removed*

<p><b>Copy Groups</b></p>	<p><b>Copy Groups</b> will copy the Assignments selected from the list and copy them to the groups selected from other sections.</p> <ol style="list-style-type: none"> <li>1. Select a <b>Group</b> from the <b>Lesson Plan</b> tree. A <b>Copy Group</b> icon will appear in the action bar.</li> <li>2. Select the <b>Copy Group</b> icon. A wizard-type screen will appear.</li> <li>3. Under the <b>Group Name</b> section select the <b>Assignments</b> to copy from the left-hand column.</li> <li>4. In the right-hand column, select the sections (Standards) into which the assignments will be copied. This information is separated by calendar, then term, then assignment. (<i>Click the '+' to expand the list.</i>)</li> <li>5. Put check marks into the boxes next to the name of the Group (folder) under each of the standards that you want to copy the assignment to. You can select multiple standards in multiple class sections.</li> <li>6. Click the <b>Copy Assignments to Selected Groups</b> button at the bottom of the screen. All selected assignments will be copied into the selected group.</li> </ol>
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**Training videos are located at:**  
<http://techtraining.dpsk12.org/ic/>