

Create a Master Lesson Plan

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Master Lesson Plans are created, edited, and deleted as follows:

1. Point to **Classes** in the menu bar and click **Master Lesson Plans**.
2. Click **Add Lesson Plan**. Name the **Lesson Plan** and enter a **Description**.
3. Click **Save Changes**. When prompted, click **OK**.

#	Lesson Name Theme	Description	Order	Delete?
1	Float on back Swim Unassisted	Child must be able to roll over and float on back unassisted for 5 minutes.	1	
2	Treading Water Swim Unassisted	Child will be able to tread water in deep water for 5 minutes unassisted.	2	

Add Items to a Lesson Plan:

1. Select and click the Lesson Plan name.
2. Click **Create New Lesson Plan Item**. In the pop-up window, add **itemName**, **Theme**, **Description**, and **Order**.
3. Click **Save**. Continue adding Lesson Plan items until the Master Lesson Plan is complete.
4. Click **Save Changes**.



Master Lesson Plans can be copied into an individual Class.

