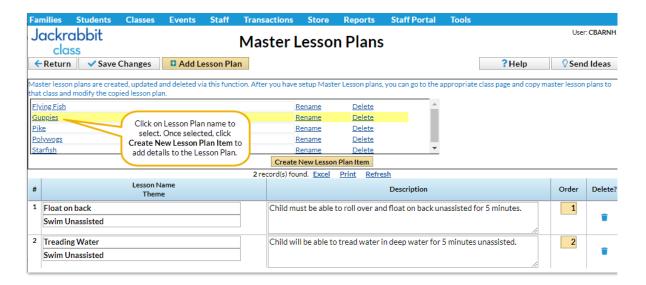
Create a Master Lesson Plan

Last Modified on 12/30/2019 1:15 pm EST

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**.



Add Items to a Lesson Plan:

- 1. Select and click the Lesson Plan name.
- 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.