

# Copy a Master Lesson Plan into a Class

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1. Go to the **Classes** menu. Search and select the correct class.
2. Click the **Lesson Plan** tab.
3. Click **Copy Master Lesson Plan**. In the **Copy Master Plan** box, choose the applicable **Master Lesson Plan**.
4. Click **Save** and **OK**. The **Master Lesson Plan** you added will show in the Class.

**Note:** Instructor specific **Dates**, **Instructor Comments**, and **Order** can be added as needed.

5. Click **Save Changes**. Additional Class Lesson Plans can be added using the **Add Lesson Plan** button.

The screenshot shows the Jackrabbit Class management interface. At the top, there are search bars for 'find a family.' and 'find a class...'. The main navigation bar includes 'FAMILIES | STUDENTS | CLASSES | EVENTS | STAFF | TRANSACTIONS | STORE | REPORTS | STAFF PORTAL | TOOLS'. The current page is titled 'Class: Dolphins - Adv - MWF'. Below the title, there are buttons for 'RETURN', 'SAVE CHANGES', and 'DELETE'. A menu of tabs is visible, including 'Class Roll', 'Enroll Student', 'Email/Text Class', 'Enter Absences', 'Absence/Attendance', 'Post Class Transactions', 'Copy Class', 'Mass Drop', 'Sizes/Measurements', and 'Archive Class'. The 'Lesson Plan' tab is selected. Below the tabs, there are buttons for 'Add Lesson Plan' and 'Copy Master Lesson Plan'. The 'Class Lesson Plan' section shows a table with columns for 'Date', 'Lesson Name Theme', 'Description', 'Instructor Comments', and 'Order'. The table currently contains one row. At the bottom left, there is a small text box with the following information: 'Last Updated: 11/1/2019 10:25:00 AM by HBarnhardt', 'Date Created: 5/30/2019 1:24:00 PM by HBarnhardt', and 'Id: 9775416'.



*Lesson plans added to a specific Class using the **Add Lesson Plan***



*button will not be added to the original Master Lesson Plan.*

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