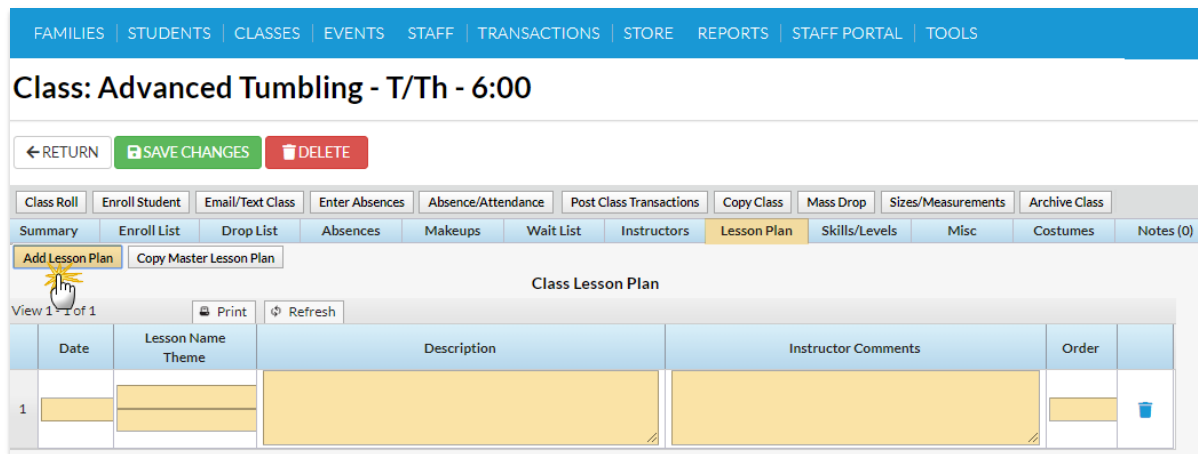



Add a Lesson Plan Directly to a Class

Last Modified on 12/30/2019 1:16 pm EST

1. Go to the **Classes** menu. Search and select the correct class.
2. Click the **Lesson Plan** tab.
3. Click the **Add Lesson Plan** button.
4. Add applicable items: **Date**, **Lesson Name/Theme**, **Description**, **Instructor Comments**, and **Order**.



The screenshot shows a web application interface for managing classes. At the top, there is a navigation bar with links for FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, and TOOLS. Below this, the class name 'Class: Advanced Tumbling - T/Th - 6:00' is displayed. A toolbar contains buttons for RETURN, SAVE CHANGES, and DELETE. A secondary menu includes options like 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 active, showing 'Add Lesson Plan' and 'Copy Master Lesson Plan' buttons. Below the tabs, there are 'View 1 of 1', 'Print', and 'Refresh' options. The main area is a table with the following structure:

	Date	Lesson Name Theme	Description	Instructor Comments	Order	
1						

5. Click **Save Changes**.



*Lesson Plans added to a specific Class using the **Add Lesson Plan** button will not be added to Master Lesson Plans.*