

Lesson Planner

Introduction

Teachers often find that their lesson planners are difficult to read—they have eraser marks, things crossed out in red, arrows moving plans from one day to the next, and so forth. Pearson provides an online tool that makes planning lessons easier and allows teachers to adjust their lesson plans.

This guide walks teachers through Pearson’s online SuccessNet Lesson Planner. This guide also shows teachers how to plan their lessons online. At the end of this guide, teachers should be able to do the following:

- Set up the calendar
- Add plans to a schedule day by day
- Auto Schedule lesson plans
- Edit lesson plans
- Build personalized lesson plans

Look at the teacher home page below. In this example, the user is an elementary teacher.



The home page for secondary teachers will look more like the following image.



Even though this guide shows teachers how to plan lessons for reading as an elementary teacher, this training applies to any Pearson program at any grade level. The lesson planner works the same across Pearson programs, so the steps shown will apply to all teachers, no matter what program and grade level they teach.

Set Up

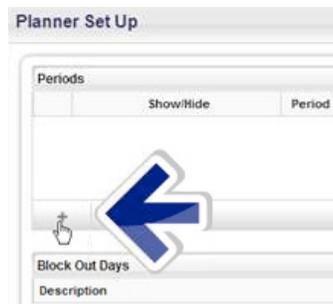
At the top, under the Planning tab, click **Lesson Planner**. If teachers have never used the planner before, they may receive a prompt asking them to set up their calendar. If this message appears, click **OK**.

It is important that teachers set up their calendars before they start planning their lessons. Teachers will want to block off vacation time, in-service days, breaks, and other days that classes will not meet. This way, when they begin planning their lessons, the program automatically blocks off these days.

If the prompt does not show up, teachers can get to this Planner Set Up screen by clicking **Set Up** at the top, right-hand side of the lesson planner.



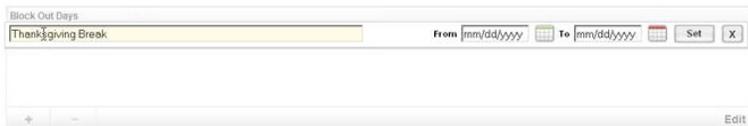
There are three steps to the Planner Set Up. First, add classes to the lesson planner. Click the plus sign under Periods to add to classes.



Assign each class a name and check off the days of the week each one meets. Teachers can even assign classes a color. The color teachers choose will appear in their calendars once they begin setting up their lessons. Click **Set** once this process is finished.

Period	Period Name	Color	M	T	W	T	F	S	S	
1	Reading		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set X				

Next, block out the days that classes will not meet. Click the plus sign and enter a name for the blocked out days. Teachers can either manually type in the From and To dates, or they can click the calendar icons and find the month by clicking the forward or backward arrows. Then teachers should choose the dates that they would like to block out. To finish this process, click **Set**.



Finally, teachers can choose their desired view. Under Favorite View, teachers can choose to view their planners by the day, week, or month. They can choose to keep the default month view, and then click the X at the top right to close this window. All of the entered information will be saved.



To go back and block out more days or add periods, just click **Set Up**. It is important to enter all block out days before getting started.

How to Plan Lessons

Before teachers start planning their lessons, they should know that they have three options or strategies for how to plan their lessons:

- They can have their lesson plans schedule automatically;
- They can plan their lessons one at a time; or
- They can plan their lessons while viewing the lesson itself.

The first option provides a fast and easy way to plan for the whole year, but the second option provides more flexibility. Teachers can decide which of these is the best option for them.

Auto Scheduling

Before using Auto Scheduling, look at the lesson plans that will be scheduled and eliminate any unwanted lessons. To do this, click on the picture of the hammer and screwdriver beside the words *Lesson Plans*. To eliminate a lesson from a schedule, simply click the light bulb so that it becomes hidden. Once finished, scroll to the bottom and click **Save**.



At the top right of the lesson planner, click **Auto Scheduling**. Then, from the drop-down menu, choose a subject. Now, choose a period. These periods are the classes teachers have set up.

Next, choose the date to start scheduling lesson plans by either entering the date or clicking the calendar icon. Double-check to make the information is entered correctly. Click **Save**, and then click **OK**.

When the process is finished, click the forward arrow on the calendar. The lessons are scheduled for the entire year.

Drag and Drop from the Calendar

This option allows teachers to plan their lessons one at a time. Go back to the Lesson Planner and under Lesson Plans, note all of the lesson

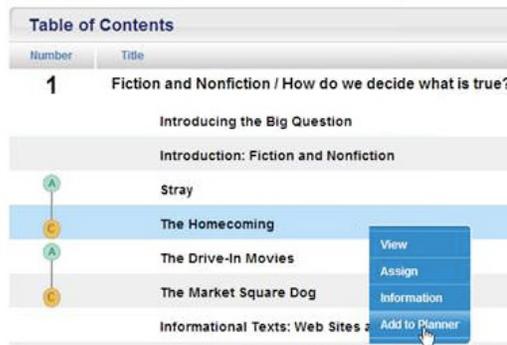
plans for the program. Teachers can view the plan, view the lesson, change the date, or delete the lesson plan entirely.



To plan lessons one at a time, simply drag the lesson plan from the list into the calendar. This option for planning lessons will give more flexibility if plans change.

Add to Planner There is a third way to add lessons to the planner.

When looking at online lessons, there is a menu that allows teachers to add the lesson to their planners. To access this menu, go to the Content tab and choose **Table of Contents**. Choose a unit and a lesson, and when clicking on the lesson, choose **Add to Planner**.



Pearson has made it easy for teachers to plan their lessons online.

Change the Date

Teachers sometimes need to change dates in Lesson Planner. To do so, click any lesson plan on the calendar.

Choose **Change the Date**. Beside the word From, click the calendar icon, and then choose a new date to move the lesson plan. For example, to move a lesson from Monday to Tuesday, just move it one day ahead.



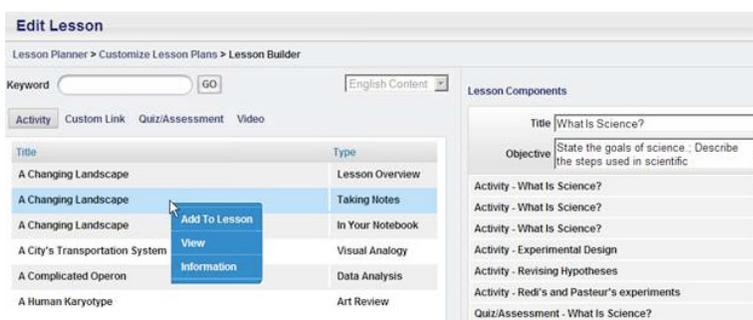
This feature provides even more flexibility in planning lessons.

Edit Plans

To edit lesson plans, click any lesson plan in the Lesson Plan menu, and then choose **Edit Lesson**.

Teachers can make edits like changing the name of the lesson; rewriting the objective; and removing or adding activities, videos, quizzes, or assessments.

To add an activity, quiz, assessment, or video, click it and choose **Add to Lesson**. To remove an activity, click it, and then choose **Delete**.



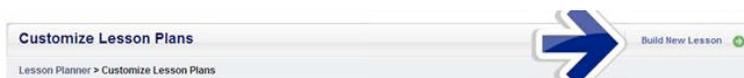
To search for resources to add to the lesson, teachers can search by keyword. Choose the activity, quiz/assessment, or video tab, type in the keyword, and then click **Go**. Then, click **Save**.

This is how teachers can customize their lesson plans to fit their instructional style as well as meet the needs of their students.

Build Lesson Plans

There is an easy way to take customization a step further and build a personalized lesson plan.

Beside the words Lesson Plans, click the hammer and screwdriver again, and then click **Build New Lesson**.



Enter a name and an objective. Next, search for activities, quizzes, assessments, and videos to add to the lesson by typing in a keyword and clicking **Go**.

Teachers can even add a link to a Web site by entering in the URL in the lesson plan. Click **Save**, and then click **OK** when finished.

Next look at the Edit Lesson Plan screen. Here teachers can enter other details about the lesson, such as materials to use in the lesson, the state standards it covers, homework, or lesson notes.

Once they have added all the details to their lessons, they can click **Save**, and then click **OK**.

Save PDF

To save and print the final lesson plan, follow these simple steps:

1. Click the lesson plan on the calendar.
2. Choose **View Plan**.
3. Click **Save PDF**.
4. Choose the location where the file should be saved.



Now teachers have an electronic copy that they can print and leave on their desks or attach to an e-mail when they are not going to be in class.

Review

This guide showed teachers how to use their lesson planner online to perform the following functions:

- Set up their calendars
- Auto schedule their lesson plans
- Add plans to their schedules day by day
- Edit their lesson plans
- Build their own lesson plans

Once teachers add lessons to their planners, they are ready to assign lessons to specific students or to the entire class. Find out how to assign lessons, tests, and activities in other tutorials on myPearsonTraining.com.

For help using the lesson planner, please contact the Product Support Team. They can help via e-mail, phone, or chat. Simply log out of the teacher home page, and choose one of those options.

To learn more about other available online tools, please look for the appropriate tutorials on myPearsonTraining.com.