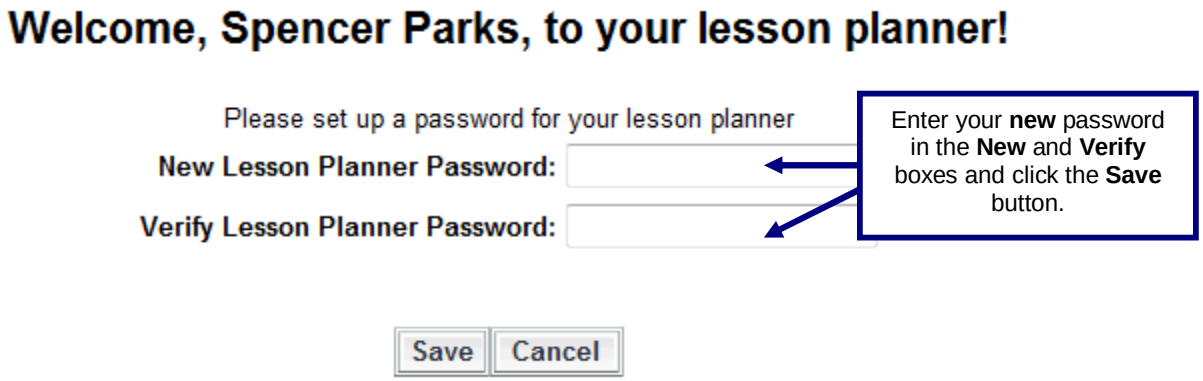
Lesson Planner Module
Teacher's Guide

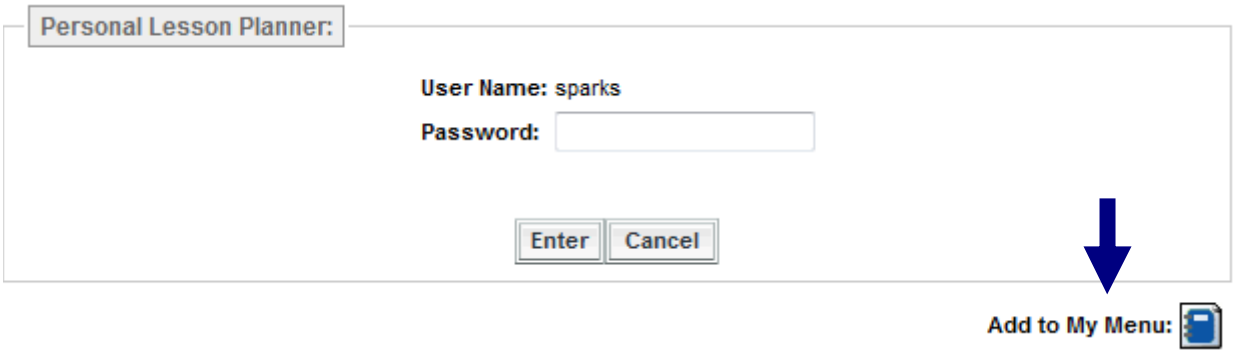
Realtime's Lesson Planner Module allows teachers to build lessons with *Objectives*, *Procedures/ Activities*, *Assignments* and *Activities* for each of their assigned classes and attach NJ Core Curriculum Standards. In order for the teacher to utilize the lesson planner their classes must be assigned through the location's Master Schedule. Lessons can be submitted for administrator approval at which time the administrator may choose to add the lesson to the "Lesson Library". If a teacher creates lessons with "graded" assignments they will post to the Realtime Gradebook and Portal modules or the teacher can create "ungraded" assignments which will display on the Realtime Student and Parent Portal. Teachers have the ability to share lessons with other teachers if the district permits.

Follow this document for step by step instructions.

1. Log into Realtime using your User Name and Password.
2. Click on **Instruction**, **Lesson Planner**, under **Actions** click **Log In**.
   a. You will be asked to create a password (up to 15 letters, numbers or special characters, not case sensitive). If you have already logged into the Gradebook you will using the same password. If you forget your Lesson Planner or Gradebook password you will have to contact an administrator to reset your password.

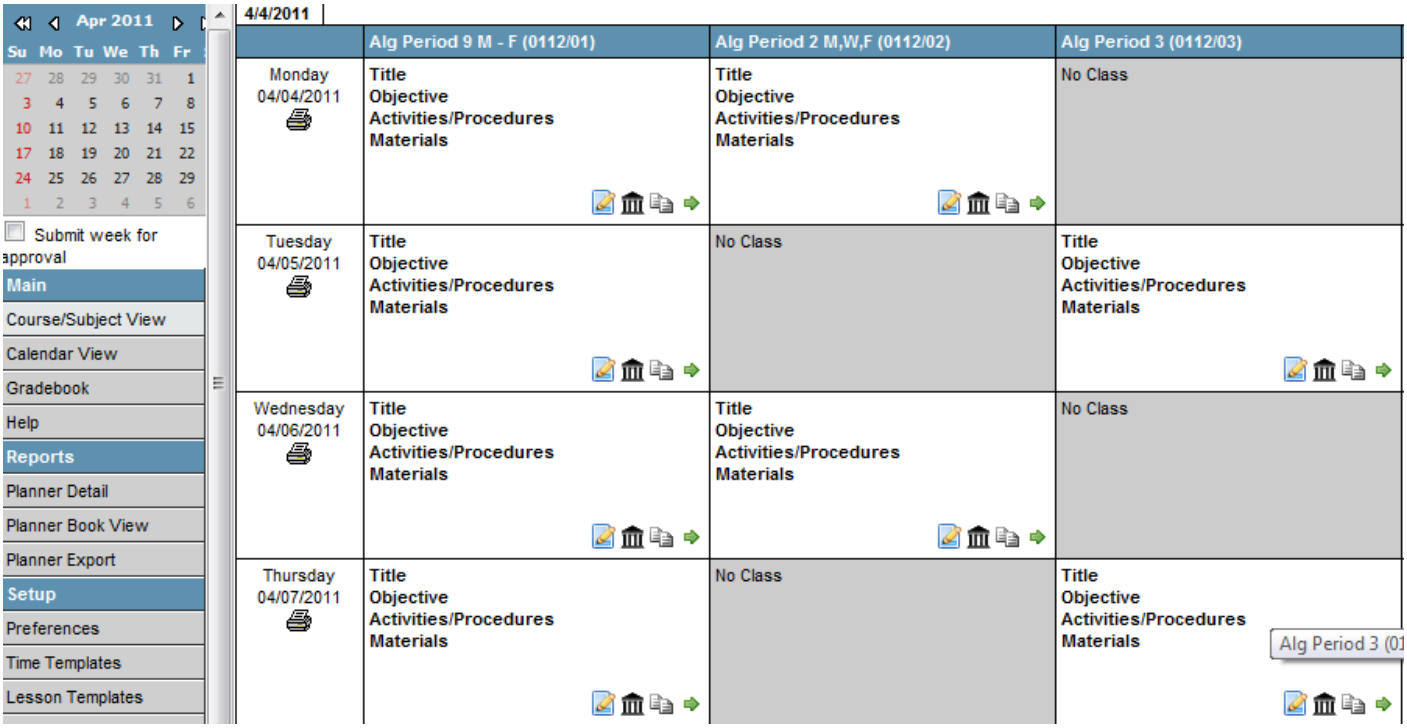


   b. Click on the **Save** button to retain the password.
   c. Your password can be maintained later through the Change Password menu tab.
   d. *If at any time you forget your Lesson Planner Password or type the password incorrectly multiple times, you must contact your District's security administrator to have your password "reset"*.
   e. After you have created your password the next time you Log In the page will look like this:



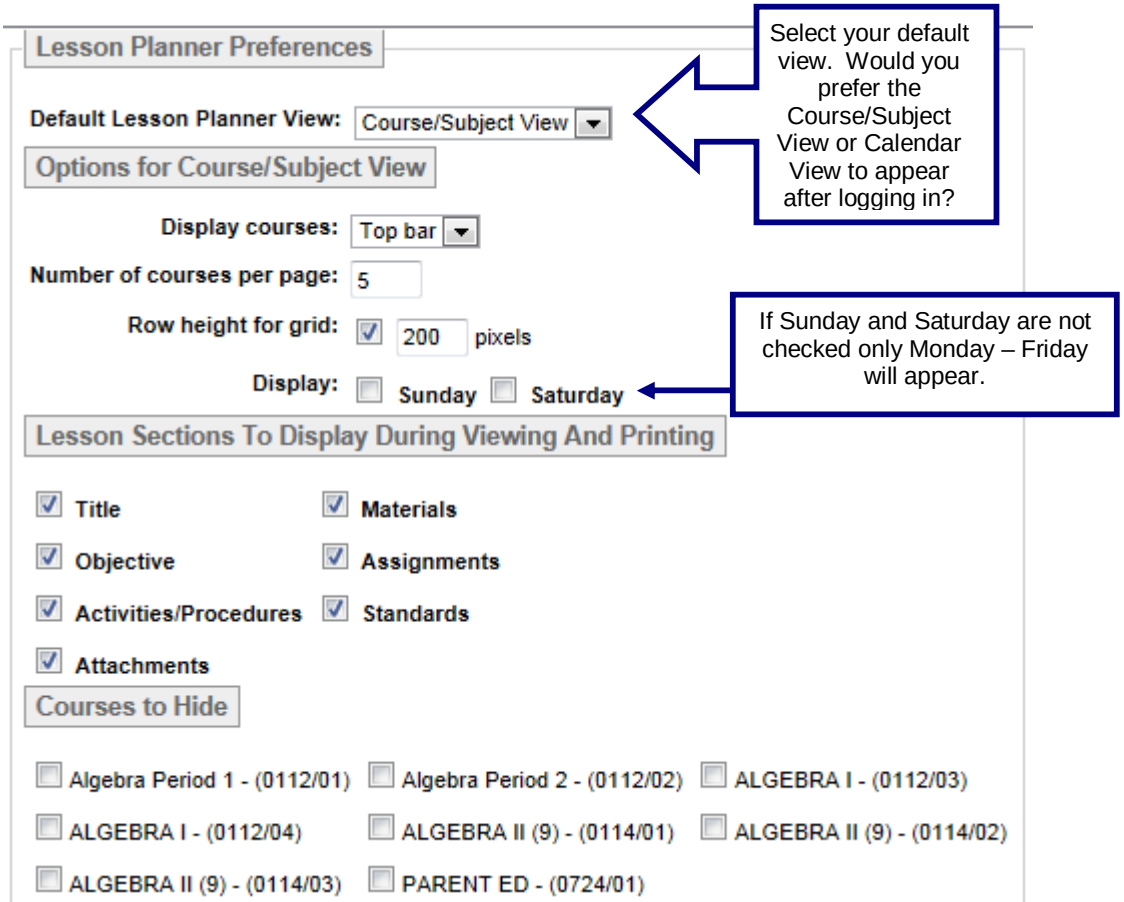
   f. By clicking on the icon next to **Add to My Menu** you can create a shortcut that will appear on the top right. This shortcut will give you the ability to click on the **My Menu** icon from wherever you are in Realtime and go to the above Log In page.

g. After logging in you will land on the Course/Subject View menu. Your landing menu can be changed if you prefer the Calendar View. This is explained further in the document in the **Preferences** section.

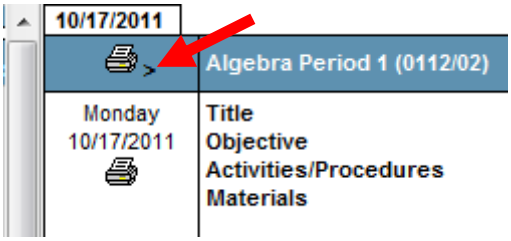


To customize your lesson planner begin with the Setup functions below. If you are not interested in customizing your lesson planner now, go to #4 to begin entering lessons.

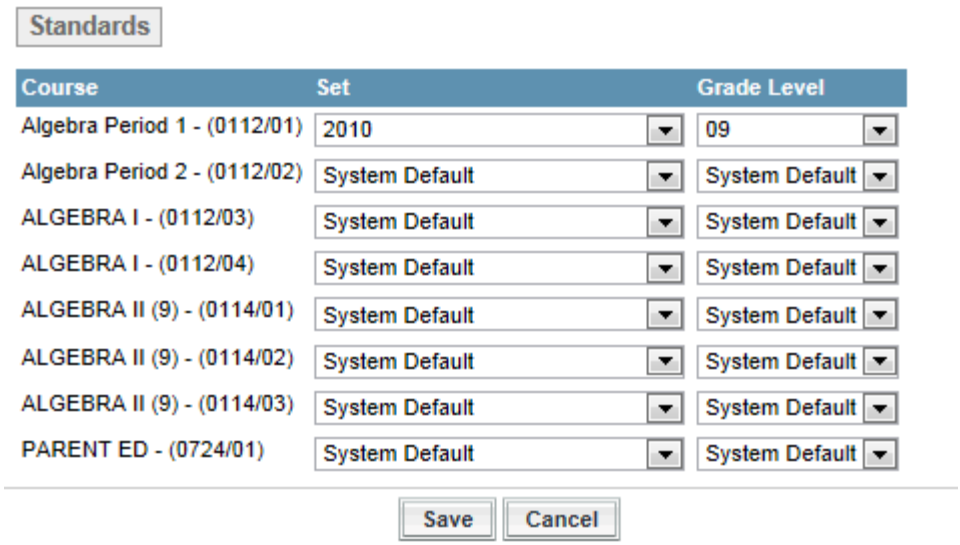
1. **Preferences** - Click Preferences from the menu. The following screen will appear



a. **Default Lesson Planner View –** Select your default view. Would you prefer the Course/Subject View or Calendar View to appear after logging in?
b. **Display courses** – In the Course/Subject View the courses can appear on the **Top bar** of the grid with the days of the week on the left or you can choose the courses on the **Left bar** with the days of the week on the top.
    i. If **Left Bar** is selected the next field, **Number of course per page** will not be available because all of your courses will appear down the left column and you will be able to use scroll bar to access the courses.
c. **Number of courses per page** – In the Course/Subject View select the number of courses to display on the Lesson Planner page *before you receive a directional icon* **>** *or* **<** *to advance to another page*.



d. For example: The smaller the number of courses the larger the grid boxes. The larger the number of courses the smaller the grid boxes.
e. **Row height for grid** – In the Course/Subject view if you would like to enlarge the height of the box increase the pixel size. This will allow you to view additional lesson content without clicking into the lesson.
f. **Display Sunday/Saturday** – If Sunday and Saturday are not checked the Lesson Planner will only display Monday - Friday.
g. **Lesson Sections to Display During Viewing and Printing** - Use these check boxes to select the sub-sections of the lesson plan that will appear in the lesson plan box and display when printing the Planner Book View.
h. **Courses to Hide** – check off the courses that you do not want to appear in your Lesson Planner. For example, if a course such as Study Hall is appearing and you are not required to create lessons for this course you have the choice to hide it from your view. *At least one box must remain unchecked*.



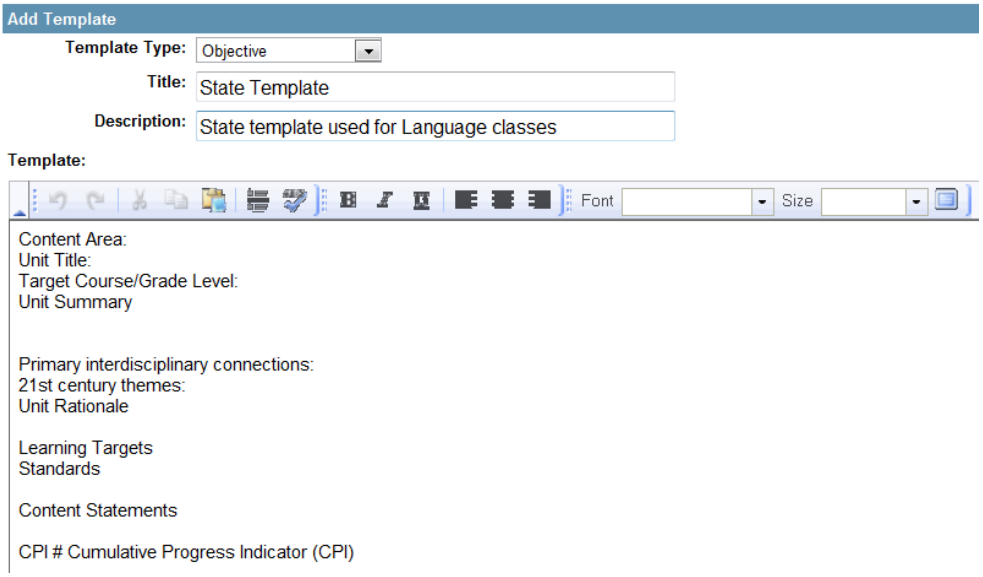
i. **Standards** – select the Set and Grade Level from the drop down that is used most often when selecting Standards for this course. You will still be able to select from the other sets and grades but this will default the standard selections.
j. Click the **Save** button to retain your changes.

2. **Lesson Templates** - Use this option to design default layouts for any of the following lesson plan sections: *Objectives*, *Procedures/Activities, Materials* or *Reflections*. After the template is

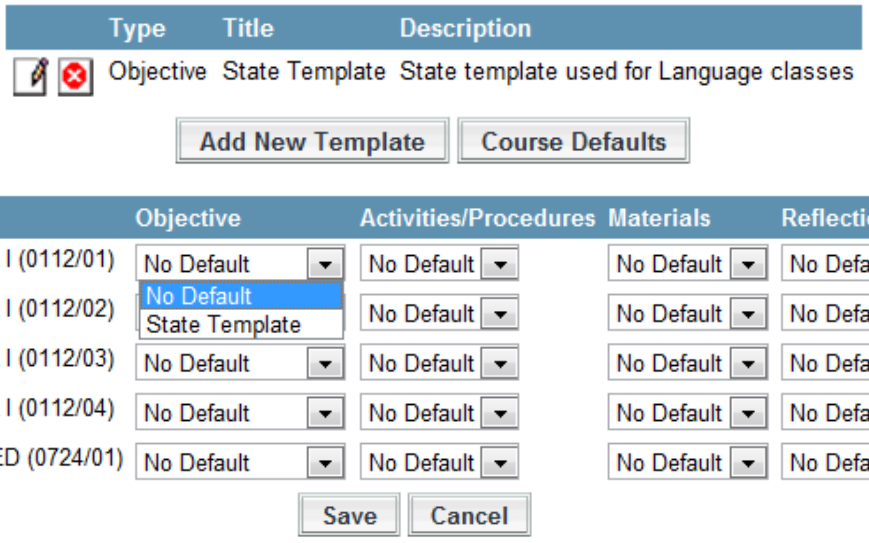
created you will be able to apply it when creating the lesson with the icon in the edit bar within the lesson. *If the week has not been opened (clicked on) you can add the template to Course Defaults so the template will appear as soon as the week is clicked opened. If you have already opened the week you will have to manually apply the template by clicking on the icon within the editing option of the lesson.* To create a template follow the instructions below.

a. Click Lesson Templates from the menu. The following screen will appear.

b. Click on the **Add New Template** button. Select a **Template Type**, type a **Title** and long **Description**. Use this form to create a pre-filled text box so when you enter lessons you will not have to type the same information for every lesson or class.

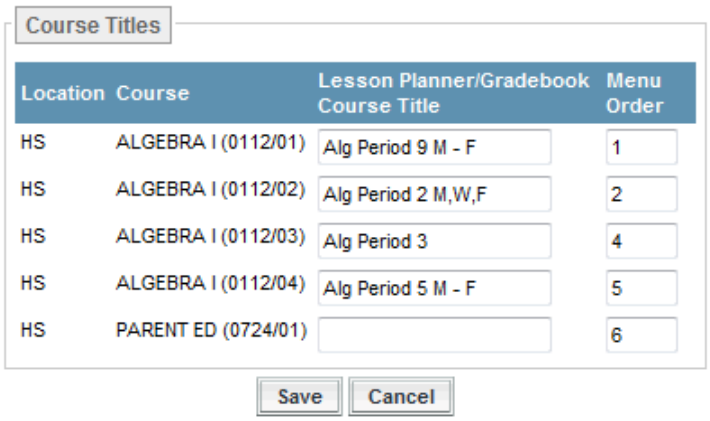


c. The designed templates can be attached to the courses taught so you can have different templates for different classes. Click the **Course Defaults** button to accomplish this process. This does not mean that you can not change your mind when the lesson is created.



3. **Course Subtitles** – this option allows the user to rename the courses and put the courses in order from left to right.

a. Click Course Titles from the menu. Type the name and the menu order in the blocks provided. These titles will also appear in the Gradebook module. Changing these titles does not affect anything that is printed or displayed for a parent.



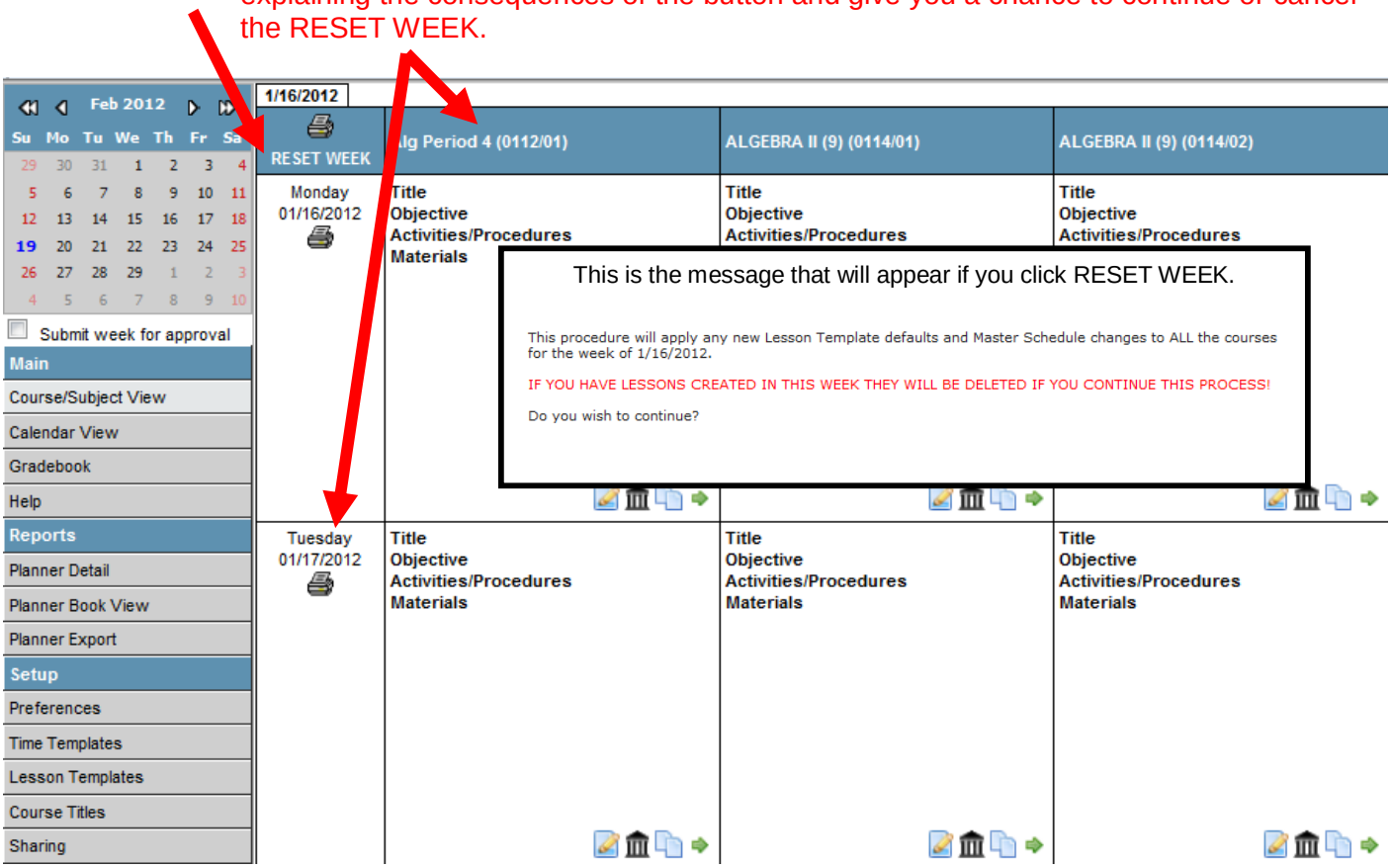
4. **Adding and Maintaining Lessons**

   i. Click Course/Subject View from the menu. Below is an example of the Course/Subject view. The calendar at the left allows you to move to different days and weeks by clicking on the arrows or the actual day.

   ii. To expand any of the lesson boxes click on the DAY (Monday, Tuesday, etc) or COURSE NAME *to zoom into a day or course*. To return to the full view click on the Course/Subject View menu tab again or on the course title and day of the week.

   iii. Click the icon within the intersection of the grid at the left (prints all courses for every day of the week) or under each day of the week (prints all course lessons for that day). There are additional reporting features within the menu on the left.

   iv. **IMPORTANT CONCEPT**: When clicking on a date in the calendar box the lesson plans for that week have been "opened". That means that the lesson planner has looked at the location's master schedule to decide whether the course is being taught that day and the time it is being taught. The process also verifies if the teacher has created *default* lesson templates for any of the courses. This happens the very FIRST time you click on the week. *Why are we explaining this?* Because if any of these settings were incorrect at the time the user clicked on the week how can you get the current master schedule and the default templates to display? Click the RESET WEEK button. A message will appear explaining the consequences of the button and give you a chance to continue or cancel the RESET WEEK.



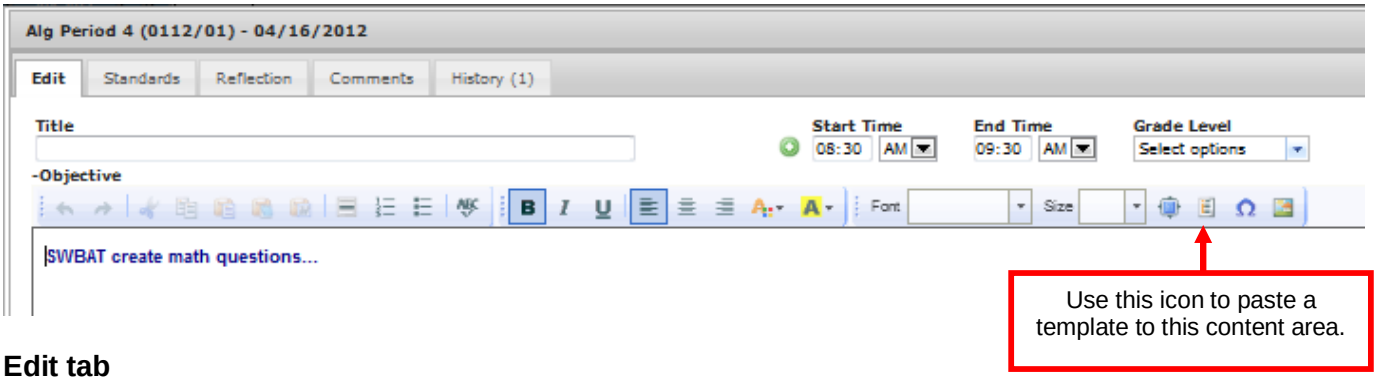
b. Click on the icon to add or edit a lesson. You will find the display below with 4 tabs at the top:

i. **Edit** – To add or edit the lesson for this day and course

ii. **Standards** – To add Core Curriculum Standards to this lesson

iii. **Reflection** – To add your comments on a "completed" lesson

iv. **History** – To view any changes made within the lesson



Edit tab

Title – *(may appear with a different title if renamed by district administration)* A description of the lesson.

Start Time/End Time – These boxes show the times generated from the location's master schedule or by moving courses on the Calendar View. If you click on the icon it allows you to enter additional meeting times. For example, if you teach the class for non-continuous time periods during the day using this feature will allow you to enter all of the start and end times.

Grade Level – Select the grade level of students that this lesson is appropriate for teaching. Grade level will be used when a lesson is added to the "Lesson Library". The value selected will now be your default Grade Level, so if it is the same on all lessons this will not have to be selected again.

Objective – *(may appear with a different title if renamed by district administration)*
This box may have a template inserted. The area is a free form typing box for the objective with formatting functions and icons for spell check, formatting and inserting templates. Hover over the icon to reveal a description of its purpose.

Activity/Procedure – *(may appear with a different title if renamed by district administration)*
This box may have a template inserted. The area is a free form typing box for activities and procedures with formatting functions and icons for spell check, formatting and inserting templates. Hover over the icon to reveal a description of its purpose.

Assignments (graded) – Click on the **Add Assignment** link to create a graded assignment. Only a Title and Description field will display if you have not maintained the Categories within your Gradebook or if you are not using the Gradebook Module. Entering more than those fields will LINK the assignment in your Lesson Planner to the Gradebook. Below is a description of possible fields that will display.

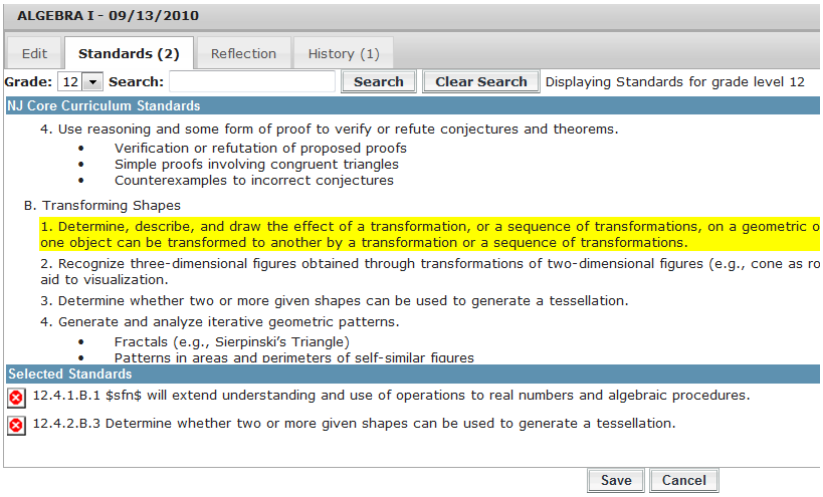
- **Assignment Title** – An 8 character short description of your assignment.
- **Description** – A 500 character detailed description of the assignment. If your school is featuring the Gradebook in the Family Portal, this field will appear to describe the assignment.
- **Display on Portal -** If your district is using the Family Portal Module this field will display. If you do not want the assignment to display on the portal unclick the box.
- **Assignment Date** – Date the assignment was assigned. Defaults to date of lesson. This field cannot be left blank.
- **Due Date** – Date the assignment is due. Defaults to day after lesson.
- **Category** – Select the category for the assignment.
- **Grade Type** – Select one of the grade types for the assignment.

- **Total Points** – If you select Points as your Grade Type this field will activate and you can enter the Total Points for the assignment.
- **Extra Credit** – If you select Points or Percentage as your Grade Type this field will activate and you can check the box to allow extra credit.
- **Ungraded** – Check this box and the assignment value entered for the students will not be *CALCULATED* in the grade average. These assignments will have gray shading when displayed on the Gradebook page.
- Use the icon to delete the assignment. The assignment will not be deleted from the Gradebook.

Portal Comments/Assignments Ungraded – click the Add Comment/Assignment link to add a note on the portal that pertains to this lesson, such as "Watch National Geographic Tuesday at 7:00pm – Living Seas". Date defaults to date of lesson. Use the icon to delete the assignment.
Materials – *(may appear with a different title if renamed by district administration)*
This box may have a template inserted. The area is a free form typing box for any materials necessary for this lesson with formatting functions and icons for spell check, formatting and inserting templates. Hover over the icon to reveal a description of its purpose.
Save/Cancel – Click Save to retain the information added or Cancel to return to the original display.

Standards tab

Use the **Grade** filter and key word **Search** to select standards. When you click on the standard it will display in the Selected Standards at the bottom of the page. Use the icon to remove a standard that was previously selected. Click the **Save** button to save the selected standards. If you would like to default your standards go the Preferences section of the lesson planner.



Reflections tab

This box may have a template inserted. The area is a free form typing box for you to reflect/comment of the lesson taught with formatting functions and icons for spell check, formatting and inserting templates. Hover over the icon to reveal a description of its purpose.

History tab

This tab displays all changes, submissions, approvals and comments within this lesson.

Use any of the buttons below to Save or Cancel information entered within your lesson.

Save/Exit: Saves lesson and returns the user to Course/Section View or Calendar View.
Save/Copy Lesson To Other Courses: Saves lesson then opens another window to allow the user to copy all pieces of the lesson to selected courses they teach.
Save/Continue: Saves lesson and user remains on editing page of the lesson.
Cancel: Does not save any changes and returns the user to Course/Section View or Calendar View.

Icon Legend - icons appear on the bottom of the lesson for added utility. Hovering over the icon will display its function. Below is a brief explanation of each icon.

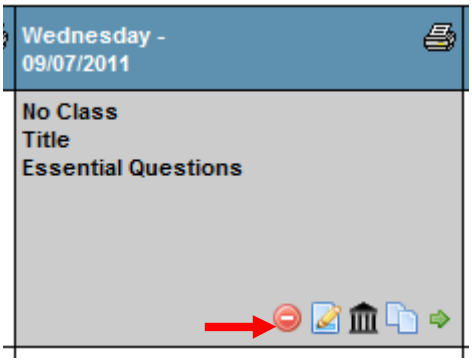
Edit/Add a lesson – Use this icon to add and maintain lessons. Within the editing you will be able to attach standards, add assignments and enter your reflections on the lesson.
Search the lesson library – Use this icon to search for a previously created lesson. There are three categories of lessons to choose from:

My Library – contains plans you have created in the lesson planner, including past years

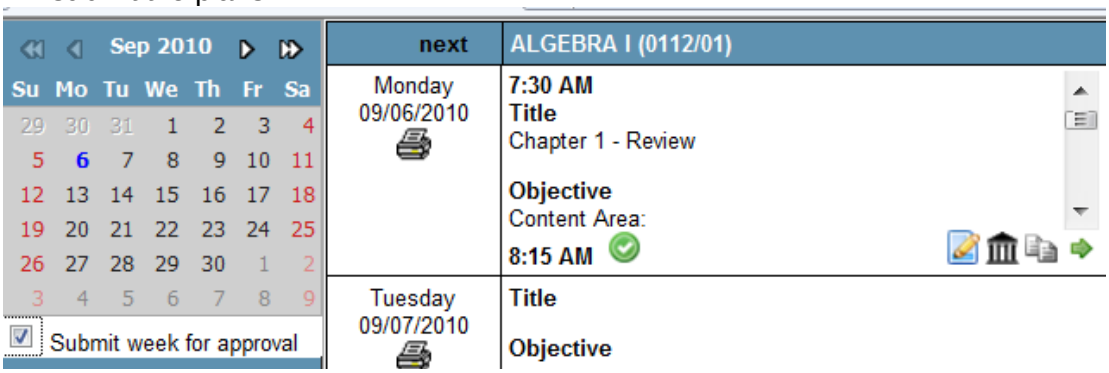
Course Library – contains plans that have been created for this course, including other teacher's plans and past years

District Library – contains plans the district has manually added to the library or upon approving a teacher's plan added it to the library

Copy a lesson to another day or course – Use this icon to copy the entire lesson, including standards and assignments.
Paste a lesson – Use this icon to paste the copied lesson to another day or course. When pasting is done if the lesson times are blank the default times for the course will be inserted. If there is a "graded" assignment attached you will be prompted to verify that you would like it added to your Gradebook.
Move a lesson – Use this icon to move a lesson forward a selected number of days. This is convenient for snow days or last minute assemblies. *When you move a lesson in lesson planner forward the following dates will be adjusted: Gradebook Assignments: Assignment Date and Due Date, Lesson planner date & Portal Comment/Ungraded Assignments: Start Date and End Date.*
Print a lesson – Depending on where the icon is located you can print the lesson detail for all your courses for every day of the week or all your courses for one day.
Standards – Alerts you that standards have been attached to this lesson. The icon next to will allow you to copy ONLY the standards from this lesson to another course or day.
Assignments – Alerts you that *graded* assignments have been added to this lesson.
Plan submitted for approval – Alerts you that the lesson has been submitted for approval.
Approved lesson – Alerts you that the lesson has been approved.
Lesson not approved – Alerts you that the lesson has NOT been approved.
Comment – Alerts you that comments have been added to this lesson.
Delete a lesson - You may see this icon within a gray "No Class" box. This will give you the opportunity to delete a lesson that has previously been created but then the calendar day was closed (possibly due to a snow day or a change in the master schedule).



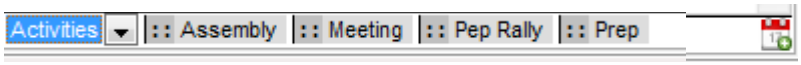
5. **Submitting Plans for Approval**
   a. When you are done with your plan for the week you can submit the plan to an administrator for approval. Click on the **Submit week for approval** button at the left and an icon will appear in the plans. Approval has now been submitted. You can unclick the box to un-submit the plans.



6. **Using the Calendar View** - The Calendar View feature allows lesson plan users to drag and drop *subjects/courses* and *activities* into a weekly calendar. The teacher will then be able to view their day with Lessons ***and*** Activities using this menu option.

   a. Click on the Calendar View menu option.
   b. At the bottom of the page there is a bar that stores your courses and activities. Use the drop down to switch from the *Courses* to *Activities* view.
   c. To build your schedule grab a course by clicking on it and drag it to the day and time. You can increase the time by pulling down the bottom line =. You will see the time change on the colored bar. If this course already has a lesson created for that day the lesson will appear in the box. You cannot drag a course from one day into another. In this case grab the course again from the bottom bar and drag it into the next day.

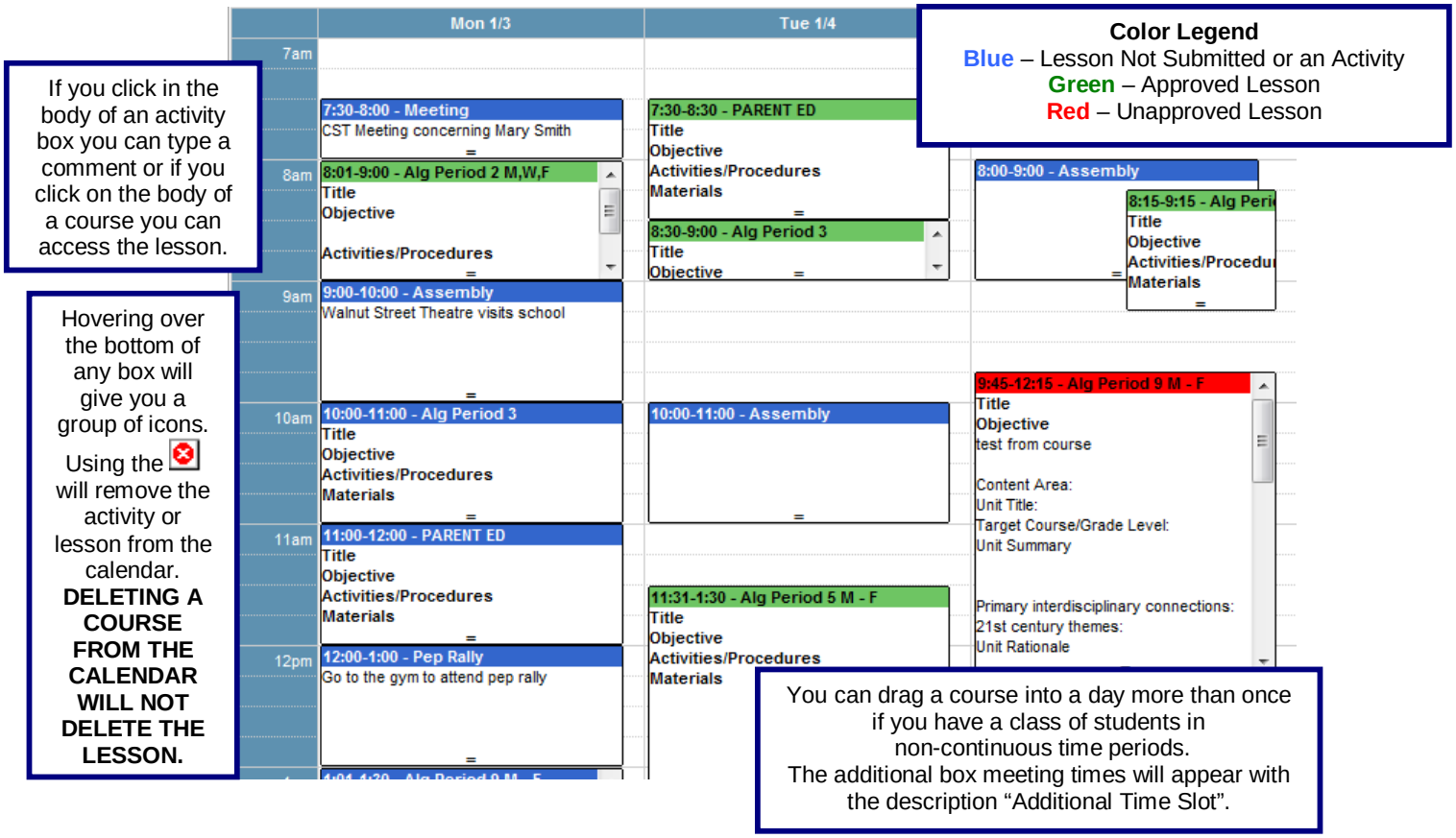
The administration must add activities to the Activities table in order for you to add the activity to the lesson. If the area for activities is blank or you would like additional activities forward your request to administration.



This icon will only appear on the lower right of the file bar if you have created Time Templates. Clicking the icon will allow the user to apply a previously created time template to your calendar view. **Review the**

***Help - Time Templates* document to create a weekly time pattern of the classes you teach & activities you would like added to your calendar.**

ALL help documents for the lesson planner resides in the Help menu option on the left.

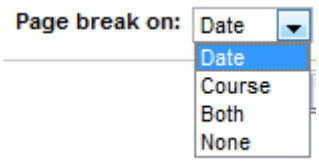


7. **Accessing your gradebook from the Lesson Planner**
   a. Click on Gradebook menu item.

8. To access additional **Help documentation** click on the Help menu.

9. **Lesson Planner Reports/Exports**

   a. Planner Detail – use this menu option to print one lesson, for one day, per page. The benefit of this option is that the document will include everything created in your plan. Using the page filters you can select multiple classes and a range of dates. The program will "remember" the filters you select so when you come back to this report your last selections will appear. *Pay attention to the Page Break option as choosing None will save the most paper.*



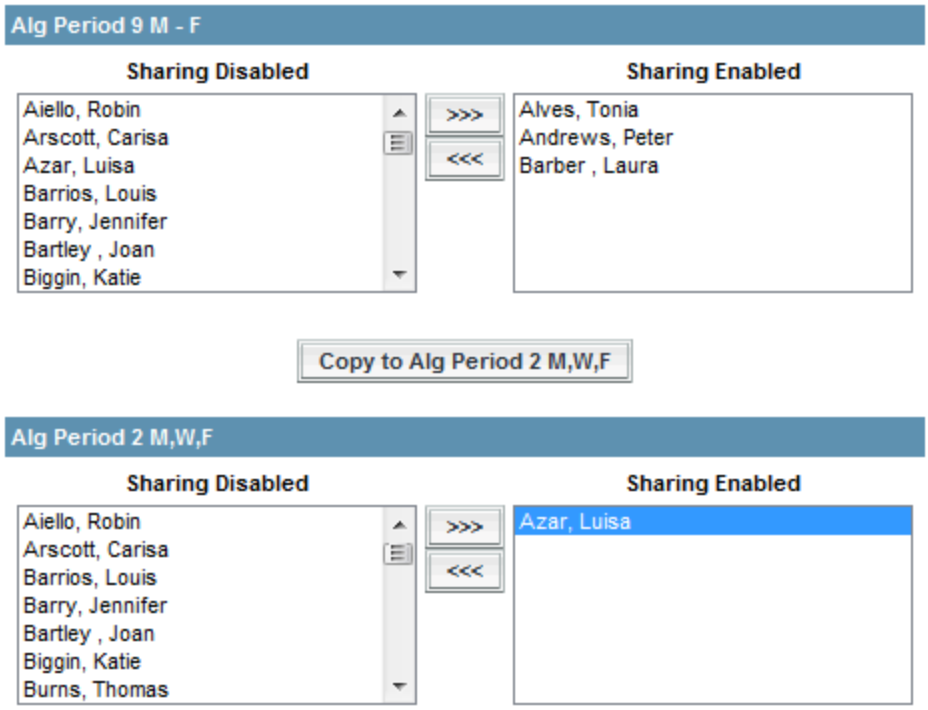
b. Planner Book View – use this menu option to print days of the week in a time order. The report will mimic your Calendar View. If you choose the Fit on page: ☑ you will save paper, but may not be able to see all the information in the lesson. *Unclick the* Fit on page: ☐ *to see everything that you have added to your lesson.* The sub-sections that will display can be selected or de-selected on this page. The program will "remember" the filters you select so when you come back to this report your last selections will appear.

c. Planner Export - use this menu option to export the lesson plan into the Word document.

10. **Sharing Lessons** - Use this option allows teachers to view or copy lessons from other teacher's lesson plans. Your district must enable Sharing for teachers to have the Sharing menu option. This will document will explain how to give permission to other teachers and how to view or copy lessons if you have been giving the option to share another teacher's lesson plans.

To allow sharing of your plans:

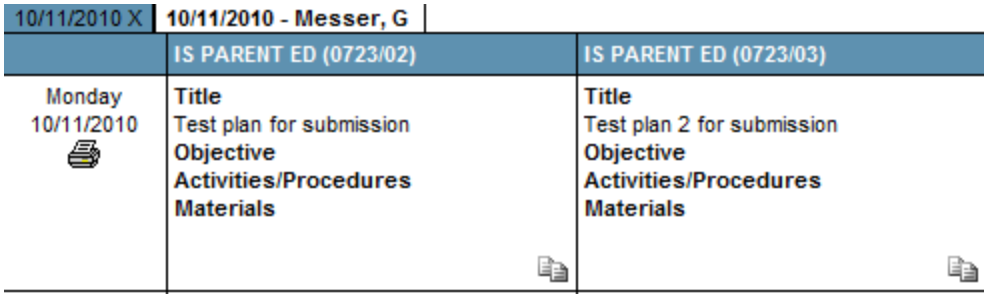
1. Click Sharing from the menu. The following screen will appear. By class/course, click on the teacher(s) name and the >>> to move them from the left to right. If you want the same teacher's to share all your classes you can use the "Copy to" button.



2. Click the **Save** button at the bottom of the page.

To view or copy a plan from the teacher who has given you sharing rights:

1. Your menu will now have an option at the bottom that will look like this. You can click on the teacher's name to display the weeks they have created lesson plans. The list of teacher displayed will include all teachers, including alternate teachers, of courses that have given permission to share. A teacher may give permission to see/share their courses, not teacher's lessons. So all teachers, INCLUDING ALTERNATE TEACHERS, of the course show up in the list.

Sharing
Messer, G
10/11/2010
10/4/2010
9/27/2010
Vogel, Debra
10/4/2010
9/27/2010

2. When you click on the week you will see an additional tab at the top of your page with the week and the teacher's name. If you click on that tab it will display the sharing teacher's plan. At this point you can use the icon to copy the plan if you wish. Then click on *your* lesson planner week using the tabs at the top and use the icon to paste the lesson into your planner. *When pasting is done, if the times for the lesson are blank the default times for the course will be inserted and if there is a "graded" assignment attached you will be prompted to verify that you would like it added to your Gradebook*.