View Lesson Plans in the Staff Portal

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The Jackrabbit Staff Portal provides a secure place for your staff to view Lesson Plans for their classes.

- Guarantee staff members are aware of class guidelines and expectations.
- ★ Updates made to Lesson Plans are immediately visible in the Staff Portal.

Master Lesson Plans are created in Classes menu > Master Lesson Plans. See Create a

Master Lesson Plan for detailed instructions on how to create your master Lesson

Plans. Additionally, Lesson Plans can also be created under a specific class in Classes

> List Active Classes (select a class) > Lesson Plan tab.

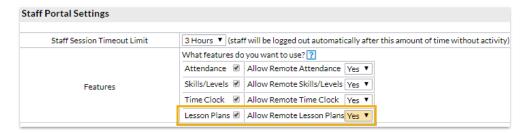
Staff Portal Settings

Two Staff Portal settings must be set to Yes to enable your staff to view Lesson Plans in their Staff Portal:

- Staff Portal menu > Settings > Portal Settings
- Staff Portal menu > Settings > Edit All Staff Portal Settings

Set Portal Settings

Go to Staff Portal menu > Settings > Portal Settings > Staff Portal Settings > Features. Select Lesson Plans and set Allow Remote Lesson Plans to Yes. Remember to always Save Changes.



Set Edit All Staff Portal Settings

- 1. Go to Staff Portal menu > Settings > Edit All Staff Portal Settings.
- 2. Select the Staff you would like to edit.
- 3. Scroll down to Manage Classes Tab and set Allow staff person to view lesson plans to Yes.

Manage Classes Tab
What classes should this staff person see?
No Change
 Their Classes Only
 Their Classes with option to Show All of Today's Classes (this helps when substitute teaching another staffs' classes)
○ Their Classes AND All Classes with Category 1: No Change
 All Active Classes at Staff Portal Location
O None
Allow staff person to No Change ▼ enter attendance
Allow staff person to No Change ▼ update skills/levels
Allow staff person to No Change ▼ send emails
Allow staff person to Yes ▼ view lesson plans
Allow staff person to No Change ▼ manage resources

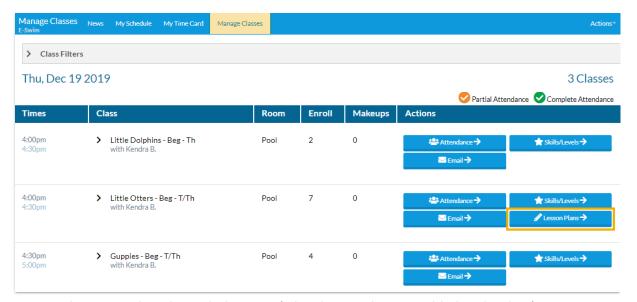
4. Click **Save**. Once saved, changes will be automatically updated under the *Staff* menu, in the *Portal Settings* tab for each individual staff member that was modified.



An individual staff member's setting can be changed under the Staff Menu. Go to Staff menu > List Active Staff (select a Staff Member) > Portal Settings (tab) > Manage Classes Tab > Allow staff person to view lesson plansset to Yes.

View Lesson Plans in the Staff Portal

- 1. Log in to the Staff Portal.
- 2. Click on Manage Classes.
- 3. Click **Lesson Plans** under **Actions**. You will only see the Lesson Plans button when Lesson Plans have been created and are assigned to a class.



4. Review the Lesson Plan. This includes: Date (when lesson plan was added to the class), Lesson Name, Theme, Description, Instructor Comments, and Order. The Lesson Plans are view only in the Staff Portal.

