

Create a Master Lesson Plan

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Master Lesson Plans are created, edited, and deleted as follows:

1. Point to **Classes** in the menu bar and click **Master Lesson Plans**.
2. Click **Add Lesson Plan**. Name the **Lesson Plan** and enter a **Description**.
3. Click **Save Changes**. When prompted, click **OK**.

Master lesson plans are created, updated and deleted via this function. After you have setup Master Lesson plans, you can go to the appropriate class page and copy master lesson plans to that class and modify the copied lesson plan.

#	Lesson Name Theme	Description	Order	Delete?
1	Float on back Swim Unassisted	Child must be able to roll over and float on back unassisted for 5 minutes.	1	
2	Treading Water Swim Unassisted	Child will be able to tread water in deep water for 5 minutes unassisted.	2	

Add Items to a Lesson Plan:

1. Select and click the Lesson Plan name.
2. Click **Create New Lesson Plan Item**. In the pop-up window, add itemName, Theme, Description, and Order.
3. Click **Save**. Continue adding Lesson Plan items until the Master Lesson Plan is complete.
4. Click **Save Changes**.



Master Lesson Plans can be copied into an individual Class. Lesson Plans assigned to classes can be viewed in the **Staff Portal**.