

Copy a Master Lesson Plan into a Class

Last Modified on 11/03/2020 12:35 am EST

1. Go to the **Classes** menu. Search and select the correct class.
2. Click the **Lesson Plan** tab.
3. Click **Copy Master Lesson Plan**. In the **Copy Master Plan** box, choose the applicable **Master Lesson Plan**.
4. Click **Save** and **OK**. The **Master Lesson Plan** you added will show in the Class.
Note: Instructor specific **Dates**, **Instructor Comments**, and **Order** can be added as needed.
5. Click **Save Changes**. Additional Class Lesson Plans can be added using the **Add Lesson Plan** button.

The screenshot shows the Jackrabbit Class management interface. At the top, there's a header with the Jackrabbit Class logo and search bars. Below the header is a navigation bar with links: FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, and TOOLS. The main content area is titled 'Class: Dolphins - Adv - MWF'. Below the title are buttons: RETURN, SAVE CHANGES, and DELETE. There are two rows of tabs: the first row includes Class Roll, Enroll Student, Email/Text Class, Enter Absences, Absence/Attendance, Post Class Transactions, Copy Class, Mass Drop, Sizes/Measurements, and Archive Class; the second row includes Summary, Enroll List, Drop List, Absences, Makeups, Wait List, Instructors, Lesson Plan, Skills/Levels, Misc, Costumes, and Notes. The 'Lesson Plan' tab is selected. Below the tabs are buttons for 'Add Lesson Plan' and 'Copy Master Lesson Plan'. A 'Class Lesson Plan' section follows, with 'View 1 - 3 of 3', 'Print', and 'Refresh' options. A table with columns 'Date', 'Lesson Name Theme', 'Description', 'Instructor Comments', and 'Order' is shown. At the bottom, there's a small text block: 'Last Updated: 11/1/2019 10:25:00 AM by HBarnhardt', 'Date Created: 5/30/2019 1:24:00 PM by HBarnhardt', and 'Id: 9775416'.



*Lesson plans added to a specific Class using the **Add Lesson Plan** button will not be added to the original Master Lesson Plan. Your staff can view Lesson Plans in the **Staff Portal**.*