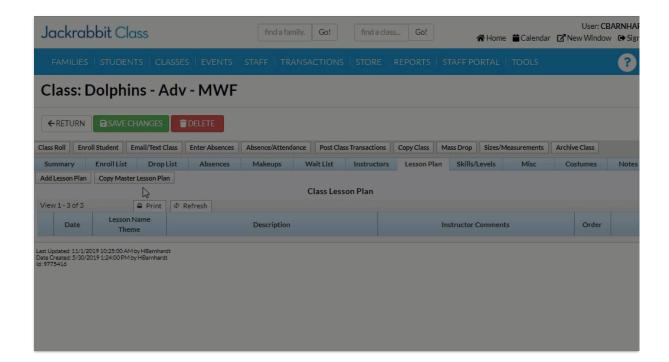
## Copy a Master Lesson Plan into a Class

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.





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.