

Add a Lesson Plan Directly to a Class

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1. Go to the **Classes** menu. Search and select the correct class.
2. Click the **Lesson Plan** tab.
3. Click the **Add Lesson Plan** button.
4. Add applicable items: **Date**, **Lesson Name/Theme**, **Description**, **Instructor Comments**, and **Order**.

The screenshot shows the 'Class Lesson Plan' interface for the class 'Advanced Tumbling - T/Th - 6:00'. At the top, there is a navigation bar with links: FAMILIES, STUDENTS, CLASSES, EVENTS, STAFF, TRANSACTIONS, STORE, REPORTS, STAFF PORTAL, and TOOLS. Below this, the class name is displayed. A toolbar contains buttons for RETURN, SAVE CHANGES, and DELETE. A secondary toolbar includes buttons for Class Roll, Enroll Student, Email/Text Class, Enter Absences, Absence/Attendance, Post Class Transactions, Copy Class, Mass Drop, Sizes/Measurements, and Archive Class. A third toolbar shows tabs for Summary, Enroll List, Drop List, Absences, Makeups, Wait List, Instructors, Lesson Plan (selected), Skills/Levels, Misc, Costumes, and Notes (0). Below the tabs, there are buttons for 'Add Lesson Plan' (highlighted with a hand icon) and 'Copy Master Lesson Plan'. The main section is titled 'Class Lesson Plan' and includes 'View 1 of 1', 'Print', and 'Refresh' options. A table with the following columns is shown: Date, Lesson Name Theme, Description, Instructor Comments, Order, and a delete icon. The table contains one row with empty input fields for each column.

	Date	Lesson Name Theme	Description	Instructor Comments	Order	
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5. Click **Save Changes**.



*Lesson Plans added to a specific Class using the **Add Lesson Plan** button will not be added to Master Lesson Plans. In addition, any Lesson Plans added to classes can be viewed by your staff in the **Staff Portal**.*