



Lesson Book Guide

Revised: 07/14/2015

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Creating Lessons

From EDgearWiki

This program will allow teachers to create and view lesson plans for each course.

Video

Creating Lessons in Lesson Book video

How-to

On the left, click on **Grades**, then under the heading **Entry**, click on **Lesson Book**.

NOTE: If Grading Period Lock has your grading period(s) locked, then you will not be able to make changes in your Lesson Book.



New - To make a new lesson plan, click **New** on menu bar at the top.

In the **New Lesson** window, place a check by **Share Lesson**, if you want to allow your lessons to be shared among other teachers.

Select the course for which to create the new lesson.

Enter the title of the lesson. All titles should be uniquely named within the same section or an appendage of -1 will be added to the end of the new title.

Do not display in gradebook will be checked by default. Only uncheck this box if the lesson plan is going to be an assignment that will be graded. This will un-gray the area at the bottom of the window so that assignment information can be added.

Plan Start Date: must be the first day the lesson will be taught.

Plan End Date: must be the last day the lesson will be taught.

If the course has **curriculum units** and **GLE's**:

- Click in the field to the right of "Curriculum Unit:" and select the Unit to be taught with the lesson.
- Click "OK".
- A list of activities that go along with the unit will appear after clicking ok. Select the activities to be taught with the lesson.
- Click "OK".
- A list of GLE's associated with the Unit will appear. Select the GLE's to be taught with the lesson.
- At the bottom of GLE selection page is two options. Simply click "OK" to move to the next area or click **Append To Objectives** to append the GLE's selected to the **Objectives** area.

If the course selected uses the **Common Core**:

- Click in the Core Standards field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. At this time there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
- At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop down arrow.
- Each Content Area is further divided into one or more Domains.
- Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.
- To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
- The selected standard(s) will appear at the bottom of the screen.
- To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
- To save the selected standards, click the Submit button at the bottom right of the window.
- The standards selection window goes away. The Lesson window will be on the screen with the selected standards listed in the Core Standards field.

In the **Prerequisites** area, list the topics that are needed prior to teaching the new lesson.

In the text field to the right of **Objective**, fill in the objectives of the lesson.

A unique **Template** for your district can be designed by an administrator using the 700 access. Simply copy and paste your information into the text area, name the template and save.

To the right of **Lesson**, fill in the lesson information.

Make note of any homework given in the field to the right of **Homework**.

If any students have special needs, fill in that information to the right of **Modifications**.

Click in the field to the right of **Instructional Methods**. A box will appear listing the different types of instructional methods. Select all that are appropriate and click "OK".

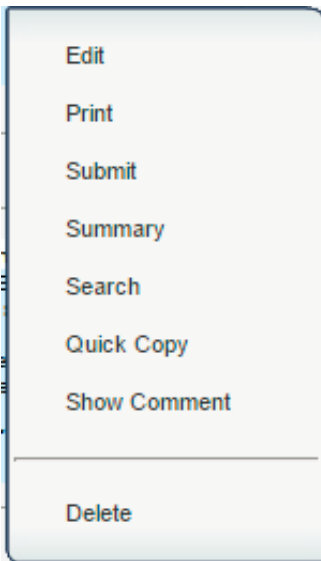
Click in the field to the right of **Eval/Assessment**. A box will appear listing the different types of evaluation and assessment methods. Select all that are appropriate and click "OK".

If all information is correct, click on "Save". If you would like to copy this lesson plan/assignment to other sections, click on "Copy" at the top of the screen, then choose the sections where you want to copy the sections to.



- **Day** is chosen the calendar located on the left side of the screen under the icons will show daily lessons. The arrow or calendar will change the date by the day each time it is clicked.
- **Week** is chosen from the calendar located on the left side of the screen under the icons will show weekly lessons. The arrow or calendar will change the date by the week each time the arrow is clicked or the calendar is changed by the user.
- **Month** is chosen from the calendar located on the left side of the screen under the icons will show monthly lessons. The arrow or calendar will change the date by the month each time the arrow is clicked or the calendar is changed by the user.

Once a user has completed all of their lesson plans for the period of time required by the administration, click the **Submit** button at the top of the page. You can also **Submit** one lesson plan at a time by left clicking on the lesson plan, and then choosing "Submit" from the options. You can also edit, print, see a summary, quick copy, show comment or delete individual lesson plans.



Color Codes for Lesson(s)

- White-Unsubmitted lesson(s)
- Gray-Submitted lesson(s)
- Red-Rejected lesson(s)
- Green-Accepted lesson(s)

Grades Main Page

Lesson Book Page

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Creating Lessons - Non-Teachers

From EDgearWiki

This program will allow teachers to create and view lesson plans for each course.

How-to

On the left, click on **Grades**, then under the heading **Entry**, click on **Lesson Book**.

NOTE: If Grading Period Lock has your grading period(s) locked, then you will not be able to make changes in your Lesson Book.



New - To make a new lesson plan, click **New** on menu bar at the top.

In the **New Lesson** window, place a check by **Share Lesson**, if you want to allow your lessons to be shared among other teachers.

For the **Course** selection, a non-master schedule teacher will see the entire master schedule. Select the teacher and class for which the lesson plan applies. For example: Ms. Jones is taking her third period English class to the library to be taught by the librarian. The librarian will need to create a lesson plan for the class. For the **Course** selection, she will select Ms. Jones' third period English class.

Enter the title of the lesson. All titles should be uniquely named within the same section or an appendage of -1 will be added to the end of the new title.

Do not display in gradebook will be checked by default. Only uncheck this box if the lesson plan is going to be an assignment that will be graded. This will un-gray the area at the bottom of the window so that assignment information can be added.

Plan Start Date: must be the first day the lesson will be taught.

Plan End Date: must be the last day the lesson will be taught.

If the course has **curriculum units** and **GLE's**:

- Click in the field to the right of "Curriculum Unit:" and select the Unit to be taught with the lesson.
- Click "OK".
- A list of activities that go along with the unit will appear after clicking ok. Select the activities to be taught with the lesson.
- Click "OK".
- A list of GLE's associated with the Unit will appear. Select the GLE's to be taught with the lesson.
- At the bottom of GLE selection page is two options. Simply click "OK" to move to the next area or click **Append To Objectives** to append the GLE's selected to the **Objectives** area.

If the course selected uses the **Common Core**:

- Click in the Core Standards field and a list of Content Areas (English Language Arts, Mathematics, Science, Social Studies) will appear on the left of the screen. At this time there are standards only for English Language Arts and Mathematics. Science and Social Studies will be added as they become available.
- At the bottom left of the screen will be a grade level. The default value will be the grade level of the course. The set of standards to be displayed will be based on this value. The grade level can be changed by clicking on the drop down arrow.
- Each Content Area is further divided into one or more Domains.
- Each Domain has one or more Clusters. After selecting a Cluster, the standards will be listed on the right side of the screen with a light brown background color.
- To select a standard, click the green plus sign at the top left corner of the standard. The background color will change to a blue background and the green plus sign will change to a red X.
- The selected standard(s) will appear at the bottom of the screen.
- To unselect a standard, click the red X. The background color will return to the original light brown and the red X will be replaced with the original green plus sign.
- To save the selected standards, click the Submit button at the bottom right of the window.
- The standards selection window goes away. The Lesson window will be on the screen with the selected standards listed in the Core Standards field.

In the **Prerequisites** area, list the topics that are needed prior to teaching the new lesson.

In the text field to the right of **Objective**, fill in the objectives of the lesson.

A unique **Template** for your district can be designed by an administrator using the 700 access. Simply copy and paste your information into the text area, name the template and save.

To the right of **Lesson**, fill in the lesson information.

Make note of any homework given in the field to the right of **Homework**.

If any students have special needs, fill in that information to the right of **Modifications**.

Click in the field to the right of **Instructional Methods**. A box will appear listing the different types of instructional methods. Select all that are appropriate and click "OK".

Click in the field to the right of **Eval/Assessment**. A box will appear listing the different types of evaluation and assessment methods. Select all that are appropriate and click "OK".

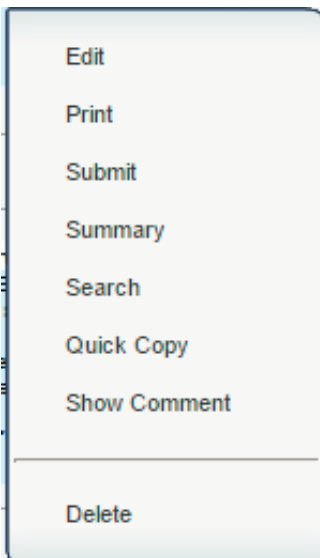
If all information is correct, click on "Save". If you would like to copy this lesson plan/assignment to other sections, click on "Copy" at the top of the screen, then choose the sections where you want to copy the sections to.



- **Day** is chosen the calendar located on the left side of the screen under the icons will show daily lessons. The arrow or calendar will change the date by the day each time it is clicked.
- **Week** is chosen from the calendar located on the left side of the screen under the icons will show weekly lessons. The arrow or calendar will change the date by the week each time the arrow is clicked or the calendar is changed by the user.
- **Month** is chosen from the calendar located on the left side of the screen under the icons will show monthly lessons. The arrow or calendar will change the date by the month each time the arrow is clicked

or the calendar is changed by the user.

Once a user has completed all of their lesson plans for the period of time required by the administration, click the **Submit** button at the top of the page. You can also **Submit** one lesson plan at a time by left clicking on the lesson plan, and then choosing "Submit" from the options. You can also edit, print, see a summary, quick copy, show comment or delete individual lesson plans.



Color Codes for Lesson(s)

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Grades Main Page

Lesson Book Page

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Sharing/Importing Lessons

From EDgearWiki

The ability to Share allows the user to share lesson plans and import lesson plans from other teachers.

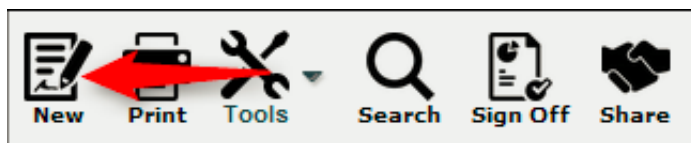
Video

Sharing Lessons in Lesson Book video

Share Lessons

To share a new lesson plan:

1. Click New from the menu bar.



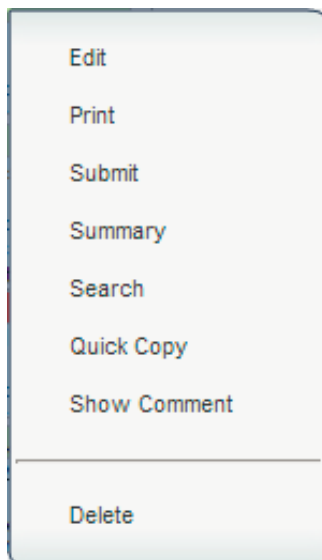
2. Then, while creating your lessons, check the box **Share Lesson**.

 A screenshot of a 'New Lesson' form window. The window title is 'New Lesson'. It contains three buttons: 'Save' (download icon), 'Copy' (document icon), and 'Reset' (refresh icon). Below the buttons, there is a 'Share Lesson' checkbox which is checked and highlighted by a red arrow. To the right of the checkbox is a dropdown menu showing 'ACCOUNTING I' and '006162'. Below that is a 'Title' text input field. At the bottom, there is a 'Do not display in gradebook' checkbox which is also checked.

3. Once the rest of the lesson plan has been completed, click save and the lesson will be available for all teachers in the school.
 - **NOTE:** It is suggested that the lesson be approved by administrators prior to sharing. See **To share an existing lesson plan** below.

To share an existing lesson plan:

1. Find a lesson within the Lesson Book to share.
2. Left click on the lesson to view menu options.

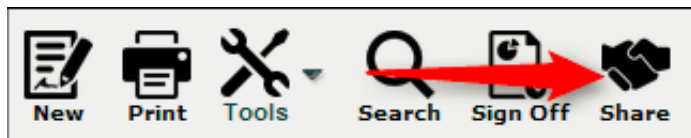


3. Click **Edit**.
4. Check **Share Lesson**.
5. Click **Save**.
6. The lesson plan is now available to all teachers in the school.

Importing Lessons

This is only available if the other teachers have checked **Share Lesson** in their Lesson Book. To import lesson from other teachers within the school:

1. Click the menu item **Share**.



2. Check the lesson(s) that you want to import and then select **Import**.
3. Choose which of your section(s) you want to add the lesson by clicking the field under Section.
4. Then check off the sections to import the lessons into.
5. Click **OK** on the section selection box
6. Click **OK** on the Lessons to Import box. Answer the question about if you want to continue. If **OK** is the reply, then you will see the **Import Successful** box.

Lesson Book Page

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Submitting Lessons

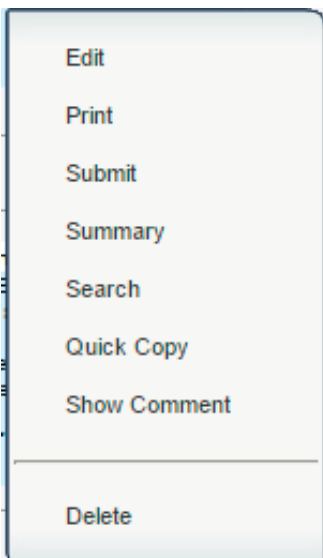
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Video

Creating & Submitting Lessons in Lesson Book video

Once a user has completed all of their lesson plans for the period of time required by the administration, click the **Submit** button at the top of the page.



You can also **Submit** one lesson plan at a time by left clicking on the lesson plan, and then choosing "Submit" from the options. You can also edit, print, see a summary, quick copy, show comment or delete individual lesson plans.

Lesson Book Page

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Printing Lessons

From EDgearWiki

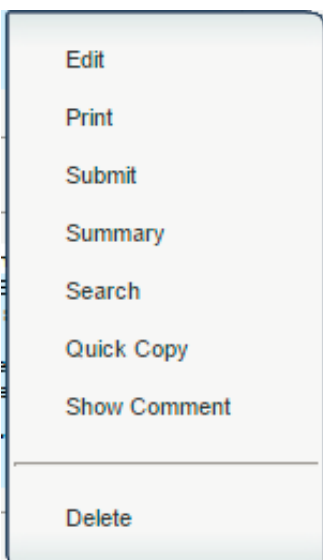
To Print

To see a video about printing lesson plans, see the end of the Comments in Lesson Book video.

Click the **Print** button at the top of the screen. This button will print the whole week of lesson plans.



Clicking on the lesson plan will also present a print choice but will only print that one lesson.



A print preview window will appear.

To get the print icon on this window, hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons.

Click the print icon at the right end of this rectangle. Another print preview will appear.

Click the print button at the top left to print the report. Close the print preview.

Lesson Book Page

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Show Me

From EDgearWiki



Video

Show Me in Lesson Book video

Show Me under Tools

If checked:

Lessons will show the lessons for the week along with the status.

Assignments will show the assignments that were made in the Gradebook. This does not apply to assignments made in the Lesson Book.

Assignment Due will show you the assignments that are due.

Accepted Lessons will show if the lesson is accepted with a **green** header.

Submitted Lessons will show if the lesson has been submitted with a **gray** header.

Rejected Lessons will show if the lesson has been rejected with a **red** header.

Shared Lessons will show the lessons that are shared.

Lesson Book Page

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Comments in Lesson Plans

From EDgearWiki

You can view the administrator's comments in the lesson plans by using this feature.

Video

Comments in Lesson Book video

On the left navigation panel, select **Grades** and **Lesson Book**.

Then choose **Tools** and **Lesson Plans with Comments**.

Setup Box Options

To find definitions for standard setup values, follow this link: **Standard Setup Options**.

Click the **OK** to advance to the next page.

Column Headers

To find definitions of commonly used column headers, follow this link: **Common Column Headers**.

For other columns not listed in the common column list:

Section Name - name of the section/course

Lesson name - name of the lesson plan

Sign Off Timestamp - date and time when the comment was signed off on in the lesson plan

Comment - sign off comment usually written by the administrator

To Print this Report

Click the **Print** button at the bottom of the screen.

A popup will appear with a set of document print options--PDF, XLS, CSV, HTML.

The default print option will be **PDF**.

Click the print button on this popup and a print preview window will appear.

To get the print icon on this window, hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons.

Click the print icon at the right end of this rectangle. Another print preview will appear.

Click the print button at the top left to print the report. Close the print preview.

Grades Main Page

Lesson Book Page

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Copying Lessons

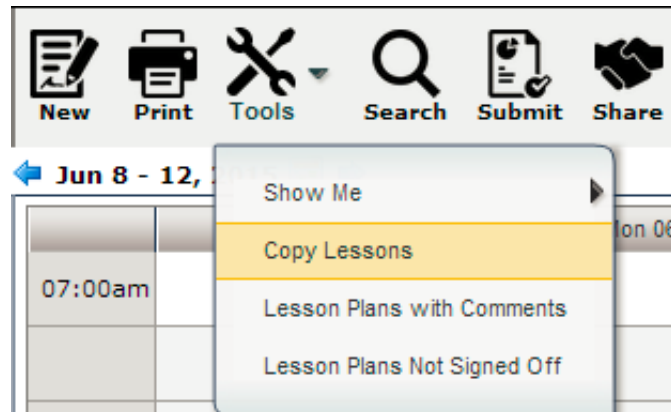
From EDgearWiki

Copy Lessons will allow a user to copy lesson plans from one class to other classes.

Video

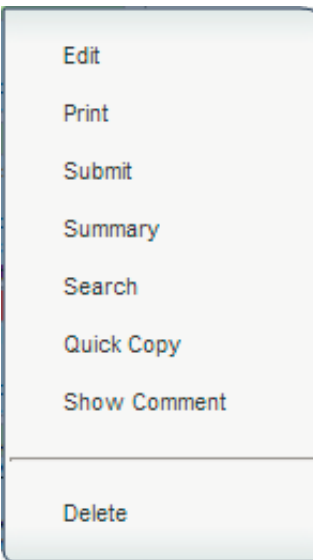
Copying Lessons in Lesson Book video

Copy Lessons from the Tools menu



1. Click on menu **Tools** and then click on **Copy Lessons**
2. **Copy from section...** will appear. Select the **Year** and then the section to copy the lesson plan from.
3. Click **Next**.
4. A list of lesson plans available to copy will appear in the **Lessons and Assignments** window. Select the lesson plans to copy.
5. Click **Next** to move to the next screen or click **Back** to go to the previous window to select a different year and section.
6. In the **Copy Lesson** window, the lesson(s) selected to copy will be listed.
 - Check **Create lesson per day**: only if a lesson is taught more than one day and each day is considered an independent lesson plan.
 - For example: A history teacher is teacher Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day**: feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.
 - Click in the cell(s) under **Copy to Section** to select the section(s) to copy the lesson plan to.
 - Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments to when the lesson will begin and end.
7. Click **Copy** to complete the process.

Quick Copy from an individual lesson menu



1. Left click on a lesson plan and select **Quick Copy**.
2. In the **Copy Lesson** window, the lesson selected to copy will be listed.
 - Check **Create lesson per day**: only if a lesson is taught more than one day and each day is considered an independent lesson plan.
 - For example: A history teacher is teaching Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. So the teacher copies a lesson plan about Julius Caesar from a previous class and/or year and, by using the **Create lesson per day** feature, creates individual lessons per day over the course of the week, making minor adjustments to each day.
 - Click in the cell under **Copy to Section** to select the section(s) to copy the lesson plan to.
 - Click in the cells under **Plan Start Date** and **Plan End Date** to make adjustments for when the lesson will begin and end.
3. Click **Copy** to complete the process.

Lesson Book Page

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Sign Off Lessons

From EDgearWiki

Video

Administrator Lesson Sign Off video

How-to

On the left, click on **Grades**, then under the heading **Entry**, click on **Lesson Book**.

Color Codes for Lesson(s)

- White-Unsubmitted lesson(s)
- Gray-Submitted lesson(s)
- Red-Rejected lesson(s)
- Green-Accepted lesson(s)

To sign off on one Lesson Plan, left click on an individual lesson plan, and then choose **Approve** or **Reject**.

To sign off on all of the Lesson Plans for the week, click on **Tools**:



Tools

- **Reject All Lessons** will reject all of the lesson plans for the teacher chosen for the current week.
- **Lesson Plans with Comments** will show you all of the comments per lesson plan. You have a From Date and To Date to choose your time span.
- **Clear All Comments** will clear all of the comments for all of lesson plans for the teacher chosen for the current week.

Search - Searches for lessons containing specific characters or words from existing lesson(s).

Sign Off - Click on **Sign Off** to sign off for all of lesson plans for the teacher chosen for the current week. You can write one comment that will cover all of these lesson plans.

Pick Teacher - Select a teacher to view lessons.



- **Day** - Choose the Day tab to see the lesson book in a daily format.
- **Week** - Choose the Week tab to see the lesson book in a weekly format.
- **Month** - Choose the Month tab to see the lesson book in a monthly format.

Grades Main Page

Lesson Book Page

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Lesson Book Status Audit

From EDgearWiki

This report will show the teacher's lesson book submit status.

On the left, click on **Grades**. Under **Entry**, select **Lesson Book Status Audit**.

Setup Box Options

To find definitions for standard setup values, follow this link: **Standard Setup Options**.

For other set up values not listed in the standard set up list:

- **Week of** - choose the week of lesson plans that you want to view

Click the **OK** button.

Column Headers

To find definitions of commonly used column headers, follow this link: **Common Column Headers**.

For other columns not listed in the common column list:

The next items are not found on the Common Column Headers document.

- **Total** - total count of lessons for the week
- **Unsubmitted** - count of unsubmitted lessons for the week
- **Submitted** - count of submitted lessons for the week
- **Count** - count of accepted lessons for the week
- **Rejected** - count of rejected lessons for the week
- **Comments** - count of lessons with comments for the week
- **No Comments** - count of lessons with no comments for the week
- **Shared** - **Y** for yes or **N** for No to indicate if the lesson was shared by the teacher

Click on the numbers (counts) in each of the columns to identify the lesson plan(s).

Print this Report

Click the **Print** button at the bottom of the screen.

A popup will appear with a set of document print options--PDF, XLS, CSV, HTML.

The default print option will be **PDF**.

Click the print button on this popup and a print preview window will appear.

To get the print icon on this window, hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons.

Click the print icon at the right end of this rectangle. Another print preview will appear.

Click the print button at the top left to print the report. Close the print preview.

Sorting and other data manipulations are explained in the following link: [List Programs Instructions/Video](#)

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