

JCampus Lesson Plan Guide (Administrators)

714 Ashley Ridge Loop Shreveport, Louisiana 71106 (318) 868-8000 (800) 509-7070 <u>support@edgear.com</u> <u>www.edgear.com</u>

Contents

Getting Started	3
Lesson Plan Review	3
Lesson Book Status Audit	7
Sign Off Lessons	13

Getting Started

Logging into JCampus

https://bogalusa.edgear.net/jcampus/ Enter your username and password.

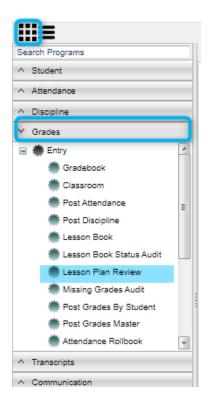
Lesson Plan Review

- This report provides for the viewing, with the ability to approve or reject, teacher's lesson plans and be able to see numerous details about the lessons.
- There must be students scheduled in the course before the lesson plan will show on this report.
- The teacher cannot be "denied" in Grading Period Lock for the lesson plan to show on this report.

Menu Location

Once logged in, there are two program views from which to choose:

1. Waffle: On the left side of the screen, go to Grades > Entry > Lesson Plan Review





2. Hamburger: In the Grades Tile, click on Entry > Lesson Plan Review

Setup Options

Year: Defaults to Current Year								
District and School: Default value is based	Lesson Plan Revie	w Setup 08.18.2020	×					
on User's Security Settings	Year :	2223 🗸						
Grades: Grade level of Lesson Plans	District :	066 🖌						
Glades. Glade level of Lesson Flans	School :	002						
Content Area: Choose between transcript	Grades :							
courses or choose "All Content Types" for all	Content Area :	~						
Transcript courses	From Date :	Aug v 21 v 2022 v 📼						
	To Date :	Aug 🗴 27 🖍 2022 🖈 📰						
From Date & To Date: Choose the From and		Show Lesson Details	.		Deteil	Colorit	_	
To date for the time span of lesson plans		ок		Show Lesso show more				
that you want to view				ust Lesson				
	E.			aot 2000011		001100		

....

<u>Main</u>

The Main Screen appears as shown below:

Autocological deligities 002 NP CLARK EMELDA 002 NP CORVARINALICIA 002 NP SRAIN TAMMY MARIE 002 NP SRAIN TAMMY MARIE 002 NP SRAIN TAMMY MARIE 002 NP SUDOKARINALICIA 002 NP SUDOKIN DAVYELLE 002 NP SUDOKIN DAVYELLE 002 NP SUDOKIN DAVYELLE 002 NP SUDOKIN DAVYELLE 002 NP SUDOKIN BARYEL 002 NP SUDOKIN SUDOKIN 002 NP SUDOKIN SUDOKIN 002 NP SUDOKIN SUDOKIN 002 NP SUDOKIN SUDOKIN 002 NP SUDOKIN SUDOKIN SUDOKIN NP SUDOKIN SUDOKIN S	Teacher	Sc	hool No P	an Unsub	Submit	Approved	Rejected	
BULICOK BOBIE J 002 NP CLARK EMELDA 002 NP CRAIN TAIMY MARIE 002 NP CRAIN YICKI DANYELLE 002 NP CRAIN YICKI DANYELE 002 NP CRUTCHPIELO VRILE 002 NP CUMMINGS JAMES MICH 002 NP DAVIS COLEY SETH 002 A DAVIS COLEY SETH 002 A DAVIS COLEY SETH 002 A DAVIS COLEY SETH 002 A DAVIS COLEY SETH 002 A HARRIS RASHANN DEAN 002 NP HALLII PURVIS MELVIN 002 NP HARRIS RASHANN DEAN 002 NP	ATKINS SAND	RAROGERS 002	2		2	2	1	Column Headers
CLARK EMELDA 002 NP COOK ARIN ALICIA 002 NP CRAIN TAMMY MARIE 002 NP CRAIN VICKI DANYELLE 002 NP CRUTCHFIELD CYRIL ED 002 NP CUMMINGS JAMES MICH 002 NP CUMMINGS JAMES MICH 002 NP DAVIS COLBY SETH 002 NP DAVIS COLBY SETH 002 NP CUMMINGS JAMES MICH 002 NP DAVIS COLBY SETH 002 NP GREELY SR ERIC CRAIG 002 NP GREELY SR ERIC CRAIG 002 NP HALL	BRUMFIELD Y	OLANDA G 002	2 NP					
COCKARINALICIA 002 NP CRAIN TAMMY MARIE 002 NP CRAIN VICKI DANYELLE 002 NP CRUTCHFIELD CYRILED 002 NP CRUTCHFIELD CYRILED 002 NP CUMMINGS JAMES MICH 002 NP COMMINISS COLEY SETH 002 NP COMMENDERRY PAULAJ 002 NP GREELY SR ERIC CRAIG 002 NP HANSON PAULALYNELL 002 NP HARRY CHADA 002 NP HARRY CHADA 002 NP HERNDON HILLARY TAN 002 NP HERNDON HILLARY TAN 002 NP HERNDON HILLARY TAN 002 NP JACKSON KEVIN LAMONT 002 NP	BULLOCK BOR	BBIE J 002	2 NP					
i COCKARIN ALICIA 002 NP i CRAIN TAMMY MARIE 002 NP i CRAIN VICKI DANYELLE 002 NP i CRUTCHFIELD CYRIL ED 002 NP i CRUNCKI DANYELLE 002 NP i CRUTCHFIELD CYRIL ED 002 NP i CRUNCKI DANYELLE 002 NP i CRUNCKI DANYELLE 002 NP i CRUNCKI STH 002 NP i DAVIS COLEY SETH 002 NP i DRUM HEATHER A 002 NP i HARL III PURVIS MELVIN 002 NP i HARL III PURVIS MELVIN 002 NP i HARL VINELL 002 NP i HARLY STAN 002 NP i HARLY TAN 002 NP i <t< td=""><td>CLARK EMELI</td><td>DA 002</td><td>2</td><td></td><td></td><td></td><td>6</td><td>Teacher - Name of Teacher</td></t<>	CLARK EMELI	DA 002	2				6	Teacher - Name of Teacher
CRAIN VICKI DANYELLE 002 NP G CRUTCHFIELD CYRILED 002 NP O CUMMINGS JAMES MICH 002 NP O DAVIS COLBY SETH 002 NP O DAVIS COLBY SETH 002 NP CIDIM HEATHER A 002 NP CIDIM HEATHER A 002 NP CIDIM HEATHER A 002 NP G REELY SE ERIC CRAIG 002 NP G REELY SE ERIC CRAIG 002 NP HARNSON PAULAL JUPELL 002 NP G HARRIS RASHANN DEAN 002 NP G HARRIS RASHANN DEAN 002 NP G HARRIS CALLOS VIC 002 NP G HARRIS CARLOS VIC 002 NP	COOK ARIN A	LICIA 002	2 NP					
CRAIN VICKI DANYELLE 002 NP CUTCHFIELD CYTILED 002 NP CUMMINGS JAMES MICH 002 NP O DAVIS COLBY SETH 002 NP D DAVING COLBY SETH 002 NP CENTENBERRY PAULAJ 002 NP CENTENBERRY PAULAJ NELL 002 NP CENTENBERRY PAULAJYNELL 002 NP CENTENBERRY PAULAJYNELL 002 NP CENTENBERRY PAULAJYNELL 002 NP CENTENBERRY PAULAJYNELL 002 NP	CRAIN TAMMY	YMARIE 002	2 NP					School - School Site Number
9 CUMMINGS JAMES MICH 002 NP 10 DAVIS COLBY SETH 002 A 11 DRUM HEATHER A 002 NP 12 FORTENBERRY PAULA J 002 NP 13 GREELY SR ERIC CRAIG 002 NP 14 HALLIII PURVIS MELVIN 002 NP 16 HARRIS RASHANN DEAN 002 NP 17 HARRIS RASHANN DEAN 002 NP 18 HERNOON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 10 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L 002 NP 21 JACKSON KEVIN LAMONT 002 NP	CRAIN VICKI	DANYELLE 002	2 NP					
Click on the total number at the bottom of the column to 10 DAVIS COLBY SETH 002 NP 11 DRUM HEATHER A 002 NP 12 FORTENBERRY PAULA J 002 NP 13 GREELY SR ERIC CRAIG 002 NP 14 HALL III PURVIS MELVIN 002 NP 16 HANSON PAULA LYNELL 002 NP 16 HANSON PAULA LYNELL 002 NP 16 HANSON PAULA LYNELL 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLRY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 10 HACKSON KEVIN LAMONT 002 NP 12 JACKSON ALTHENA L. 002 NP 12 JACKSON KEVIN LAMONT 002 NP	CRUTCHFIELD	D CYRIL ED 002	2 NP					No Dien Indicates there is no less an alon for the teacher
10 DAINS OLD STRETA 002 NP 11 DRUM HEATHERA 002 NP 12 FORTENBERRY PAULA J 002 NP 13 GREELY SR ERIC CRAIG 002 NP 14 HALL III PURVIS MELVIN 002 NP 14 HALL III PURVIS MELVIN 002 NP 15 HANSON PAULA LYNELL 002 NP 16 HARRIS RASHANN DEAN 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 10 HORNDON COLOR NP Approved - Count of submitted lesson plans 19 HOWARD CARLOS VIC 002 NP 10 HORNDON COLOR NP Approved - Count of approved lesson plans 14 HALL MINON TOO2 NP Rejected - Count of rejected lesson plans 14 HARY CHAL AL MONT 002 NP Rejected - Count of rejected lesson plans	CUMMINGS JA	AMES MICH 002	2 NP					
12 FORTENBERRY PAULA J 002 NP 13 GREELY SR ERIC CRAIG 002 NP 14 HALLIII PURVIS MELVIN 002 NP 14 HALLIII PURVIS MELVIN 002 NP 16 HANSON FAULA LYNELL 002 NP 16 HANSON FAULA LYNELL 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 18 HERNDON HILLARY TAN 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 10 JACKSON ALTHENA L 002 NP 11 JACKSON KEVIN LAMONT 002 NP 12 JACKSON KEVIN LAMONT 002 NP	DAVIS COLBY	SETH 002	2		4			
13 GREELY SR ERIC CRAIG 002 NP 14 HALLIII PURVIS MELVIN 002 NP 15 HANSON PAULA LYNELL 002 NP 16 HARRIS RASHANN DEAN 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L. 002 NP 21 JACKSON KEVIN LAMONT 002 NP	DRUM HEATH	ER A 002	2 NP					
14 HALL III PURVIS MELVIN 002 15 15 HANSON PAULA LYNELL 002 NP 16 HARRIS RASHANN DEAN 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L 002 NP 21 JACKSON KEVIN LAMONT 002 NP	FORTENBERF	RY PAULA J 002	2 NP					an email
15 HANSON PAULA LYNELL 002 NP 16 HARRIS RASHANN DEAN 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L. 002 NP 21 JACKSON KEVIN LAMONT 002 NP	GREELY SR E	RIC CRAIG 002	2 NP					
10 HARRIS RASHANN DEAN 002 NP 17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L 002 NP 21 JACKSON KEVIN LAMONT 002 NP	HALL III PURV	IS MELVIN 002	2		15			Unsubmitted - Count of unsubmitted lesson plans
17 HARRY CHAD A 002 NP 18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENAL 002 NP 21 JACKSON KEVIN LAMONT 002 NP	HANSON PAU	LA LYNELL 002	2 NP					
18 HERNDON HILLARY TAN 002 NP 19 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENA L. 002 NP 21 JACKSON KEVIN LAMONT 002 NP	HARRIS RASH	HANN DEAN 002	2 NP					Submitted - Count of submitted lesson plans
In Howard Carlos VIC 002 NP 20 JACKSON ALTHENAL 002 NP 21 JACKSON KEVIN LAMONT 002 NP	HARRY CHAD	A 002	2 NP					
10 HOWARD CARLOS VIC 002 NP 20 JACKSON ALTHENAL 002 NP 21 JACKSON KEVIN LAMONT 002 NP	HERNDON HIL	LLARY TAN 002	2 NP					Approved - Count of approved lesson plans
21 JACKSON KEVIN LAMONT 002 NP Rejected - Count of rejected lesson plans	HOWARD CAP	RLOS VIC 002	2 NP					
21 JACKSON KEVIN LAMONT 002 NP	JACKSON ALT	HENAL. 002	2 NP					Rejected - Count of rejected lesson plans
22 JONES EMERLYNE 002 0			2 NP					
	JONES EMER	LYNE 002	2				9	

Click on the total number at the bottom of the No Plan Column to display the teachers and to communicate with either a call or an email as shown below:

П	=									JCampus							ų	1 X V	0
	Home	e Dashboard	Lesson Plan	Review 🖾															
	Tea	acher	School	No Plan	Unsub	Submit	Approved	Rejec	ted										
37	ow	VENS CARNELL J	002	NP				Teac	hers w	ith No Lessons for the selected w	veek		×						
38	PAR	RKER ANN SCHWAB	002	2						Teacher	Teacher ID	School							
99	PAR	RKER JOAN	002	NP	Check T	eacher	s			BRUMFIELD YOLANDA GAIL	410002	002							
0	PIE	RCE LENORA ANNE	002	NP	with who					BULLOCK BOBBIE J	810220	002							
1	PIG	SOTT JERRY CHRIST	O 002		wisl			3		COOK ARIN ALICIA	510016	002	_						
2	POL	UNDS KARYN E	002		Comm			3	himsel	CRAIN TAMMY MARIE	810414	002	_						
3	RAT	TCLIFF MICHELLE	002	NP				-		CRAIN VICKI DANYELLE	010009	002	_						
4	RIC	CH GLENDA W	002	NP	regard			0					_						
5	ROO	GERS JACK BURNET	TT 002	NP	Lessor	n Plans		0		CRUTCHFIELD CYRIL EDWARD	110030	002	_		Communicate			×	
6	SMI	ITH SHANNON M	002				-	7	Linned	CUMMINGS JAMES MICHAEL	910017	002	E		Communicate	Call		~	
7	SMI	ITH VANESSA MECK	AL 002			1	15	8		DRUM HEATHER A	010034	002	_	4					
8	STR	RAHAN MATTHEW G	ARY 002			6		9		FORTENBERRY PAULA J	210043	002	_			Email			
9	TEC	OULET LAURA A	002	NP				10		GREELY SR ERIC CRAIG	410010	002	_			Cancel			
0	TEC	OULET LAURA SHELI	H 002			4		11		HANSON PAULA LYNELL	798162	002	_						
1	тно	OMAS CRYSTAL STA	R 002				12	12		HARRIS RASHANN DEANDRA	910111	002	_						
2	VAU	UGHAN HOWARD WE	EST 002				30	13		HARRY CHAD A	810146	002							
3		UGHAN REMINGTON		NP				14		HERNDON HILLARY TANNER	010074	002							
4			002			3		15		HOWARD CARLOS VIC	710013	002							
5		LLIAMS BRIAN C	002			-	14	16		JACKSON ALTHENA L.	810092	002							
6		LLIAMS DARREN ARG				15	14	17		JACKSON KEVIN LAMONT	110056	002							
7		LLIAMS DEBRA LAUR	SEL OUZ	_		20	5	18		KEATING DEANNA O	110054	002							
		LLIAMS DEBRA LAUP	Click	on		20		19		LEOS AMBER CASE	810309	002							
8		LLIAMS ZELATRA LAT	105					20		MAGEE BARRET CODY	810411	002							
9								21	1	MATTOEWS KENNETH	510005	002	-						
0	_	RICOR BENNY	002	NP					Pri	nt Communicate	Help	Close		Thursday	Edda	March	Maria	Deet Due	
81	Tota	al		35	1	29 1	136 1	02				0.002		Thursday	Friday	Week	Year	Past Due	

Choose a teacher from the left side of the screen, then choose a tab at the bottom as shown below:

- Lessons Tab Click on this tab to get a concise view of the teacher's lesson plans. For lessons with attachments, a paperclip icon will display. An administrator can right click on an individual lesson and Approve or Reject the teachers lesson plan. The Sign Off Button allows administrators to mass sign off on all non-rejected lesson plans.
- Monday-Friday Tabs Click on these tabs to see the lesson plans by specific day
- Week Click on this tab to see the lesson plans by week
- Year Click on this tab to see the lesson plans for the entire year
- Past Due Click on this tab to see the lesson plans by the past due date
- Due Click on this tab to see the lesson plans by due date

	-																	• • •
1	lome Dashboard	Lesson Plan F	Review 🖾															
	Teacher	School	No Plan	Unsub	Submit	Approv							CLARK	EMELDA				
	ATKINS SANDRA ROGER	5 002			2		<u> </u>											
	BRUMFIELD YOLANDA G	002	NP				Day		002821 SOCIAL		-			IAL STUDIES 6 : Topic One: Infl			002823 SOCIAL S	
	BULLOCK BOBBIE J	002	NP				Monday		Lesson Plan: To	opic One: Ir	ntiuences on Ci	ivilizations	Lesson Plan	: Topic One: Infli	uences on Civili	izations I	Lesson Plan: Top	c One: Influences on Civ
	CLARK EMELDA	002							Lesson: 2022-08-22 - 20	22-08-28 D	avs 5 - Minutes	s 61	Lesson: 2022-08-22 -	2022-08-26 Day	s 5 - Minutes 5		Lesson: 2022-08-22 - 2022	-08-26 Davs 5 - Minutes
	COOK ARIN ALICIA	002	2						Lesson:				Lesson:				Lesson:	
	CRAIN TAMMY MARIE	002	NP				E		Instructional Pr				Instructiona			i	Instructional Pro	
	CRAIN VICKI DANYELLE	002	NP						t the following de	efinitions:1			t the following	definitions:1			t the following defi	
	CRUTCHFIELD CYRIL ED	002	NP	Olister	. .	ł			a. The stage of I that is considered			t and organization		of human social ered most advar			a. The stage of hu that is considered	man social development most advanced.
	CUMMINGS JAMES MICH	002	NP	Click or					b. The process t ed stage of social			eaches an adva		s by which socie ocial developme			b. The process by ed stage of social	which society or place re development and
0	DAVIS COLBY SETH	002			ir Plans				organization. c. The society. c				organization.	, culture, and wa		0	organization.	ure, and way of life of a p
1	DRUM HEATHER A	002	NP	appear					d. The comfort a	and conveni	ience of moderr		as d. The comfo	rt and convenier	ice of modern li	ife, regarded as	d. The comfort and	convenience of modern
2	FORTENBERRY PAULA J	002	NP	Scroll d	own on	the	-					the meaning of c	oivil 2. Read alou	r in towns and ci d the first two pa		meaning of civil		wns and cities. first two paragraphs of th
3	GREELY SR ERIC CRAIG	002	NP	Lessor	ns View	to			ization. 3. Ask students:	"What do t	hese definitions	s have in comm	ization. o 3. Ask studer	ts: "What do the	se definitions h		ization. 3. Ask students: "V	Vhat do these definitions
4	HALL III PURVIS MELVIN	002		see oth	ner days	of			n?" 4. Take notes for	r the class (or annotate the	definitions as s	n?" tud 4 Take notes	for the class or	annotate the de	r efinitions as stud	n?" 4. Take notes for ti	e class or annotate the o
5	HANSON PAULA LYNELL	002	NP	the	Week				ents share their	answers.			ents share th	eir answers.			ents share their an	
6	HARRIS RASHANN DEAN	002	NP						defined by advar	ncement. H	lowever, consid	der the	defined by a	Ivancement. How	vever, consider	the o	defined by advanc	ement. However, conside
7	HARRY CHAD A	002	NP						definition: 'the se area.' What is di	ifferent aboi	ut this definition		area.' What is	different about	this definition fr	rom a	area.' What is diffe	ety, culture, and way of li rent about this definition
8	HERNDON HILLARY TAN.	. 002	NP						the other definiti 6. Say: "This year			ors that influence		nitions we've rea year we will expl			the other definition 6. Say: "This year	s we've read?" we will explore the factor
9	HOWARD CARLOS VIC	002	NP						e development, civilizations. As					nt, advancement As we learn about				vancement, and decline
0	JACKSON ALTHENA L.	002	NP						n of civilizations	across wor	rld history, we w	vill	n of civilizatio	ns across world	history, we will		n of civilizations ad	ross world history, we wil nt factors that allowed ea
1	JACKSON KEVIN LAMON	r 002	NP						lourish and what	t factors led	to their decline			hat factors led to				ictors led to their decline.
2	JONES EMERLYNE	002					1				·							
3	KEATING DEANNA O	002	NP								1	Unsubmitted	Submitted	Rejected	Approved	1		
4	KELLY AYESHA D	002			7		-											
4						•	Less	ons M	londay Tu	esday	Wednesday	Thursday	Friday	Week	Year	Past Due	Due	

Bottom Tabs:

	A	A	A		A	
Set	l qu	Print	Help	Sign Off	Communicate]

- **Setup** Click to go back to the Setup box.
- **Print** This will allow the user to print the report
- Help This button will take you to the Help website with written instructions and/or video

Sign Off – In conjunction with the Lessons Tab, the Sign Off button allow administrators to mass sign off on all non-rejected lessons

Communicate – The user must select a staff member by clicking on the name to highlight the name. Once the user clicks the communicate button a popup will allow the user to message this individual via automated call or email.

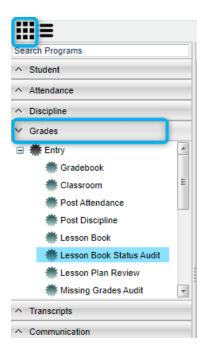
Lesson Book Status Audit

- This report provides the fastest way for an administrator to review teacher lessons with the ability to approve or reject them.
- In comparison to the Lesson Plan Review, this report would not have as many details of a lesson plan but is easier for seeing if teachers have done their lesson plans.
- It also shows the teacher's submit status as well as the approved and rejected status.
- Lessons with comments and attachments can also be viewed.

Menu Location

Once logged in, there are two program views from which to choose:

1. Waffle: On the left side of the screen, go to Grades > Entry > Lesson Book Status Audit



2. Hamburger: In the Grades Tile, click on Entry > Lesson Book Status Audit

Setup Options

					No items to s	how.	
Year: Defaults to Cu	rrent Year						
District and School: value is based on U		ty	Setup-07.22	.2020			
settings		L		Year : 2223 District : 066		~	
Week: Set to the de of lessons to review				School : 002 eek of : Aug	v 10	× 2022 ×	
			-		ОК		

<u>Main</u>

The Main Screen appears with the following Column Headers:

_	Home Dashboard Le	esson Book S	tatus Ai	udit 🖂								
	Teacher	Teacher ID	Sch	No Plan	Total	Unsubmitted		Submitted	Approved	Rejected	Comments	No Comments
41	PIERCE LENORAANNE	510038	002	NP								
42	PIGOTT JERRY CHRISTO	810410	002			6	6					6
43	POUNDS KARYN E	210073	002	NP								
44	RATCLIFF MICHELLE	210068	002	NP								
45	RICH GLENDA W	810423	002	NP								
46	ROGERS JACK BURNETT	310030	002	NP								
47	SMITH SHANNON M	210067	002	NP								
48	SMITH VANESSA MECKAL	410036	002		3	5			35		35	
49	STRAHAN MATTHEW GARY	310033	002		2	10		20				20
50	TEOULET LAURA A	910075	002	NP								
51	TEOULET LAURA SHELH	910075	002	NP								
52	THOMAS CRYSTAL STAR	010066	002	NP								
53	VAUGHAN HOWARD WEST	4171	002	NP								
54	VAUGHAN REMINGTON L	110057	002	NP								
55	WALKER EDDIE H	410024	002			7	7					7
56	WILLIAMS BRIAN C	010060	002	NP								
57	WILLIAMS DARREN ARCEL	810203	002	NP								
58	WILLIAMS DEBRA LAURA	010076	002		2	!5		25				25
59	WILLIAMS ZELATRA LATU	010058	002		1	8		16	2		2	16

Column Headers:

- Teacher Teacher name
- Teacher ID Teacher identification number
- Sch School number
- No Plan Indicates there is no lesson plan for the teacher. Click on the total number at the bottom of the column to display the teachers and to <u>communicate</u> with either a call or an email.

	Teacher	Teacher ID	Sch	No Plan	Total	Unsubmitte	d Sub	mitted	Approved	Rejected	Comme	ents	No Comm	ents					
41	PIERCE LENORA ANNE	510038	002	NP			Teachers wi	th No Lessor	ns for the sel	ected week			×						
42	PIGOTT JERRY CHRISTO.	810410	002		6			Teacher			Teacher ID	School		6					
43	POUNDS KARYN E	210073	002	NP			1 🔽	BRUMFIELD	YOLANDA GA	AIL	410002	002							
44	RATCLIFF MICHELLE	210068	002	NP			2 🔽	BULLOCK BO	BBIE J		810220	002							
45	RICH GLENDA W	810423	002	NP			3 🔽	CLARK EMEL	.DA		310042	002							
46	ROGERS JACK BURNETT	310030	002	NP			4 🔽	COOK ARIN A			510016	002							_
47	SMITH SHANNON M	210067	002	NP			5 🔽	CRAIN TAMM	IY MARIE		810414	002	E		Communicate				×
48	SMITH VANESSA MECKAL	410036	002		35		6 🔽	CRAIN VICKI	DANYELLE		010009	002			1	Call			-
49	STRAHAN MATTHEW GAR	Y 310033	002		20		7 🔽	CRUTCHFIEL	D CYRIL EDV	WARD	110030	002		20		Email			
50	TEOULET LAURA A	910075	002	NP			8 🔽	CUMMINGS J	JAMES MICH	AEL	910017	002				Cancel			-
51	TEOULET LAURA SHELH	910075	002	NP			9 🔽 I	DRUM HEATH	HER A		010034	002		-	·	Ouncer			-
52	THOMAS CRYSTAL STAR.	. 010066	002	NP			10 🔽	FORTENBER	RY PAULA J		210043	002			L				
53	VAUGHAN HOWARD WES	T 4171	002	NP			11 🔽	GREELY SR E	ERIC CRAIG		410010	002							
54	VAUGHAN REMINGTON L.	110057	002	NP			12 🔽	HALL III PUR	VIS MELVIN		410017	002							
55	WALKER EDDIE H	410024	002		7		13 🔽	HANSON PAU	JLA LYNELL		798162	002		7					
56	WILLIAMS BRIAN			P			14 🔽	HARRIS RAS	HANN DEAN	DRA	910111	5.2							
57	WILLIAMS DARRE	lick on "4	16"				15 🔽	HARRY CHAE	DA		810146	002							
58	WILLIAMS DEBRA		+0		25		16 🔽	HOWARD CA	RLOS VIC		710513	002		25					
59	WILLIAMS ZELATRA		-		18		17 🔽 ,	JACKSON AL	THENA L.		810092	002		16			-	_	-
60	WILTZ JASON THADDEUS	210079	2	NP			18 🔽 ,	JACKSON KE	VIN LAMONT	Г	110056	002					Ö,	8	
61	ZADICOD RENNV	110082	002	ND			<u> </u>			7	440054	000					M		-
62	Total			46	180		Prir	it C	Communicate	He	elp 📗	Clos	se	143				ρ	Ν

- Total total count of lessons for the week Click on the number to see the lesson to review.
- Unsubmitted count of unsubmitted lessons for the week Click on the number to see the lesson and ask the teacher to be sure to click the "Submit" button in their Lesson Book.

	Teacher	Teacher ID	Section	Period	Course Name	Lesson Name	From	Thru	Created	Submitted	Status	
1	STRAHAN MATTHEW GARY	310033	002018	01	ENGLISH IV	Formative Friday 1-1	08/12/2022	08/12/2022	08/07/2022	08/07/2022	Submitted	
	STRAHAN MATTHEW GARY	310033	002018	01	ENGLISH IV	Debate1 / SMB ch1 / Reflection	08/11/2022	08/11/2022	08/07/2022	08/07/2022	Submitted	
	STRAHAN MATTHEW GARY	310033	002018	01	ENGLISH IV	Writing / Word Wall / Whitman	08/10/2022	08/10/2022	08/07/2022	08/07/2022	Submitted	
	STRAHAN MATTHEW GARY	310033	002018	01	ENGLISH IV	Diagnostic English IV	08/08/2022	08/09/2022	08/07/2022	08/07/2022	Submitted	
	STRAHAN MATTHEW GARY	310033	002018	01	ENGLISH IV	Formative Friday 1	08/08/2022	08/08/2022	08/07/2022	08/07/2022	Submitted	(
	STRAHAN MATTHEW GARY	310033	002019	02	ENGLISH IV	Formative Friday 1-1	08/12/2022	08/12/2022	08/07/2022	08/07/2022	Submitted	(
,	STRAHAN MATTHEW GARY	310033	002019	02	ENGLISH IV	Debate1 / SMB ch1 / Reflection	08/11/2022	08/11/2022	08/07/2022	08/07/2022	Submitted	(
3	STRAHAN MATTHEW GARY	310033	002019	02	ENGLISH IV	Writing / Word Wall / Whitman	08/10/2022	08/10/2022	08/07/2022	08/07/2022	Submitted	
	STRAHAN MATTHEW GARY	310033	002019	02	ENGLISH IV	Diagnostic English IV	08/08/2022	08/09/2022	08/07/2022	08/07/2022	Submitted	
0	STRAHAN MATTHEW GARY	310033	002019	02	ENGLISH IV	Formative Friday 1	08/08/2022	08/08/2022	08/07/2022	08/07/2022	Submitted	
1	STRAHAN MATTHEW GARY	310033	002074	04	ENGLISH 101 DE2S	Formative Friday 1	08/12/2022	08/12/2022	08/07/2022	08/07/2022	Submitted	0
2	STRAHAN MATTHEW GARY	310033	002074	04	ENGLISH 101 DE2S	Pre-Essay 1 / Peer Review Workshop	08/08/2022	08/12/2022	08/07/2022	08/07/2022	Submitted	(
3	STRAHAN MATTHEW GARY	310033	002278	05	ENGLISH IV	Formative Friday 1-1	08/12/2022	08/12/2022	08/07/2022	08/07/2022	Submitted	0
4	STRAHAN MATTHEW GARY	310033	002278	05	ENGLISH IV	Debate1 / SMB ch1 / Reflection	08/11/2022	08/11/2022	08/07/2022	08/07/2022	Submitted	(
5	STRAHAN MATTHEW GARY	310033	002278	05	ENGLISH IV	Writing / Word Wall / Whitman	08/10/2022	08/10/2022	08/07/2022	08/07/2022	Submitted	1

- Submitted count of submitted lessons for the week Click on the number in the Submitted column to see the lessons to review. The administrator can approve or reject lessons.
- Approved count of approved lessons Click on the number to see the lesson to review.
- **Rejected** count of rejected lessons for the week **Click on the number to see the lesson** to review.
- **Comments** count of lessons that have comments for the week **Click on the number to** see the lesson to review.
- No Comments count of lessons with no comments for the week Click on the number to see the lesson to review.



Drill Down Report Column Headers:

Drill down reports appear when clicking on any of the numbers in the columns. The Column Headers for these reports are:

Teacher - The name of the teacher creating the lesson plan.

- Teacher ID The ID number of the teacher creating the lesson plan
- Section The section number of the class.
- **Period** The period at which the section is taught.

- **Course Name** The name of the course.
- Lesson Name The name of the lesson.
- From The date the lesson plan will begin.
- Thru The date the lesson plan will end.
- **Created** The date the lesson plan was created.
- Submitted The date the lesson plan was submitted.
- Status The current status of the lesson plan.
- Sign Off TimeStamp The date and time the administrator signed off on the lesson plan.
- Sign Off User Name The User Name of the administrator who signed off on the lesson plan.
- Comments Comments entered by the administrator
- Shared Y for yes or N for No to indicate if the lesson was shared by the teacher
- **ATT** Count of attachments for the lessons Click on the number to view the attachment and other related information such as Type, Title, and Size.
- Daynum Day Number
- Day Day of Week

	Teacher	Teacher ID	Section	P	Course Name	Lesson Name	From	Thru	Created	Submitted	Status	Signoff Timestamp	Sign Off Us	Comment
	SMITH VANESSA MECKAL	410036	002102	01	SOCIAL STUDIES 7	Review and Discussion of Social Studies Pre- Assessment	08/12/2022	08/12/2022	08/07/2022	08/08/2022	Approved	08/08/2022 04:03	(WP)NOATIS	[NOATIO 2 16:03:02] L been revier assessmer
!	SMITH VANESSA MECKAL	410036	002102	01	SOCIAL STUDIES 7	Social Studies Pre- Assessment Review	08/11/2022	08/11/2022	08/07/2022	08/08/2022	Approved	08/08/2022 04:03	(WP)NOATIS	set comple [NOATIS 2 16:03:02] I been revie assessmen set comple
	SMITH VANESSA MECKAL	410036	002102	01	SOCIAL STUDIES 7	-1	08/10/2022	08/10/2022	08/07/2022	08/08/2022	Approved	08/08/2022 04:03	(WP)NOATIS	[NOATIS 2 16:03:02] been revie assessme set comple
	SMITH VANESSA MECKAL	410036	002102	01	SOCIAL STUDIES 7		08/09/2022	08/09/2022	08/07/2022	08/08/2022	Approved	08/08/2022 04:03	(WP)NOATIS	[NOATIS: 16:03:02] been revie assessme set compl
	SMITH VANESSA MECKAL	410036	002102	01	SOCIAL STUDIES 7	S.M.A.R.T. Goals	08/08/2022	08/08/2022	08/07/2022	08/08/2022	Approved	08/08/2022 04:03	(WP)NOATIS	[NOATIS 2 16:03:02] been revie assessme set compl
4	ONTU AND ON MEONA	*****				Review and Discussion of							6. 8	[NOATIS 2 16:03:02]

Bottom Tabs:

Setup	Print	Help

Setup - Click to go back to the Setup box.

<u>Print</u> - This will allow the user to print the report.

Help - Click to view written instructions and/or videos.

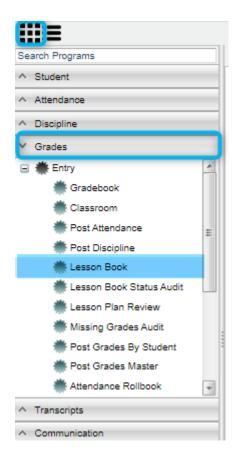
<u>Communicate</u> - The user must select a staff member to highlight the name. Once the user clicks the communicate button a popup will allow the user to message this individual via automated call or email.

Sign Off Lessons

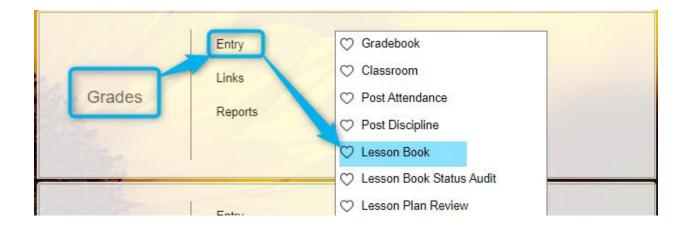
The user must have Admin security to be able to view the Sign Off button.

Once logged in, there are two program views from which to choose:

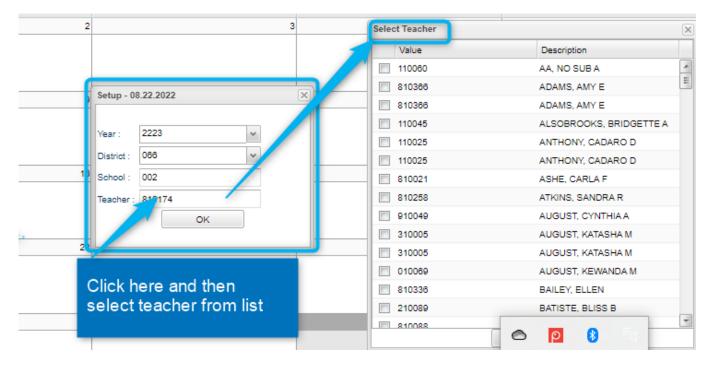
1. Waffle: on the left side of the screen, go to Grades > Entry > Lesson Book



2. Hamburger: In the Grades Tile, click on Entry > Lesson Book



Setup Options



Lesson Book Screen

The Lesson Book Screen appears with the following icons across the top of the screen:

Welcome	e Das	shboard	.esson Book													- •	
E New	Print	X -	Q Search	Refresh	Sign Off	Shared	Select Teach	€ er Zoom In		ADAMS, AMY E	•	Teacher sele from Setu		tandard Grou	ıp :		
<mark>) - Aug 20</mark>	22 🔜 🔿												(Lag	/ v	week N	Nonth	renoa
		Mon				Tue			Wed			Thu			Fri		
				1			2			3				4			5 🔺
07:45am	n Profess	ional Deve	lopment	07:45a	m Profess i	onal Deve	elopment	07:45am Pro	ofessional D	evelopment	07:45ar	n First Day					
				8			9			10			1	1			12

To sign off on all the Lesson Plans for the current week, click on Sign Off. You can write one comment that will cover all these lesson plans.

- If the "Allow Edits" box is checked, and the administrator Signs Off, the teacher will be allowed to make edits to the lesson but the green approved label will remain green.
- If the "Allow Edits" box is not checked when the administrator Signs Off, and the teacher makes edits to the lesson, the green approved label will NOT remain green

Home Dasht	ooard Lesson Book 🛛		
New Print	fools - Q C Search Refresh Sign Off Shared	Select Teacher Zoom Out	Standard Group:
 Course 01:ENGLISH 7 HON	2/29 2/28- 2/29 2/29-08/29 Days 1 - Minutes 61 Lesson: Complete Part 10 (EAP 300 ELA Diagnostic Test Begin reading chapter 8 after testing. Discover, 10 (EAP 300 ELA Diagnostic Test Begin reading chapter 8 after testing. Discover, 11 AS SELAL 7.4 A Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7 reading and content, choosing flexibly from a range of strategies AS SELAL 7.4 a Gue commter, (e.g., the overall meaning of a sentence) as a lete to the meaning of a word or phrase. LAS SELAL 7.4 a Gue commter, or the meaning of a word or phrase. LAS SELAL 7.4 b - bu to common, grade-appropriate Greek or Lan affines and roots as objess to the meaning of a word or phrase.		administrator Signs Off, the teacher will be allowed to make edits to the lesson but the green approved label will remain green.
02:READING 7 HON		Ск	ancel will NOT remain green.

Click on **Tools** to:

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

Setup	Shared Select Teacher Zoom Out List Mode	ANDRA R	
Show Me Create/Edit Template Copy Lessons Hide Submit Button on CS and GLE viewers Reject All Lessons Lesson Plans with Comments Clear All Comments Lessons with Standards List	8/30 Gupective(s): ELA Diagnostic Testing Farch funknown kde 7 strategies. saning of a a 2. a Greek or rd (e.g.,	8/31 Chapter 7: Yine a paragraph of describe this event. Lesson 7: Analyze Jonas' Characterization Teach the guidebook lesson with fidelity as it unfolds the Gradual Release Model. Chapters 8 and 7 should have been read. 1 Do: Review chapters 6 and 7.Bgpin reading chapter 8 We Do: Partner Activity: Share a concise, accurate summary of chapters 6 and 7. You Do: According to the Elder, why must Jonas have courage and bravery to be the receiver? Objective(s):	9/1
2. Lesson Plans with (will reject all lesson plans for the teach Comments will show you all of the com s will clear all comments for all lesson	ments per lesson plan.	the

To sign off on one Lesson Plan, right click on an individual lesson plan and click Approve or Reject.

New Print	ools Q Refresh Sign Off Shared	Select Teacher Zoom Out List Mode	SANDRA R	Standar	rd Group :
Aug 29, 2022 through	h Sep 3, 2022 📰 📦			Day	Week Month Period
Course	8/29	8/30	8/31	9/1	9/2
01:ENGLISH 7 HON	07:49am 01:ENGLISH 7 HONOR5-Diagostic Testing 08/29 - 08/29 Days 1 - Minutes 61 Lesson: Complete Part I of LEAP 380 ELA Diagnostic Test Begin reading chapter 6 after testing. Objective(s): LASS.ELA.I.7.4 4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7 reading and content, choosing flexibly from a range of strategies. LASS.ELA.I.7.4a 4a. Use context (e.g., the overall meaning of sentence) as a lue to the meaning of a word or phrate sentence) as a lue to the meaning of a word or phrafer. LASS.ELA.I.7.4b 4b. Use common, grade-appropriate Greak or LASS.ELA.I.7.4b 4b. Use common, grade-appropriate	Click on Lesson	07:48am 01:ENGLISH 7 HONORS-Lesson 06/31 - 08/31 Days 1 - Minutes 61 Lesson: Bilwork: What is an event that stood out to you in Caster 7? White paragraph to describe this event. Event the guidebook lesson with fidelity as it unfolds the Gradual Release Model. Chapters 6 and 7 should have been read. Do: Review chapters 6 and 7./Begin reading chapter 8 Ie Do: Partner Activy: Share a concles, accurate summary of hautors 6 and 7. Do: Decort Activy: Share a concles, accurate summary of hautors 6 and 7. Do: According to the Elder, why must Jonas have courage nd brokey to the receiver?		3
22:READING 7 HON		Edit Edit Attachment Print Summary Search Quick Copy Show Comment		e) () ()

To change to another teacher, click the **Pick Teacher** icon.

	Tools Search Refresh Sign Off Shared		Mode Teacher and Lesson Status for V	Veek of 08/29/2022 - 09/0	3/2022		X
Aug 29, 2022 throug	gh Sep 3, 2022 📰 🔿		Teacher	Teacher ID To	tal No Plan Unsub.	Submit Approv	Week
ourse	8/29	8/30	8 CRUTCHFIELD CYRIL ED.	110030	NP		9
	07:48am 01:ENGLISH 7 HONORS-Diagostic Testing	07:48am 01:ENGLISH 7 HONORS-E, 0 08/30 - 08/30 Days 1 - Minutes 61	Q CUMMINGS JAMES MICH.	910017	NP		
	08/29 - 08/29 Days 1 - Minutes 61		DAVIS COLBY SETH	610001	3	3	
	Lesson: Complete Part I of LEAP 360 ELA Diagnostic Test Begin reading chapter 6 after testing.	Lesson: Objective(s): ELA Diagnostic Testing Part	11 DRUM HEATHER A	010034	NP		
	Objective(s):		12 FORTENBERRY PAULA J	210043	NP		
ENGLISH 7 HON	LASS.ELA.L.7.4 4. Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7		13 GREELY SR ERIC CRAIG	410010	NP		
	reading and content, choosing flexibly from a range of strategies.		14 HALL III PURVIS MELVIN	410017 NP			
	LASS.ELA.L.7.4a 4a. Use context (e.g., the overall meaning of a sentence or paragraph; a word's position or function in a		15 HANSON PAULA LYNELL	798162	NP		
	sentence) as a clue to the meaning of a word or phrase.		16 HARRIS RASHANN DEAN	910111	NP		-
	LASS.ELA.L.7.4b 4b. Use common, grade-appropriate Greek or Latin affixes and roots as clues to the meaning of a word (e.g.,		1				>
				Ci	ancel		