



JCampus Lesson Plan Guide

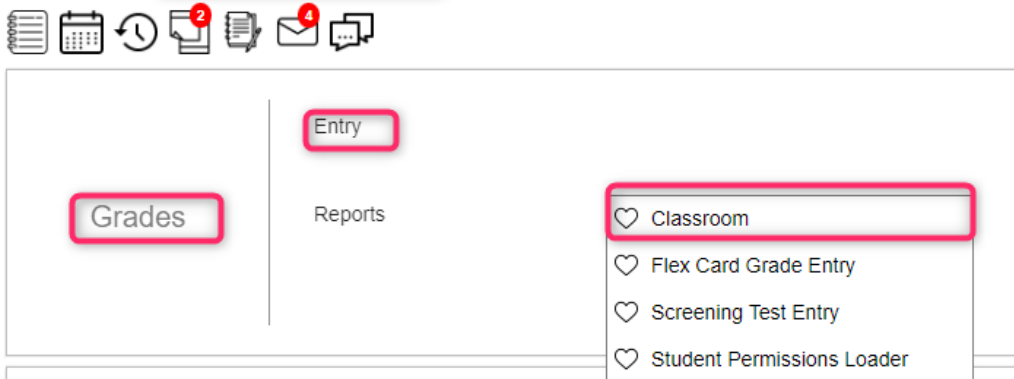
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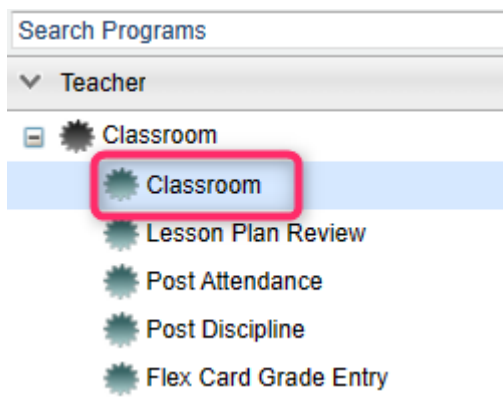
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Getting Started

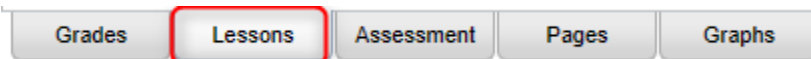
1. Go to your district's URL for JCampus. Enter your username and password.
2. If you are using the JCMail View (tiles):
 - Locate the "Grades" tile. Click on **Entry**, then **Classroom**.



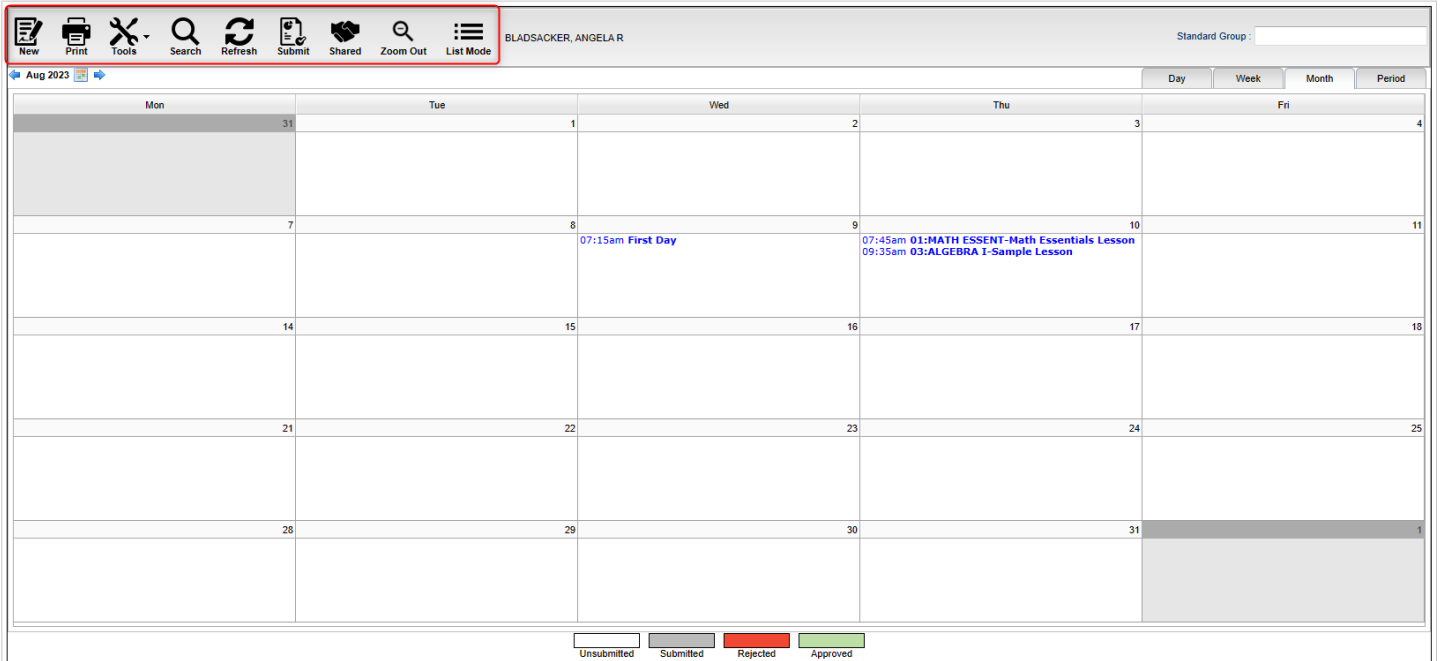
3. If you are using the traditional menu on the left panel: Click the **Classroom** link as shown below.



4. Click on the **Lessons** tab at the bottom.



5. The **Lessons** screen opens and looks as follows:

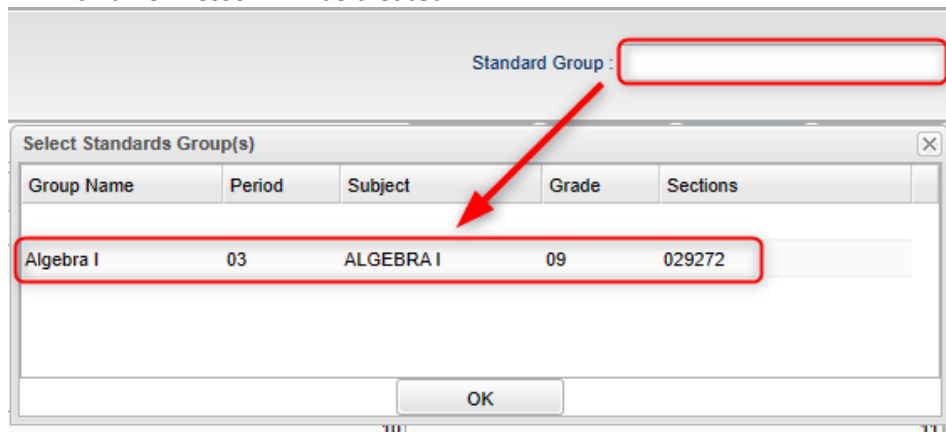


Creating Lessons

1. There are three ways to create a new lesson:
 - a. Click **New** on the menu bar at the top.



- b. Click the **Standard Group** field on the upper right. Select a standards group.
 - i. The standards groups will be displayed across the upper screen. Click the standards group for which a new lesson will be created.



ii. Select the standard to create a lesson.

| Expressions and Equations | | Lessons | Assianment | | |
|---------------------------|------------------------|---------|------------|---|---|
| | | C | N | C | N |
| Standard 1 | LASS Math.HS.A-CED.A.1 | | | | |
| Standard 2 | LASS Math.HS.A-CED.A.2 | | | | |
| Standard 4 | LASS Math.HS.A-CED.A.4 | | | | |
| Standard 1 | LASS Math.HS.A-REI.A.1 | | | | |
| Standard 3 | LASS Math.HS.A-REI.B.3 | | | | |
| Standard 1 | LASS Math.HS.A-SSE.A.1 | | | | |

c. Click on the calendar portion of the screen to start a new lesson.

2. From any of these methods, a new lesson window will appear.

New Lesson

Save Copy Attach Reset Note Search Delete

Course: [dropdown]

Lesson Name: [text]

Plan Start Date: Aug 16, 2023

Plan End Date: Aug 16, 2023

Create new unique lesson per day:

Share Lesson:

Share Lesson with Teacher(s): [text]

Share Attachment(s):

Complete:

Standards: [text area]

Prerequisite(s): [text area]

Set Font... Set Font Size... [text formatting icons]

3. Enter lesson information as follows:

Course: From the drop down, select the **Course** or courses for which to create the new lesson.

Lesson Name: Enter the name of the lesson.

Plan Start Date:

- Defaults to the Monday beginning the week of the assignment.
- Non-instructional days will not be included in the days of the assignment.
- If you create, edit, copy, or import a lesson plan for a day outside this week, you will receive a pop-up message.

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

Create Lesson Per Day: With this option checked, if the Plan Start Date and the Plan End

Date covers a range of days; the lesson plan will be unique per day within the date range.

Share Lesson: Check here if you want to allow your lessons to be shared among other teachers.

Share Lesson with Teacher(s): Click in this field to select the teachers with whom you want to share your plans.

Share Attachments: Check here if you wish to also share lesson plan attachments.

Complete: When the lesson has been taught, click here to mark the lesson as done.

Standards: Click in the field to select standards which may also be appended to your Objectives

- **Standard Group** tab: In the upper left, select this tab to browse and click to select one or more standards in the standard group associated with the course.
- **All** tab: In the upper left, select this tab to browse a listing by Standards and Content Areas (English Language Arts, Mathematics, Science, Social Studies).
 - 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 light 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 Standards field.

Prerequisites (Optional): List the topics that are needed prior to teaching the new lesson.

Objectives: Fill in the objectives of the lesson. If **APPEND TO OBJECTIVES** was selected from the Standards Selection Screen, then the Standard will be written out in the Objective field.

Template: If your administrator requires you to use a template, then click in the Template field and select the template.

Lesson: Fill in the lesson information details as requested by your administrator.

Homework: Fill in any homework given in the Homework field

Modifications: Fill in information on students who have special needs in the Modifications field or click the “+” sign to the far right of this field to choose Modifications from a list.

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

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

Assignment: If you wish to add a graded assignment to be associated with the lesson, click the “+” sign to the far right of the Assignment field; the assignment will be shown in the gradebook once added.

- Once the lesson information is entered, click **SAVE** in the upper left-hand corner.



- The name of the course will be displayed in bold print on the lesson plan calendar screen. If there are attachments, there will be a paper clip icon to the left of the Course Name.
- Note:** Left clicking on a “saved” lesson will open a window that will allow you to edit the lesson, attachment, view a summary, search, make a quick copy, and delete the Lesson.

Calendar Selections



- **Day** displays lessons in time of the day order for a given day. Use the calendar and arrow icons on the left to browse lessons by the day.
- **Week** displays the lessons for the week in time-of-day order as determined by the bell schedule and master schedule of the school. Use the calendar and arrow icons on the left to browse lessons by the week.
- **Month** displays the lessons for the month. Use the calendar and arrow icons on the left to browse lessons by the month.
- **Period** displays the lessons for a given week in period order as determined by the master schedule. Use the calendar and arrow icons on the left to browse lessons by the week in period order.
- **List Mode** displays lessons and assignments by the week for the year.
 - Lessons have a Type code of “L”
 - Assignments have a Type code of “A”.
 - Click on a + icon to expand and view the lessons and assignments for the week.
 - Click on the Completed check box to indicate the lesson or assignment is complete.
 - The user can click on the row to edit the assignment or lesson.



| Date | Period | Course | Title | Standards | Type | Module | Completed |
|----------------------------------|--------|-----------------|-----------------------|--|------|--------|--------------------------|
| Week 1 - 2021-08-08 - 2021-08-14 | | | | | | | |
| 2021-08-09 | 02 | ALGEBRA I | Order of Operations | LASS.EL.A.L.9-10.1a,LASS.EL.A.L.9-1... | L | Other | <input type="checkbox"/> |
| 2021-08-09 | 02 | ALGEBRA I | Order of Operations-1 | LASS.EL.A.L.9-10.1a,LASS.EL.A.L.9-1... | L | Other | <input type="checkbox"/> |
| 2021-08-09 | 04 | ALGEBRA I | Order of Operations-1 | LASS.EL.A.L.9-10.1a,LASS.EL.A.L.9-1... | L | Other | <input type="checkbox"/> |
| 2021-08-13 | 01 | INTENSIVE ALGEB | Diagnostic | | A | Other | <input type="checkbox"/> |
| 2021-08-13 | 02 | ALGEBRA I H 8TH | Diagnostic | | A | Other | <input type="checkbox"/> |
| 2021-08-13 | 02 | INTENSIVE ALGEB | Diagnostic | | A | Other | <input type="checkbox"/> |
| 2021-08-13 | 03 | INTENSIVE ALGEB | Diagnostic | | A | Other | <input type="checkbox"/> |

Submit Lessons for Administration to Review

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



- You will notice that the headers of each lesson change to a gray color indicating a submitted status.
- Note:** If a lesson is changed after clicking **Submit**, the status of the lesson will revert to a color of white, indicating "Unsubmitted" status. Be sure to re-submit the changed lesson by clicking the **Submit** button again.
- Color Codes:** White – Unsubmitted, Gray – Submitted Lesson, Red – Rejected Lesson, Green – Accepted Lesson

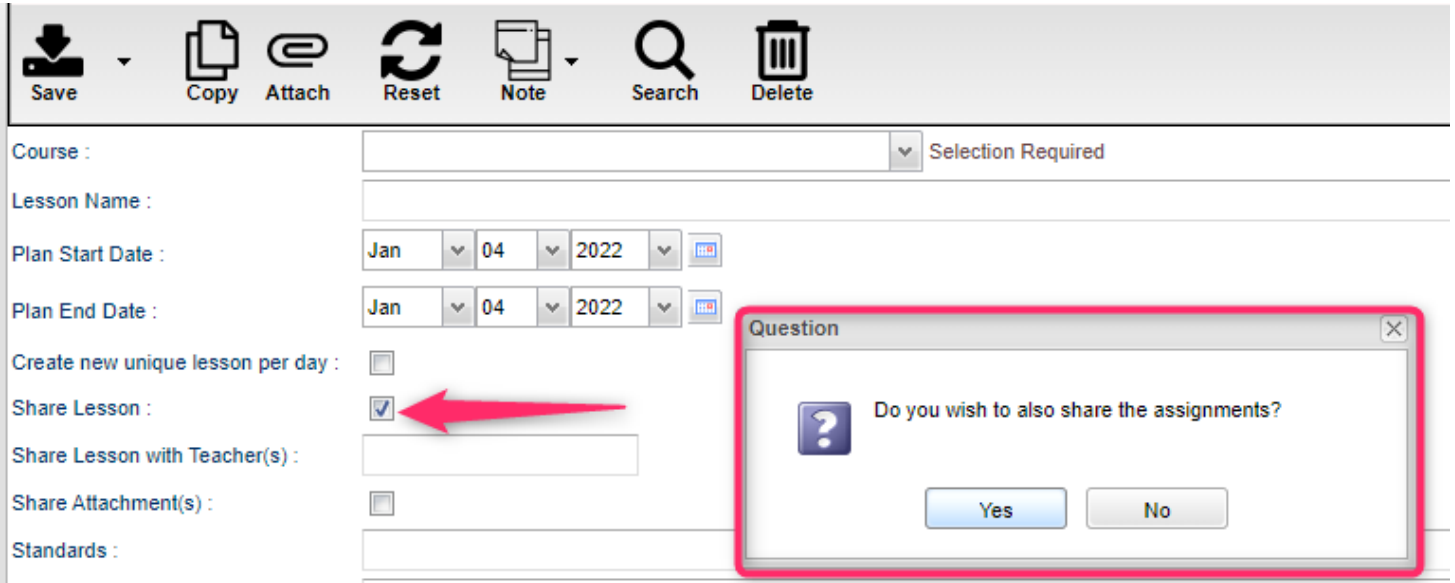


Share Lessons

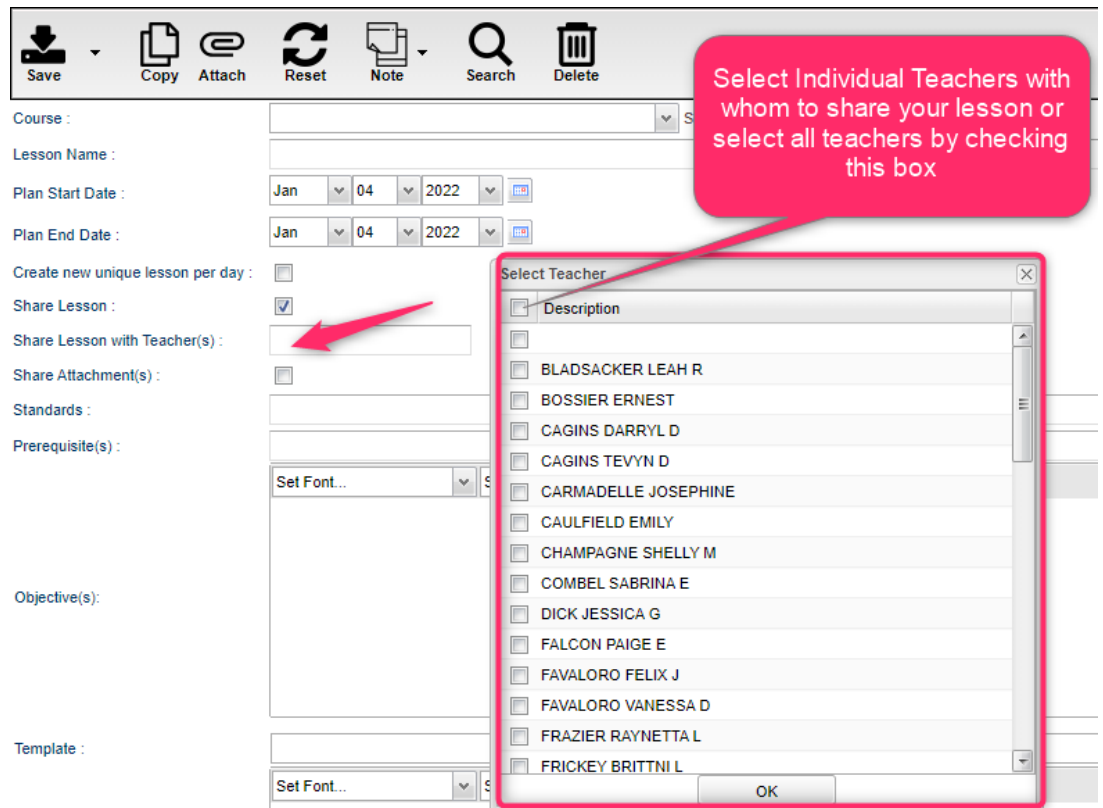
- Start a lesson by clicking **New** from the menu bar.



- 2. While creating your lessons, check the box **Share Lesson**. A box will appear asking if you want to also share assignments – click **Yes**.



- 3. Click in the **Share Lesson with Teacher(s)** field. Select individual teacher(s) to share the lesson with or choose the “select all” box in the upper left to share with all teachers.



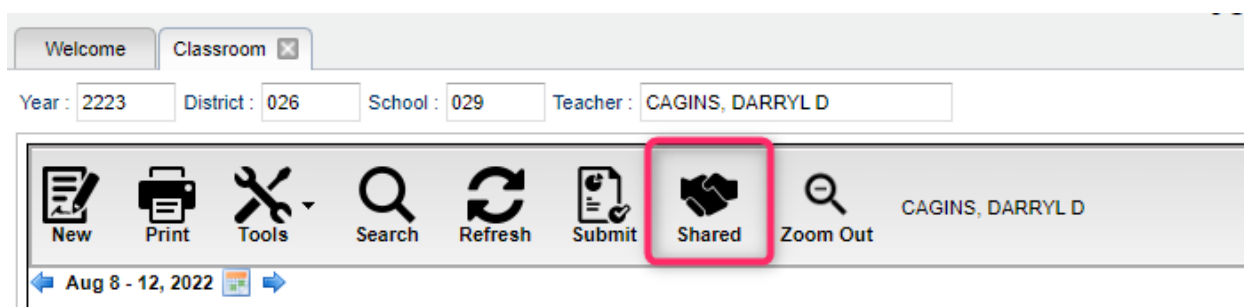
- 4. Once the rest of the lesson plan has been completed, click **Save** and the lesson will be available for all teachers in the school.
- 5. It is suggested to check with your school administration for approval of sharing lessons.

Share an Existing Lesson Plan

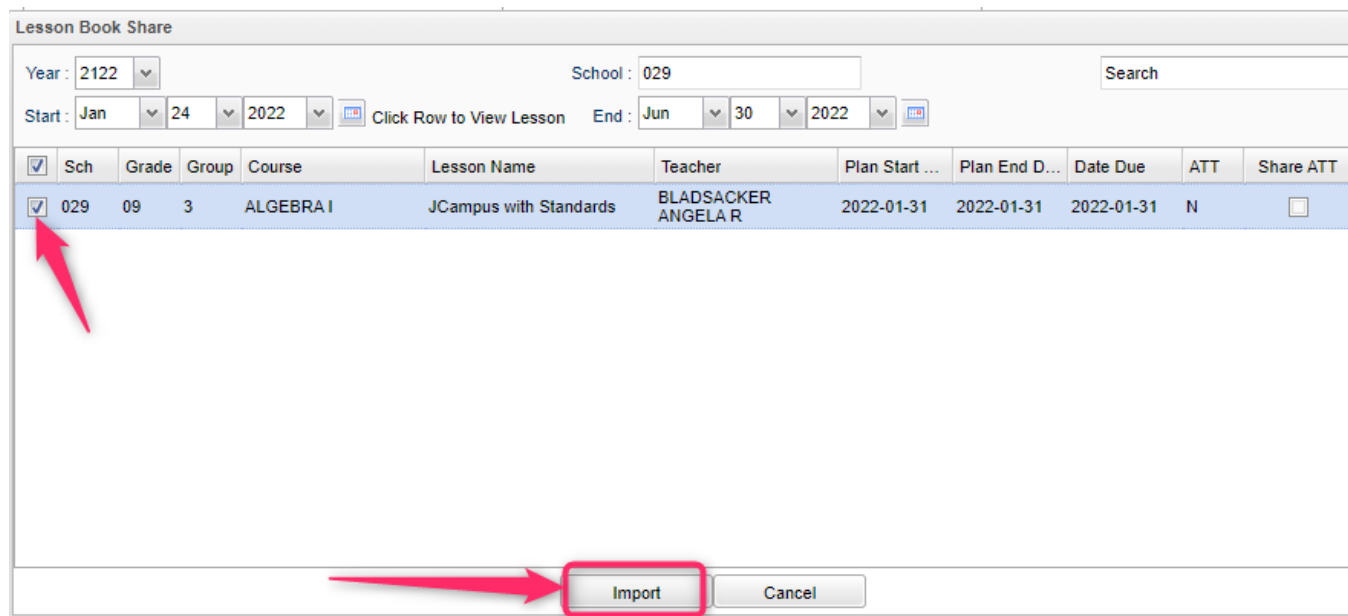
1. Find a lesson within the Lesson Book to share.
2. Left click on the lesson to open the Lesson Window.
3. Check **Share Lesson**. box and select the teachers with whom you will share your lesson.
4. Click **Save**.
5. The lesson plan is now available to selected teachers in the school.

Importing Shared Lessons from Other Teachers

1. Click the menu item **Shared**.



2. Check the lesson(s) that you want to import and then select **Import**. You can find specific lessons using the **Start and End Date Range** or the **Search** field.

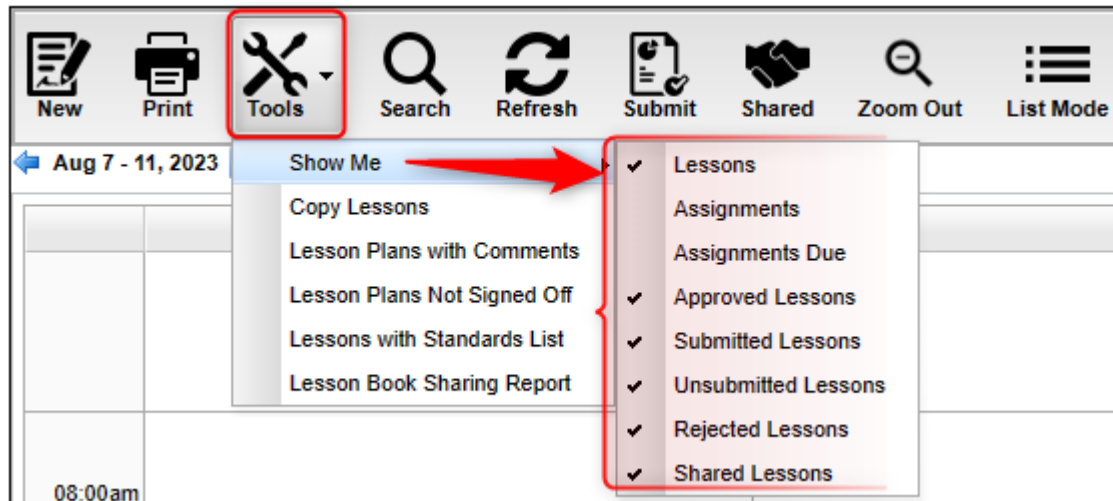


3. Choose which of your section(s) you want to add the lesson to by clicking the field under **Section**.
4. Then check off the sections to import the lessons into.
5. Click **OK** on the section selection box.

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.
7. Imported lessons will have a beige color, as opposed to the normal pale blue color.

Show Me

1. Click **Tools**, then **Show Me**.

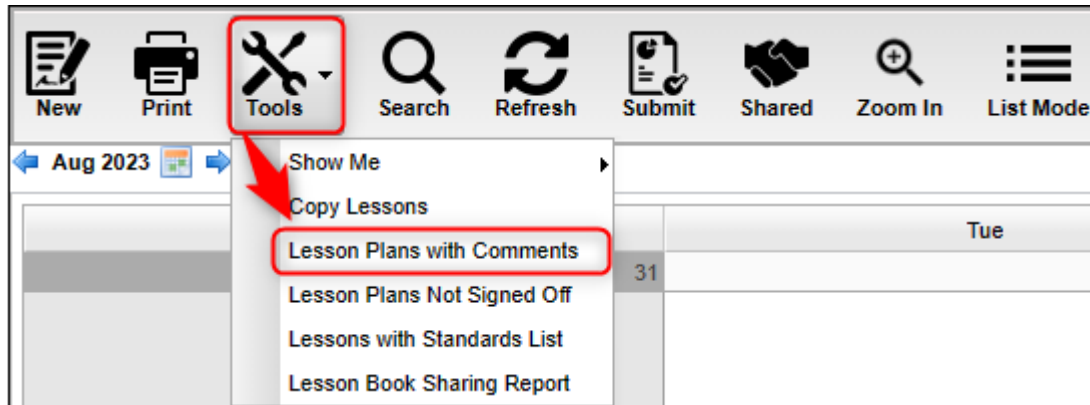


2. If checked:
 - **Lessons** will show the lessons for the week along with the status.
 - **Assignments** will show the assignments that were made in the Gradebook. This does not apply to assignments made in the Lesson Book.
 - **Assignment Due** will show you the assignments that are due.
 - **Approved 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.

Comments in Lesson Plans

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

1. Choose **Tools**, then **Lesson Plans with Comments**.

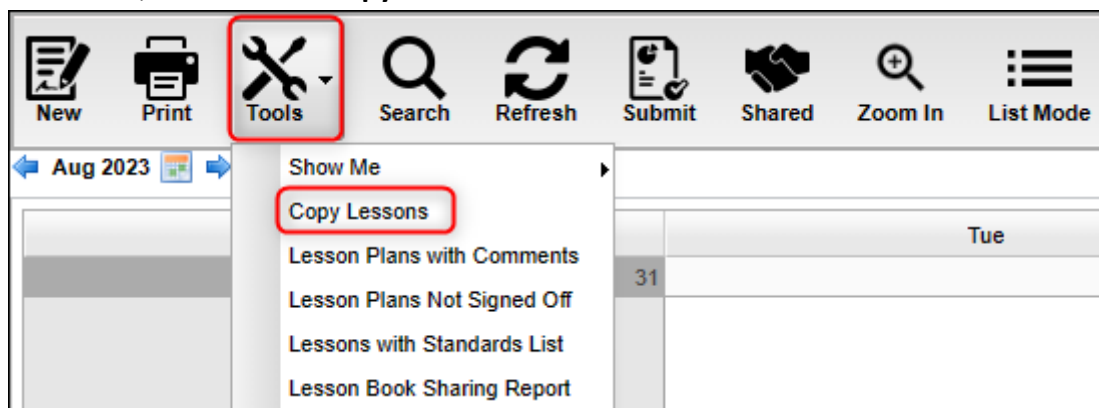


2. Set the **Year** then date range to search for lessons with comments. Click **Ok**.
3. A listing of lessons with comments will appear.
4. Columns of significance are:
 - **Section Name** - name of the section/course
 - **Lesson name** - name of the lesson plan
 - **Sign Off Timestamp** - date and time when the comment was signed off on in the lesson plan.
 - **Comment** - sign off comment usually written by the administrator.

Copying Lessons

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

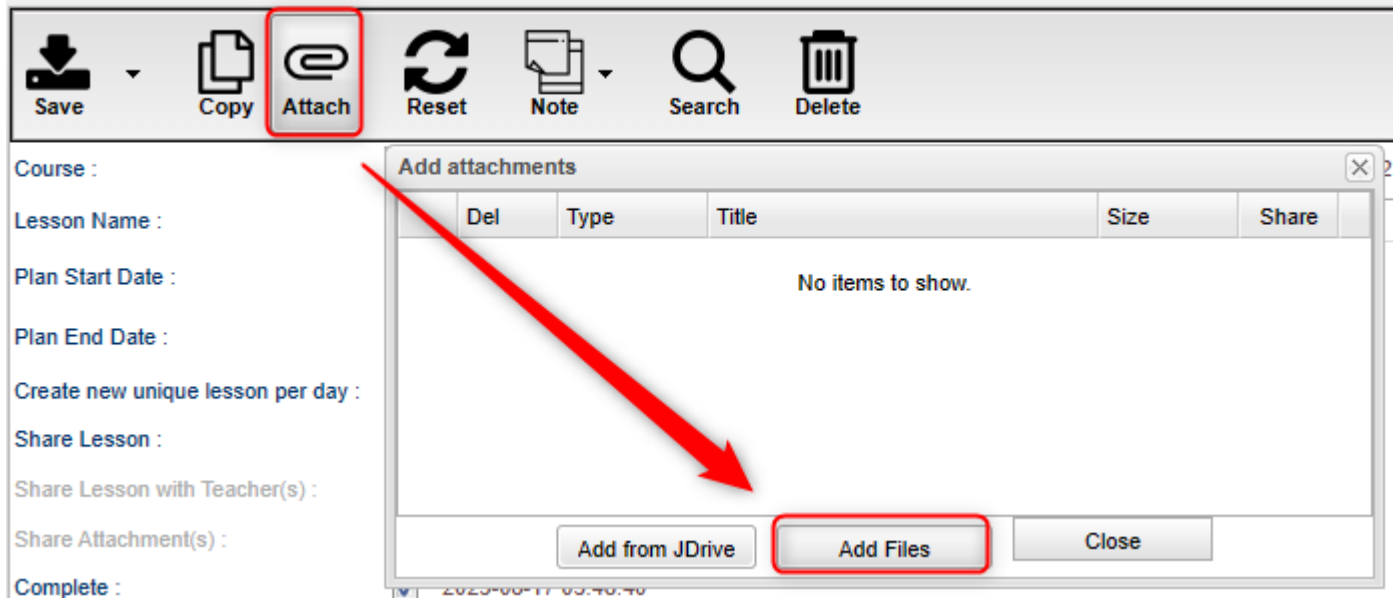
1. Click **Tools**, then click on **Copy Lessons**.



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 that was 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 covering Julius Caesar. The lesson will last a week, but each day is a different topic about Julius Caesar. 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.
7. Click in the cell(s) under **Copy to Section** to select the section to copy the lesson plan to and it will appear in that column.
8. For teachers assigned to multiple schools, choose more schools from the **school** column where the same lesson will be taught.
9. Click in the cells under **Plan Start Date** and **Plan End Date** to adjust when the lesson will begin and end.
10. Click **Copy** to complete the process.

Adding Attachments to Lessons

1. Before a user can attach an object to a lesson plan, they must create the lesson plan and **SAVE** it.
2. Left click once on the lesson plan to which you wish to attach the object.
3. Click on the **Attach** button.



4. Click on the **Add Files** button, then browse and select the file to attach.
5. To attach files that are on your JDrive, choose the **Add from JDrive** button. Click on the **UP** arrow in the top left corner of the jDrive window to browse for the object you want to attach from your computer.
 - a. Click on **Choose File**, find the file you want to attach, then click on **Upload**.
 - b. Your attachment will appear in the window. Double click on it and it will appear in the "Selected File" box at the bottom of the window. Now click **Choose**. **This will attach the object to the lesson plan.**
6. To View/Edit the attachment, click on the **Attach** button again and the attachment will appear in the box.
7. Lessons with an attachment will have the word **Attach** in blue.

