

# Lesson Plan Sharing

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Teachers can use the *Sharing* feature to view and swap lesson plans between *Lesson Planner* accounts.

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## Details

*Lesson Plan Sharing* is one of the most popular features in the Lesson Planner suite. It's used by:

- Teachers or PLCs that write lesson plans together
- Special needs teachers who need to understand what is happening in the classrooms that their students are coming from
- New teachers that are becoming acclimated to lesson planning by observing their senior peers
- Colleagues in different districts who have an existing relationship and want to continue to collaborate

## When I share my plans with a colleague, what can they see?

If you grant someone access to your plans via *Lesson Plan Sharing*, they will see anything you've saved in your plan book, including historical plans and any linked standards, documents, and units.

This person will be able to see any plan, regardless of whether or not the **Post Plans** button is checked (this button controls administrative access only).

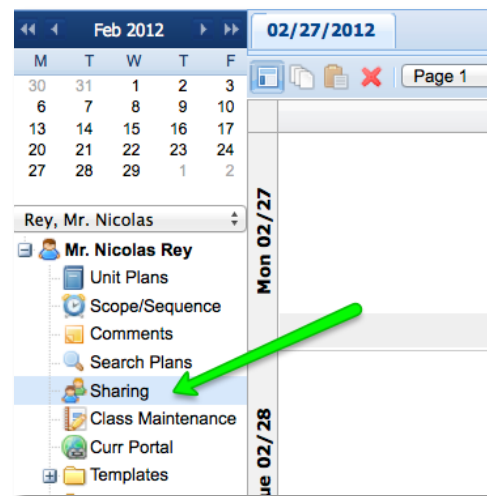
If you'd prefer that a colleague only see specific plans, the best option is to export these plans and e-mail them to that person.

## Granting Access to your Lesson Plans

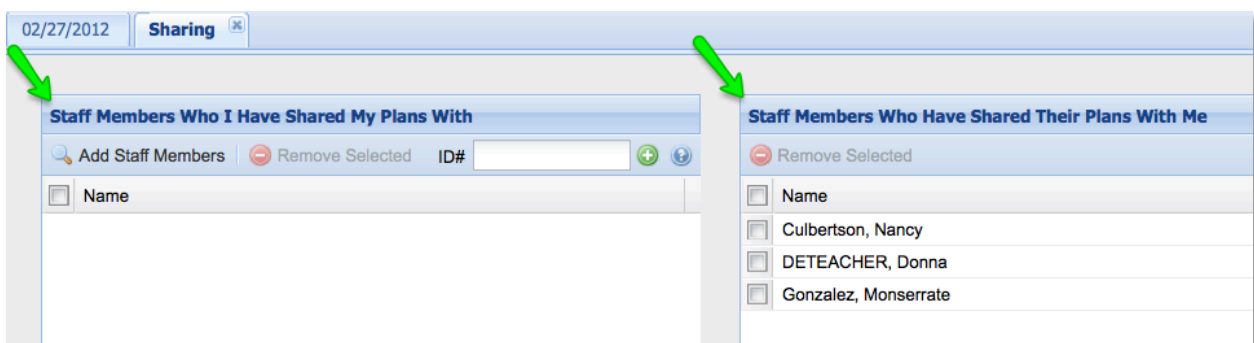
To share plans with a colleague, you must grant them access to your *Lesson Planner*. In return, they must perform these steps to allow you access to their plans.

To grant access to your plans:

1. Open the Lesson Planner.
2. Click the **Sharing** button on the left side of the screen (see arrow, right).
3. The *Sharing* window will open into a new tab (see below).



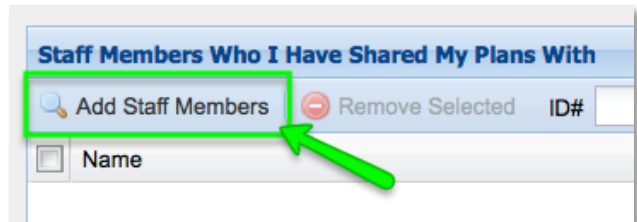
The *Sharing* window is split into two panes (see arrows below). On the left, you'll see any staff members who you've already shared your plans with. These users can see your plans already. On the right are staff members that have shared their plans with you, and you can see their plans currently.



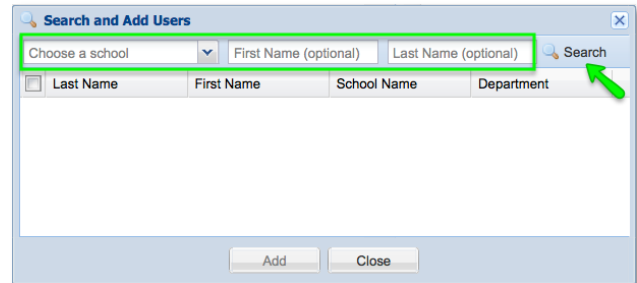
## Sharing Your Plans with a Staff Member

To add a new staff member:

1. Under *Staff Members Who I Have Shared My Plans With*, click the **Add Staff Members** button (shown right).



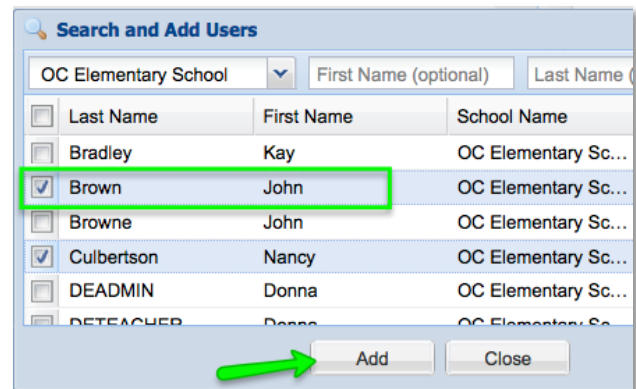
2. A search screen will appear (shown right).
3. Search boxes will allow you to search by school, then by first or last name. (See green box, right).



**To view all users in the school:** Select your school from the drop-down menu and click the **Search** button.

**To search for an individual:** Select your school from the drop-down menu, then type either the first or last name in the corresponding boxes. Click the **Search** button.

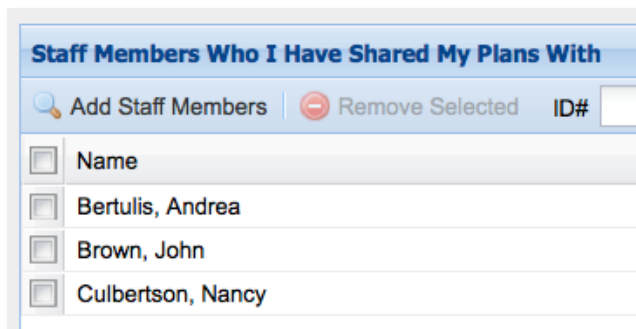
4. The search will return any matching staff members and display them in a list. Locate the desired staff member and click the checkbox next to their name (see green box, right).



**To select all users,** click the checkbox at the very top of the list.

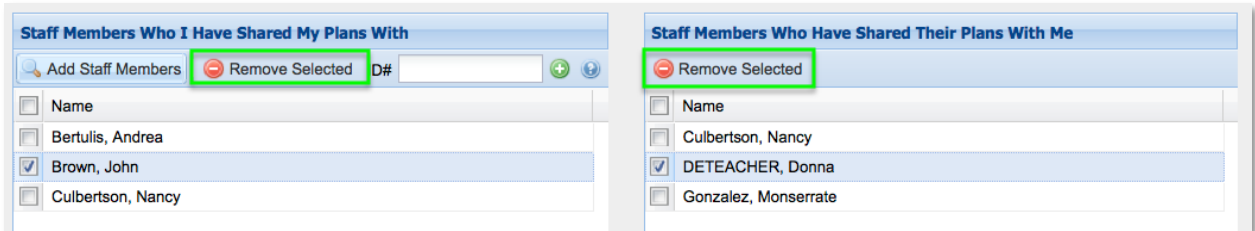
**To sort the list by any column,** click the column header.

5. When all desired staff members are selected, click the **Add** button.
6. These users will now appear listed under *Staff Members Who I Have Shared My Plans With* (see right). These users can now access your plans.



## Removing Sharing Access

To remove a staff member from either of your Sharing lists (users who you have shared your plans with, or users who have shared their plans with you), simply check the box next to their name and click the **Remove Selected** button (highlighted below).



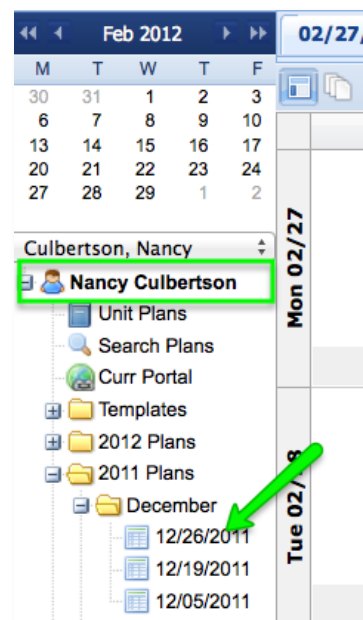
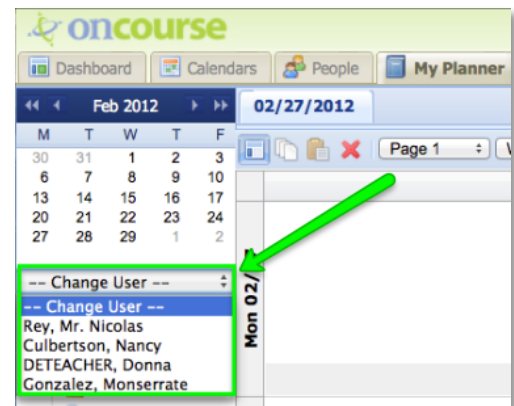
## Viewing Shared Plans

**Before viewing a colleague's plans, they must have already granted you access to their Lesson Planner.**

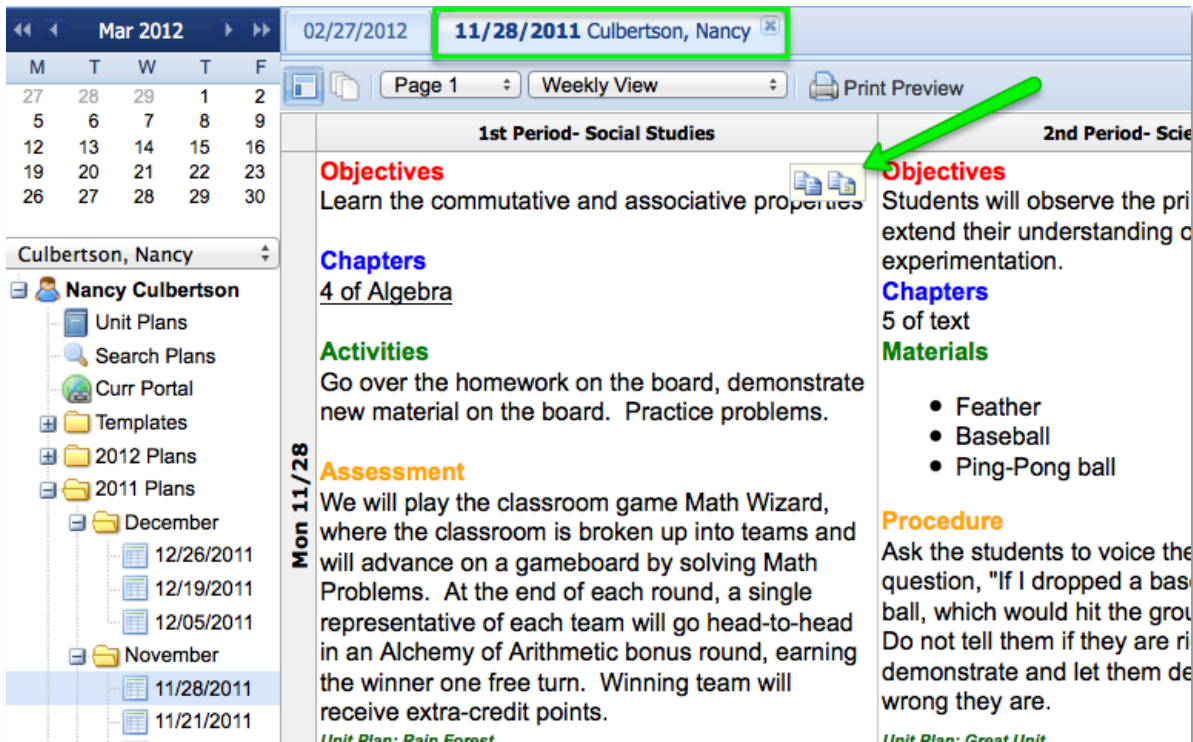
To switch to another teacher's *Lesson Planner*,

1. On the left side of the screen, directly under the calendar, click the **Change User** drop-down menu (see arrow, right).
2. Select the name of the teacher whose plans you'd like to view.
3. The name on the side menu will switch to your colleague's name. *In the illustration to the right, we have switched to Nancy Culbertson's lesson plan book.* Any side menu icon will now open the corresponding area in this person's *Lesson Planner*.
4. To open a plan, either click a calendar week or open the archive folders (see arrow, right) and click on a week to view.

*Note: Use the **Search Plans** button to find plans based on a keyword. Also, this side menu can be used to review the colleague's Unit Plans and Templates.*



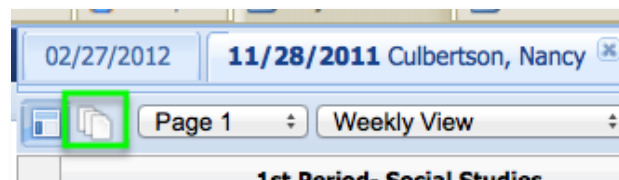
5. The colleague's plan for the selected week will launch into a new tab (see green box, below).



*Important Note: A reviewer cannot modify shared plans. These plans can be copied, but never changed.*

## Copying Shared Plans

Shared plans can be copied using the **Copy Plan**, **Copy Standards**, and **Copy Page** buttons. The **Copy Plan** and **Copy Standards** buttons appear when the mouse cursor is hovered over any lesson plan block (see arrow, above). The **Copy Page** button resides on the toolbar (see right). Copy buttons are also available on the row and column headers.



Use any of these buttons to capture a colleague's plan(s). Use the **Change User** drop-down menu to change back to your own plans, then use the corresponding **Paste** buttons (on the floating menu, toolbar, or row/column header) to paste the block/page/row/column into your own plan grid.