

How To – Lesson Plans

SchoolTools©

Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.

User Rights for Lesson Plans:

- **isLessonPlanAdmin** – Not currently implemented. Users with this right have full access to all teacher lesson plans using **INFO>Lesson Plan Monitoring**. This is typically the school principal.
- **isLessonPlanCreator** – Create/edit/delete/print lesson plans and substitute instructions. Users with this right can create/edit/delete/print lesson plans and substitute instructions using **MY APPS>My Lesson Plans**. This is typically a classroom teacher.
- **isLessonPlanMonitor** – View/print lesson plans. Users with this right can view/print lesson plans (including substitute instructions) for all classroom teachers using **INFO>Lesson Plan Monitoring**. This right is typically assigned to school secretaries.

How To Use Lesson Plans:

1. Users having the right **isLessonPlanCreator** will create a lesson plan with substitute instructions, if needed, using **MY APPS>My Lesson Plans**.
2. Users having the right **isLessonPlanMonitor** will view/print lesson plans and substitute instructions using **INFO>Lesson Plan Monitoring**. Substitute instructions can then be provided to the substitute teacher if needed.