



OnCourse Lesson Plan Newsletter

August 2008



See What's NEW!!

Update Teacher Web Pages

OnCourse has added great new features to assist you with creating a professional and productive web page for your students and parents.

****Reminder:** Don't forget to update your web page for the new school year. This is an awesome tool to help you share homework assignments and information with your parents.

Editing Your Template

You can customize your existing template to meet the current school year's schedule.

1. Click on "Templates" from the "Navigation Tree" located on the left side of the screen.
2. Select the template that you would like to edit.
3. Add or remove columns by clicking on the "Settings" button on the main toolbar. The percentages typed under each column number must add up to 100%.
4. **Column Header**—Click in the header row above each column to edit the name of your subjects.
5. **Editing Your Lesson Plan Block**—Click in the first block to open the **Text Editing Box**, edit your text.
6. If all the information that you typed in the first block can be applied throughout all blocks, you can use the copy and paste buttons on the moving toolbar. You can also copy and paste columns and/or rows using the appropriate floating toolbars.

Linking Standards

State standards can be accessed via the Lesson Plan Editor. Follow the steps below to access and link the State Standards into your lesson,

- Click inside the lesson plan block for the day of week and the subject area for which you are planning.
- Click on the **LA GLEs** or **LA Content Stds** tab.
- Click on your Content Area
 - Select your grade level
- Click the "plus sign" next to the Standard that you want to link to your lesson.

**** Instead of scrolling through all Standards, use the "Search" box to find Standards related to a particular topic.**

REMINDER: Technology standards should also be linked to your lesson using the **R&T** tab.

Post Plans

Click the "Post Plans" box to allow your administrator to gain access to your lesson plans.