

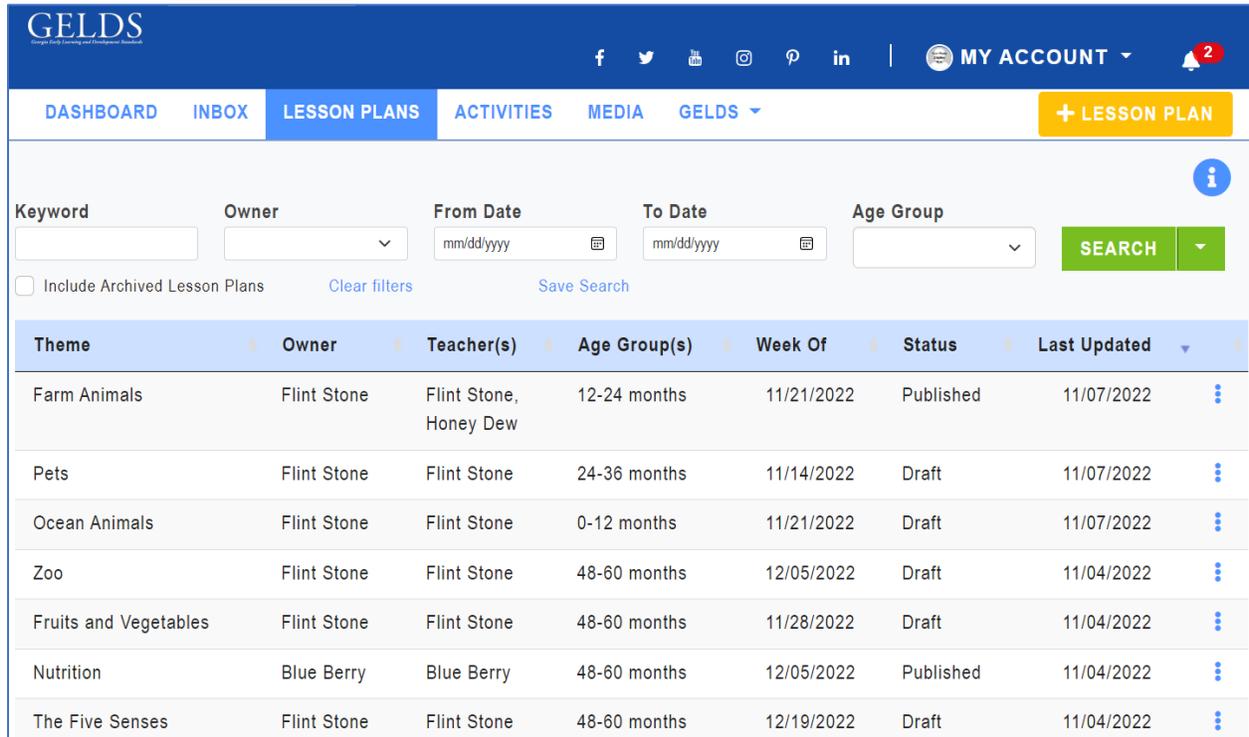


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Lesson Plans

The Lesson Plans page allows teachers to build and view custom lesson plans using GELDS activities and media.



The screenshot shows the GELDS Lesson Plans page. At the top, there is a navigation bar with links for DASHBOARD, INBOX, LESSON PLANS (active), ACTIVITIES, MEDIA, and GELDS. A yellow button labeled '+ LESSON PLAN' is on the right. Below the navigation bar is a search filter section with fields for Keyword, Owner (dropdown), From Date (calendar), To Date (calendar), and Age Group (dropdown). A green SEARCH button is to the right. Below the search filters is a table of lesson plans with columns: Theme, Owner, Teacher(s), Age Group(s), Week Of, Status, and Last Updated. Each row has a vertical ellipsis menu icon on the right.

Theme	Owner	Teacher(s)	Age Group(s)	Week Of	Status	Last Updated
Farm Animals	Flint Stone	Flint Stone, Honey Dew	12-24 months	11/21/2022	Published	11/07/2022
Pets	Flint Stone	Flint Stone	24-36 months	11/14/2022	Draft	11/07/2022
Ocean Animals	Flint Stone	Flint Stone	0-12 months	11/21/2022	Draft	11/07/2022
Zoo	Flint Stone	Flint Stone	48-60 months	12/05/2022	Draft	11/04/2022
Fruits and Vegetables	Flint Stone	Flint Stone	48-60 months	11/28/2022	Draft	11/04/2022
Nutrition	Blue Berry	Blue Berry	48-60 months	12/05/2022	Published	11/04/2022
The Five Senses	Flint Stone	Flint Stone	48-60 months	12/19/2022	Draft	11/04/2022

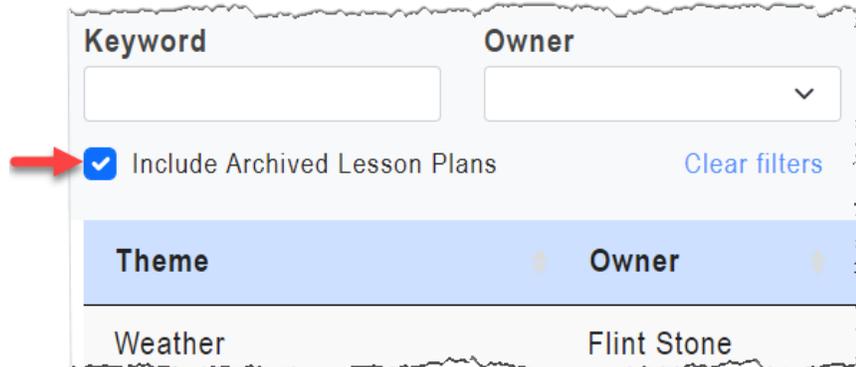
Search Lesson Plans

The Lesson Plan grid lists all lesson plans created by or shared with the logged in user. To search for a lesson plan:

- Enter one or more of the following search criteria:
 - Keyword** – enter a keyword to view all lesson plans having a theme matching the keyword entered
 - Owner** – select a user from the list who has shared a lesson plan with the logged in user
 - From Date** – select the beginning date of a date range that you wish to search
 - To Date** – select the ending date of a date range that you wish to search
 - Age Group** – select one or more age groups to view lesson plans created for the selected age groups
- Click **SEARCH**. If any records match your search criteria, they will populate in the activities grid.

- Only ten (10) lesson plan records display per page. Use the paging controls (< >) at the bottom of the grid to navigate through the additional search result pages.
- You can filter the results further by unchecking or checking the **Include Archived Lesson Plans**.

When checked, any archived lesson plans display with a gray background.



Keyword: Owner:

Include Archived Lesson Plans [Clear filters](#)

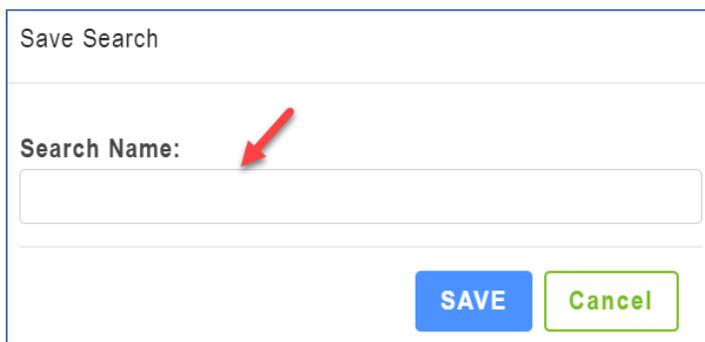
Theme	Owner
Weather	Flint Stone

- To clear the search results and criteria, click the **Clear filters** link. The grid resets to display the lesson plan page default view.

Save Search

To save time performing repetitive searches, you can create a saved search based on the criteria entered or selected. To create a saved search, complete the following steps:

- Enter or select your search criteria and click **Search**.
- Click the **Save Search** link.
- In the Save Search pop-up, enter a name to assign to the saved search in the **Search Name** field.



Save Search

Search Name:

SAVE **Cancel**

- Click **Save**.

5. To view or select the saved search:
 - A. Click the down arrow on the right side of the Search button.
 - B. Select the saved search you wish to view or use. The search criteria applied to the saved search populate.
 - C. Click **Search**. Records matching your search criteria will populate in the lesson plan grid.

Note: When saving a search, you are saving the search criteria and not the results. Therefore, the results may change between each search if you create new lesson plans or if other teachers share them with you.

6. To delete a saved search:



- A. Click the down arrow located on the right side of the Search button.
- B. Click on the **X** next to the saved search you want to remove.
- C. Click **OK** to confirm the deletion.

Sort Lesson Plans

By default, the lesson plans you create will display alphabetically in descending order by the Last Updated Date. To change the sort order:

1. Click the column header you wish to sort. You can sort the lesson plans by the Theme, Owner, Teacher(s), Age Group(s), Week Of, Status, or Last Updated in ascending (▲) or descending (▼) order.

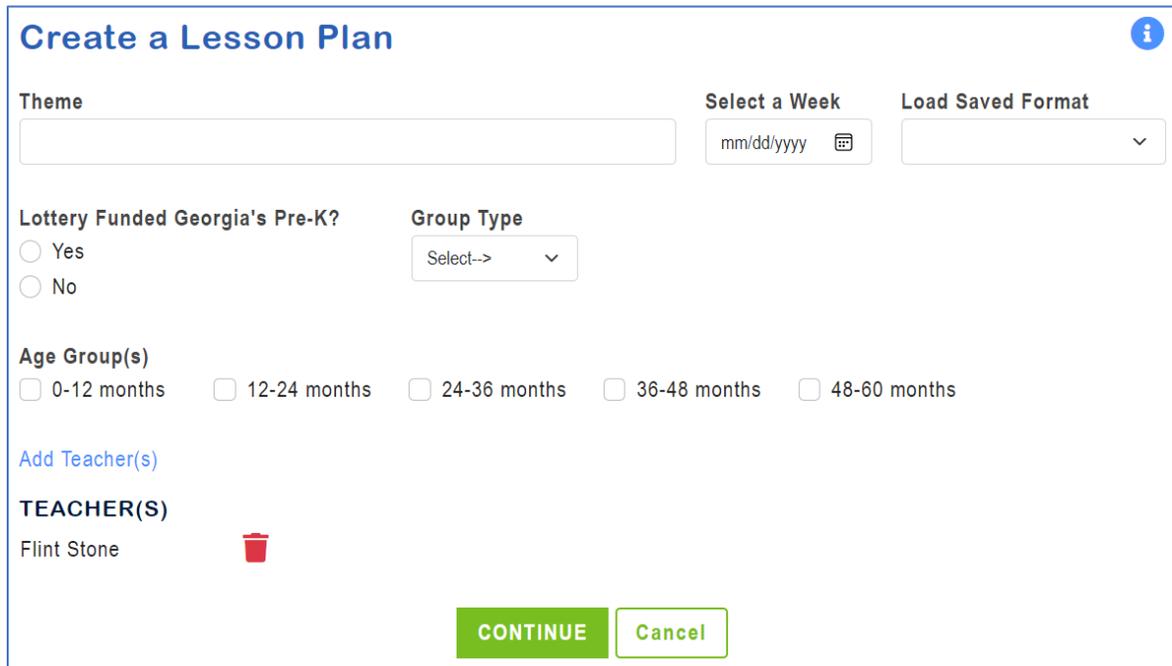
Theme ▲	Owner	Teacher(s)	Age Group(s)	Week Of	Status	Last Updated	
B&	Jane Smith	Jane Smith	0-12 months	10/17/2022	Draft	09/28/2022	⋮
Cupcakes	Jane Smith	Jane Smith	0-12 months	11/14/2022	Draft	10/31/2022	⋮
Fall	Jane Smith	Jane Smith	0-12 months	10/31/2022	Draft	10/24/2022	⋮
Fall Season	Jane Smith	Jane Smith	36-48 months	09/26/2022	Published	10/04/2022	⋮
Family	Jane Smith	Jane Smith	36-48 months	10/17/2022	Draft	10/06/2022	⋮
Farms	Jane Smith	Jane Smith	0-12 months,	09/19/2022	Published	10/25/2022	⋮

2. To change the direction of the sort, click on the column header a second time.

Add Lesson Plan

To create a new lesson plan:

1. Click the **+ LESSON PLAN** button in the top right corner. The Create a Lesson Plan screen displays to allow you to enter the details for a new lesson plan.



Create a Lesson Plan i

Theme

Select a Week 

Load Saved Format

Lottery Funded Georgia's Pre-K? Yes No

Group Type 

Age Group(s)

0-12 months 12-24 months 24-36 months 36-48 months 48-60 months

[Add Teacher\(s\)](#)

TEACHER(S)

Flint Stone 

CONTINUE **Cancel**

There are two (2) steps for creating a lesson plan:

Step 1 provides the fields needed to define the lesson plan parameters.

Step 2 is where users add activities to the defined sections of the lesson plan.

Step 1

2. Complete the following required fields:
 - A. **Theme** – enter the Theme for the lesson plan. The maximum field length is fifty (50) characters.
 - B. **Select a Week** – click on the calendar  icon to select the week you are creating the lesson plan for. You can only select Monday dates for the Lesson Plan start date.

C. Lottery Funded Georgia's Pre-K?

- (1). Select **Yes** if you are creating the lesson plan being for a lottery funded Georgia's Pre-K classroom. The lesson plan will automatically default with the Age Group, days, and sections required for Georgia's Pre-K.

Lottery Funded Georgia's Pre-K? <input checked="" type="radio"/> Yes <input type="radio"/> No	Group Type Select-> ▼
Age Group(s) <input type="checkbox"/> 0-12 months <input type="checkbox"/> 12-24 months <input type="checkbox"/> 24-36 months <input type="checkbox"/> 36-48 months <input checked="" type="checkbox"/> 48-60 months	

- (2). Select **No** if you are not creating the lesson plan for a lottery funded Georgia's Pre-K classroom. You will need to specify the age group(s), days, and sections desired for a Preschool lesson plan.

Lottery Funded Georgia's Pre-K? <input type="radio"/> Yes <input checked="" type="radio"/> No	Group Type Preschool ▼
Age Group(s) <input type="checkbox"/> 0-12 months <input type="checkbox"/> 12-24 months <input type="checkbox"/> 24-36 months <input type="checkbox"/> 36-48 months <input type="checkbox"/> 48-60 months	

- D. Group Type** – for Lottery Funded Pre-K, select **Pre-K Large Group** or **Pre-K Small Group** from the dropdown. For all others, this field will default to 'Preschool'.

- E. Age Group(s)** – click on the age group(s) that the lesson plan is for. For Georgia's Pre-K, the age group will default to 48-60 months.

F. Add Teacher(s)

- (1). When creating a lesson plan, the application automatically adds you to the lesson plan as a teacher by default.
- (2). To search for and select additional teachers who will use the lesson plan in the classroom, click **Add Teacher(s)**.

The Add Teachers module allows GELDS users to search for teachers who have the same employer.

For teachers or fellow employees to populate in the share lesson plan search, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile as the logged in user
- Must have logged into the GELDS site at least once to establish an account in GELDS

- (3). Enter a name or partial name to search for GELDS users in the system with the same employer and then click the **Search** (🔍) icon on the right.
- (4). Click the checkboxes to the left of the teacher(s) you wish to add to the lesson plan.

ADD TEACHERS
✕

Search Teachers

Enter a name or partial name to search for GELDS users, then click on the Search icon on the right.

🔍

For teachers or fellow employees to populate in the search results, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile
- Must have logged into the GELDS site at least once to establish an account in GELDS

SELECT TEACHERS TO ADD

Honey Dew ← (4)

(5) →

ADD

Cancel

Important Note:
Once you publish a lesson plan, it will automatically be shared with the added teachers. They will be able to view the lesson plan when they log into GELDS and navigate to the Lesson Plan page.

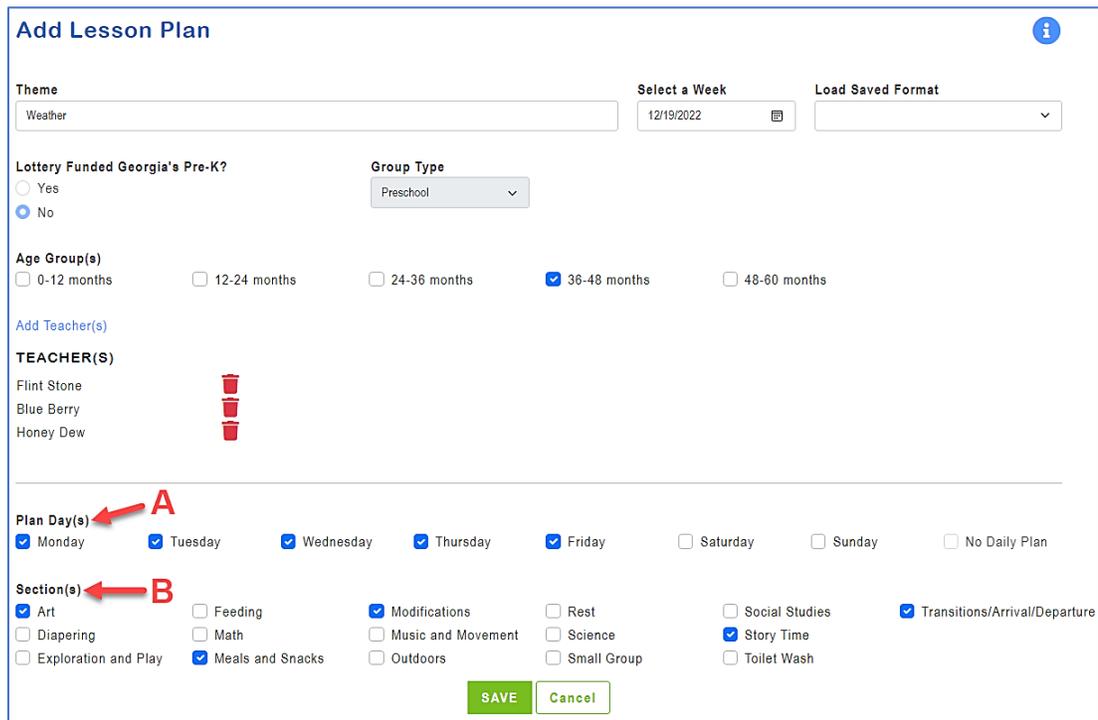
- (5). Click **Add** to add the selected teachers to the lesson plan.
- (6). The added teachers will display on the Lesson Plan Step 1 screen.
- (7). To remove a teacher, click the **Delete Teacher** (🗑️) icon to the right of the teacher and then confirm that you wish to remove the teacher.

Add Teacher(s)

TEACHER(S)

Flint Stone	🗑️
Blue Berry	🗑️
Honey Dew	🗑️

3. Once you complete all required fields, click **Continue**.
4. **(Georgia’s Pre-K Lesson Plans Only)** For lesson plans that are for Lottery Funded Georgia’s Pre-K classrooms, [Step 2](#) of the lesson plan will display. The Plan Day(s) and Section(s) default to predefined values set by DECAL.
5. **(Preschool Lesson Plan Only)** For lesson plans that are not for Lottery Funded Georgia’s Pre-K classrooms, you must complete the Plan Day(s) and Section(s):
 - A. **Plan Day(s)** – Select the days of the week you want to include in the lesson plan. Select **No Daily Plan** if you will build the lesson plan for the week without planning by day. This would typically be for an Infant / Toddler age group.
 - B. **Section(s)** – Select the sections or topics that you would like to add to the lesson plan. The checked sections will be added to each plan day of the lesson plan.



Add Lesson Plan

Theme: Weather | Select a Week: 12/19/2022 | Load Saved Format: [Dropdown]

Lottery Funded Georgia's Pre-K? Yes No | Group Type: Preschool

Age Group(s): 0-12 months 12-24 months 24-36 months 36-48 months 48-60 months

Add Teacher(s)

TEACHER(S)

Flint Stone 
 Blue Berry 
 Honey Dew 

Plan Day(s) A →

Monday Tuesday Wednesday Thursday Friday Saturday Sunday No Daily Plan

Section(s) B →

Art Feeding Modifications Rest Social Studies Transitions/Arrival/Departure
 Diapering Math Music and Movement Science Story Time
 Exploration and Play Meals and Snacks Outdoors Small Group Toilet Wash

SAVE **Cancel**

- C. After completing the additional lesson plan fields, click **Save** to save the new lesson plan and continue to Step 2 or click **Cancel** to exit the screen without saving.

Step 2

Step 2 allows users to build out the lesson plan, including ordering the sections, adding activities to the sections, and adding notes / adaptations to the activities as desired.

In addition, Step 2 of the lesson plan displays the days and sections selected in Step 1.

Lesson Plan

Step 1
Step 2
Publish
Close

i

Theme
Sunshine

Week Of
11/14/2022

Teacher(s)
Blue Berry

Age Group(s)
48-60 months

Status
Draft

PDM
SED
APL
CLL
CD

+ Add Section
Save Plan Format
Print

Switch to Time

Monday	Tuesday	Wednesday	Thursday	Friday
OPENING ACTIVITY + 📄 🔗	OPENING ACTIVITY + 📄 🔗	OPENING ACTIVITY + 📄 🔗	OPENING ACTIVITY + 📄 🔗	OPENING ACTIVITY + 📄 🔗
STORY 1 + 📄 🔗	STORY 1 + 📄 🔗	STORY 1 + 📄 🔗	STORY 1 + 📄 🔗	STORY 1 + 📄 🔗
PHONOLOGICAL AWARENESS + 📄 🔗	PHONOLOGICAL AWARENESS + 📄 🔗	PHONOLOGICAL AWARENESS + 📄 🔗	PHONOLOGICAL AWARENESS + 📄 🔗	PHONOLOGICAL AWARENESS + 📄 🔗
MUSIC WITH MOVEMENT + 📄 🔗	MUSIC WITH MOVEMENT + 📄 🔗	MUSIC WITH MOVEMENT + 📄 🔗	MUSIC WITH MOVEMENT + 📄 🔗	MUSIC WITH MOVEMENT + 📄 🔗
OTHER INSTRUCTIONAL ACTIVITIES + 📄 🔗	OTHER INSTRUCTIONAL ACTIVITIES + 📄 🔗	OTHER INSTRUCTIONAL ACTIVITIES + 📄 🔗	OTHER INSTRUCTIONAL ACTIVITIES + 📄 🔗	OTHER INSTRUCTIONAL ACTIVITIES + 📄 🔗
STORY 2 + 📄 🔗	STORY 2 + 📄 🔗	STORY 2 + 📄 🔗	STORY 2 + 📄 🔗	STORY 2 + 📄 🔗
LITERACY + 📄 🔗	LITERACY + 📄 🔗	LITERACY + 📄 🔗	LITERACY + 📄 🔗	LITERACY + 📄 🔗
CLOSING ACTIVITY + 📄 🔗	CLOSING ACTIVITY + 📄 🔗	CLOSING ACTIVITY + 📄 🔗	CLOSING ACTIVITY + 📄 🔗	CLOSING ACTIVITY + 📄 🔗

Note: You can toggle back to the previous step by clicking on **Step 1**.

Lesson Plan Domains

A box for each GELDS domain displays across the top of the lesson plan screen in gray scale initially.



LESSON PLAN

Theme: Summer Week Of: 08/22/2022

PDM SED **APL** CLL CD

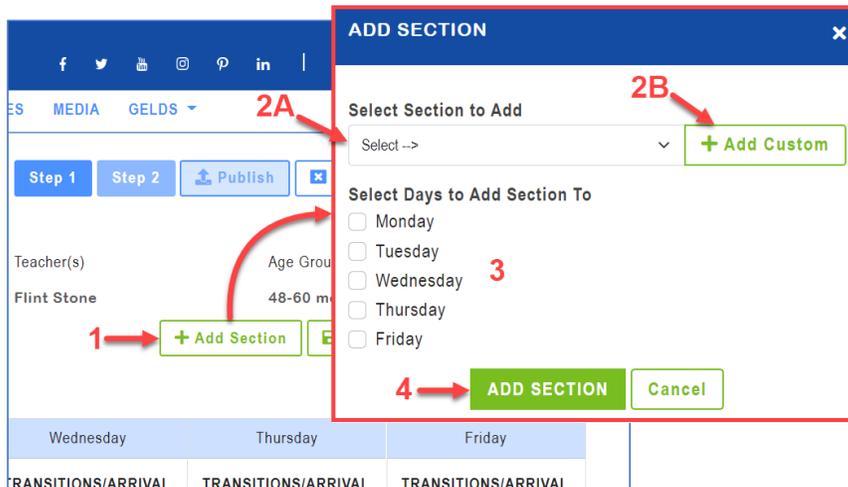
As you add activities to the sections of the lesson plan, the domains represented by the activities will change to display in color.

As part of your planning strategy, the goal should be to include each of the domains in the completed lesson plan.

Add Section

The lesson plan will initially include the predefined sections for Pre-K or the sections selected in Step 1 for preschools. To add additional sections to the lesson plan, open the lesson plan you want to edit and complete the following steps:

1. Click the **+ Add Section** button. An Add Section screen displays.



ADD SECTION

Select Section to Add: Select --> **+ Add Custom**

Select Days to Add Section To:

- Monday
- Tuesday
- Wednesday **3**
- Thursday
- Friday

4 → **ADD SECTION** Cancel

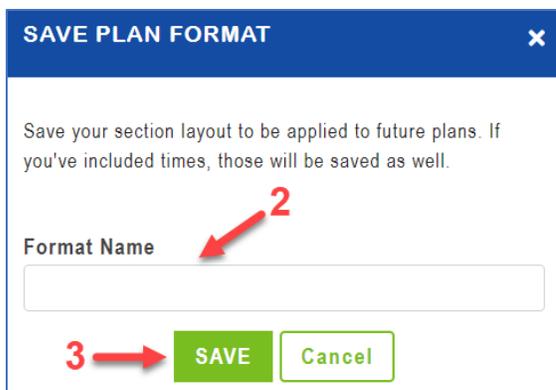
2. Do one of the following:
 - A. Click on the **Select Section to Add** dropdown to select the section you wish to add from the list.
 - or -
 - B. Click **+Add Custom** to enter a custom section name.
3. Select the lesson plan days that you wish to add the section to.
4. Click the **Add Section** button. The section will be added to each of the selected lesson plan days.

Save Plan Format

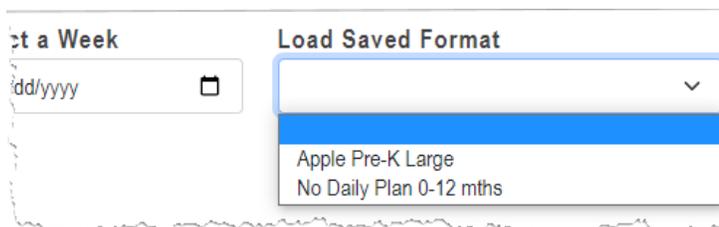
The Save Plan Format button will allow you to save the current lesson plan information as a template. The save format option includes the lesson plans theme, age group(s), plan days, sections, and section order (or timestamp) so that it can be reused when building a new lesson plan.

To save a plan format, open the lesson plan you want to save the format for and complete the following steps:

1. Click **Save Plan Format**.
2. In the Format Name field, enter the name for your saved format.



3. Click **Save**.
4. To apply the saved format, complete the following steps:
 - A. Click the **+ Lesson Plan** button on the top right.
 - B. Click on the **Load Saved Format** dropdown on the lesson plans Step 1 page and then select from your saved formats. This will pre-populate the new lesson plan with the saved information.



- C. Enter a Theme and select a week.
- D. Click **Continue**. Step 2 of the lesson plan displays and you can edit

Share Lesson Plan

Once a lesson plan has been published, you will be able to Share the lesson plan with other teachers within your organization.

1. To share a lesson plan, complete one of the following steps:
 - A. Click on the actions menu (☰) to the right of the published lesson plan and select **Share** - or -
 - B. Click on the actions menu (☰) to the right of the published lesson plan, select **Edit**, and then click on the **Share** button.

The Share Lesson Plan module allows GELDS users to search for teachers who have the same employer.

For teachers or fellow employees to populate in the share lesson plan search, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile as the logged in user
- Must have logged into the GELDS site at least once to establish an account in GELDS

2. To search and select the teachers that you wish to share the lesson plan with, enter a name or partial name of GELDS users in the system with the same employer, then click the **Search** (🔍) icon on the right.
3. Click the checkboxes to the left of the teacher(s) you wish to share the lesson plan with.
4. **(Optional)** Enter a **Note** (up to 150 characters) in the Note field. The note you enter displays in the shared lesson plan notification sent to the teacher's Inbox.
5. Click **Share** to share the lesson plan with the selected teacher(s).

SHARE LESSON PLAN
✕

Search Teachers
Enter a name or partial name to search for GELDS users, then click on the Search icon on the right.

dew
🔍

For teachers or fellow employees to populate in the search results, they need to meet the following criteria:

- Must have a GaPDS account
- Must have designated the **same employer** in their GaPDS Profile
- Must have logged into the GELDS site at least once to establish an account in GELDS

SELECT TEACHERS TO SHARE

Honey Dew

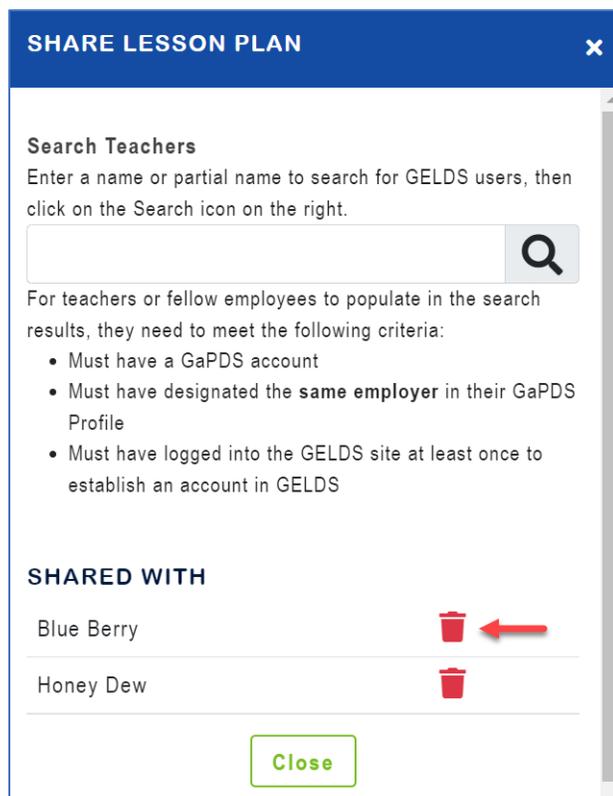
Note 48 remaining

I would like for you to look at this lesson plan I created - thought it might be useful for next week.

2 →
3 →
4 →
5 →

Important Note: Once you share a lesson plan, your fellow teacher(s) will see a message in their inbox and will also be able to view the shared lesson plan on their main Lesson Plan page. The shared lesson plan will display in read-only mode and the teacher will not be able to make any changes to it.

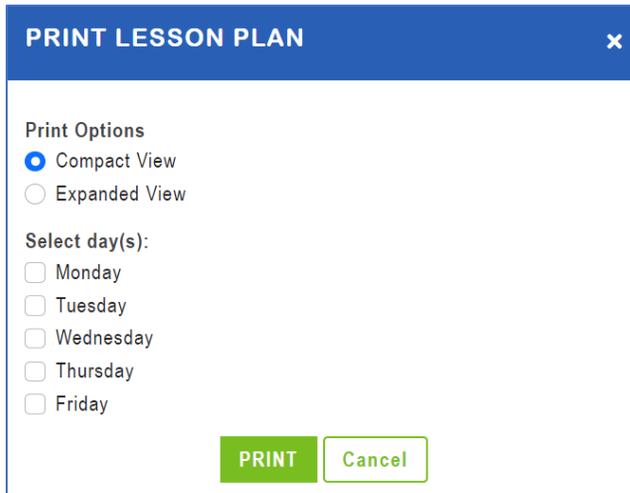
6. To view a list of teachers with whom the lesson plan has been shared, click **Share** (Refer to [Share Lesson Plan Step 1](#) for navigation options.)
7. To remove sharing:
 - A. Navigate to the Share Lesson Plan screen (Refer to [Share Lesson Plan Step 1](#)).
 - B. Click the **Delete Share** (🗑️) icon to the right of the teacher.



- C. Click **OK** to confirm that you wish to remove the share option.

Print Lesson Plan

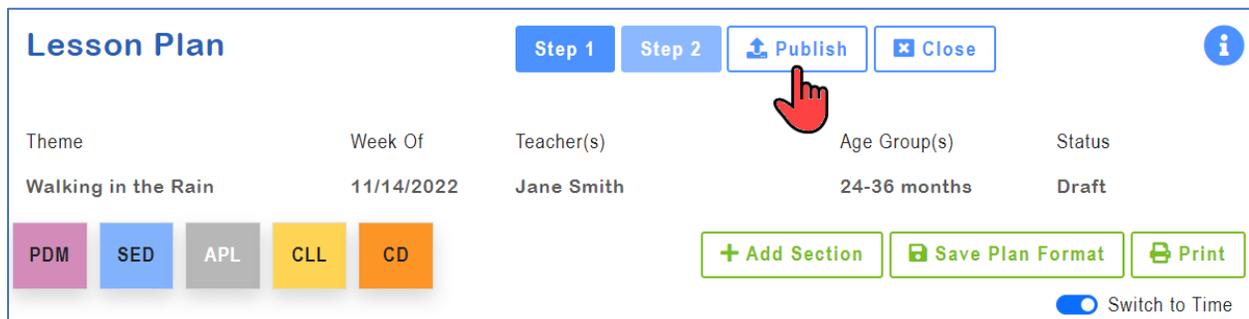
1. To print the lesson plan, click the **Print** button to display the print lesson plan screen.



2. Select the print option you wish to use:
 - **Compact View** displays the lesson plan as seen on Step 2 as well as the activities short description. Refer to [Compact Print Example](#).
 - **Expanded View** includes the activities long description, materials and if applicable, notes and adaptations. Refer to [Expanded Print Example](#).
3. Under Select day(s), choose the lesson plan days you wish to include on the printout.
4. Click **Print**.

Publish Lesson Plan

To change the lesson plan from Draft status to Published, click the **Publish** button. Once a lesson plan has been published, the option to share the lesson plan with other users will be available. Also, teachers assigned or added to the lesson plan will be able to view the lesson plan.



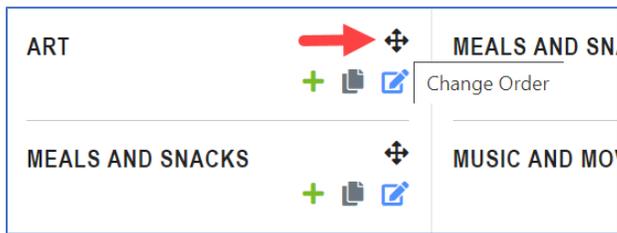
Theme	Week Of	Teacher(s)	Age Group(s)	Status
Walking in the Rain	11/14/2022	Jane Smith	24-36 months	Draft

Lesson Plan Sections

Each day of the lesson plan contains all the sections selected in Step 1. The sections are initially sorted in alphabetical order, but you can manage the order in 2 ways.

Option 1:

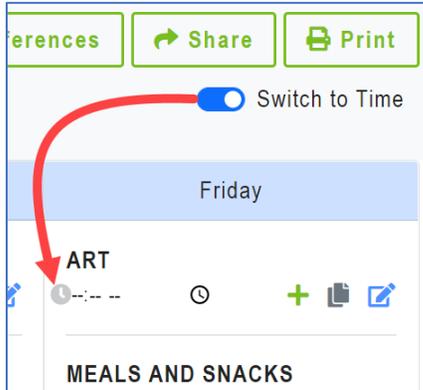
1. Click on the **Change Order** (⤵) icon to drag and drop each desired section.



2. Drag the section up or down within the lesson plan day to place the sections in the desired order.

Option 2:

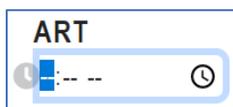
1. If you wish to assign a specific time to each section, click on the **Switch to Time** option above the lesson plan days.



2. Click **OK** to confirm the switch.

Note: If you switch to time, a time field will display in each section. The drag and drop feature will no longer be available.

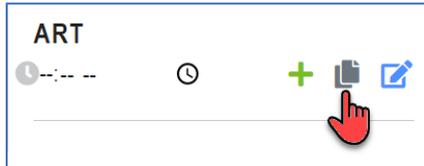
3. Manually enter the time or click on the clock to select a time.



4. Once the times are selected, the sections will automatically be ordered by the times entered.

Copy Section

1. When the sections are in the desired order, click on the **Copy** icon.



2. The Copy Section displays the following options:

COPY SECTION ×

ART
DAY: MONDAY

Copy Order/Times for Week

Copy Order/Times for all Sections for Week

Copy Section for Today

Copy Section to Another Day

Cancel

Copy Order/Times for the Week: This option will copy the time assigned to the section to the same section for the other days of the week.

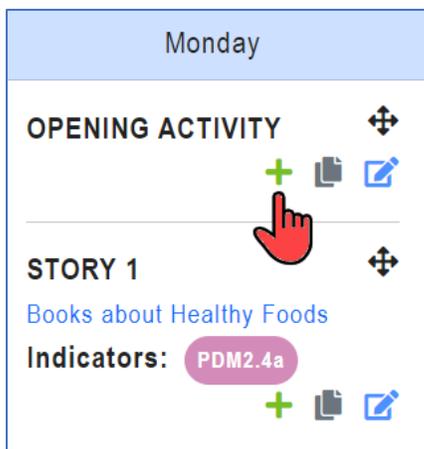
Copy Order/Times for all Sections for Week: This option will apply the sort order/times for all sections of the selected day to the sections in all other days.

Copy Section for Today: This option can be used if you want to duplicate a section in the same day.

Copy Section to Another Day: This option can be used to copy a section to one or more selected days in the week.

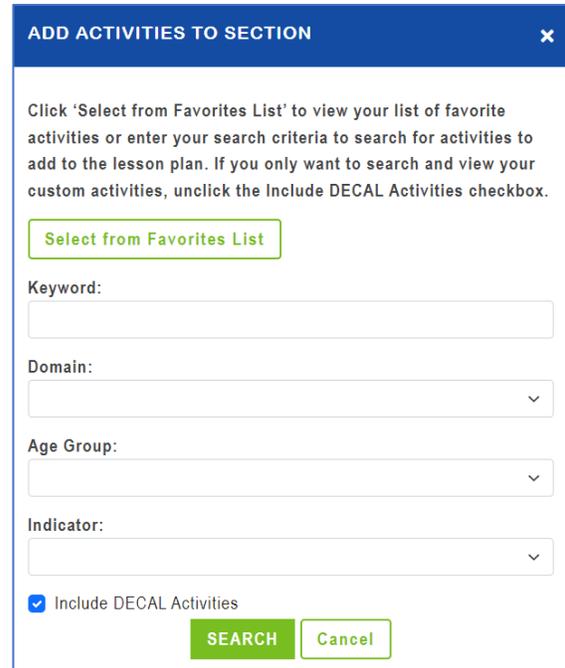
Add Activities to a Section

1. Click the **Add Activities (+)** icon in the section you want to add the activity(s).



2. On the Add Activities to Section module, you can search for activities by using one or more of the following search criteria:

- **Select from Favorites List** – select from activities saved as a favorite
- **Keyword** – searches the activity title, short description, and long description to display matching activities
- **Domain** – select a Domain to filter activities by domain
- **Age Group** – select an Age Group to filter activities by age group
- **Indicator** – select an Indicator to filter activities by indicator
- **DECAL Activities** – this checkbox is checked by default and includes DECAL activities in the search. Uncheck the box if you only want to search your custom or shared activities.



ADD ACTIVITIES TO SECTION ✕

Click 'Select from Favorites List' to view your list of favorite activities or enter your search criteria to search for activities to add to the lesson plan. If you only want to search and view your custom activities, unclick the Include DECAL Activities checkbox.

[Select from Favorites List](#)

Keyword:

Domain:

Age Group:

Indicator:

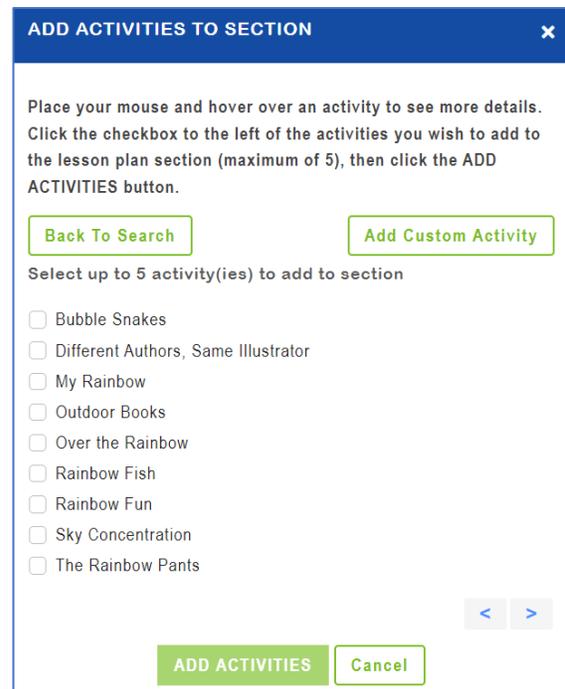
Include DECAL Activities

[SEARCH](#) [Cancel](#)

3. After entering your search criteria, click **SEARCH**.

4. If matching activities are returned:

- Only the first 15 activities matching your search criteria will display on the page.
- Click the arrows on the bottom right to page forward or backward through the activities.
- Click the checkboxes to the left of the activity(s) you wish to add to the section and then click **ADD ACTIVITIES**.
The maximum number of activities that can be added to a section is 5.



ADD ACTIVITIES TO SECTION ✕

Place your mouse and hover over an activity to see more details. Click the checkbox to the left of the activities you wish to add to the lesson plan section (maximum of 5), then click the ADD ACTIVITIES button.

[Back To Search](#) [Add Custom Activity](#)

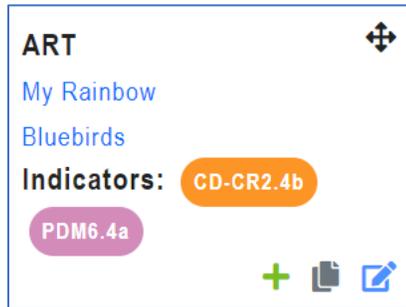
Select up to 5 activity(ies) to add to section

- Bubble Snakes
- Different Authors, Same Illustrator
- My Rainbow
- Outdoor Books
- Over the Rainbow
- Rainbow Fish
- Rainbow Fun
- Sky Concentration
- The Rainbow Pants

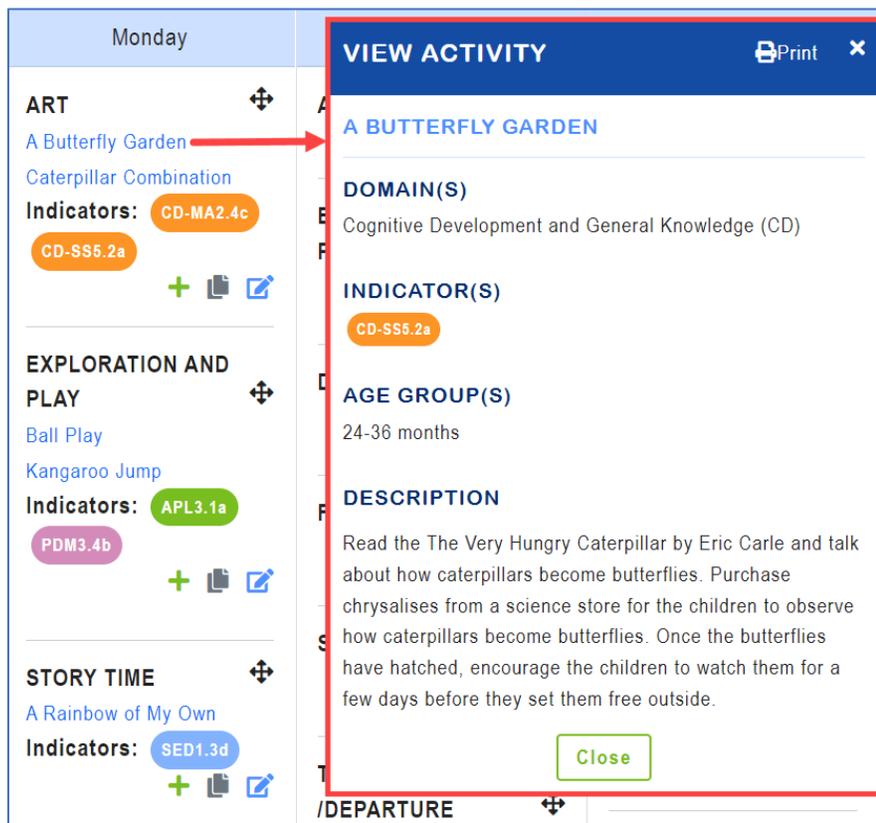
[ADD ACTIVITIES](#) [Cancel](#)

< >

- D. The added activities will then appear in the lesson plan section selected.



- E. To print the added activity, click on the activity title and then click on the **Print** icon on the View Activity module.

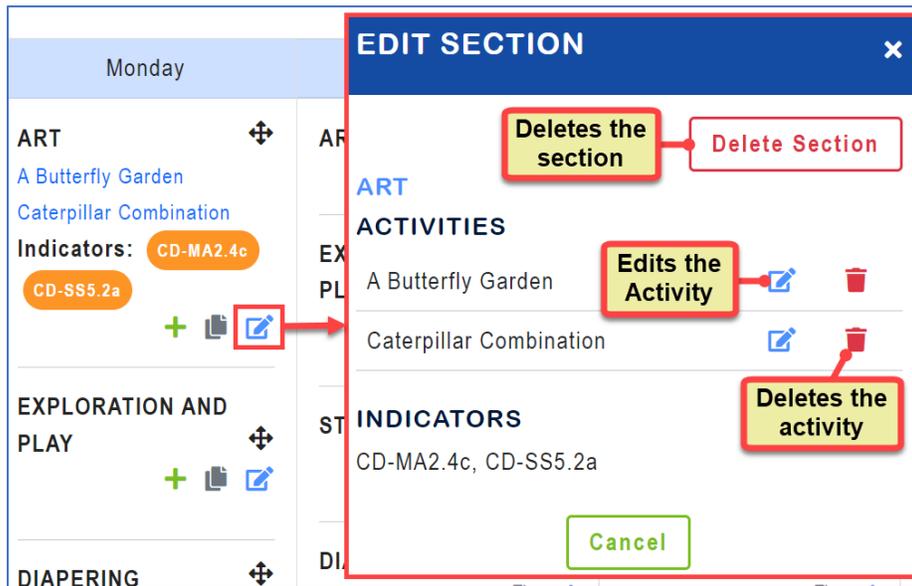


5. If no matching activities are returned, click **Back to Search** to enter a different search criteria or **Add Custom Activity** to create an activity for the section.

Edit Section

To modify a lesson plan section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** (✎) icon to edit the section.
2. On the Edit Section module, you can (A) [Delete the section](#), (B) [Edit the lesson plan activity](#), or (C) [Delete the lesson plan activity](#).



Delete Section

To remove a section from the lesson plan, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section you want to delete.
2. Click on the **Delete Section** button.
3. Click **OK** to confirm the deletion. The section, including any activities you added to the section, will no longer display in the lesson plan.

Edit Lesson Plan Activity

To modify an activity previously added to a lesson plan section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section containing the activity you want to update.
2. Click on the **Edit Activity** () icon.
3. The Edit Lesson Plan Activity screen opens in edit mode to allow you to update the activity information.
4. In addition, you will have a Notes and an Adaptations field to enter any information specific to how you will utilize the activity in the lesson plan.
5. After you have completed the updates, click **Save** to save the changes.

Important Note: The original activity will not reflect your changes; however, any modifications will be saved as part of the lesson plan activity.

Delete Lesson Plan Activity

To remove an activity from a section, open the lesson plan you want to edit and complete the following steps:

1. Click the **Edit Section** icon located in the section containing the activity you want to delete.
2. Click on the **Delete Activity** () icon.
3. Click **OK** to confirm the deletion. The activity and any modifications will be removed from the section.

Lesson Plan Options

To view the options available for a lesson plan:

1. Click on the actions menu (⋮) to the right of the lesson plan. A sub-menu displays.

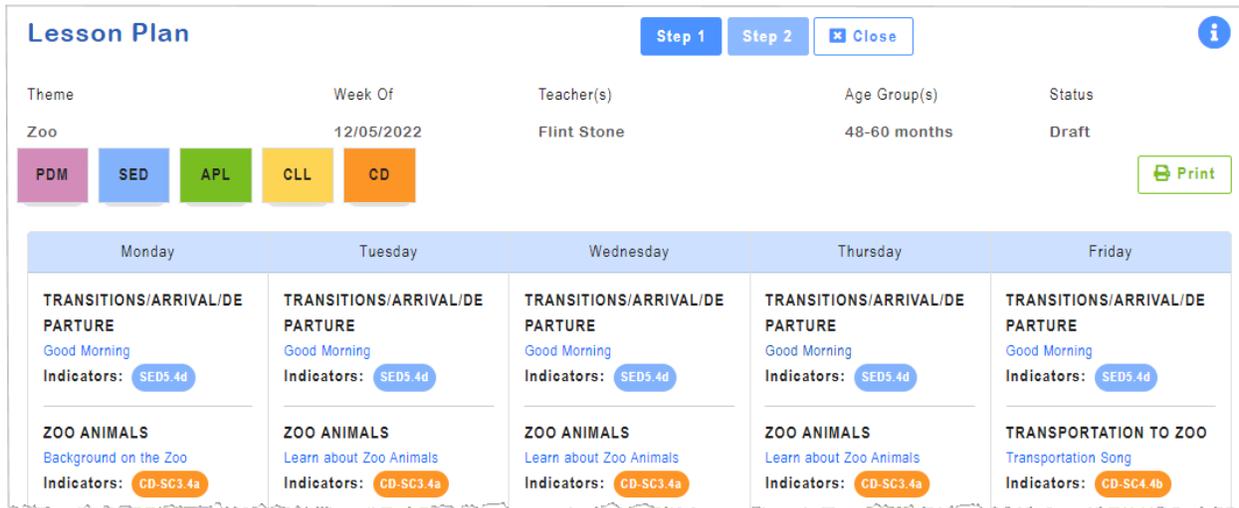
Theme	Owner	Teacher(s)	Age Group(s)	Week Of	Status	Last Updated	
Fruits and Vegetables	Flint Stone	Flint Stone	48-60 months	11/28/2022	Draft	11/04/2022	⋮
The Five Senses	Flint Stone	Flint Stone	48-60 months	12/19/2022	Draft		View Edit Copy Archive
Zoo	Flint Stone	Flint Stone	24-36 months, 36-48 months, 48-60 months	12/05/2022	Draft		
Open Animals	Flint Stone	Flint Stone	0-12 months	11/04/2022	Draft	11/04/2022	⋮

2. Select one of the available options displayed in the sub-menu.

		Availability by Lesson Plan Type			
Menu Option	Definition	Custom (Draft)	Custom (Published)	Shared	Archived
View	Displays lesson plan details in read-only mode.	✓	✓	✓	✓
Edit	Displays lesson plan details in edit mode allowing you to update the selected lesson plan.	✓	✓		
Copy	Allows you to make a copy of the selected lesson plan. The copied lesson plan will belong to the logged in user and can be edited.	✓	✓	✓	
Archive	Stores lesson plan not currently being used. Archived Lesson Plans do not display in your active lesson plan list. When you check Include Archived Lesson Plans , the archived lesson plans will display with a gray background in the grid.	✓	✓	✓	
Unarchive	Restores archived lesson plan as active. Unarchived Lesson Plans display in your active lesson plan list.				✓
Share	Allows you to share the selected lesson plan with other teachers within your organization.		✓		

View Lesson Plan

A user may view a lesson plan which they created, or which was shared with them. The View Lesson Plan option will display the lesson plan in read-only mode. You will be able to view the lesson plan and activities but no changes to the lesson plan are allowed from the view option.



Edit Lesson Plan

A user may edit lesson plans which they own. To edit a lesson plan:

1. Click on the actions menu (i) to the right of the lesson plan to be updated and then select **Edit**.
2. The Step 2 screen of the lesson plan displays, and the user will be able to view and edit the sections and activities as described in the [Add Lesson Plan](#) section above.
3. Click on the **Step 1** button to view or make changes to the Lesson Plan definition and parameters screen. After entering the changes, click on the **SAVE** button to save the changes.

Copy Lesson Plan

A user may copy a lesson plan which they own, or one which was shared with them. The Copy Lesson Plan option will make a complete copy of the lesson plan, including the sections and activities.

1. Click on the actions menu (i) to the right of the lesson plan to be updated and then select **Copy**. The newly copied lesson plan will display on the Step 1 screen.
2. If needed, update **Step 1** and then continue to **Step 2** to make any desired changes to the sections and/or activities.

Appendix

Compact Print Example:

LESSON PLAN			
Theme	Week Of	Teacher(s)	Age Group(s)
Zoo	12/12/2022	Blue Berry Flint Stone	48-60 months
Monday	Wednesday	Friday	
OPENING ACTIVITY	OPENING ACTIVITY	OPENING ACTIVITY	
ZOO ANIMALS Background on the Zoo Watch the video "Animals at the Zoo". Indicators: CLLS.4a	HABITATS Animal Habitats Have the children help create an animal habitat. Indicators: CD-SC3.3a	TRANSPORTATION TO ZOO Transportation Song While traveling to the zoo, sing a song to the tune of "The Wheels on the Bus". Indicators: CD-SC4.4b	
STORY 1 Read "Color Zoo" Read the book "Color Zoo" by Lois Ehlert.	STORY 1 Read "Dear Zoo" Read "Dear Zoo", a Lift-the-Flap Book by Rod Campbell.	ZOO VISIT Visit to the Zoo Take the kids on a visit to the local zoo.	

Expanded Print Example:

LESSON PLAN			
Theme	Week Of	Teacher(s)	Age Group(s)
Zoo	12/12/2022	Blue Berry Flint Stone	48-60 months
Monday	Wednesday	Friday	
OPENING ACTIVITY	OPENING ACTIVITY	OPENING ACTIVITY	
ZOO ANIMALS Background on the Zoo Watch the video "Animals at the Zoo" and see Baby John, Jack and Jill and the rest of the family go to the zoo to explore all the fantastic animals! Tag along as they get to learn about all the different animals: lions, elephants, giraffes and many more! Materials Projector or computer Adaptation Alter the video, ask each child which animal was their favorite and why. Notes Locate alternate videos of animals at the zoo, if needed. Indicators: CLLS.4a	HABITATS Animal Habitats Have the children help create an animal habitat. For example, help them mix soil and water and discuss animals that live in mud. Provide plastic animals, such as worms, frogs or crabs, to place in the mud to encourage habitat play. Materials Plastic animals, soil and water Adaptation You can keep this activity indoors or take it outside for a nice change of scenery. Notes Read "Who Likes Mud" prior to this activity to explore the different animals that like mud. Indicators: CD-SC3.3a	TRANSPORTATION TO ZOO Transportation Song While traveling to the zoo, sing a song to the tune of "The Wheels on the Bus": The train on the track goes chug, chug, chug, chug, chug, chug, chug, chug, chug, The train on the track goes chug, chug, chug all through the day (repeat) Notes Other verses: The car on the road goes beep... The wheel on the bus goes round.... Indicators: CD-SC4.4b	
STORY 1 Read "Color Zoo" Read the book Color Zoo by Lois Ehlert. Have the corresponding color shapes available for the children to match on the flannel board as you read the story or to hold up when they see the color or shape they are holding.	STORY 1 Read "Dear Zoo" Read "Dear Zoo", a Lift-the-Flap Book by Rod Campbell. This story invites children to guess which animal might be hiding behind the flap. Encourage	ZOO VISIT Visit to the Zoo Take the kids on a visit to the local zoo. Adaptation	