

SETUP A PLAN BOOK AND A COURSE IN LessonView®

Goal: To setup a plan book, create a course, and enter school holidays in LessonView®

The steps show how to set up a plan book containing a course for *Big Ideas Math*®, Green Level (Grade 6) and enter school holidays in the *Calendar* component.

1

Start the **LessonView** software.



If this is the first time you are starting **LessonView**, continue with Step 2. If you already have a plan book in **LessonView**, skip to Step 3.

2

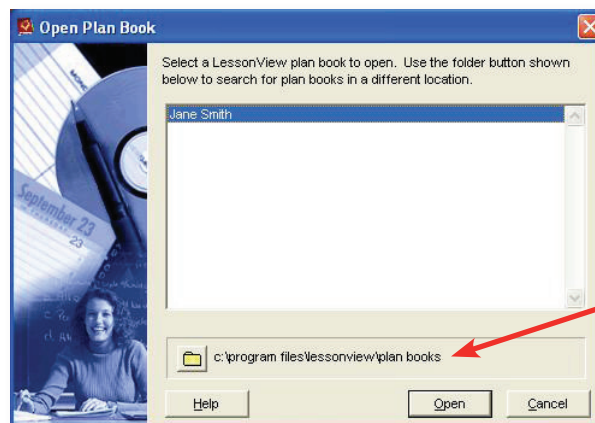
The first time you start **LessonView**, you will be asked to create a new plan book and a new course. Fill in your name and school information. Click **OK**.

A screenshot of the 'New Plan Book' dialog box. It contains the following fields: 'Your name:' with 'Jane Smith' entered; 'School Information:' section with 'Name:' 'Jefferson Middle School', 'Address:' '1234 Thomas Street', 'City/State:' 'Washington' and 'FL', and 'ZIP:' '32801'; 'Phone:', 'Fax:', and 'Email:' fields; and 'Password:' and 'Hint:' fields. There are 'Help', 'OK', and 'Cancel' buttons at the bottom.

Skip to Step 5.

3

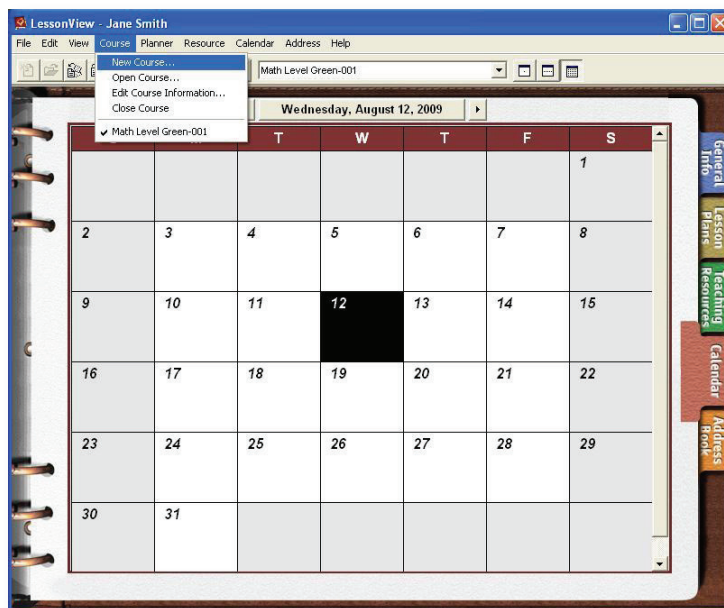
If you already have a plan book and would like to create a new course, select the plan book, and click **Open**.

A screenshot of the 'Open Plan Book' dialog box. It contains the text: 'Select a LessonView plan book to open. Use the folder button shown below to search for plan books in a different location.' Below this is a list box containing 'Jane Smith'. At the bottom, there is a folder icon and the path 'c:\program files\Lessonview\plan books'. There are 'Help', 'Open', and 'Cancel' buttons.

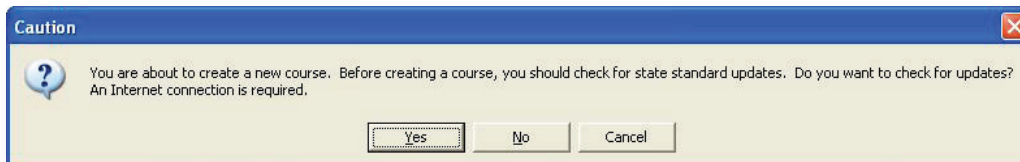
Note: The file path shown indicates the location of the plan book files (*.lvb). This path may be different at your school.

SETUP A PLAN BOOK AND A COURSE IN LessonView®

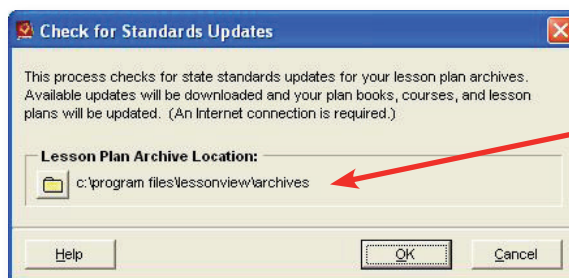
- 4 From the **Course** menu, choose **New Course**.



- 5 Before creating a new course you will be asked to check for updates. Click **Yes**.

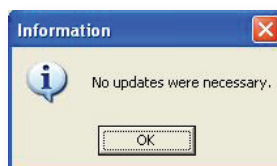


Browse to the location of the program's archive files. Click **OK**.



Note: The file path shown indicates the location of the archive files (*.lva). This path may be different at your school.

In the *Information* window, click **OK**.



SETUP A PLAN BOOK AND A COURSE IN LessonView®

BIG IDEAS
MATH®

6

In the *New Course* window, type in the course title. The section number is optional.

Check the boxes of the days this class meets, the start time and the length of the class.

Choose **Use publisher-supplied lesson plan materials**. Click **Next**.

S	M	T	W	T	F	S
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This class meets Monday through Friday from 8 A.M. to 8:50 A.M.

7

Browse to the location of the program's archive files. Select the textbook name for the course.

Select **Big Ideas Math® Grade 6 – Green**. Click **Next**.

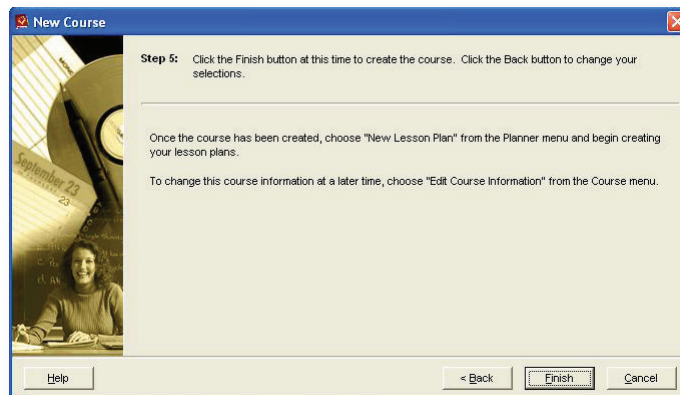
Big Ideas Math Grade 8 - Blue
Big Ideas Math Grade 6 - Green
Big Ideas Math Grade 7 - Red

Note: The file path shown indicates the location of the archive files (*.lva). This path may be different at your school.

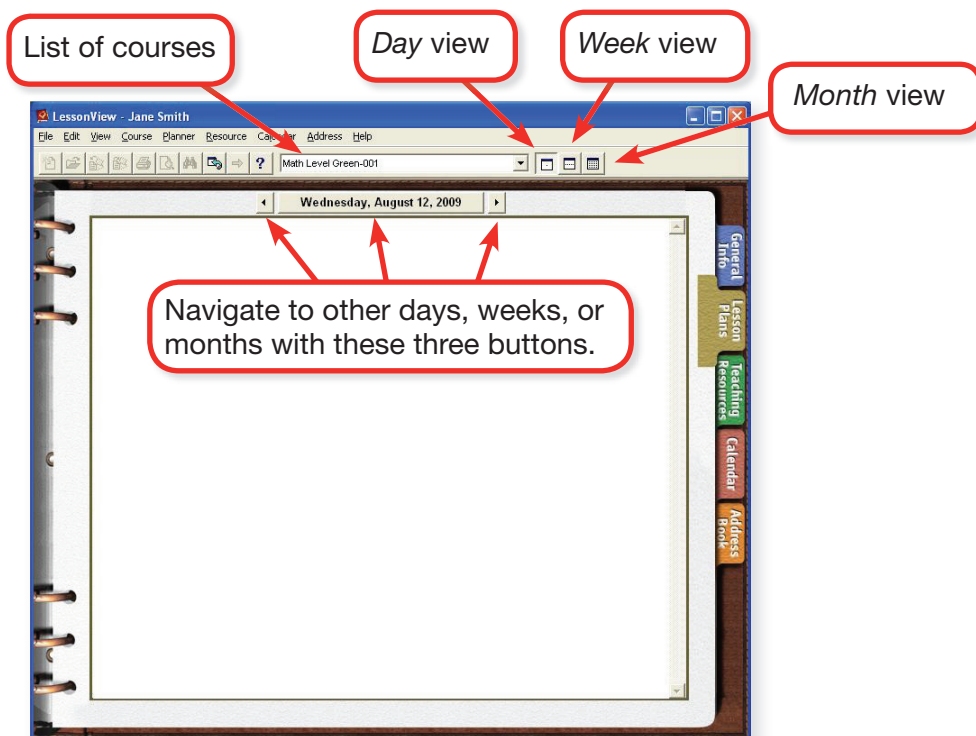
The textbook cover displays here.

SETUP A PLAN BOOK AND A COURSE IN LessonView®

- 8 Click **Finish** to create the course.



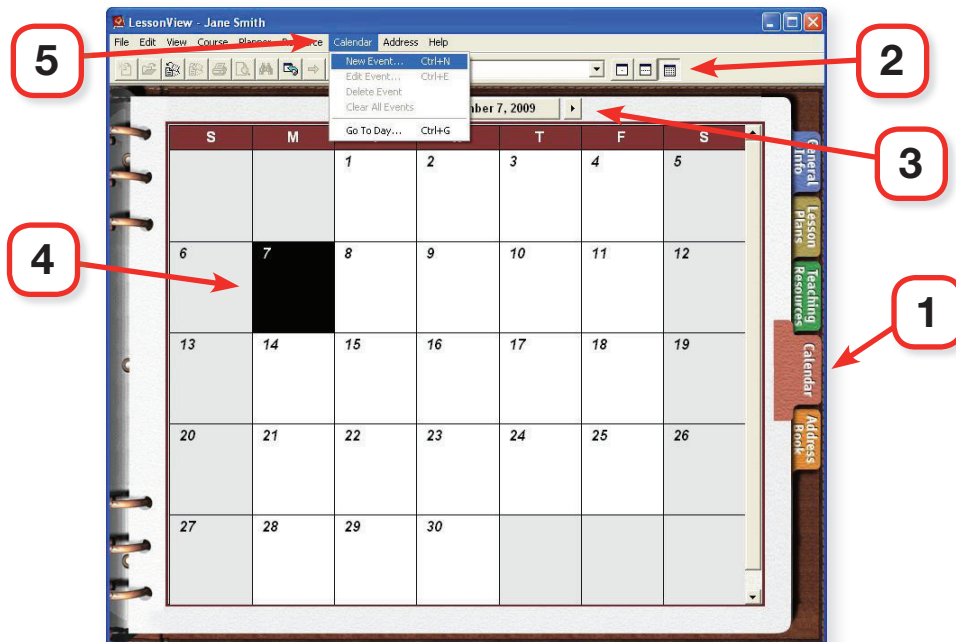
- 9 The drop-down menu contains the courses created in this plan book. The three buttons at the right change the lesson plan view to day, week, or month.



10

You can now add school holidays to your plan book.

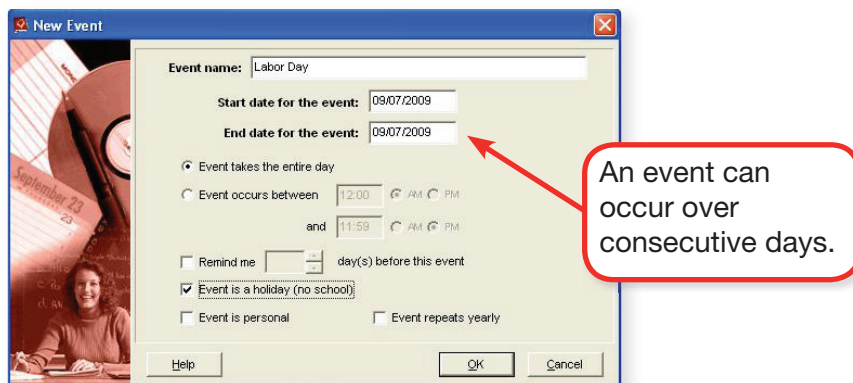
Select the **Calendar** tab (1), the **Month View** button (2) and navigate to the month of September (3). Click on the first Monday (4) of the month. From the **Calendar** menu, choose **New Event** (5).



11

Enter the event name. Confirm the start and end dates.

Type "Labor Day." Select **Event takes the entire day** and check the box for **Event is a holiday (no school)**. Click **OK**.



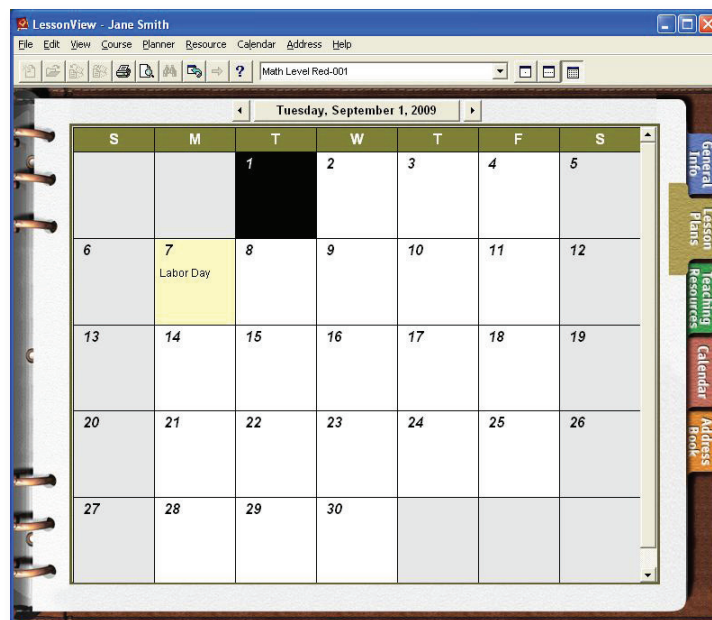
Labor Day appears on both the *Calendar* tab and the *Lesson Plan* tab. From the **File** menu, choose **Save** to save your plan book.

SETUP A PLAN BOOK AND A COURSE IN LessonView®

BIG IDEAS
MATH®

On Your Own: Follow the steps to create a new course.

- Start the **LessonView** software.
- Using the same plan book, create a new course for *Big Ideas Math*®, Red Level (Grade 7). Notice that the Labor Day holiday is already entered in the course.
- Add school holidays for October, November, and December.
- Save your plan book and exit the software.



Goal: To create a lesson plan in LessonView®

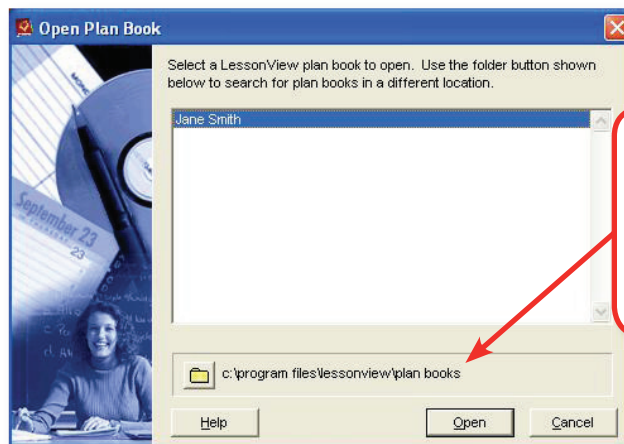
The steps show how to create daily lesson plans from publisher files for a *Big Ideas Math*®, Green Level (Grade 6) course and learn how to make changes to the lesson plans.

Before you begin, make sure you have followed the steps in the *Setup a Plan Book and a Course* document from *Big Ideas Learning* to create a plan book and a course.

1 Start the LessonView software.

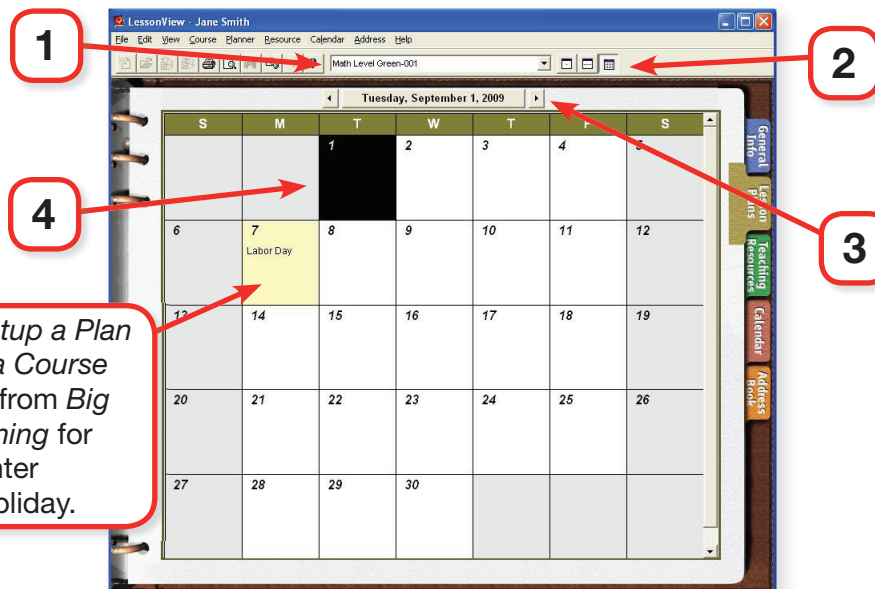


2 Select your plan book. Click **Open**.



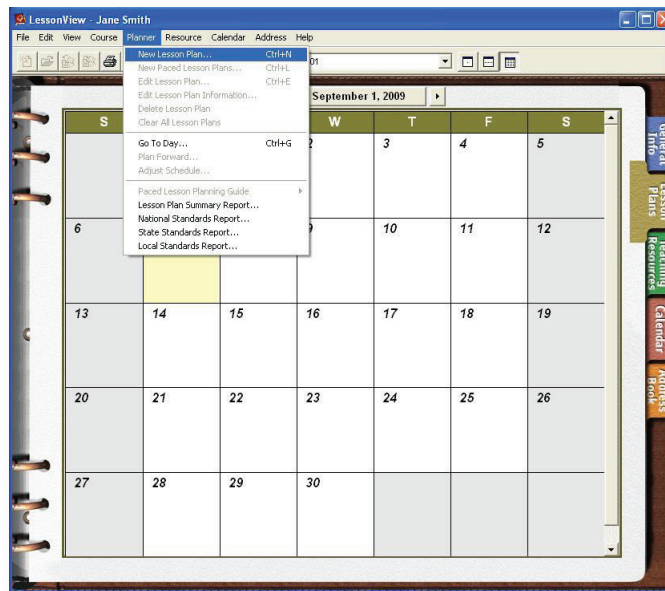
Note: The file path shown indicates the location of the plan book files (*.lvb). This path may be different at your school.

3 In the *Lesson Plans* tab, select the course you created for Green Level (Grade 6) from the drop-down menu (1), click the **Month View** button (2) and navigate to the month of September (3). Click on the first day (4) of the month.

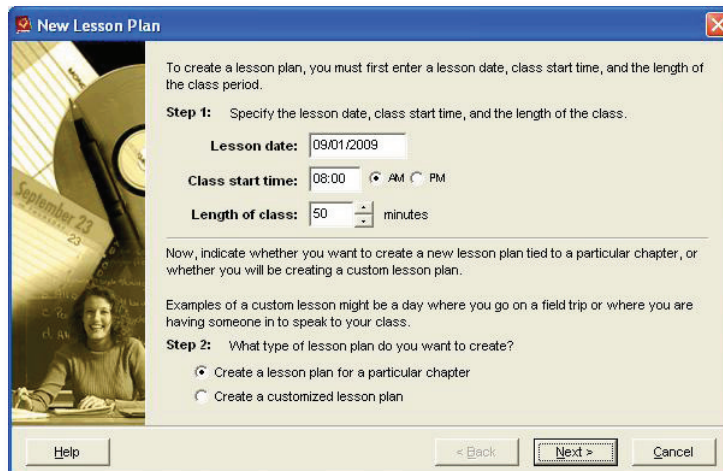


See the *Setup a Plan Book and a Course* document from *Big Ideas Learning* for steps to enter a school holiday.

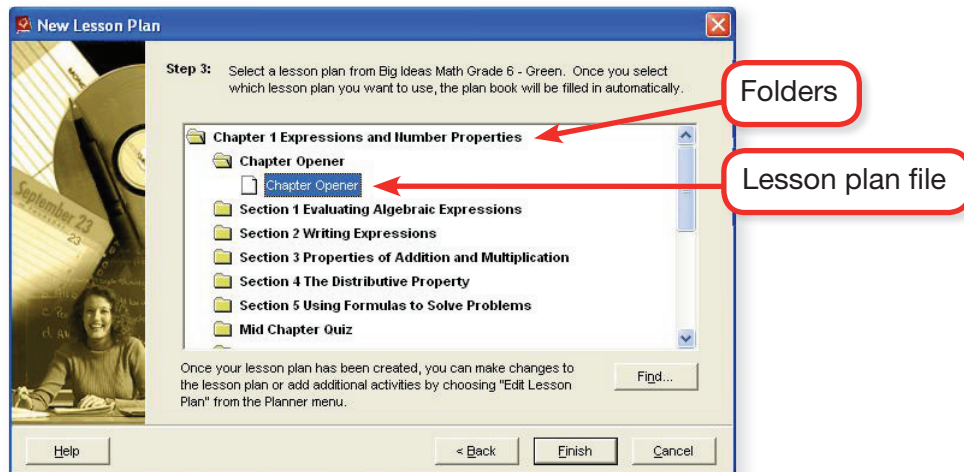
4 From the **Planner** menu, choose **New Lesson Plan**.



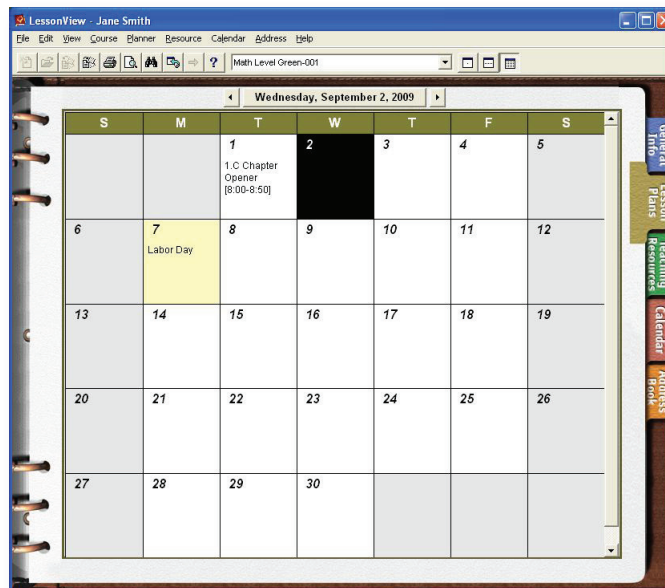
5 Enter the lesson date, class start time, and length of class. Choose **Create a lesson plan for a particular chapter**. Click **Next**.



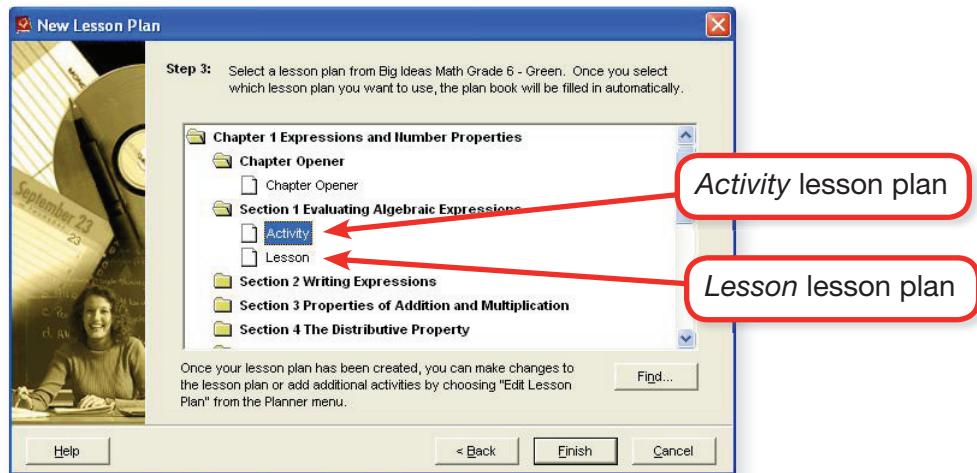
- 6 Double-click on the folders until you reach the lesson plan file. Select the file for the Chapter 1 **Chapter Opener**. Click **Finish**.



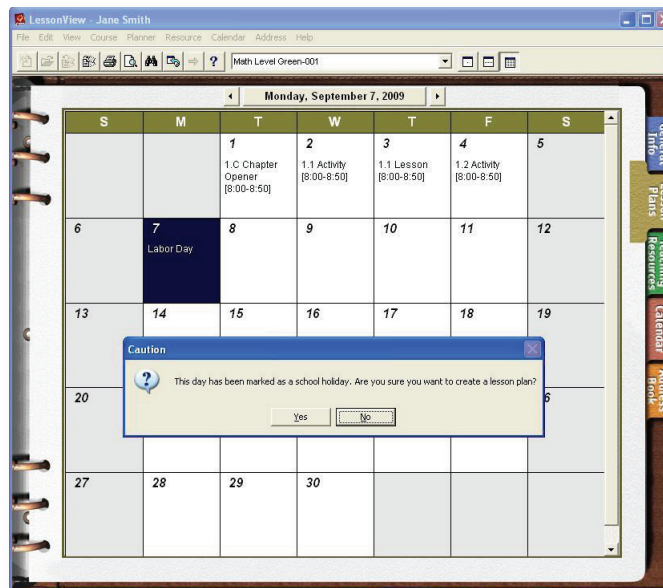
- 7 The chapter opener lesson plan has been entered for September 1st. Continue entering lesson plans for Chapter 1.



- 8 Enter a section's *Activity* one day and the section's *Lesson* the next day. Enter the *Mid Chapter Quiz* lesson plan after the *Section 1.3 Lesson* plan.

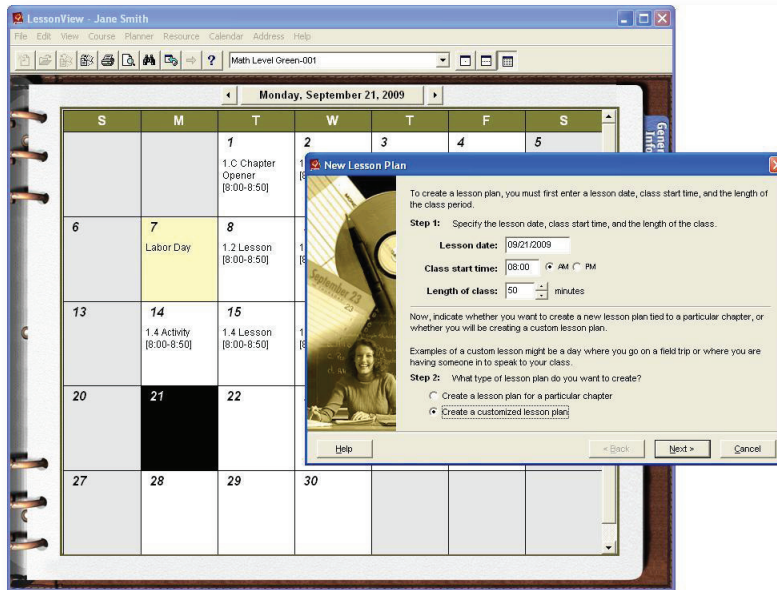


- 9 If you try to enter a lesson plan on a day that has been entered as a school holiday, you will receive a *Caution*. Click **No** and choose the next school day.



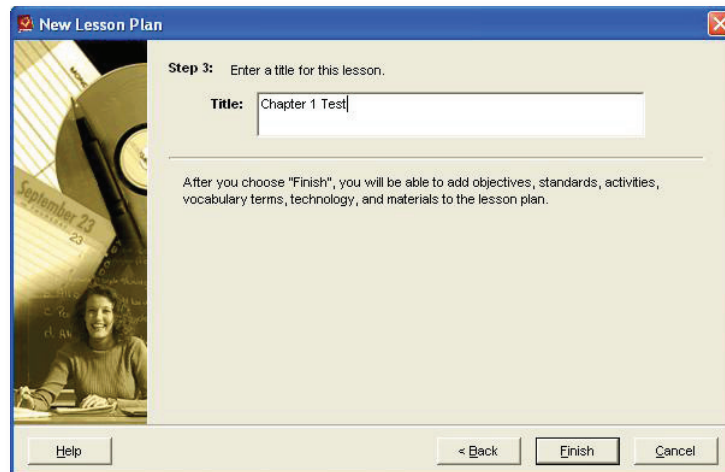
10

After the *End of Chapter Quiz* lesson plan, enter a test day. This will be a customized lesson plan. From the **Planner** menu, choose **New Lesson Plan**. In the *New Lesson Plan* window, choose **Create a customized lesson plan**. Click **Next**.



11

Enter a title for the lesson. Type "Chapter 1 Test." Click **Finish**.



See Steps 13–16 on how to edit a customized lesson plan, such as *Section 1.2 Lesson*.

12

Complete the month of lesson plans by entering lesson plans for Chapter 2.

Month

Week view

Day

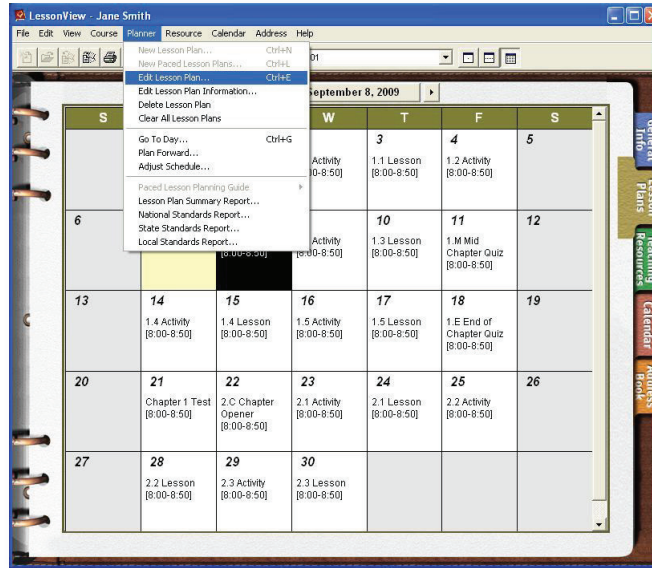
Links to Big Ideas Math® textbook specific resources

The screenshots show the LessonView interface for Jane Smith. The top screenshot shows a calendar view for September 2009, with a red callout labeled "Month" pointing to the calendar grid. The middle screenshot shows a week view for September 20-23, 2009, with a red callout labeled "Week view" pointing to the daily lesson entries. The bottom screenshot shows a detailed day view for Wednesday, September 23, 2009, with a red callout labeled "Day" pointing to the lesson content. A red callout labeled "Links to Big Ideas Math® textbook specific resources" points to a list of resources on the right side of the day view, including "Warm-up and/or Start Thinking 2.1", "Homework Check Exercises 2.1", "Answer Presentation Tool", "Laurie's Notes 2.1", "Record and Practice Journal 2.1", and "Dynamic Classroom 2.1".

The Day view of the lesson plan provides links to *Big Ideas Math*® textbook specific resources, such as *Dynamic Classroom*, *Laurie's Notes*, *Record and Practice Journal*, and many others.

13

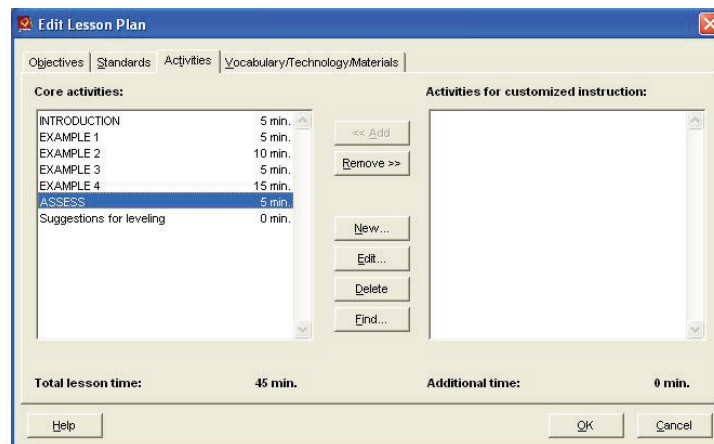
To edit a daily lesson plan, highlight the day on the calendar. Then choose **Edit Lesson Plan** from the **Planner** menu.



14

In the *Activities* tab, select the core activity you want to edit.

Select **Assess**. Then click **Edit**.



15

In the *Edit Activity* window, you can add, delete, or edit any of the fields for the core activity. Click **OK** when done.

Edit Activity

Activity type: ASSESS

Description:

Closure (as time allows)
Ask students the closure question from the Teaching Edition which has students matching expressions with two operations with phrases. This is a good way to check that students understand how to write expressions from phrases.

Recommended time: 5 minutes

Targeted resources: Taking Math Deeper 1.2

Level:

Topic:

Keywords:

Add to the lesson plan as an activity for customized instruction

Help OK Cancel

16

By clicking on the other tabs in the *Edit Lesson Plan* window, you can also edit *Objectives*, *Standards*, and *Vocabulary/Technology/Materials*. Click **OK** when done.

Edit Lesson Plan

Objectives | Standards | Activities | Vocabulary/Technology/Materials

Enter the learning objectives.

Objectives:

Lesson Objective: To write an algebraic expression that represents a verbal phrase.
Previous Learning: Students need to be familiar with variables and how they are used.

Help OK Cancel

17

Save your changes frequently by choosing **Save** from the **File** menu.

On Your Own: Follow the steps to create lesson plans in a course.

- Start the **LessonView** software.
- Using the plan book and the Red Level (Grade 7) course created in the *Big Ideas Learning* document *Setup a Plan Book and a Course*, create lesson plans for the month of September, starting with Chapter 1.
- Add the *Mid Chapter Quiz* after *Section 1.3 Lesson*.
- Create and edit a lesson plan for the Chapter 1 Test.

ADJUST LESSON PLAN AND CALENDAR DATES IN LessonView®

Goal: To adjust lesson plan and calendar dates due to unforeseen circumstances

The steps show how to adjust your lesson plans and calendar dates due to a storm that caused a power outage. Your school was closed for 2 days.

Before you begin, make sure you have followed the steps in the *Setup a Plan Book and a Course* and *Creating a Lesson Plan* documents from *Big Ideas Learning*. The plan book should have a course with at least of week's worth of lesson plans entered.

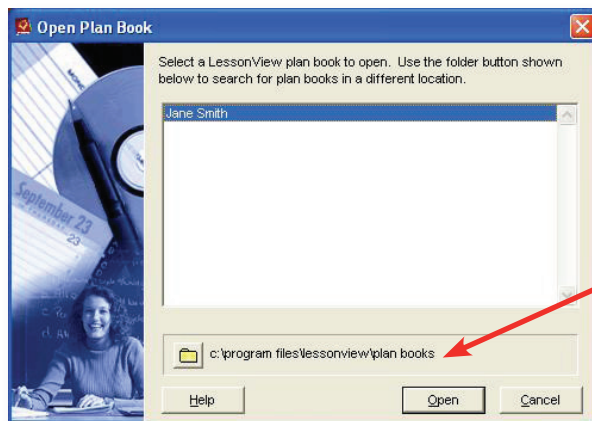
1

Start the **LessonView** software.



2

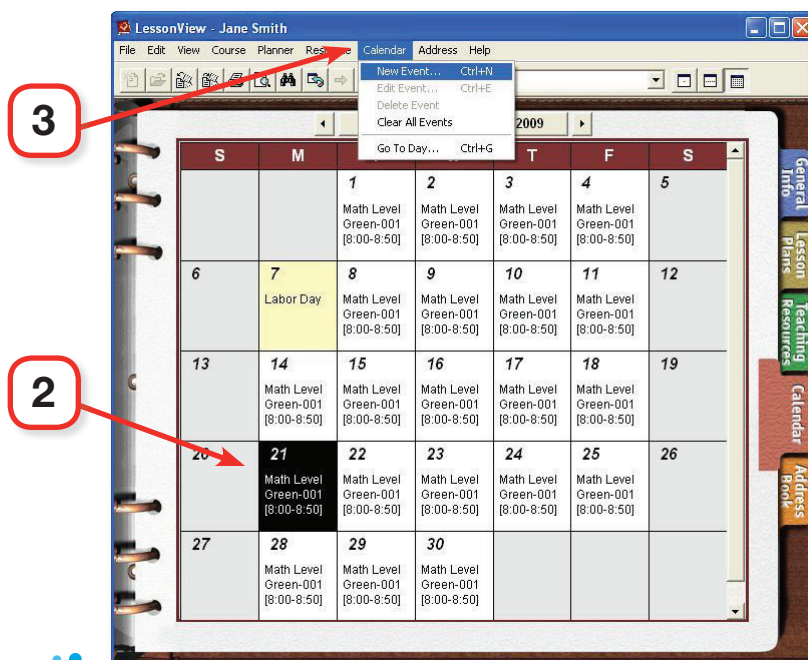
Select your plan book. Click **open**.



Note: The file path shown indicates the location of the plan book files (*.lvb). This path may be different at your school.

3

Click on the **Calendar** tab (1), click the first day school was closed (2), and from the **Calendar** menu, choose **New Event** (3).



4

In the *Edit Event* window, enter the event name “Power Outage” and set the start date “09/21/2009” and the end date “09/22/2009.” Select **Event takes the entire day** and check the box for **Event is a holiday (no school)**. Click **OK**.

New Event

Event name: Power Outage

Start date for the event: 09/21/2009

End date for the event: 09/22/2009

Event takes the entire day

Event occurs between 12:00 AM and 11:59 PM

Remind me _____ day(s) before this event

Event is a holiday (no school)

Event is personal Event repeats yearly

Buttons: Help, OK, Cancel

5

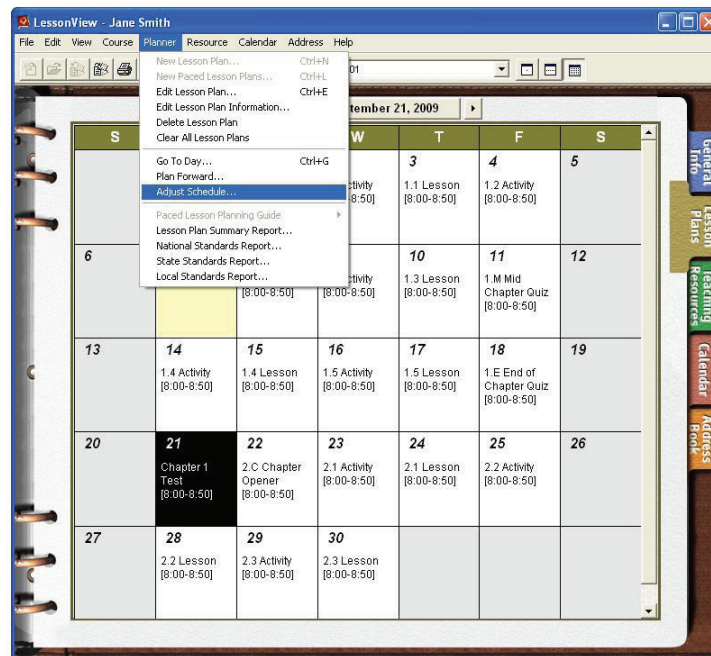
The calendar shows the 2 days where the power outage occurred and that classes are still scheduled for those days.

S	M	T	W	T	F	S
		1 Math Level Green-001 [8:00-8:50]	2 Math Level Green-001 [8:00-8:50]	3 Math Level Green-001 [8:00-8:50]	4 Math Level Green-001 [8:00-8:50]	5
6	7 Labor Day	8 Math Level Green-001 [8:00-8:50]	9 Math Level Green-001 [8:00-8:50]	10 Math Level Green-001 [8:00-8:50]	11 Math Level Green-001 [8:00-8:50]	12
13	14 Math Level Green-001 [8:00-8:50]	15 Math Level Green-001 [8:00-8:50]	16 Math Level Green-001 [8:00-8:50]	17 Math Level Green-001 [8:00-8:50]	18 Math Level Green-001 [8:00-8:50]	19
20	21 Power Outage Math Level Green-001 [8:00-8:50]	22 Power Outage Math Level Green-001 [8:00-8:50]	23 Math Level Green-001 [8:00-8:50]	24 Math Level Green-001 [8:00-8:50]	25 Math Level Green-001 [8:00-8:50]	26
27	28 Math Level Green-001 [8:00-8:50]	29 Math Level Green-001 [8:00-8:50]	30 Math Level Green-001 [8:00-8:50]			

ADJUST LESSON PLAN AND CALENDAR DATES IN LessonView®

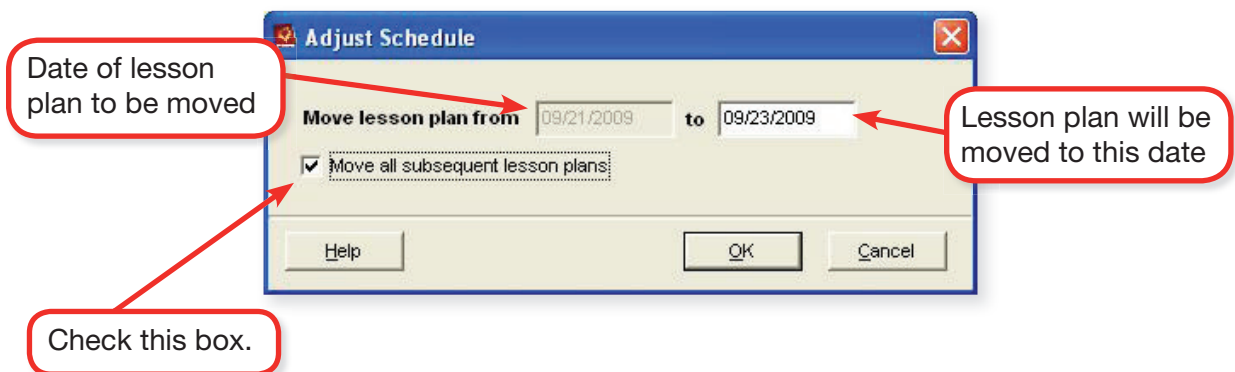
6

Click on the **Lesson Plans** tab on the right. Highlight the first day of the power outage. From the **Planner** menu, choose **Adjust Schedule**.



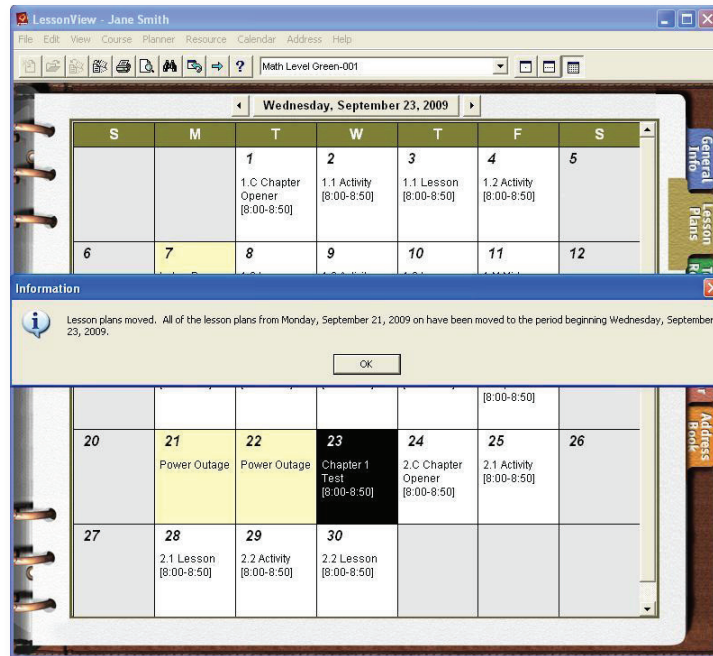
7

LessonView will enter the next available date for the lesson. Confirm or change the date. Check the box **Move all subsequent lesson plans** to move all lesson plans occurring after this date. Click **OK**.



8

An *Information* window will appear to confirm what lessons have been moved. Note that the *Lesson Plans* tab now highlights in yellow the two days the school was closed. Click **OK**. Your calendar and lesson plans have been adjusted for the unexpected school closure.



On Your Own: Follow the steps to adjust the dates of a calendar and lesson plans.

- Start the **LessonView** software.
- Open the plan book created in the *Big Ideas Learning* documents *Setup a Plan Book and a Course* and *Creating a Lesson Plan* (or use a plan book with at least two courses each having at least one week of lesson plans).
- In the *Calendar* tab, make a new event in which the school is closed for one day.
- In the *Lesson Plans* tab, move the lessons for each course.