

# **JONES COUNTY SCHOOLS**

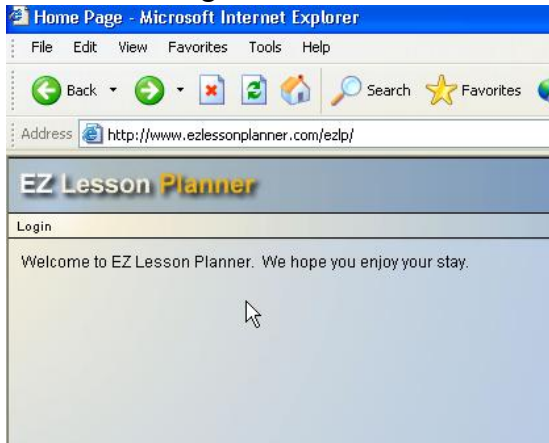
## **EZ Lesson Planner Guide**



## 5 EZ Steps to creating plans with E-Z Lesson Planner

### STEP 1 – Login

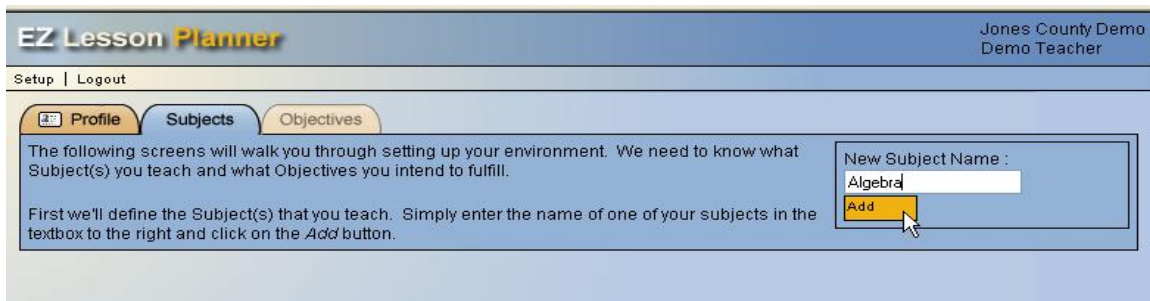
Go to: [www.ezlessonplanner.com/ezlp](http://www.ezlessonplanner.com/ezlp)  
Click on 'Login'



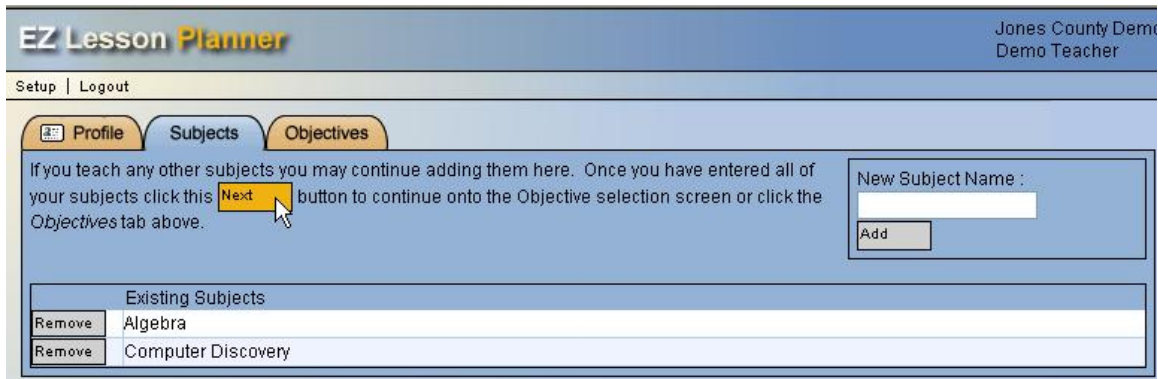
Enter your user information.  
Click on 'Submit'



### STEP 2 – Add your subjects

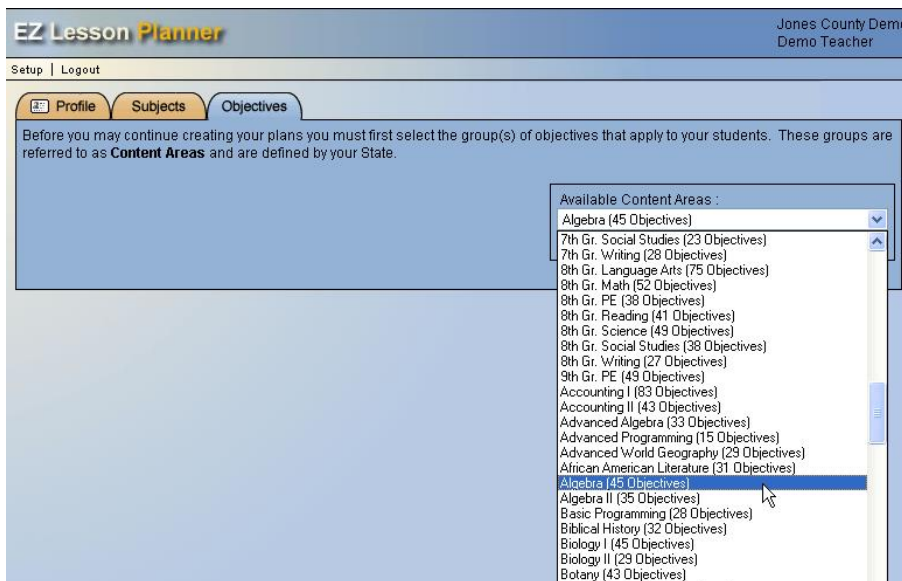


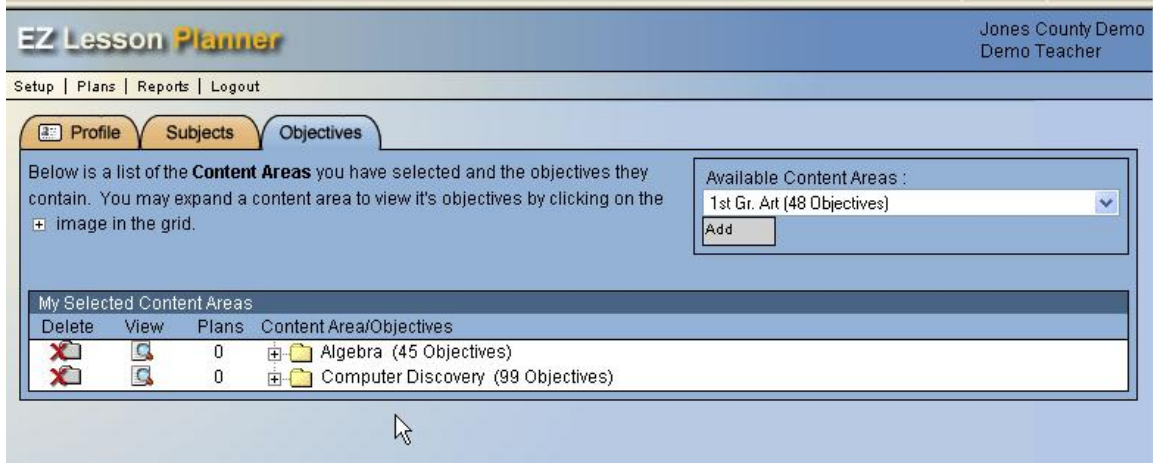
Enter the subjects that you teach (one at a time) under 'New Subject Name' and click 'Add'. If you create unique plans for different sections of the same course (e.g. two sections of English I), you may want to create each section as a subject (e.g. 'English I, p1' and 'English I, p2').



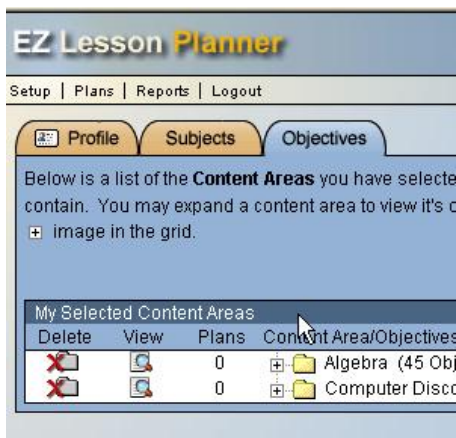
## STEP 3 – Select your Curriculum Content Areas

On the ‘Objectives’ tab, select the curriculum content areas that you teach from the drop-down list located under ‘Available Content Areas’, and click ‘Add’.

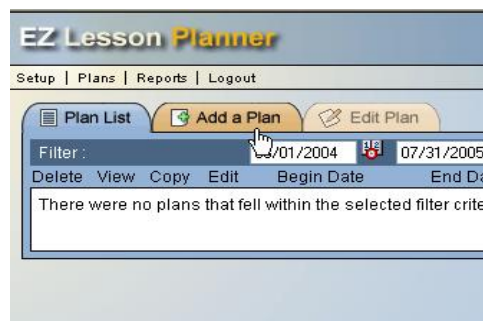




## STEP 4 – Create a Plan



Select 'Plans' from the EZ Lesson Planner menu bar. Select the 'Add a Plan' tab.







Create your lesson plan by completing the applicable fields (described below).





**EZ Lesson Planner** Jones County Dem  
Demo Teacher

Setup | Plans | Reports | Logout

Plan List Add a Plan Edit Plan

Begin Date : 01/18/2005  End Date : 01/18/2005  Subjects : Algebra 

Objectives : Search  Go Viewing All  Objectives

<input type="checkbox"/>	All1	Recognize, classify, and use real numbers and their properties. (P, M, N)	
<input type="checkbox"/>	All1a	Describe the real number system using a diagram to show the relationships of	
<input type="checkbox"/>	All1b	Model properties and equivalence relationships of real numbers.	
<input type="checkbox"/>	All1c	Demonstrate and apply properties of real numbers to algebraic expressions.	

Additional Standards/Objectives :

Plan :

Resources : Homework : Evaluations :

Save Cancel

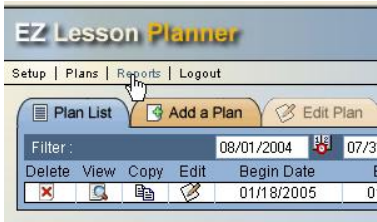
- Begin Date – Click the ‘Begin Date’ calendar icon to select the day your lesson begins.
  - End Date – If your lesson will last for more than one day, click the ‘End Date’ calendar icon and select the date the lesson will end.
  - Subject – Under ‘Subjects’, select the subject for which the lesson is being created.
  - Objectives – Under ‘Objectives’, select the objectives to be covered in the lesson by placing a checkmark in the box that corresponds to the desired objective. After you have marked the objectives you plan to use, you can view only those by choosing ‘Selected’ from the drop-down box located between the ‘Viewing’ and ‘Objectives’ fields just above the right-hand side of the objectives list.  
To quickly find an objective in the list, type the beginning code of the objective in the ‘Search’ box (located above the objectives list) and click ‘Go’.
- \*NOTE: It is suggested that you print out a list of your content area objectives to use while planning. (See ‘Print Objectives List’ on last page)

- Additional Objectives – Add additional objectives for the lesson (not contained in the list) if necessary.
- Plan – Provide the procedures for the lesson.
- Resources – List resources needed for the lesson.
- Homework – List any homework that will accompany the lesson.
- Assessment – List the means of assessment for the lesson.

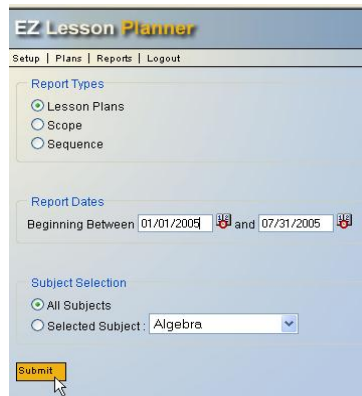
After you have created the lesson plan, click on ‘Save’ (located at the bottom of the page). If you wish to add more plans, simply select the ‘Add a Plan’ tab.

## STEP 5 – Print your lesson plan(s) (optional)

Click on ‘Reports’ located on the EZ Lesson Planner menu bar.



Select the criteria and click on Submit.



To print your report, select ‘File’ and ‘Print’ from the Internet Explorer toolbar.

## Additional Features:

### Change your user information:

Select ‘Setup’ from the EZ Lesson Planner menu bar. Next click on the ‘Profile’ tab to modify your user information and a password (as necessary). Click on ‘Submit’ after changing your name or e-mail address, and click on ‘Change’ after changing your password.

### Print an Objective List:

Select 'Setup' from the EZ Lesson Planner menu bar. Next click on the 'Objectives' tab. Select the 'View' icon next to the content area objectives list that you wish to print. Select 'File' and 'Print' from the Internet Explorer menu bar.

#### Edit a Plan:

Select 'Plans' from the EZ Lesson Planner menu bar. Click on the 'Edit' icon located next to the plan you wish to edit. Make modifications to the plan and click on 'Save' at the bottom of the page.

#### Copy a Plan:

Select 'Plans' from the EZ Lesson Planner menu bar. Click on the 'Copy' icon located next to the plan you wish to copy. Make modifications to the plan and click on 'Save' at the bottom of the page.

#### Filter Plan List:

Select 'Plans' from the EZ Lesson Planner menu bar. Set the filter criteria (date range and/or subject) found on the top of the 'Plan List' tab. Click on 'Apply'.