



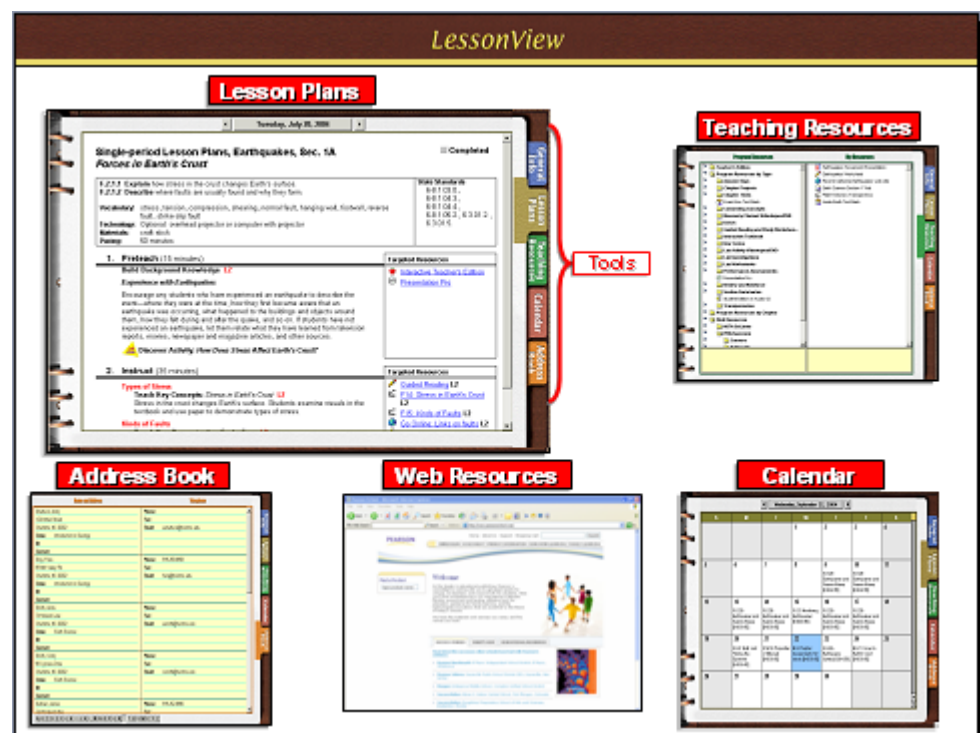
Tutorial Guide: LessonView Lesson Planner

About LessonView

In this guide, we will look at how to use LessonView, the lesson planning tool that is part of TeacherEXPRESS, which comes with many Pearson products.

What kind of materials do you have sitting on your desk right now? A stack of handouts, a loose-leaf planner, maybe notes you've created in Microsoft Word or PowerPoint?

The LessonView application takes all of the clutter off your desk and combines it into one virtual organizer. You will find pre-made teaching resources like transparencies, worksheets, and lesson plans. In addition, you will have a Teacher's Edition, a Caldenar scheduler where your lessons will be added, and an address book to keep information on contacts.



Set up a Plan Book

The first time you use LessonView, you will need to create a new plan book to hold all your courses and lessons.

Launch LessonView. If the New Plan Book window is not already open, click the file pulldown menu and select **New Plan Book**.

Enter your name and school information. The phone, fax, email, password and password hint fields are optional. Click **OK**. The New Course window will automatically open.

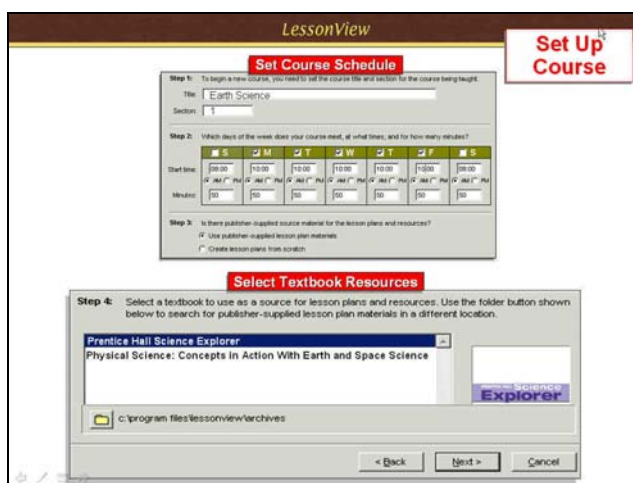


Create a Course

If the New Course window is not already open, click the Course pulldown menu and select **New Course**.

If this is the first time you've set up a course, you may see a message to **Check for Standards Updates**. Click **OK** and if you are connected to the Internet, LessonView will automatically check for updates to your state standards.

1. Enter a title for your course, section number and time the course meets.



2. Choose the textbook you want to pull lesson plan resources from to use with your course. If you are using LessonView for several of your textbooks, you will see a list of those textbooks here.
3. Click **Finish** to create the course.

Plan a Lesson

Begin creating a lesson plan by double-clicking a blank lesson plan page or by choosing **New Lesson Plan** from the Planner drop-down menu. The New Lesson Plan window will appear.

1. The Lesson date, Class start time, and Length of class will be automatically entered based on the settings you entered when you created the course. Correct this information if needed.
2. Choose **Create lesson plan for a particular unit** to use a Pearson lesson plan, or choose **Create a customized plan** to create your own from scratch. Click **Next**.
3. **If you have chosen to use a Pearson lesson plan:**
Double-click the folders to find the lesson plan you wish to use; then double-click the plan you wish to use. The plan book will automatically be filled in with the new lesson plan.

If you have chosen to create a customized lesson plan:

Enter a title for the lesson. Click **Finish**. The Edit Lesson Plan window will appear so that you can enter the details for your lesson plan.

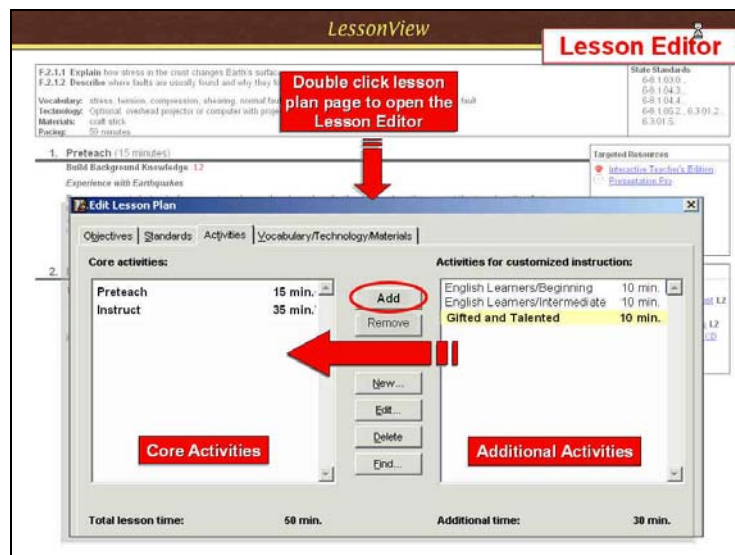
Standards Report

On the right hand side of your lesson plan, standards are listed that are covered in the lesson. A report of these National, State or Local standards can be printed. In order to print a report:

1. Go to **Planner**, and choose either National, State or Local Standards Report.
2. Notice the report adds your name, the course and date when the report was generated. And, of course it shows National, State or Local standards. To the left of each standard is a grey box. If that standard has been covered by your lessons plans, the box will have a blue check mark in it!
3. To print out the report, click on the printer button at the top left.

Modify your lesson

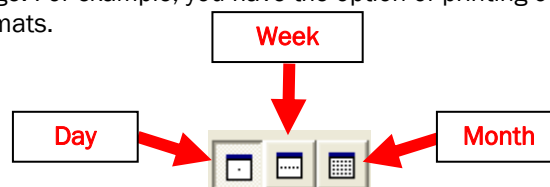
To make changes to your lesson plan, double click on the lesson plan page to open up the lesson editor. This allows you to customize the plan.



1. To add an activity to your lesson plan, select an activity from the Activities for Customized Instruction window and click the **Add** button. Once it is in the Core activities window, you can drag the items to change their order.
2. To edit an activity in your lesson plan, double-click the activity to open the Edit window. To create a new activity, click the **New** button. Both the New Activity window and the Edit Activity window have the same features and functions, as shown in Figure 4.
3. Enter data or edit the existing data in this window. Only Activity Type and Recommended time are required.
4. To add Targeted Resources, click the **Add** button to link the activity to a file. A standard file window appears that allows you to choose a file. Click the **Choose** button once the desired file has been highlighted. If you want to remove a file that is linked to the activity, click the **Remove** button. (This does not remove the file or document from your hard drive or network. It merely removes the link to the activity.)
5. (optional) Enter a Level, a Topic, and Keywords for the activity.
6. If you do not want an activity to appear in the lesson plan, you can click the check box for customized instruction. This will retain your activity in the lesson, but it will not appear on screen or in the printout.
7. Click the **OK** button to add the activity or record your changes.

Print your lesson

Select how your lesson plan should look by choosing a calendar view from among the icons at the top of the page. For example, you have the option of printing out lesson plans in day, week, or month formats.



To print, go to the **File** menu at the top of the page and choose **Print**.

Teaching Resources

(TeacherEXPRESS
Resource CD-Rom)

Clicking the green **Teaching Resources** tab on the right side of your plan book will open the Teaching Resources page. This page is divided into 2 areas. Resources for your Pearson program are on the left labeled Program Resources. Resources which you add yourself are listed on the right under My Resources.

In the **Program Resources** column, you will find a comprehensive list of all those resources broken down by category. These include your Teacher's Edition as well as resources such as Chapter Tests, worksheets, transparencies and much more.

Open the resource you need by clicking on it.



My Resources

To add your own resources to the MyResources column, follow these 3 steps.

1. Go to the menu bar at the top of the LessonView page and under the Resource heading choose **New Resource**.
2. A pop-up window will open. Enter a title for your new resource.
3. Click the **Choose** button to open another popup window where you can choose from the documents on your computer. Highlight the document you'd like to add.
4. This resource will appear in the **MyResources** column of the Teaching Resources page.

As with other resources in LessonView, I can click the resource name to open the resource directly.

Teacher's Edition

You can also access your Teacher's Edition from LessonView. You'll find it in a folder on your **Teaching Resources** page. The Teacher's Edition is organized by section to be exactly the same as your print version. Clicking on a section title will open the electronic teacher's edition to that specific place.

Check for Standards Updates

To check for new updates to your state standards, you must be connected to the Internet.: Go to **Help, Check for Standards Updates** and new standards will be downloaded automatically for use with LessonView.