


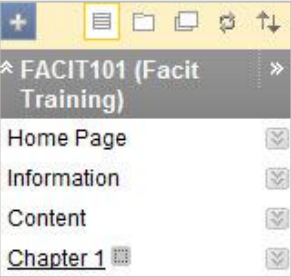
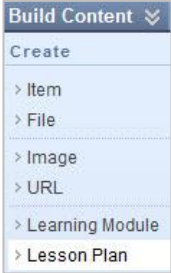
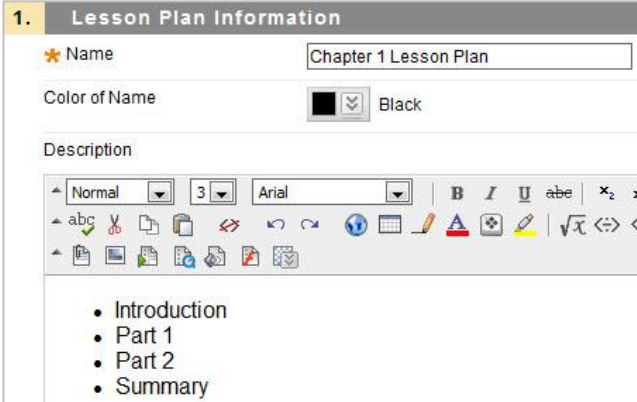


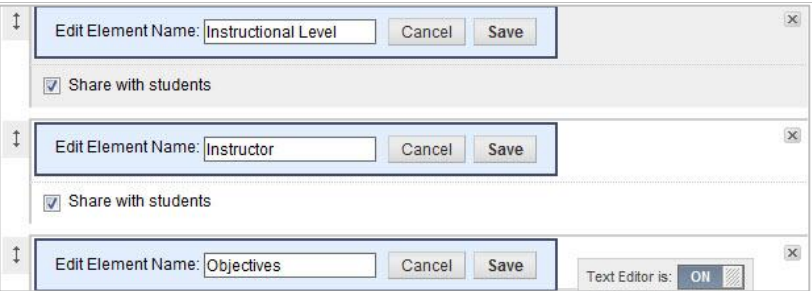
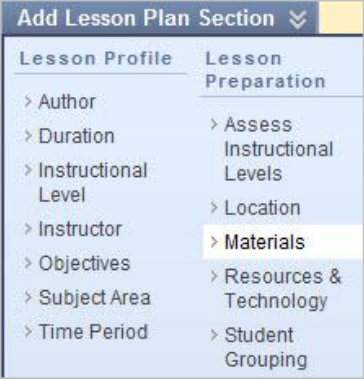
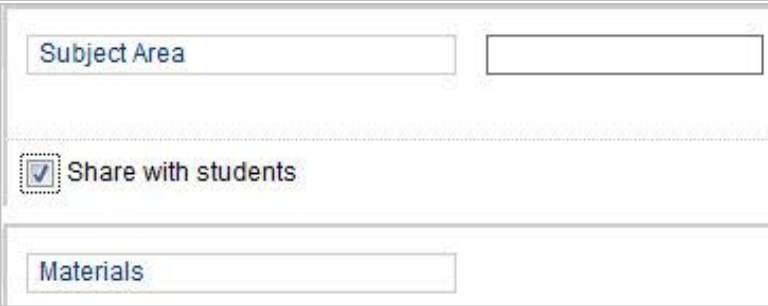
## Create a lesson plan

 [View the video tutorial](#)

The Lesson Plan is a shell or container to which other content, such as files, Assignments, or Tests, is added. Lesson Plans are added to Content Areas, Learning Modules, and folders like any other type of content item.

Lesson Plans are created in two steps based on the two tabs presented on the Create Lesson Plan page. First, general Lesson Plan information is added on the Content Information tab, such as Instructor, Objectives, and Subject Area. This information appears at the top of the Lesson Plan in a gray area when Students access the Lesson Plan or when Instructors view the Lesson Plan with Edit Mode toggled to OFF. Second, the lesson content is added on the Curriculum Resources tab. Instructors can add all content types to a Lesson Plan just as they do to a Content Area, Learning Module, or folder.

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	Access the Course area where the Lesson Plan will be added	
Step 3	Hover your mouse over the <b>Build Content</b> menu, and then click <b>Lesson Plan</b> from the menu.	
Step 4	<p>The <b>Create Lesson Plan</b> page opens. The <b>Content Information</b> tab appears first by default.</p> <p>Type a <b>Name</b> for the Lesson Plan. This appears as the link to the Lesson Plan in the Course area, such as a Content Area.</p> <p>Type an optional <b>Description</b>.</p>	

<p><b>Step 5</b></p>	<p>Type information for the default elements: <b>Instructional Level, Instructor, Objectives, and Subject Area</b>. A default element's title can be edited by clicking the existing title to access the <b>Edit Element Name</b> text box. Delete an element by clicking the <b>X</b>. Delete an unneeded element by clicking the <b>X</b>.</p> <p>Select the check box next to <b>Share with students</b> for each element that you want to appear in the Lesson Plan when students view it.</p> <p>If information is not added to a default element, it will not appear in the Lesson Plan and does not require deletion.</p> <p>Clear the check box next to <b>Share with students</b> for any information that is for instructors only.</p>	
<p><b>Step 6</b></p>	<p>To add new elements, point to <b>Add Lesson Plan Section</b> on the Action Bar to access the drop-down list.</p> <p>Select the element to add.</p>	
<p><b>Step 7</b></p>	<p>The new element is added to the bottom of the list on the <b>Create Lesson Plan</b> page. These titles can also be edited.</p> <p>Many elements include a Text Editor so Instructors can format the information as needed</p>	

Step 8 Select options for the Lesson Plan.

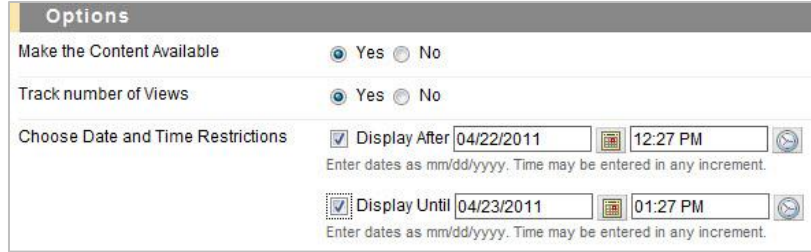
Select **Yes** for **Permit Users to View this Content** to make it available to students.

Select **Yes** to **Track Number of Views**.

For **Select Date and Time Restrictions**, you can set Lesson Plans to display on a specific date and time and to stop displaying on a specific date and time.

Select the **Display After** and **Display Until** check boxes to enable the date and time selections.

Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect Lesson Plan availability, only when it appears.



Step 9 Click **Save and Exit** to save the Lesson Plan shell and return to the course area. You can edit the Lesson Plan later to create content items.

-OR-

Click **Save and Continue** to display the **Curriculum Resources** tab and create content now.




Notes:

- Change **Edit Mode** to **OFF** to view the Lesson Plan as students see it. It is substantially different than the view with **Edit Mode** set to **ON**.