

## Lesson Plan Marking – Teacher Manual

**Assignment**

1. Enter the Assignment name and date under the lesson plan feature.
2. Click on the box if the assignment requires a hand-in. If not, keep the box un-ticked.
  - a. If the hand-in box was ticked, click on the empty box next to the box. Choose a date from the calendar. Choose a period if available as well from the dropdown menu. If a date was not picked, then the assignment will not be published to students.
3. Enter the assignment details and duration.
4. If there is any web source, add it.
5. Upload any attachment required.
6. Click on Save to save or Delete to delete.
7. You can add multiple assignments for one lesson plan by clicking on Add Assignment at the bottom of the page.
8. You can add a plan for the assignment by clicking on Add Teacher Plan at the bottom of the page too.



Instead of saving each box as well, you can select the top button Save and Close

You can access and view the lesson plans previously created by going to the Lesson Planning page under Pupils (step 1).

## Lesson Plan Marking – Teacher Manual

Assignment - 4a, Sunday 15 June 2014

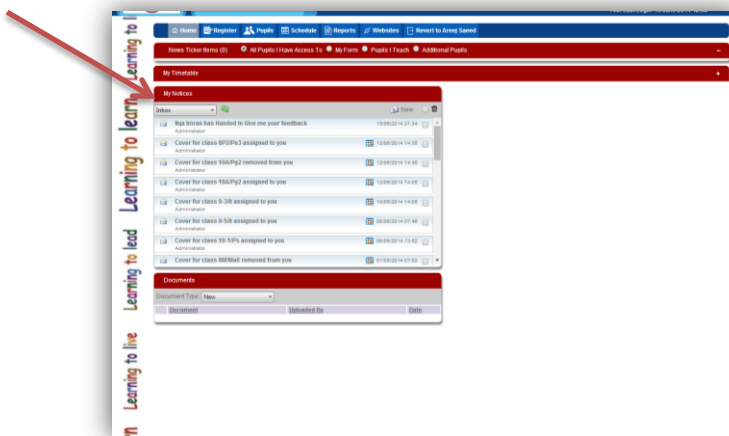
Assignment Name	test assignment																																																								
Assignment Date	15/06/2014 4a																																																								
Hand In Required	<input checked="" type="checkbox"/> No periods avail.																																																								
Send Hand In Reminder	<input type="checkbox"/>																																																								
Assignment Detail	<table><tr><td></td><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td>22</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td>23</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>24</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>25</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>26</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>27</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr></table>		S	M	T	W	T	F	S	22	25	26	27	28	29	30	31	23	1	2	3	4	5	6	7	24	8	9	10	11	12	13	14	25	15	16	17	18	19	20	21	26	22	23	24	25	26	27	28	27	29	30	1	2	3	4	5
	S	M	T	W	T	F	S																																																		
22	25	26	27	28	29	30	31																																																		
23	1	2	3	4	5	6	7																																																		
24	8	9	10	11	12	13	14																																																		
25	15	16	17	18	19	20	21																																																		
26	22	23	24	25	26	27	28																																																		
27	29	30	1	2	3	4	5																																																		
Duration (mins)	0																																																								
Web Resource	<input type="text"/> Add																																																								
Attachments	<input type="button" value="Add Attachment"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>																																																								
<input type="button" value="Delete"/> <input type="button" value="Save"/>																																																									

## Lesson Plan Marking – Teacher Manual

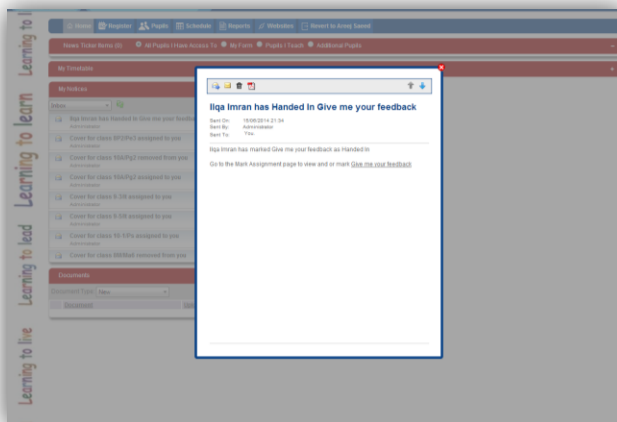
**Lesson Plan Marking:**

There are two ways in using the Lesson Marking page:

- A. As a student hands in an assignment, the teacher will receive a notification email in the homepage under **My Notices**

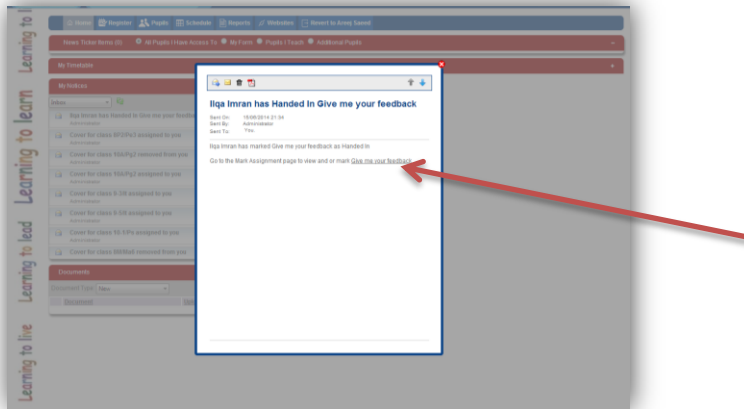


Click on one of these notices

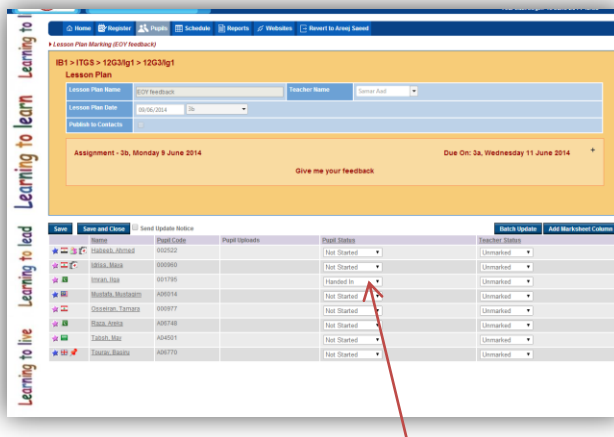


## Lesson Plan Marking – Teacher Manual

Click on the link where it says Give me your feedback



You will then be directed to the Lesson Plan of the submitted assignment in the Lesson Plan Marking page. Pupils who have submitted their assignments will have a Handed In status.



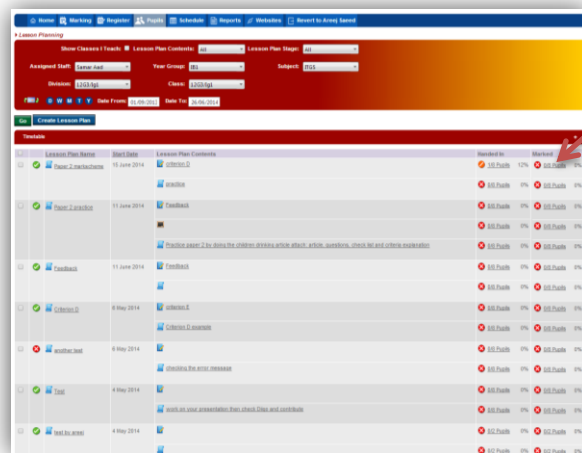
B. Another way is:

Go to your lesson planning page. You can use the filters in the Red Panel by filtering for your name and class and subject.

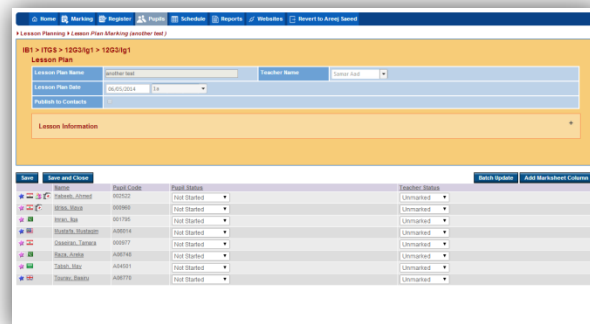
On the last two columns, there is a **Handed in** Column and **Marked** Column.

Click on the **Marked** Column for the lesson plan to be marked.

## Lesson Plan Marking – Teacher Manual

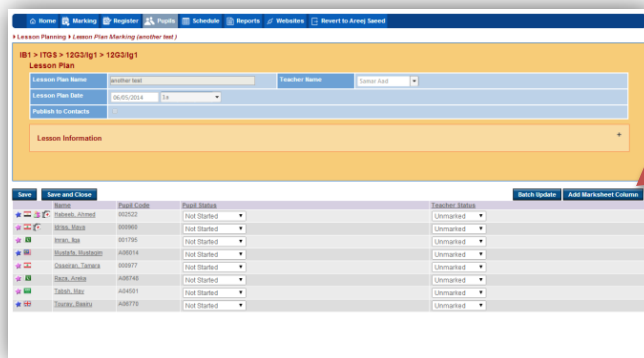


1. You will be directed to the Lesson Plan Marking page.

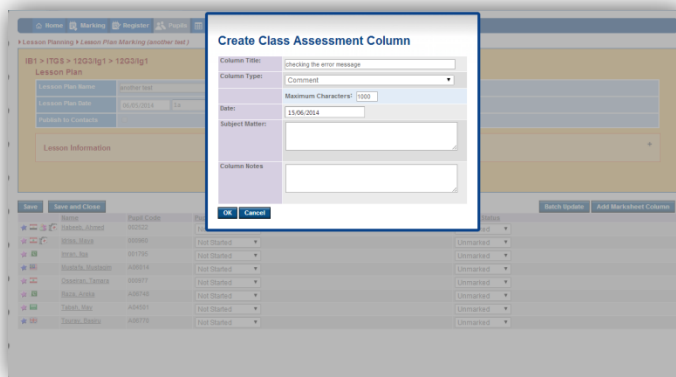


## Lesson Plan Marking – Teacher Manual

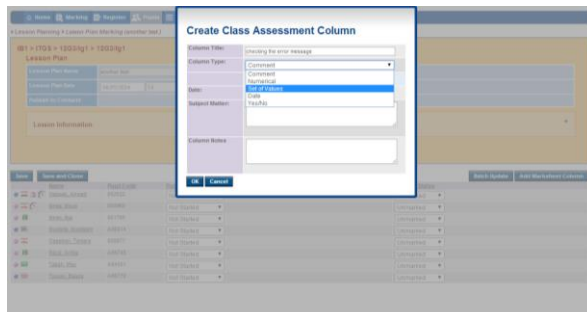
- Click on the **Add Marksheet Column** available.



- A pop up window will appear. Choose the column Title, column type, date, Subject Matter and column Notes.

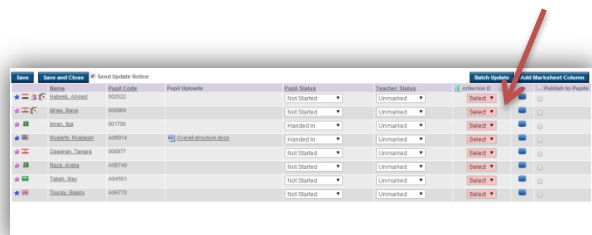


- To enter grades/marks for an assignment, choose Set of Values from the drop down menu of the Column Type



## Lesson Plan Marking – Teacher Manual

5. A column will be added with Pink highlight. Select the grade and click **Save**.



Item	Name and Choice	Send Update Notice	Pupil Overview	Pupil Status	Teacher Status	Match Status	Post Worksheet Columns
1	Maths_Book1	000000		Not Started	Unmarked	Save	1
2	Maths_Book2	000000		Not Started	Unmarked	Save	1
3	Maths_Book3	000000		Not Started	Unmarked	Save	1
4	Maths_Book4	000000		Not Started	Unmarked	Save	1
5	Maths_Book5	000000		Not Started	Unmarked	Save	1
6	Maths_Book6	000000		Not Started	Unmarked	Save	1
7	Maths_Book7	000000		Not Started	Unmarked	Save	1
8	Maths_Book8	000000		Not Started	Unmarked	Save	1
9	Maths_Book9	000000		Not Started	Unmarked	Save	1
10	Maths_Book10	000000		Not Started	Unmarked	Save	1