

Lesson Planning – Teacher Manual

PLEASE NOTE THE PORTAL DISPLAYS CONFIDENTIAL INFORMATION ON STUDENTS SUCH AS LEARNING SUPPORT REQUIREMENTS, ESL AND MEDICAL INFORMATION.

PLEASE ENSURE THAT YOU DO NOT DISPLAY THE PORTAL THROUGH THE PROJECTOR

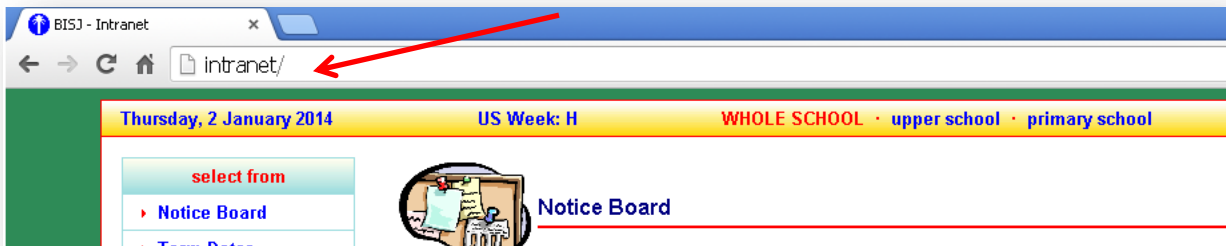
YOU CAN USE THE FREEZE OR PIC-MUTE BUTTON ON THE REMOTE CONTROL TO TEMPORARILY BLOCK WHAT YOU HAVE ON YOUR COMPUTER SCREENS.

The best browser to access the Engage Portal is Google Chrome. Click the **Windows / Start** circle (bottom left) and type **Chrome**.

If it asks you to log in to Chrome ignore this and continue as below.

To go to the intranet, click in the address bar at the top and type in **intranet/** with the **forward** slash.

Depending on the browser you may need to login to see the intranet page.



The link to the Portal is on the intranet home page.

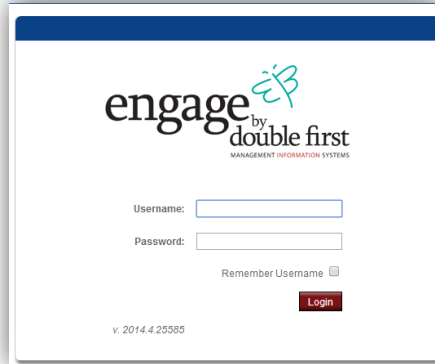
TIP: To access from outside school type in <https://portal.conti.sch.sa/> into the address bar. (Add this to your favourites for future use.)

If you get a warning about the security certificate, you should click proceed.

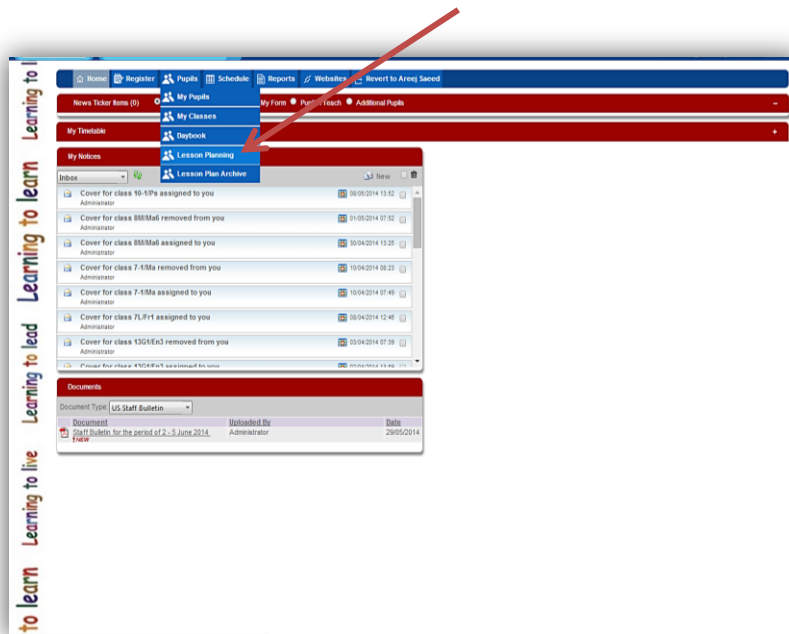
When accessing from outside school, you must **first** log in to the School system which is the grey login page, where you need to use your usual school username and password. **Next** you will be presented with the Engage login screen as below.

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1. Log in to the portal.



2. Go to **Pupils** in the top blue panel.



3. Choose **Lesson Planning**
4. If you have entered lesson plans before, then you can search among these by:
 - a. Using the **filters** in the top red panel; i.e. lesson plan contents, lesson plan stage, date etc.
 - b. Clicking on **Go**.
5. If you haven't done lesson plans yet, then you will have two ways to do so:
 - a. Through **Lesson Planning** tab under Pupils (as shown in 2)
 - i. Choose Staff name from the list and Year Group, Subject, Division, and Class.

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- ii. Click on Create Lesson Plan
- b. Through your **Timetable**.
 - i. Click on the small **+** sign in the red panel where it says Timetable
 - ii. Choose the staff name; in that case it will be your name.
 - iii. Click Go
 - iv. Click on the class you want to create a lesson plan for.

Lesson Planning

Show Classes I Teach: Lesson Plan Contents: All Lesson Plan Stage: All

Assigned Staff: Samar Aad Year Group: 8L Subject: ITGS

Division: 12G2/rgl Class: 12G2/rgl

Date From: 01/12/2013 Date To: 30/03/2014

Go Create Lesson Plan

Timetable

Lesson Plan Name	Start Date	Lesson Plan Contents	Handed In	Marked
3.6 and 2.5 preparation	26 February 2014	Presentations Explanation given for what we will be doing for the coming 7 weeks. 1 print criterion B for me to check 2. Sit in your group and...		
Networking	18 February 2014	show pizza delivery video show internet video finalize network give 40 min revision inform them of quiz		
criterion A	4 February 2014	continue criterion A explanation and checking		
Criterion A	2 February 2014	Discuss criterion A and peer correction		
ITGS triangle	29 January 2014	introduce the triangle read article fill in a blank triangle and then discuss it give them an example of a filled in article...		

Week Beginning 16/03/2014 Week 1

	08:00 - 08:10	08:10 - 09:30	09:30 - 13:10	13:10 - 14:30
Sun	Registration 7-1/R Mrs G Gamble 50 Year 7	PSHE 7-1/PS Mrs G Gamble 50 Year 7		Mathematics 8M/Ma4 45 Year 8
Mon	Registration 7-1/R Mrs G Gamble 50 Year 7		Mathematics 9M/Ma6 45 Year 9	Mathematics 7-1/Ma 45 Year 7
Tue	Registration 7-1/R Mrs G Gamble 50 Year 7	Mathematics 7-1/Ma 45 Year 7		Mathematics 9M/Ma6 45 Year 9
Wed	Registration 7-1/R Mrs G Gamble 50 Year 7	Mathematics 8M/Ma4 45 Year 8		

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We are now on the Lesson Plan page. It consists of three optional parts:

1. Lesson Plan

- a. Fill in the table for the Lesson Plan; Name, teacher name.
- b. Choose the date and period for the lesson plan.
- c. You can create the lesson plan and publish it to students later, UNTICK the box for Publish to Pupils.
If you want it to be published to students as soon as the lesson plan is created, then TICK the box for Publish to Pupils.
- d. Sometimes, a class is divided into groups where each group of students will receive a different plan or assignment. In that case, choose the students who will receive the created lesson plan/assignment. Click on the double arrow to add students.
- e. Click on Save.

The screenshot displays the 'Lesson Planning' interface. At the top, there is a navigation bar with links: Home, Marking, Register, Pupils, Schedule, Documents and Reports, Admin, Websites, and Log out. Below this, a breadcrumb trail reads 'Lesson Planning > Edit Lesson Plan'. The main form area is titled 'Lesson Plan' and contains the following fields:

- Lesson Plan Name:** A text input field containing 'gfg'.
- Teacher Name:** A dropdown menu showing 'Areej Saeed'.
- Lesson Plan Date:** A date picker showing '02/06/2014' and a time dropdown showing '3b'.
- Publish to Pupils:** An unchecked checkbox.
- Marking List:** A section with two columns: 'Available Pupils' and 'Selected Pupil Recipients'. The 'Available Pupils' list includes: Habeeb, Ahmed; Idriss, Maya; Imran, Iqra; Mustafa, Mustaqim; Osseiran, Tamara; Raza, Areka; Tabsh, May; and Touray, Basiru. Between the two columns are three buttons: a left-pointing arrow, a double arrow, and a right-pointing arrow. A red arrow points to the double arrow button.

At the bottom of the form, there is a 'Save' button. Below the main form, there is a section titled 'Lesson Information' with a sub-section 'Lesson Information Detail' which is currently empty.

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2. Lesson Information

- Fill in the Lesson Information table related to the Lesson plan you have just created.
- You can add a web source for the lesson using the Add button.
- You can attach a document as well using the Upload button.
- Click on Save to save or Delete to delete.

The screenshot displays the 'Lesson Plan' form within a web application. The top navigation bar includes links for Home, Marking, Register, Pupils, Schedule, Documents and Reports, Admin, Webinars, and Log out. Below the navigation bar, there are buttons for 'Save To Archive', 'Save and Close', 'Send Update Notice', and 'Delete'. The main form area is titled 'Lesson Plan' and contains the following fields:

- Lesson Plan Name:** A text input field containing 'ig1'.
- Teacher Name:** A dropdown menu showing 'Aneg Seed'.
- Lesson Plan Date:** A date picker showing '02/06/2014' and a time dropdown showing '3h'.
- Publish to Pupils:** A checkbox that is currently unchecked.
- Marking List:** A section with two columns: 'Available Pupils' (empty) and 'Selected Pupil Recipients' (containing a list of names: Habeeb, Ahmed; Idriss, Maya; Imran, Iqra; Mustafa, Mustaqim; Ossairan, Tamara; Raza, Aneha; Tabish, May; Touray, Basiru).

At the bottom left of the form, there is a 'Save' button.

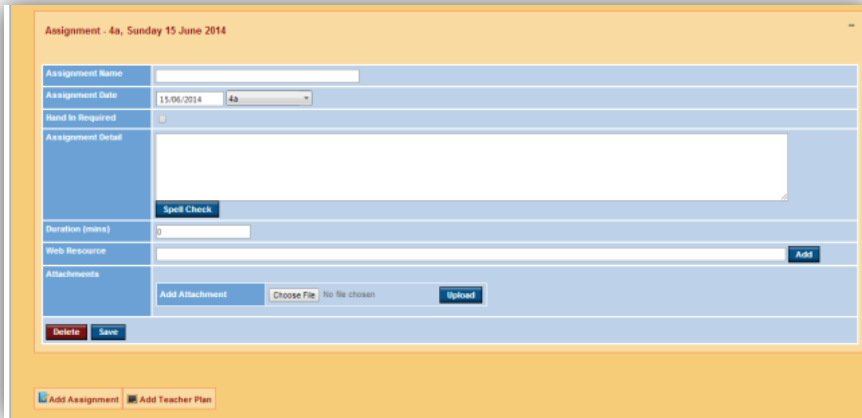
3. Assignment



- Enter the Assignment name and date.
- Click on the box if the assignment requires a hand-in. If not, keep the box un-ticked.
- Enter the assignment details and duration.
- If there is any web source, add it.
- Upload any attachment if it requires.
- Click on Save to save or Delete to delete.
- You can add multiple assignments for one lesson plan by clicking on Add Assignment at the bottom of the page.
- You can add a plan for the assignment by clicking on Add Teacher Plan at the bottom of the page too.

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❖ 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 Planning Page:****A table of 7 columns**

1. Small box to select the lesson plan and delete it.
2.  Means that the lesson plan is published to pupils.
3.  Means that the lesson plan is Unpublished.
3. Start Date: Date of the lesson plan
4. Lesson Plan Contents: consists of the lesson plan information assignment details
5. Handed in: Shows how many pupils have handed in their assignment.
6. Marked: shows how many pupils had their assignments marked.

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Lesson Planning

Home Marking Register Pupils Schedule Documents and Reports Admin Webinars Log out

Show Classes I Teach: Lesson Plan Contents: All Lesson Plan Stage: All

Assigned Staff: Samar Aul Year Group: J01 Subject: ITGS

Division: J02/sgd Class: J02/sgd

Date From: 27/04/2014 Date To: 26/06/2014

Go Create Lesson Plan

Timetable

Lesson Plan Name	Start Date	Lesson Plan Contents	Marked In	Marked
Criterion D	6 May 2014	Criterion D	0/8 Points	0%
		Criterion D example	0/8 Points	0%
another test	6 May 2014		0/8 Points	0%
		checking the error message	0/8 Points	0%
Test	4 May 2014		0/8 Points	0%
		work on your presentation then check Diego and contribute	0/8 Points	0%
test by jessie	4 May 2014		0/2 Points	0%
			0/2 Points	0%

Delete