

EZ Lesson Planner - Teacher Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Lesson Planner icon.

Setup* Tab

- My Subjects** - Enter a subject that you teach and then select *Add*. Repeat this step to add additional subjects.
- My Objectives** - Click on *My Objectives*. Choose a curriculum content area from the drop-down list. Then, select the *Add* button. Repeat this step to add additional content area objectives to be used in your lesson plans.
- To view an objectives list, select the *View* icon next to a content area. Select the *Print* button from the *View* screen to print the list of objectives.

Planning Tab

- Select the *Planning* tab.
- Click on *Add Plan* or *Add Template Plan* (if your school uses a template).
- Create your plan, then select *Save* from the top or bottom of the screen.

Parts of the plan:

- **Title:** Label the lesson plan to allow quicker identification on the *Plans List*.
 - **Begin Date/End Date:** Click on the calendar icons to select the beginning and ending dates for your lesson. Most teachers add plans by the week.
 - **Subject:** Select the subject for which the lesson is being created.
 - **Objectives:** Select the objectives (by clicking in the box next to the selected objective) that will be covered in the lesson (scroll down to view the entire list).
 - **Additional Standards/Objectives:** Add additional objectives for the lesson (not contained in the list) if necessary.
 - **Plan Details:** Provide the procedures for your lesson.
 - **Homework:** List the homework that will accompany your lesson.
 - **Resources:** List resources needed for your lesson.
 - **Evaluations:** List the means of assessment for your lesson.
- To edit, view, delete, or copy your lesson plans, select the appropriate icon [from the *Plans List*] next to the plan which you wish to edit, view, delete, or copy.
 - To search for previously created lesson plans, select the *Set Filters* button. Enter the desired subject and date range then click *Apply Filters*.

Reports Tab

- Click on the *Reports* tab.
- Choose the criteria for your report and then select *Submit*.

Types of Reports:

- **Lesson Plans:** Report includes the information from each lesson plan.
 - **Scope:** Lists each objective (and # of time used) that has been included in your lesson plans.
 - **Scope by Content Area:** Lists all objectives for selected content area and number of times each has been included in your plans.
 - **Sequence:** Lists the order in which the objectives have been included in your lesson plans.
 - **Homework:** Includes the information from the homework box within your lesson plans.
- To print a report, click the *Print* button from the report view.

* The *Setup* step needs to be done only upon initial setup or when the user wishes to add or delete subjects and/or content areas.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.