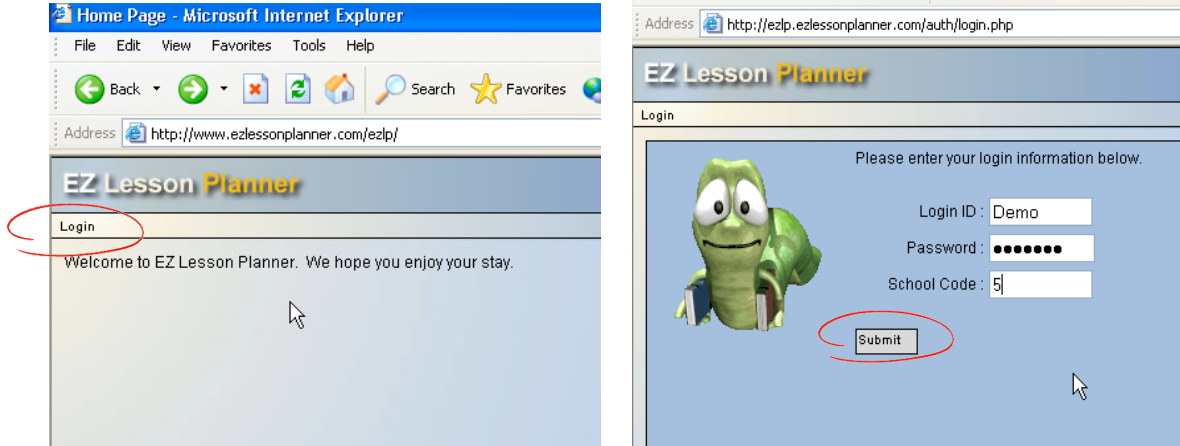# EZ Lesson Planner
Teacher Instructions
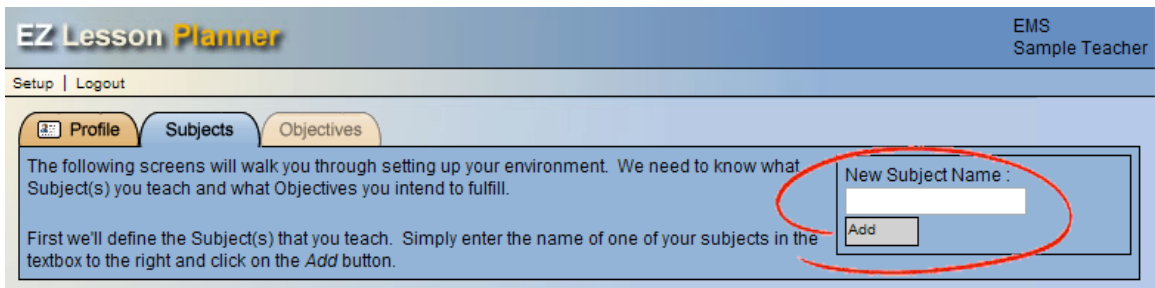
Step 1: Login

1a. Go to www.ezlessonplanner.com/ezlp and select "Login"

1b. Enter your login information and select "Submit"

Step 2: Setup

2a. Add your subjects*
- Enter a subject** that you teach under "New Subject Name" and then select "Add". Repeat this step to add additional subjects


* The setup screen will appear upon your initial login to the EZ Lesson Planner. Upon your next login the EZ Lesson Planner will open to your plan list (see step 3).

**If you create unique plans for different sections of the same course (e.g. two sections of English I), you may want to create each section as a subject (e.g. "English I, p1" and "English I, p2")

2b. Add content area objectives

- Select the "Objectives" tab and choose a curriculum content area from the drop-down list
- Select the "Add" button (repeat these steps for each content area that you want to include in your plans)
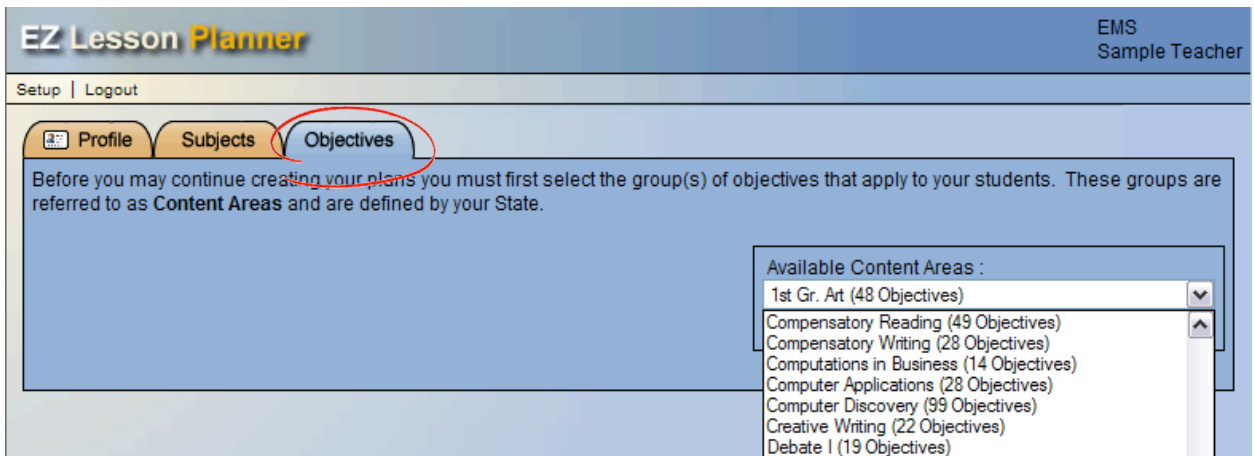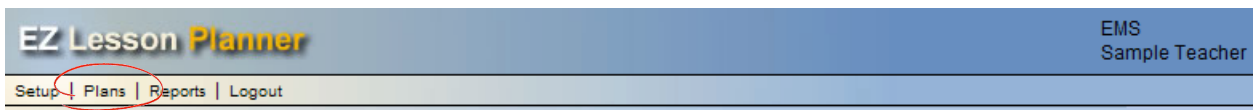

2c. To view your objectives, select the "View" icon next to the content area title. Go to File>Print on the Internet Explorer menu bar to print this list. You may have to change the margins (File>Page Setup) to get the best fit on the page.
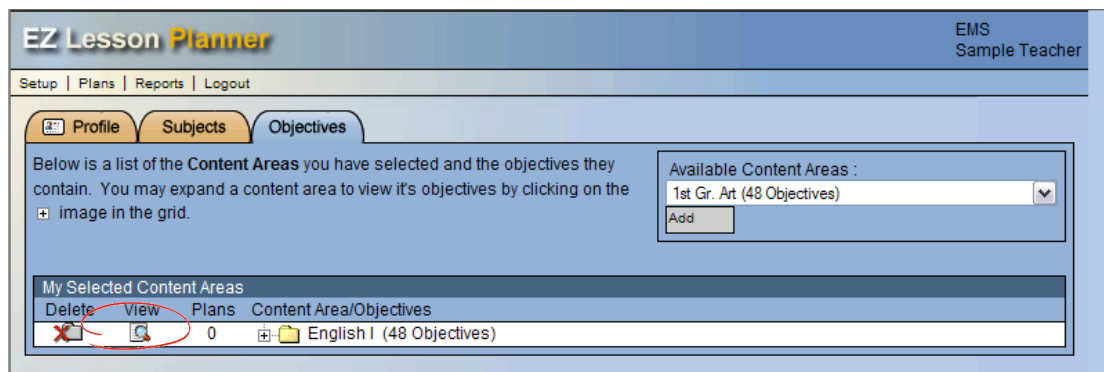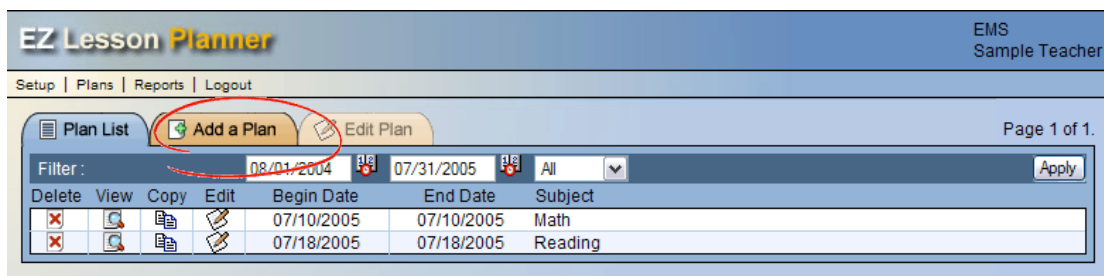

Step 3: Create/modify lesson plans

3a. Select "Plans" on the EZ Lesson Planner menu bar

3b. Select the "Add A Plan" tab

3c. Create your plan and then select "Save"

Parts of the plan:

- **Begin Date:** Click on the "Begin Date" calendar and select the day that your lesson will begin.
- **End Date:** If your lesson will last for more than one day, click on the "End Date" calendar and select the date the lesson will end (you may prefer to do just one plan for the entire week).
- **Subject:** Under "Subjects" select the subject for which the lesson is being created.
- **Objectives:** Under "Objectives" select the objectives (by clicking in the box next to the selected objectives) that will be covered in the lesson (scroll down to view the entire list). After you have marked the objectives for your lesson you can view just those objectives by choosing "Selected" (in the box between "Viewing" and "Objectives" located above the right-hand side the objectives list). [We suggest that you print out a list of your content area objectives (see step 2c) to use while planning. To quickly find an objective in the list, type the beginning code of the objective in the "search" box (located above the objectives list) and click on "go".]
- **Additional Objectives**: Add additional objectives for the lesson (not contained in the list) if necessary.
- **Plan**: Provide the procedures for the lesson.
- **Resources:** List resources needed for the lesson.
- **Homework:** List the homework that will accompany the lesson.
- **Assessment:** List the means of assessment for the lesson.

3d. Edit, view, delete, or copy (and modify) a lesson plan by selecting the appropriate icon

Step 4: Print plans and reports (optional)

4a. Select "Reports" on the EZ Lesson Planner menu bar

4b. Choose the criteria for your report and then select "Submit"

Types of Reports:

- Lesson Plans: Includes all information from each lesson plan
- Scope: Lists the number of times that each objective has been included in your lesson plans
- Sequence: Lists the objectives in the order in which they have been included in your lesson plans

4c. Go to File>Print on the Internet Explorer menu bar to print your report. [Note: You may need to change the margins of the page (to get the best fit) by first going to File>Page Setup and adjusting the page margins.]

Step 5: Change User Information (Optional)

5a. Select "Setup" on the EZ Lesson Planner menu bar

5b. Change user information and/or password (as necessary) and then select "Submit" or "Change"