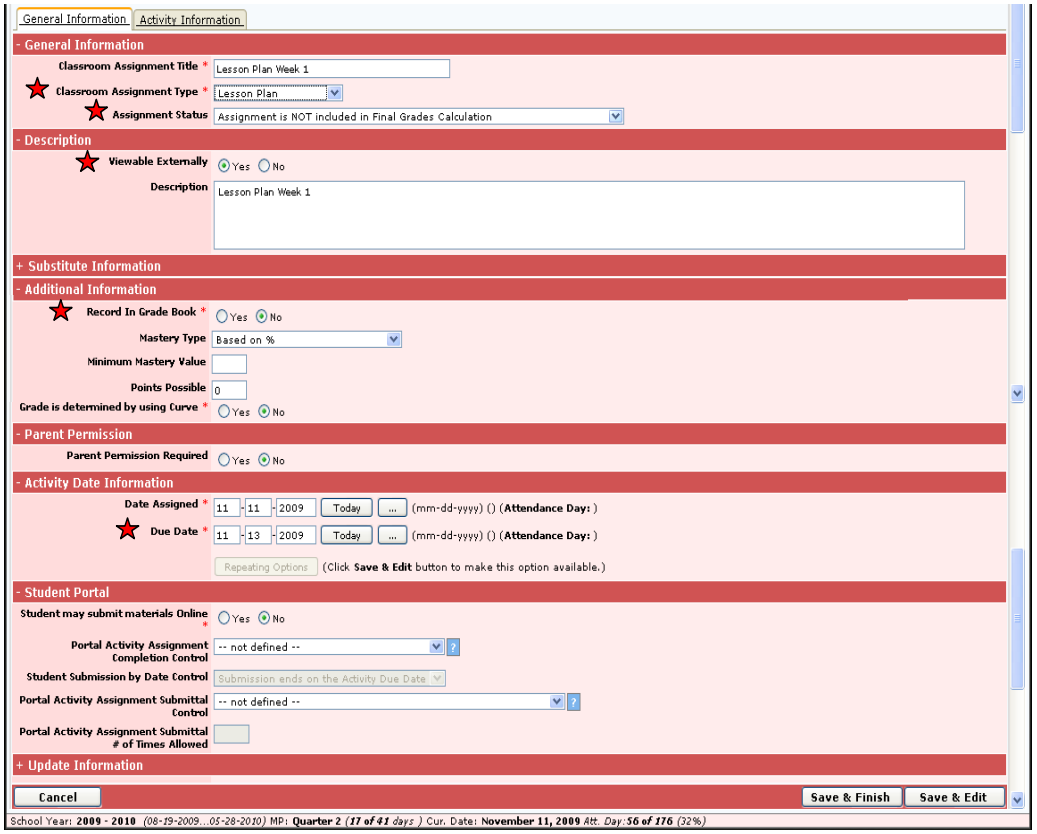
SUBMITTING LESSON PLANS

Each week, you will need to submit your lesson plans to your administrator through Lumen. Here's what you need to do:

Create your lesson plan in Word using a SIOP template or your own approved framework and save the file on your N: drive. Be sure to name the file without dots or other punctuation in the file name (underscores are okay).

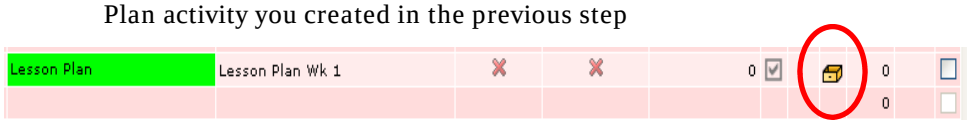
Create an activity in your course:

- Log in to Lumen and open the Instructor Suite
- Open a course and create an activity - you can use the Planner or the Classroom Activity List
- In the Activity dialog box, name the assignment and set the **Assignment Type** to **Lesson Plan**
- If you want students & parents to see the Lesson Plan in the portal, set the **Viewable Externally** to Yes; otherwise select No
- Type a **Description**
- **Record in Grade Book** Set your preference for whether the activity will show as a column in the gradebook
- Set **Points Possible** to 0
- Set the **Due Date** for the first day of the week the Lesson Plan covers
- Click **Save & Finish**

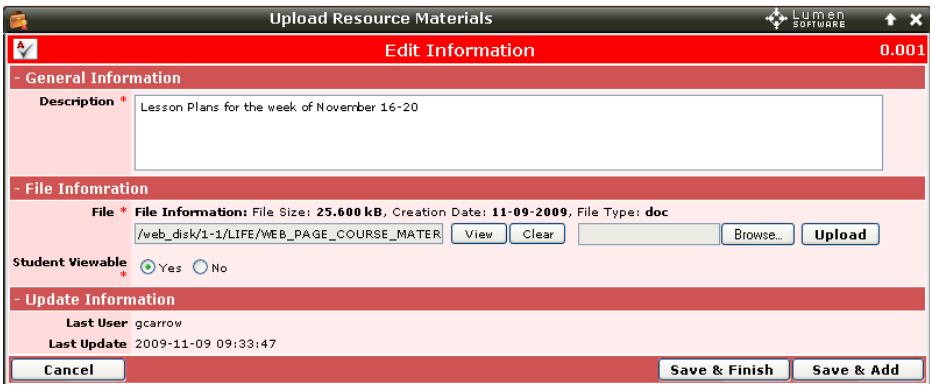


Upload the Word document into the Activity:

- In the Instructor Suite, open the course and on the **Classroom Activity** list locate the Lesson Plan activity you created in the previous step

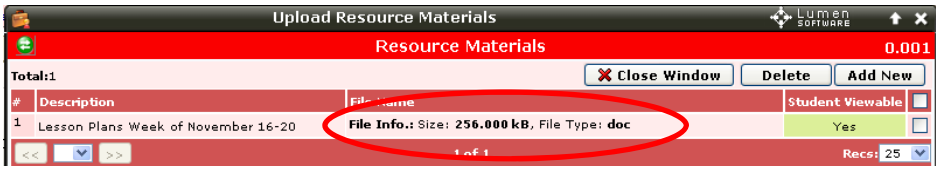


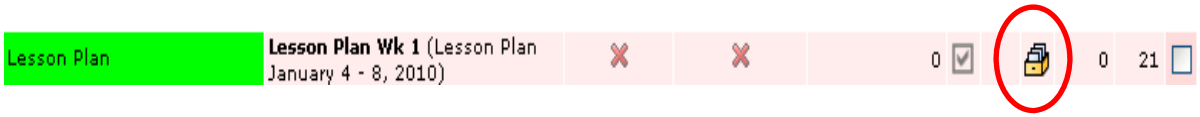
- Click the **Inbox** icon in the UM (Upload Materials) column
- Click **Add New**
- Type a **Description**
- Click **Browse** . . and navigate to your saved Word document Lesson Plan
- Click **Upload**
- Chose whether the file will be **Student Viewable**



- Click **Save & Finish** or to add another file, click Save & Add.

- A successful upload of the Lesson Plan file will display the File Info along with the description you entered



Important: check that the **File Type** is **doc** If not, your administrator may not be able to open the file. If the File Type is **Undetermined**, you may need to rename your Word document file so that there are no dots or other punctuation in the file name. Upload the file again after renaming.

- Close the window and the Inbox will show that a file has been attached