



INSTRUCTOR SUITE PLANNER

If you are one of those people who like to see the 'big picture' when planning your lessons, the Planner may be the tool for you! It is designed to let you see multiple days and classes all at once.

To access the Planner, log into your Instructor Suite and click the Planner tab at the top of the window.

Here are some of the convenient features of the Planner:

- Courses, Marking Periods, and class times are displayed in the left column; days of the week across the top
- Easily jump to a date using the date selectors at the top of the window
- Add new activities in the Planner and they are also added to the Classroom Activity list and the Gradebook
- Text can be added to each day even if there are no assignments; list vocabulary words, lesson objectives, needed materials or whatever. The text box expands to allow as much information as you choose
- Print your weekly lesson plan for easy reference

Remember to  your work often!

Screenshot of the Lumen Software Instructor Suite Planner interface. The interface shows a weekly lesson plan grid for Kelly Schamber at Homedale Middle School. The grid is organized by course (1-5) on the y-axis and days of the week (Monday-Friday) on the x-axis. Course 1 is Spelling, Course 2 is Math 5-6, Course 4 is English/Writing, and Course 5 is Reading. The 'Planner' tab is circled in red in the top navigation bar. The 'Save' button is highlighted in the top right of the grid area. The status bar at the bottom indicates the current date is August 25, 2011, and the marking period is Quarter 1.

Secondary Planner

Instructor: Schamber, Kelly

Homedale School District
08-25-2011

Period Course	Monday Aug 22, 2011 (0)	Tuesday Aug 23, 2011 (1)	Wednesday Aug 24, 2011 (2)	Thursday Aug 25, 2011 (3)	Friday Aug 26, 2011 (4)
1 Q1, Q2, S1, Q3, Q4, S2 5003-51 Spelling 08:10 AM - 09:08 AM					
2 Q1, Q2, S1, Q3, Q4, S2 5600-51 Math 5-6 09:08 AM - 09:59 AM		<i>Assigned</i> (HW) MB 1.1	<i>Due</i> (HW) MB 1.1 (cont)	<i>Due</i> (HW) MB 1.2 (cont)	
			<i>Assigned</i> (HW) MB 1.2		
				Vocab: perpendicular, parallel Materials: straws for activity Objective: LWBAT identify parallel and perpendicular lines in the world around them	
4 Q1, Q2, S1, Q3, Q4, S2 5008-51 English/Writing 10:50 AM - 11:38 PM					
5 Q1, Q2, S1, Q3, Q4, S2 5004-51 Reading 12:21 PM - 01:14 PM					
6 Q1, Q2, S1 5009-06 Social Studies 5 01:14 PM - 02:07 PM			<i>Assigned</i> (HW) World Map	<i>Due</i> (HW) World Map (cont)	
6 Q1, Q2, S1, Q3, Q4, S2 3004-556 Teacher's Aide 01:14 PM - 02:07 PM					
7 Q1, Q2, S1 5009-07 Social Studies 5 02:07 PM - 02:55 PM			<i>Assigned</i> (HW) World Map	<i>Due</i> (HW) World Map (cont)	