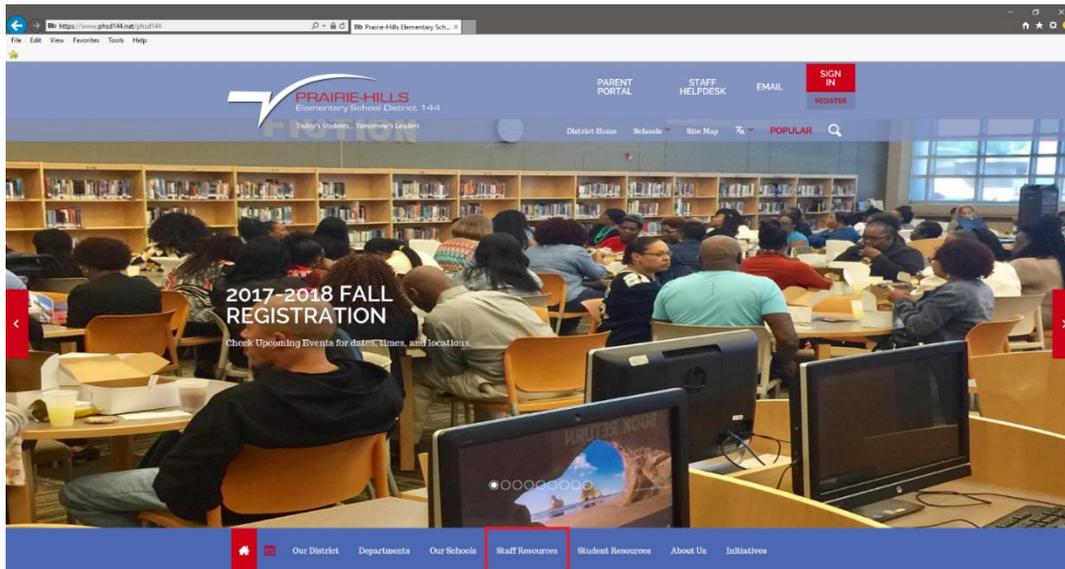


# Uploading or Creating a new Lesson Plan

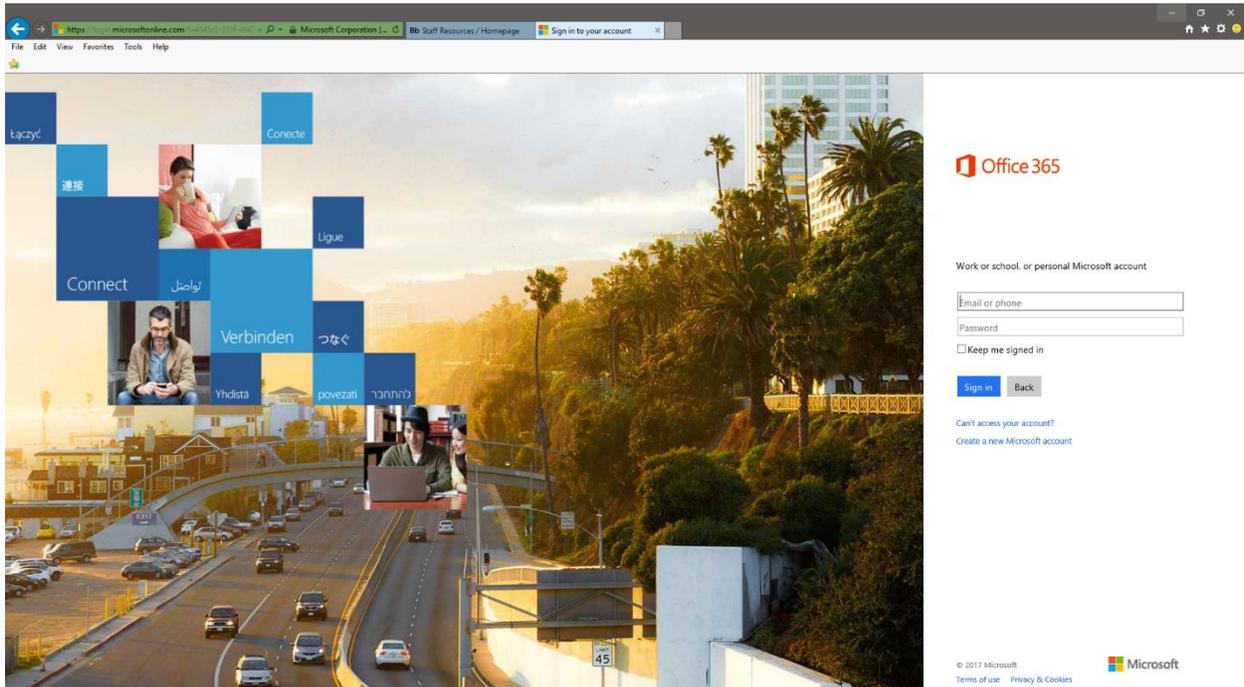
- 1) Open Microsoft Edge, Internet Explorer, Google Chrome or Firefox and navigate to the Prairie-Hills District home page. Look for where it has “**Our District, Departments, Our School, Staff Resources, Student Resources, About Us and Initiatives**”. Click on “**Staff Resources**”.



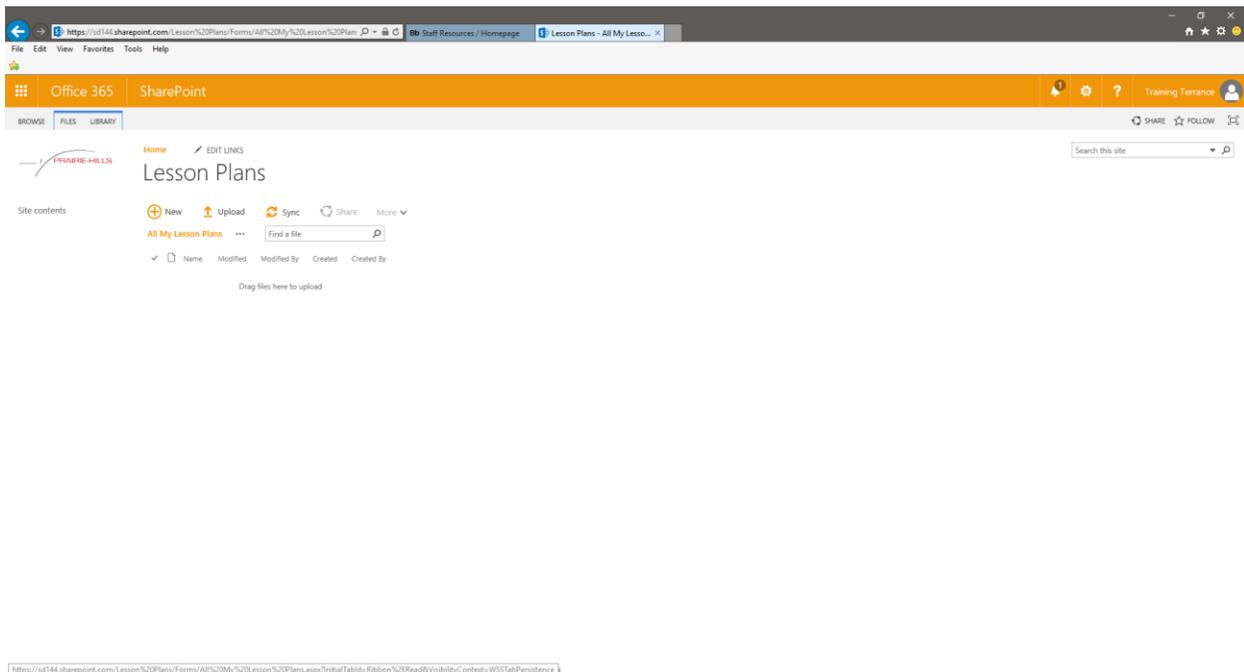
- 2) Once you have clicked on “Staff Resources” you will be taken to the “Staff Resources” page. Scroll down to the bottom of the page where you see “**SharePoint-Online Forms \*\*add ‘sd144\’ before username when accessing outside district**”. Under that section you will see “**Help Desk Request, Professional Development Requests, Field Trip Request Form and Lesson Plans**”. Click on “**Lesson Plans**” for a drop down menu of a list of schools within the district. Click on your school to be taken to where you will create or upload your Lesson Plan.



- 3) Once you have selected your school if you are not already logged into your Office 365 account you will be sent to login screen for Office 365 where you will need to login.

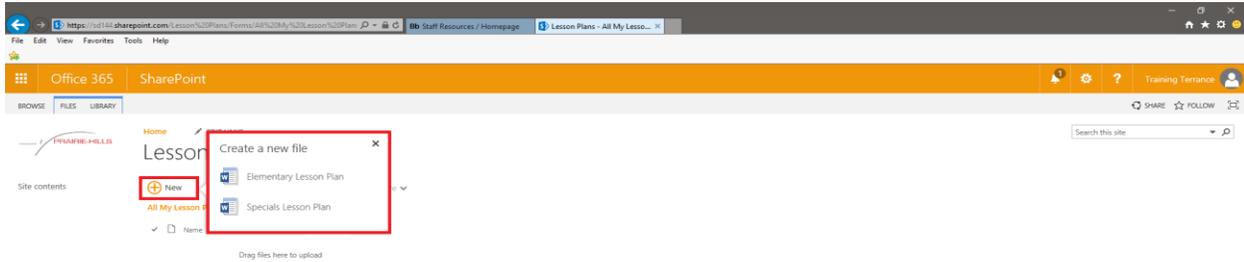


- 4) Once you have logged into your Office 365 account you will be taken to your schools Lesson Plans page. From here you are able to create a “New” Lesson Plan from the Templates provided, or you can “Upload” Lesson Plans that you already have.

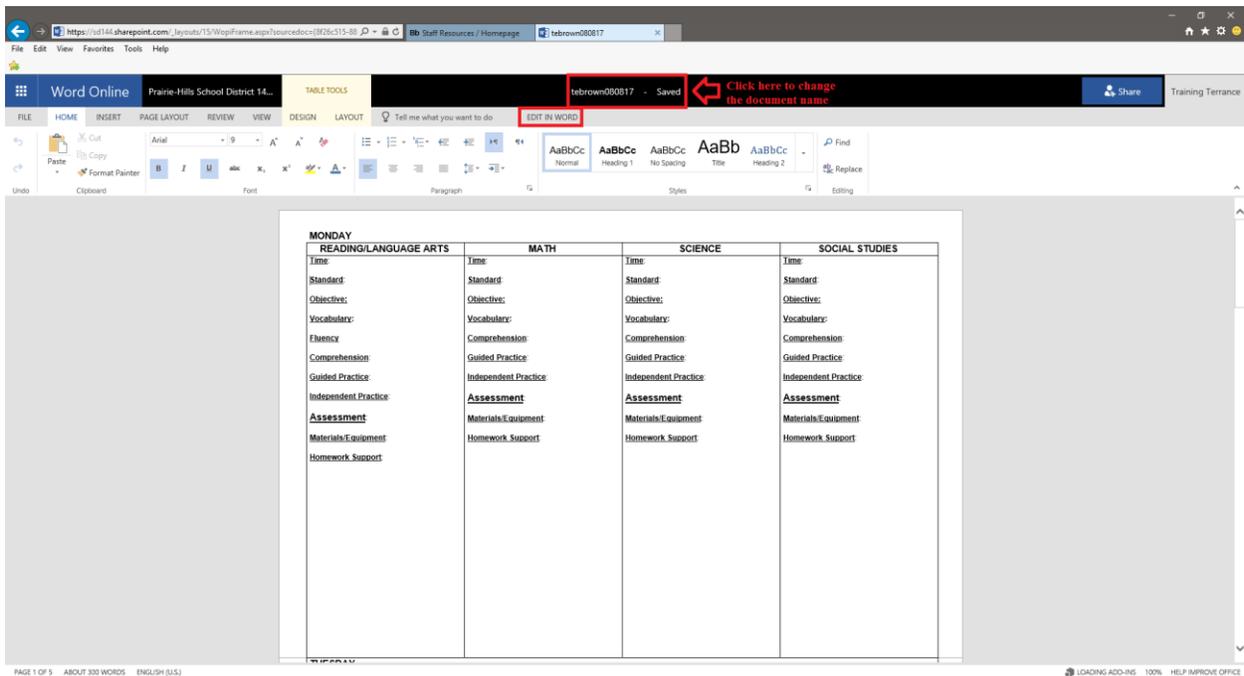


# Creating a New Lesson Plan

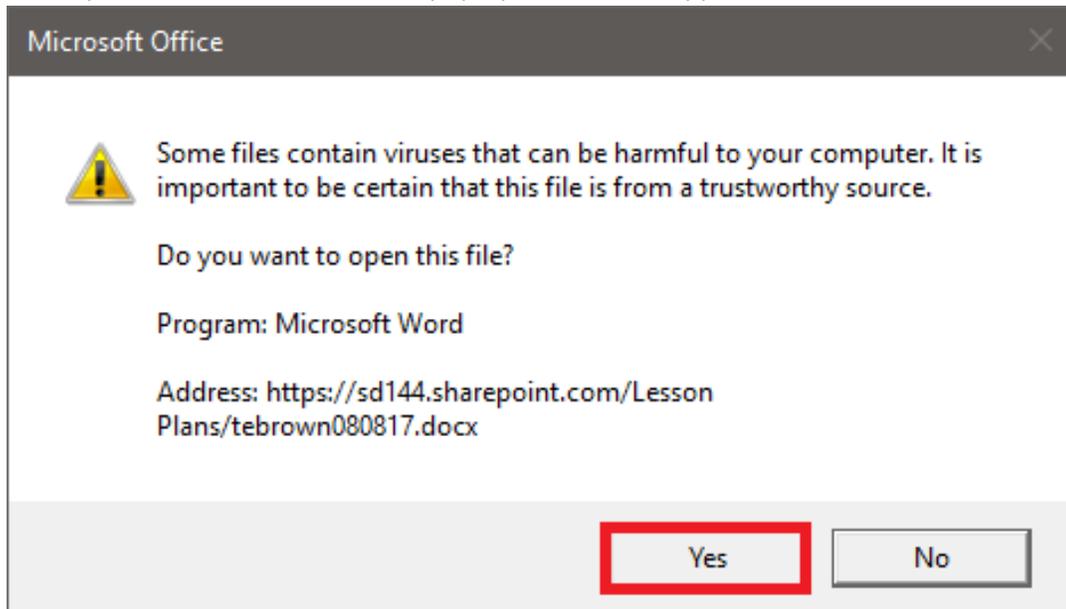
- 1) First we will go over creating a new Lesson plan. On the “**Lesson Plans**” page click “**New**”. It should be located underneath “**Lesson Plans**”. When you click “**New**” a small pop-up window will appear that says “**Create a new file**” at the top of the window and underneath you should see “**Elementary Lesson Plan** and **Specials Lesson Plan**”. The process is the same for both so click on which ever applies to you. After you have selected which Lesson Plan is for you “**Word Online**” will open with an editable template.



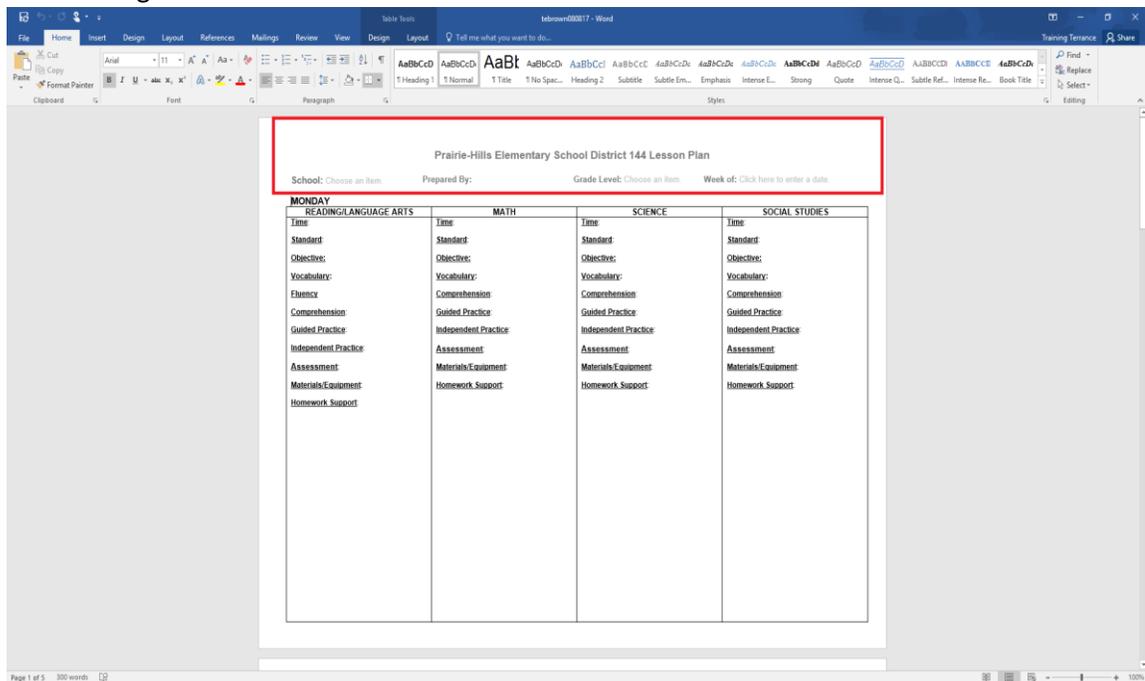
- 2) Once “**Word Online**” opens change the name of your document up at the top of the screen. It should have something like “**Document1 – Saved**” Click on “**Document1**” to change the name (You will change your name to **username month day year**. Example: **tebrown080817**). Once you are finished changing the name press Enter key on your keyboard to save the changes. Now on the bar where it says “**File, Home, Insert, Page Layout, Review, View, Tell me what you want to do and Edit in Word**” click on “**Edit in Word**”.



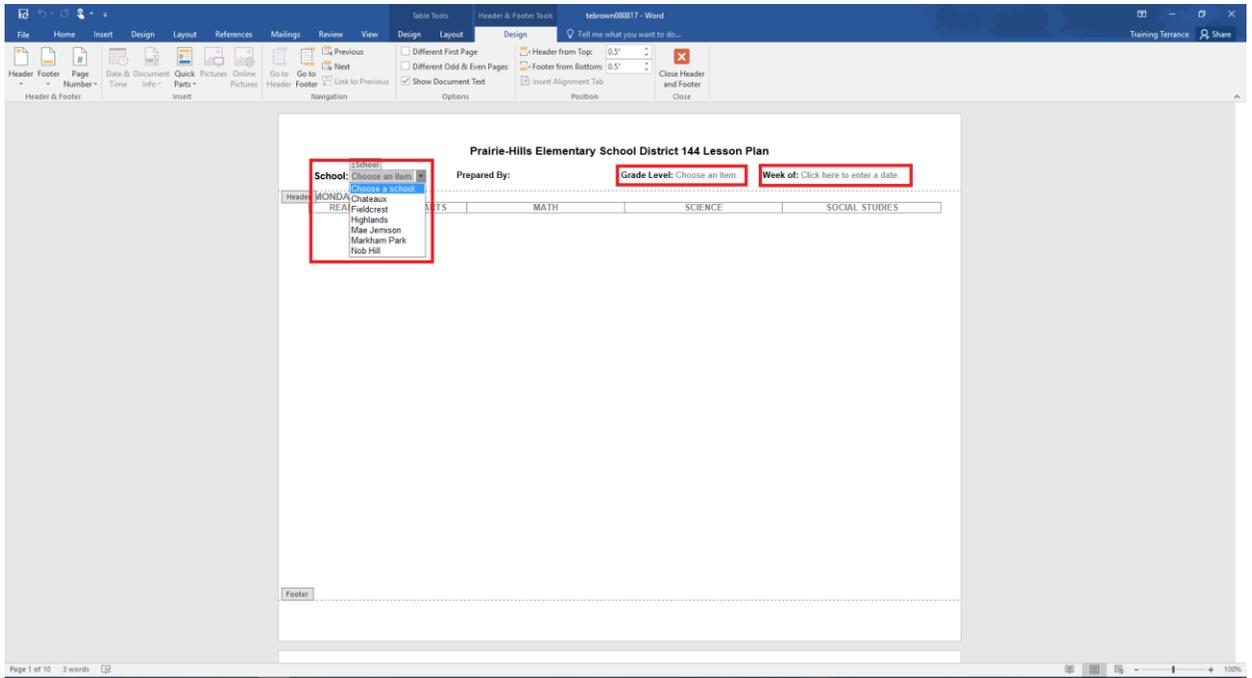
- 3) When you click on “Edit in Word” a pop-up window will appear click “Yes”.



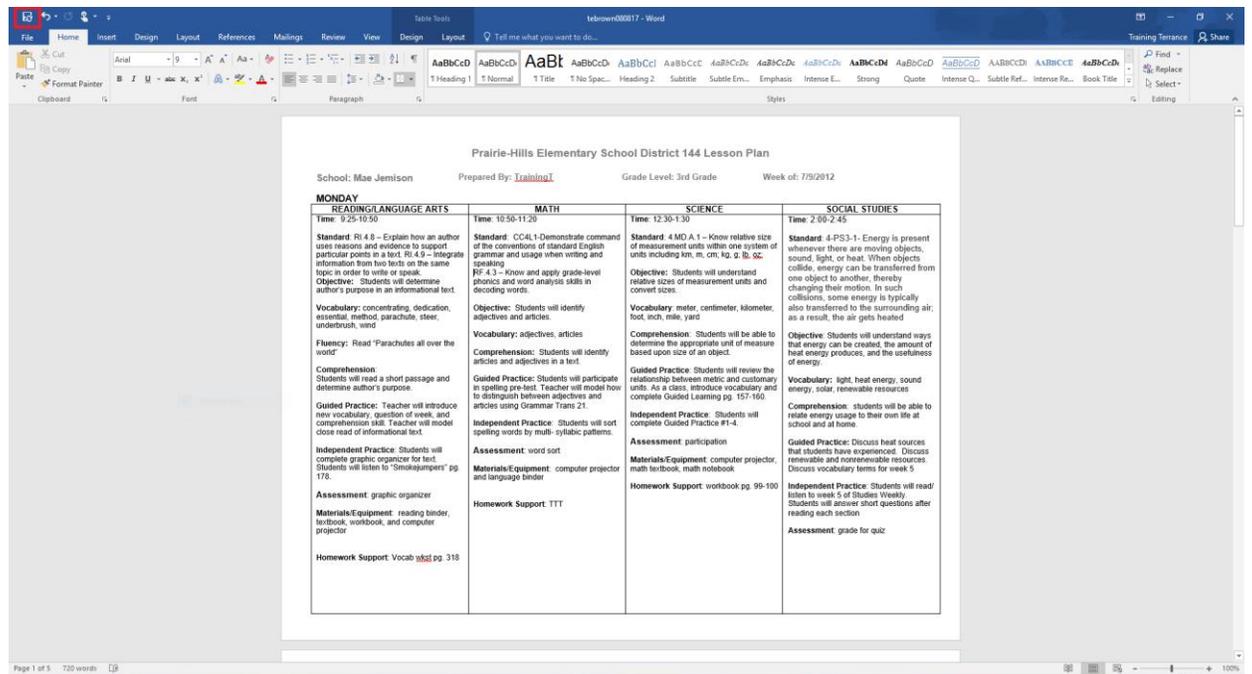
- 4) When you click on yes “Word” will open. You will need to sign into word for this document to save back to SharePoint. From here first you will want to change your header. Double click at the top of the document where it says Prairie-Hills Elementary School District 144 Lesson Plan to start editing the header.



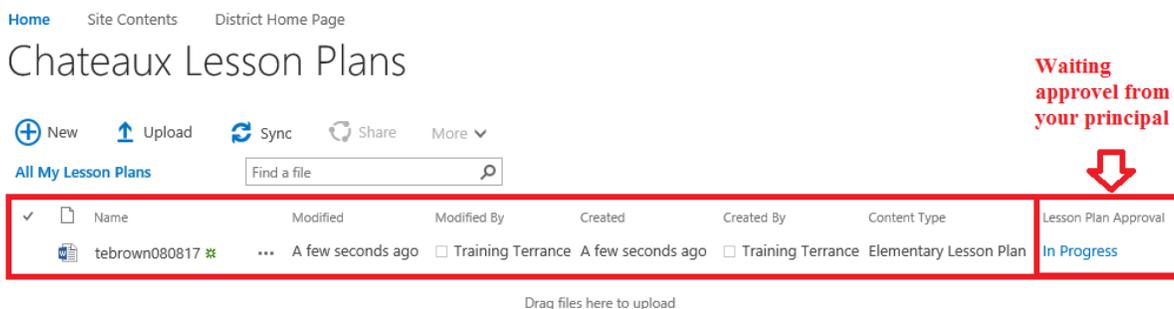
- 5) When you click on the Header you now have the option to click on “**School, Grade Level and Week of**”. When you click on those a small drop down window will appear where you are able to select each of those items.



- 6) After you are done editing your document at the top left hand corner above where you see “**File**” you should see 4 small different icons. Click on the first icon to save your document. After you have saved your document you are free to close “**Word**”.

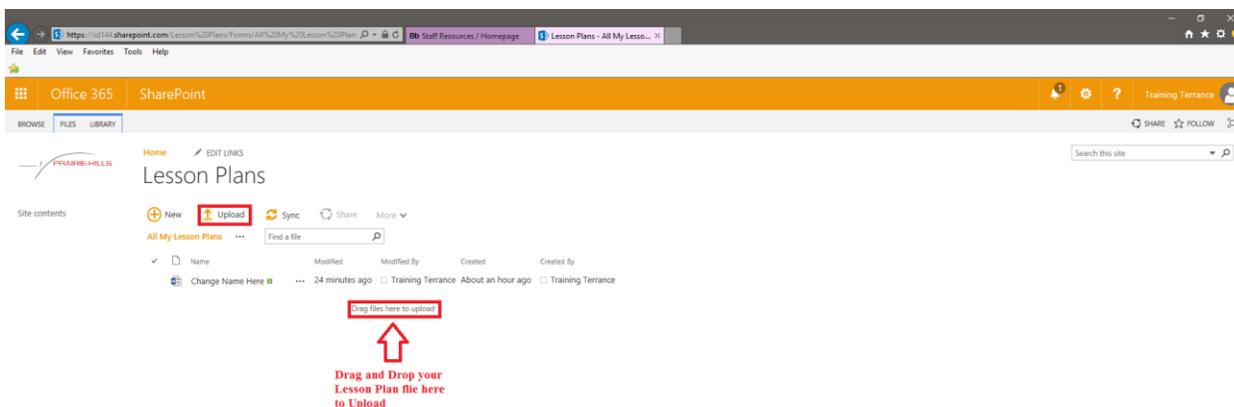


- 7) To check to make sure it saved there correctly navigate back to the “Lesson Plans” page. On the right hand side in blue letter you should see “In Progress” This means your lesson plan is waiting for an approval from your Principal. You will also receive an email saying your Lesson Plan is going through the approval process.

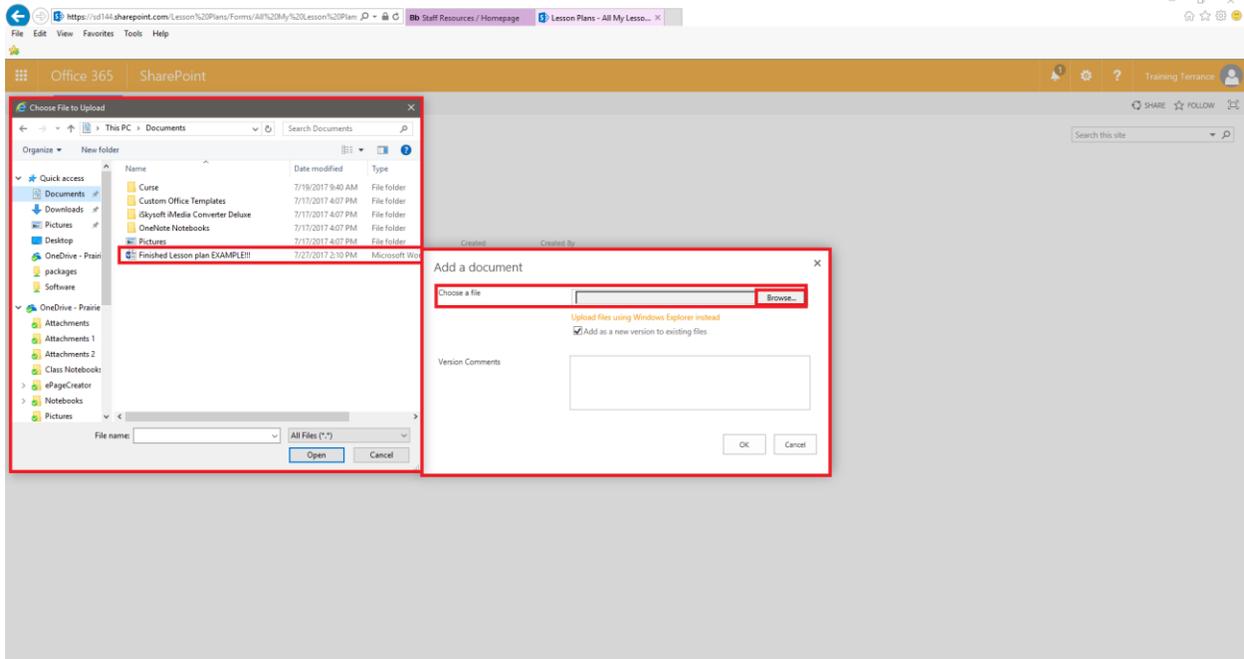


## Upload

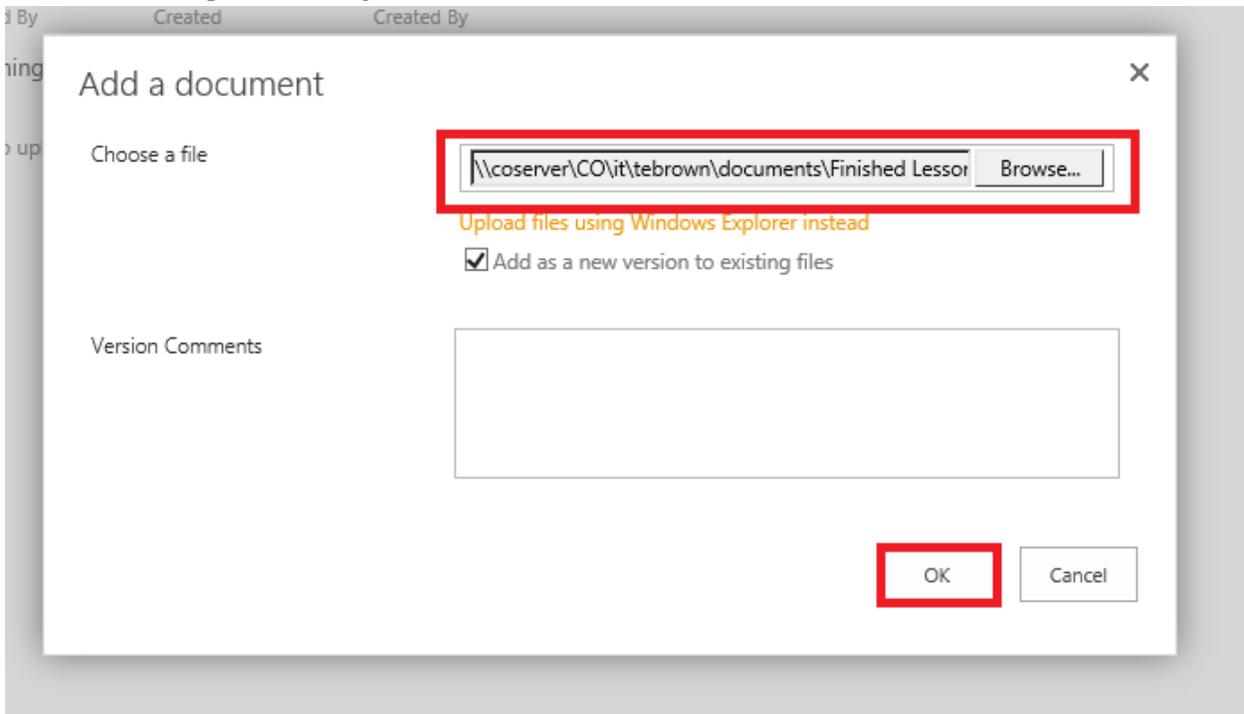
- 1) You can upload two different ways. The first way is to drag and drop the document into your school's Lesson Plans Page. The second way is with the “Upload” button to the right of the “New” button. Click on “Upload”.



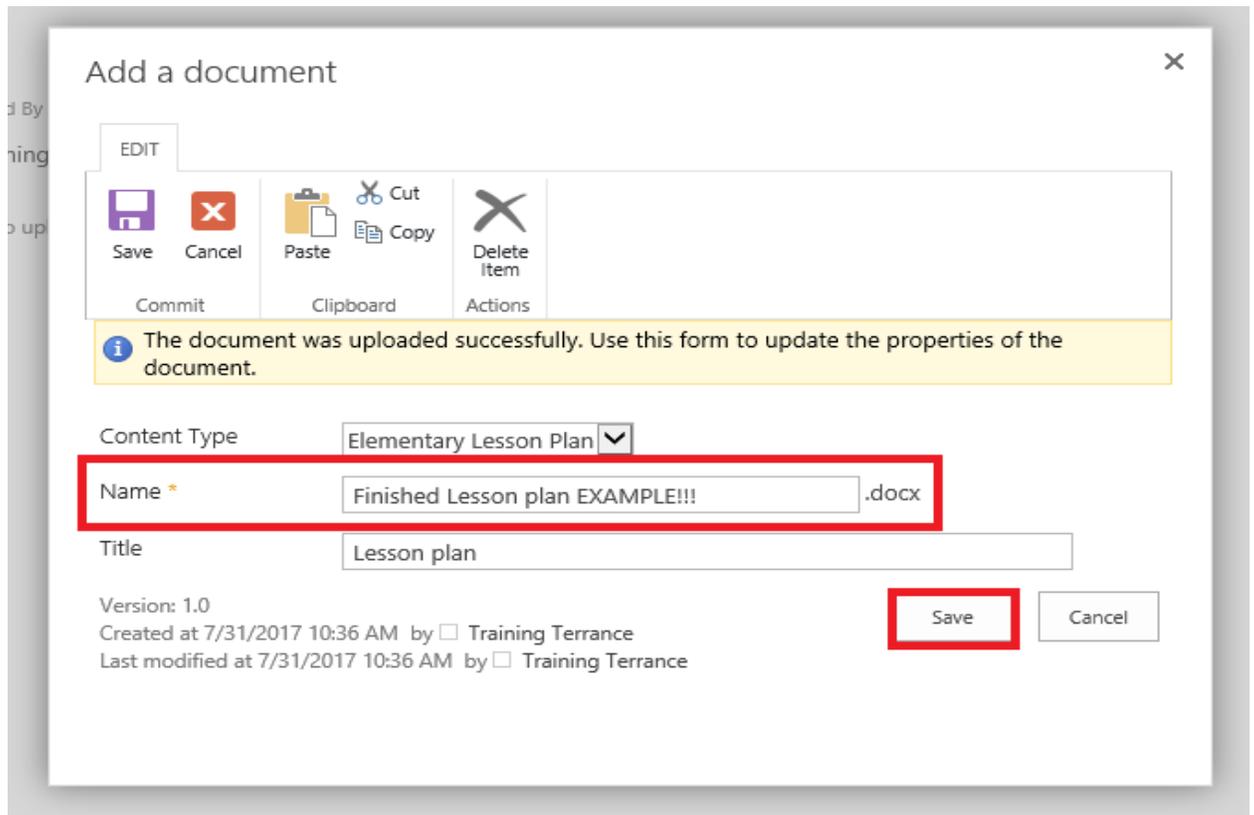
- 2) When you click the “Upload” a pop-up window will appear called “Add a document”. Underneath “Add a document” you should see “Choose a file” to the right if that you should see a long bar and “Browse...” click on “Browse”. Another pop-up window will come up and from there you will need to navigate to where your Lesson Plan is saved.



- 3) When you locate the lesson plan you would like to upload you can double click the document or you can click it once and click “Open”. When you do that a window will close and to the right of where it says “Choose a file” the bar should have something there. From there you can click ok and the upload will begin.



- 4) After the upload is finished a window will appear. From this window you can change the name of the Document. If you do not want to change the name click “Save”. (Remember: the name should be **username month day year**. Example: **tebrown080817**)



- 5) After clicking “Save” you will be able to see your document on the “Lesson Plans” page. On the right hand side in blue letter you should see “In Progress” This means your lesson plan is waiting for an approval from your Principal. You will also receive an email saying your Lesson Plan is going through the approval process.

