EMC Lesson Planner

User Guide

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1. Introduction

Welcome to the *EMC Lesson Planner*! With this simple tool, you can create and store your class plans quickly and easily. You can also add activities and notes to your plans, edit and print the plans, display the plans on a calendar, edit and print the calendar, and export the calendar to Microsoft® Outlook®.

2. Installing and Uninstalling the *EMC Lesson Planner*

2.1 System Requirements

Windows

- Intel® Pentium® III processor (Pentium 4 recommended)
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3, Windows Server® 2003, Windows Vista® Home Premium, Business, Ultimate, or Enterprise (including 64-bit editions) with Service Pack 1, or Windows 7
- 512MB of RAM (1GB recommended)

Macintosh

- Intel Core™ Duo or faster processor
- Mac OS X v10.4, v10.5 or v10.6
- 512MB of RAM (1GB recommended)

2.2 Install Steps

To install the *EMC Lesson Planner* perform the following steps. Once the installation is complete you will go through a step-by-step process to set up your first calendar.

1. **Windows Users:** Insert the *EMC Lesson Planner* CD into your CD-ROM drive. If you see an AutoPlay window, click the *.exe file to install.
   Mac Users: Insert the *EMC Lesson Planner* CD into your CD-ROM drive. Double-click the CD icon to browse. Double-click the *.app file to begin installation.
2. At the "Are you sure you want to install this application…" window, click **Install.**
3. At the Installation Preferences window, click **Continue**.
4. Read the product License Agreement, and click **I Agree** to continue or **Cancel** to cancel the installation.

5. Once the installation is complete the *EMC Lesson Planner* will launch.

2.3   Uninstall Steps

To uninstall the *EMC Lesson Planner* perform the following steps.

Windows Users
1. Open the Control Panel and select the **Add or Remove Programs**.
2. Highlight this *EMC Lesson Planner* in the list of currently installed programs and click **Remove**.
3. When the program has successfully uninstalled, close the Control Panel.
4. Open the My Documents folder, then open the EMC Publishing folder.
5. Delete the folder for this *EMC Lesson Planner*. The folder will be named for the course supported by the planner—for example, **Aventura2**.

Mac Users
1. Delete the Lesson Planner application from the Applications folder.
2. Delete the EMC Publishing folder from your Documents folder.

3. Using the *EMC Lesson Planner*

This section provides guidance on how to start the *EMC Lesson Planner*, create and customize lesson plans, manage holidays, and more.

3.1 Starting the *EMC Lesson Planner*

On the taskbar, click **Start**, and then point to **All Programs**. Point to **EMC Publishing**, and then click **EMC Publishing**.

OR

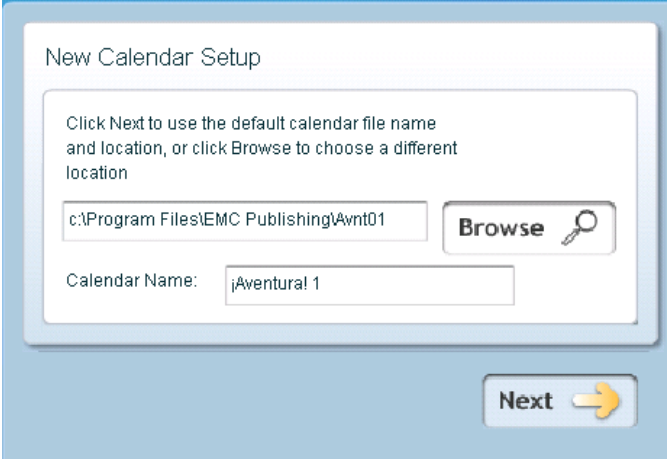Double-click the **Lesson Planner** shortcut icon on your desktop.

3.2 Setting Up the *EMC Lesson Planner*

When you open the *EMC Lesson Planner* for the first time, you are required to set it up.

NOTE: The *Aventura Lesson Planner* is used as an example for demonstration purposes throughout this user guide.

3.2.1 Calendar Setup

Setting up the calendar is the first step in setting up the *EMC Lesson Planner*. You can use the default calendar file name and location, or enter a different name and location. To choose a different location, click **Browse**. When you have chosen a location and name, click **Next** to continue with the setup.

New Calendar Setup

Click Next to use the default calendar file name and location, or click Browse to choose a different location

c:\Program Files\EMC Publishing\Awnt01   Browse

Calendar Name: ¡Aventura! 1

Next

3.2.2 No-Class Days and Observed Holidays

The **No-Class Days** dialog box allows you to specify the days when there will be no classes or when there will be holidays. Select the appropriate check boxes to mark the weekly no-class days and observed holidays. When you are finished click the Save button.

3.2.3 Add or Remove Other No-Class Days
You can add other no-class days to the list of weekly no-class days and observed holidays by performing the following steps:

1. Click **Add**.
2. Type a name for the break—for example, "Teachers' Training."
3. Enter a start date for the break. You can select the date from the calendar by clicking the calendar icon.
4. Enter an end date for the break.
5. Click the **Add** button to save the details.

The no-class days that you just added show up in the **Enter Other No-Class Days** area.

Click the **Add** button to create additional no-class days. You may create as many other no-class days as you wish.

To delete a no-class day after you have added it, select it in the **Enter Other No-Class Days** area and click the **Remove** button.

Click **Next** to continue setting up the Lesson Planner.

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3.2.4 Standards

Choose the standards you wish to see by selecting the check boxes. Click **Next** to continue.

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3.2.5 Name and Set Up a Class Plan

Perform the following steps to set up a class plan:

1. Type an abbreviated 6-character class name—for example,"Span01."
2. Type the full name of the class—for example, "Spanish, Period 1."
3. Enter a starting time for the class by using the arrows next to the boxes or typing in the boxes themselves.
4. Select a color for the class. This is the color that the calendar will use to display the lesson plans for the class.
5. Click **Finish**.

Name and Set Up a Class Plan

Enter an Abbreviated 6-Character Class Name, e.g. 'Avnt01'

Span01

Enter Full Name of Class, e.g. '¡Aventura! 1, Period 1'

Spanish, Period 1

Class Start Time

08 : 05 AM

Select a Color for This Class

Selecting a color provides a visual reference for each individual class

Back   Finish

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4.   Creating and Managing a Class Plan

4.1   Select a Class Plan

Your first class plan is created as part of the *EMC Lesson Planner* setup. You can modify this plan using the **Edit** button in the **Select a Class Plan Screen.** You can also create additional class plans in this screen by using the **Add** button, or remove existing class plans by using the **Remove** button.
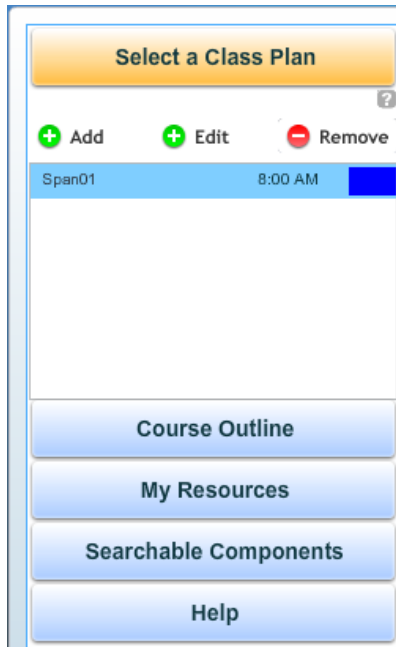
4.2   Course Outline

The **Course Outline** tab of the *EMC Lesson Planner* provides a list of prepared teaching resources that you can select and add for each day of your class.

Use the arrow icon and scroll bar to navigate and view the teaching resources. To select your class materials, drag and drop the teaching resources to individual calendar days. When you do this, the *EMC Lesson Planner* automatically calculates the number of days required to teach the selected teaching resources and schedules them across the calendar accordingly.
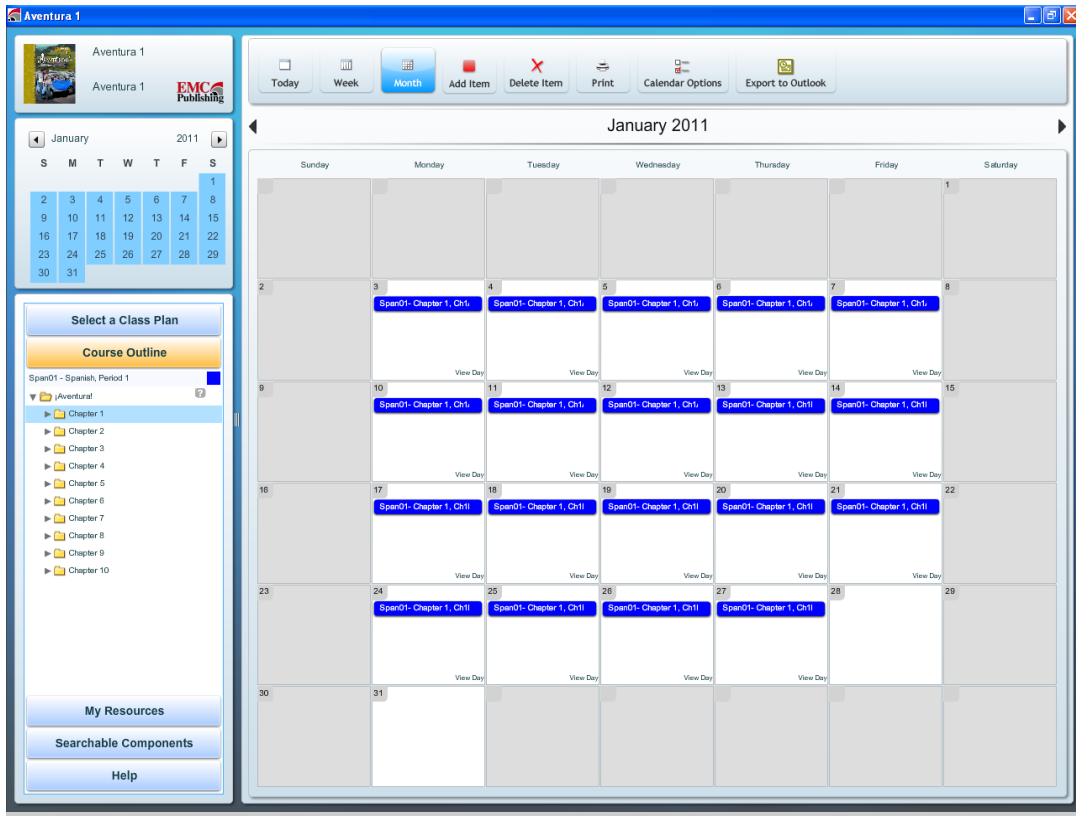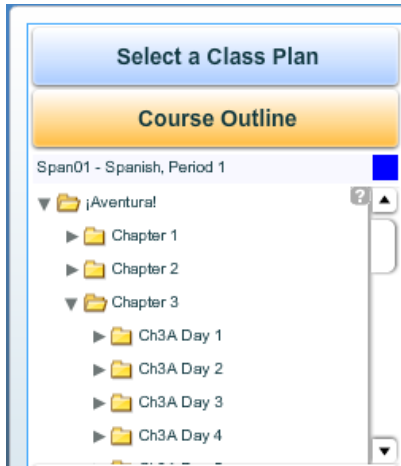
You can view the details of each lesson plan by clicking it to open the **Details** window.

The **Details** window allows you to view details like objectives, state standards, and the various types of teaching activities for a selected lesson plan. The window also allows you to edit or print the lesson plan.

Click the Edit button to view the **Edit** window. The **Edit** window allows you to add, remove, and transfer individual action items. The **View / Print Lesson** button at the top right of the edit window takes you to the **Details** window, which lets you see and print the entire lesson plan.
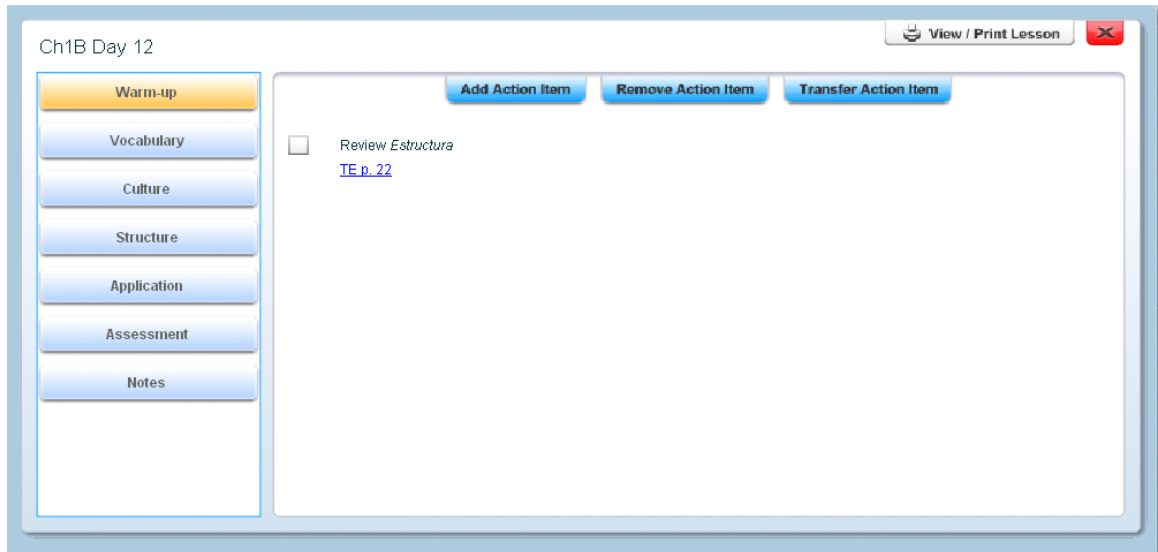
4.2.1 Add Action Item

From the **Edit** window, you can add any number of action items to your lesson plan. To add an action item, click the related action item tab on the left (for example, "Warm-up") and then click the **Add Action Item** button. Type your action item in the text box that appears.
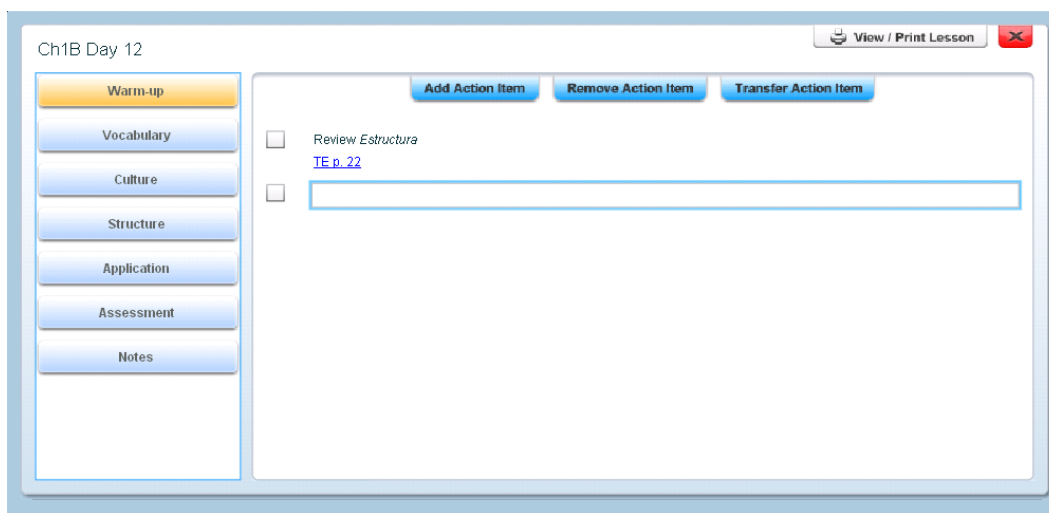
4.2.2 Remove Action Item

To remove an action item, select the check box for the action item, and then click the **Remove Action Item** button. In the confirmation dialog box, click **Yes** to confirm the deletion.

4.2.3 Transfer Action Item

You can transfer an action item to a different day on the calendar and reschedule it either as a new calendar entry or as part of an existing entry. Perform the following steps to transfer an action item:

1. Select the action items and click the **Transfer Action Item** button.
2. Click the date to which you want to reschedule the action item(s) or click **Add** to create a new entry on the calendar.
3. Click **Transfer** to transfer the item to the selected destination.
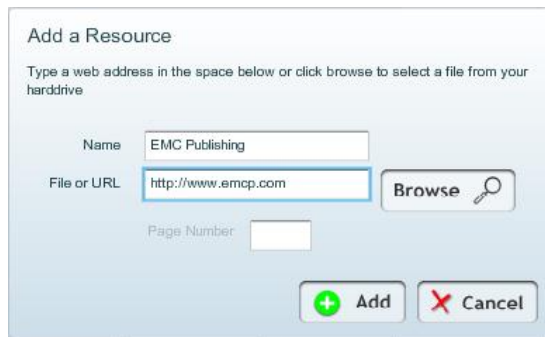
4.3   My Resources

The **My Resources** tab helps you add your own teaching resources for your classes and associate them with your calendar entries. These resources can consist of files saved on your computer or resources on the Internet. Perform the following steps to add a resource:

1. Click the **Add** button. The **Add a Resource** dialog box opens.
2. Type a name for the resource—for example, "EMC Publishing."
3. If adding an Internet resource, type the URL of the resource—for example, http://www.emcp.com. If adding a file, click **Browse** to select the file from your computer.
4. Click the **Add** button to add the resource.

5. To associate the resource to a calendar entry, simply drag and drop the resource to the entry on calendar.
6. To remove a resource, click the resource in **My Resources** and then click the **Remove** button.
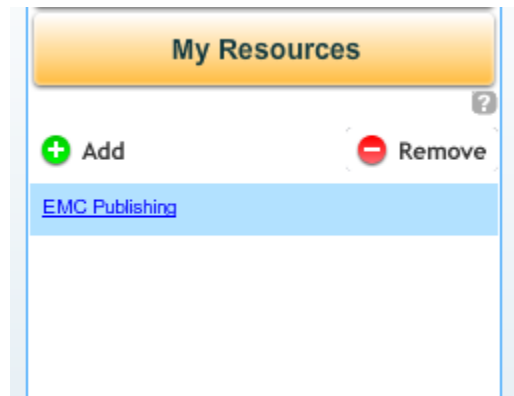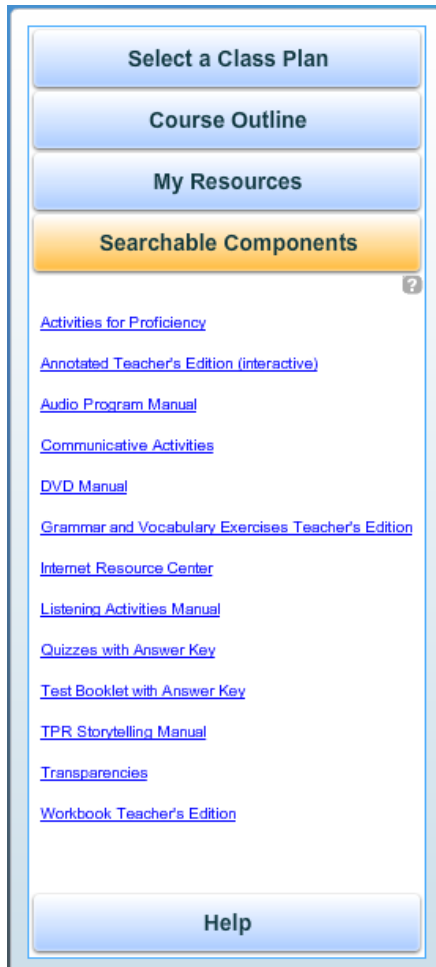

Note that you can go to the EMC Instructor Resources Center, download new material, save the files on your hard drive, and add them as links in **My Resources.**

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4.4   Searchable Components

The *EMC Lesson Planner* includes searchable course components in PDF and other formats. To open a searchable resource, click the resource name in the **Searchable Components** section of the *EMC Lesson Planner*.
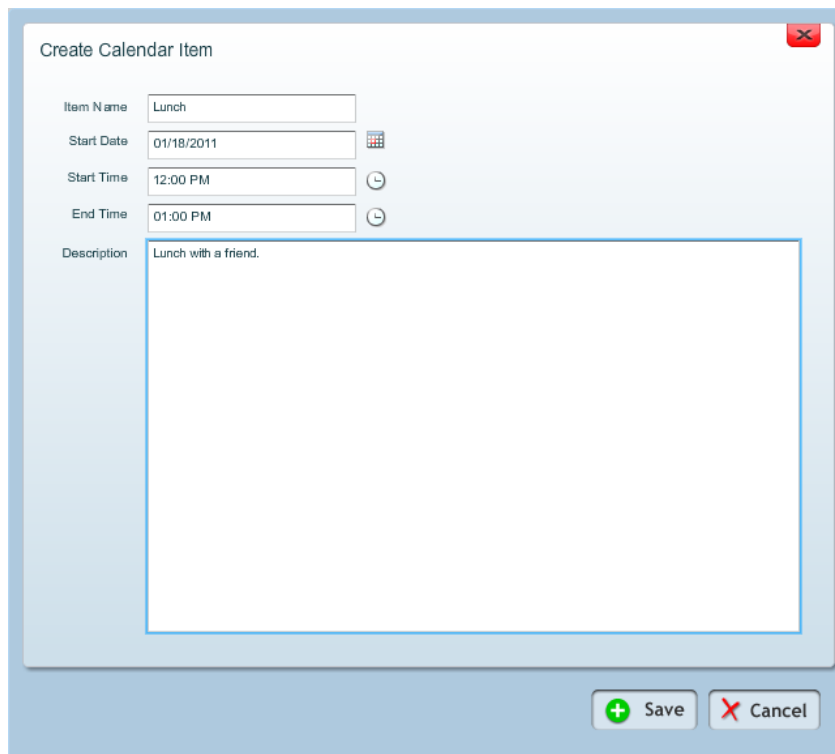
Select a Class Plan

Course Outline

My Resources

Searchable Components

Activities for Proficiency

Annotated Teacher's Edition (interactive)

Audio Program Manual

Communicative Activities

DVD Manual

Grammar and Vocabulary Exercises Teacher's Edition

Internet Resource Center

Listening Activities Manual

Quizzes with Answer Key

Test Booklet with Answer Key

TPR Storytelling Manual

Transparencies

Workbook Teacher's Edition

Help

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4.5   Add and Delete Items

The **Add Item** button in the *EMC Lesson Planner* toolbar allows you to add an item that is not associated with a class plan—for example, a lunch appointment.

Perform the following steps to add items to the calendar:

1. Click the **Add Item** button on the toolbar. The **Create Calendar Item** dialog box opens.
2. Type a name for the item—for example, "Lunch."
3. Enter the start date. You can use the calendar icon to enter the date.
4. Type the start time. You can use the clock icon to enter the time.
5. Type the end time.
6. Type a description for the item—for example, "Lunch with Fred." This information is optional.
7. Click the **Save** button. The item shows up on your calendar.

To reschedule the item, you can simply drag and drop the entry to another day on the calendar.

To delete an existing item, click the item in the calendar and click the **Delete Item** button on the *EMC Lesson Planner* toolbar.

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4.6 Day, Week, and Month Views

The *EMC Lesson Planner* provides the following options for you to view your calendar entries:

- **Day View:** Clicking the **Today** button shows you the entries for the current day. To see entries for other individual days, click the day on the small calendar in the left-hand pane. You can move the calendar entries for a day from one time to another simply by dragging and dropping them. You can also see the details of a particular day by clicking View Day in the bottom-right corner of a calendar day.
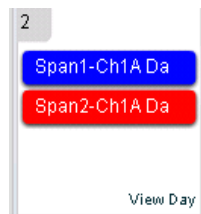
- **Week View:** Clicking the **Week** button provides a week-by-week view of the calendar entries. You can move calendar entries from one day to another and from one time to another simply by dragging and dropping them.
- **Month View:** Clicking the **Month** button provides a month-by-month view of the calendar entries. This is the default view on the calendar. You can move calendar entries from one day to another simply by dragging and dropping them.

In each of the three views, you can navigate to the next or previous day, month, or week by clicking the forward or the backward arrow just below the toolbar.

When a view is selected, the corresponding day, week, or month is highlighted in the small calendar on the left.

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4.7   Print

Perform the following steps to print your calendar or lesson plans:

1. Click the **Print** button on the toolbar.
   The **Print Calendar or Lesson Plans** dialog box opens.
2. Enter the start date of the period for which you want to print.
3. Enter the end date of the period for which you want to print.
4. You may click the calendar icon to select the start and end dates.
5. Select **Print Lesson Plans** or **Print Calendar.**
6. Click Print to print your calendar or lesson plans. *Or*, if you would like to preview your lesson plans before printing them, click Preview. If you choose this option, you may print your lesson plans by clicking Print Lesson in the Details window. (Note: Only lesson plans may be previewed.)
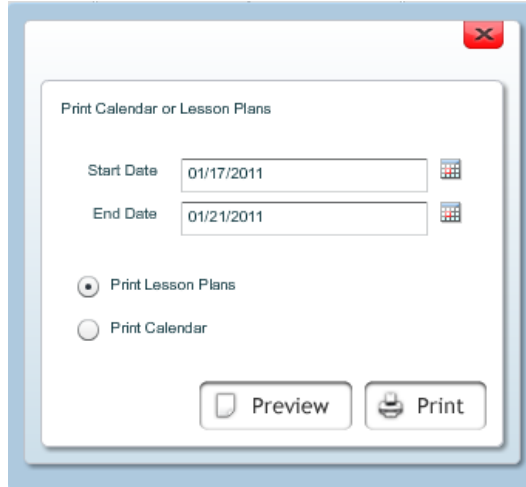
When a view is selected, the corresponding day, week, or month is highlighted in the small calendar on the left.

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4.8   Calendar Options

The **Calendar Options** button on the toolbar allows you to change the settings of your calendar. You can edit the calendar name, create a new calendar, or load a previously saved calendar, add or delete no-class days, and select standards. In addition, you can check for any updates available for the *EMC Lesson Planner*, for course standards, or for other program materials.
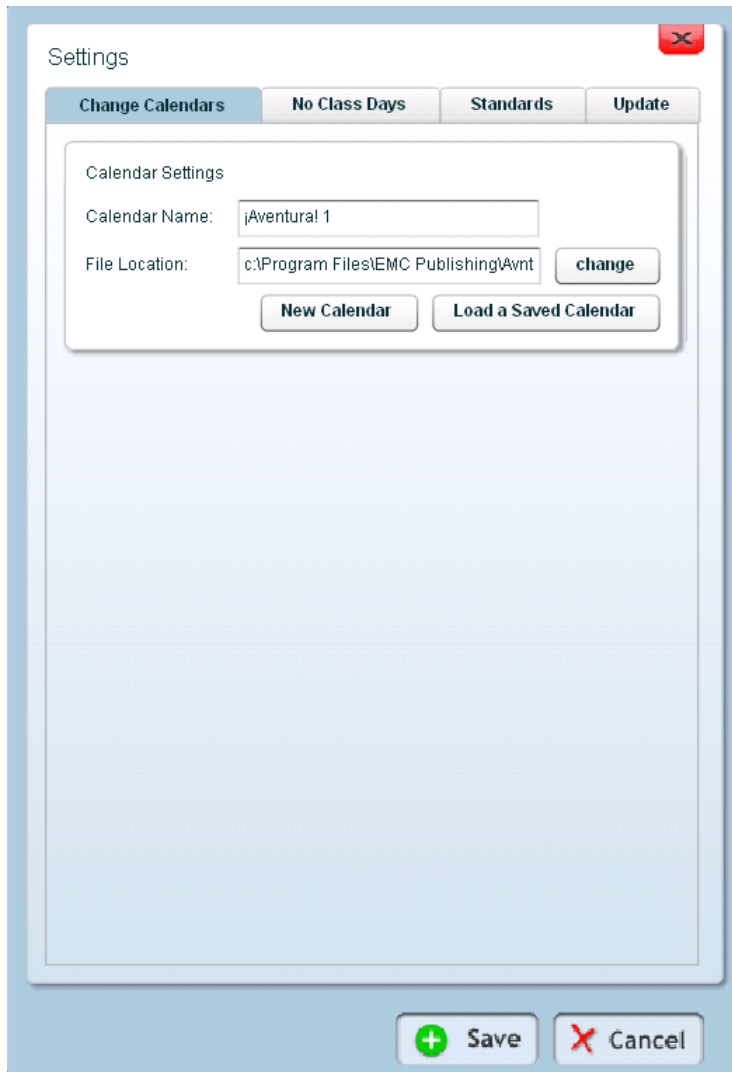
To create a new calendar, click the **Calendar Options** and then click the **New Calendar** button in the **Settings** dialog box. On the following screen type the **Calendar Name** and use the same URL for the file location. Click **Next.** Follow the next three screens to set your No-Class days, standards and other class information.
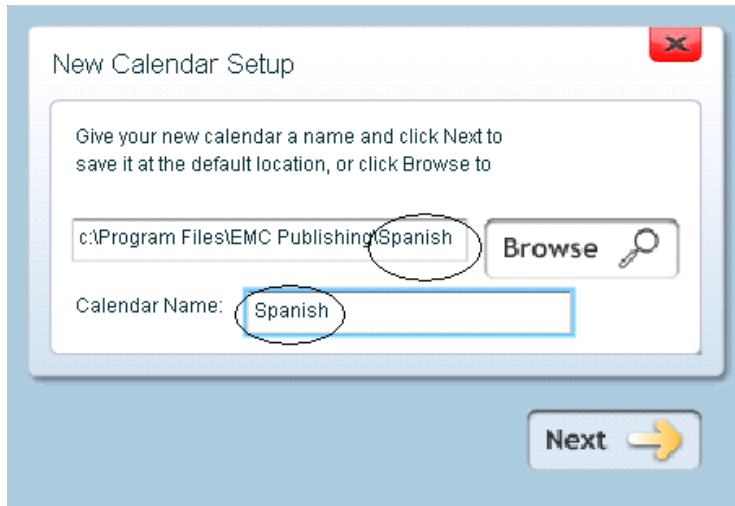
To load a previously saved calendar, click the **Load a Saved Calendar** button, select the desired calendar file, and click **Open.**

4.9   Export to Outlook

Use the **Export to Outlook** button to export your calendar file to the Microsoft Outlook application on your computer.

Click the calendar icons to choose the start and end dates to add to Outlook, then click on the **Browse** button to enter the file name of the exported vcs file. (**NOTE:** this File Name is the path to locate the exported file to import into Microsoft Outlook)
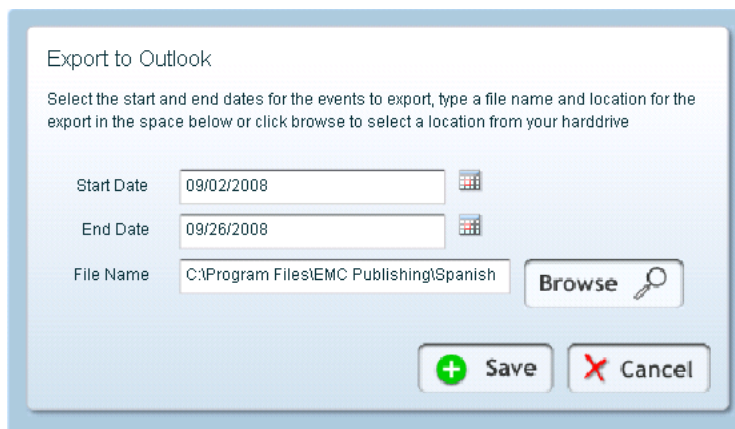
Once the file is saved, to retrieve the exported vcs file open the calendar in Microsoft Outlook, click **File**, click **Import and Export**, select Import an iCalendar or vCalendar file (.vcs), and click **Next**.
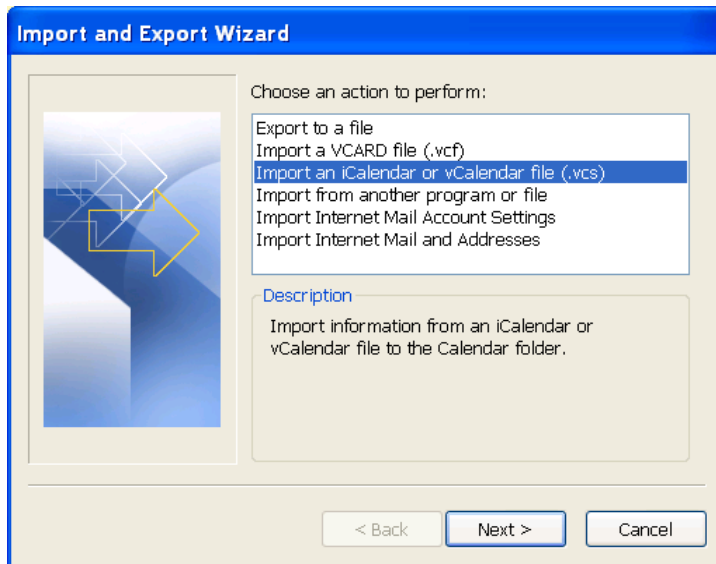
To locate the exported file follow the path of the File Name (C:\Program Files\ EMC Publishing\[name of your EMC product]). **NOTE:** Change the **File of type:** to **All Files**. Double click on the file to import into Microsoft Outlook.
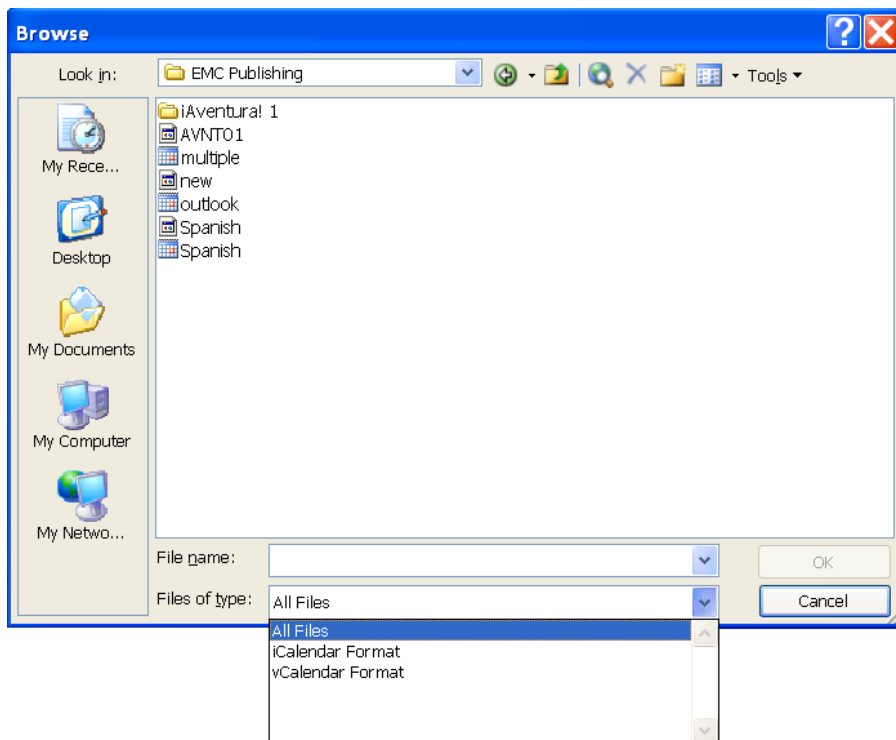
5. Creating Additional Class Plans

Your first class plan is created when you set up the *EMC Lesson Planner* on your computer. You can create additional class plans by using the **Add** button in the **Select a Class Plan** tab on the left side of the *EMC Lesson Planner* window. You will be prompted to fill in all the details that you completed for your first class plan. For help, refer to the "Name and Set Up a Class Plan" section of this guide.

Similarly, you can add teaching resources for the additional class plans you create, as you did for your first class plan. All the class plans that you create appear with their respective colors on your calendar in the *EMC Lesson Planner*.

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6.   Ready Reckoner: Toolbar

The *EMC Lesson Planner* toolbar is located at the top of the screen. It contains icons of the most frequently used options of the *EMC Lesson Planner*. The following table describes these icons.

Icon	Description
Day	Displays a day view of your class plans
Week	Displays a week view of your class plans
Month	Displays a month view of your class plans
Add Item	Allows you to add items to your class plans
Delete Item	Allows you to delete items from your class plans
Print	Allows you to print your class plans based on the dates specified by you
Calendar Options	Allows you to change the settings of your class plans
Export to Outlook	Allows you to export your calendar to Microsoft Outlook

7.   Technical Support

For technical assistance, email support@emcp.com or visit http://support.emcp.com/.