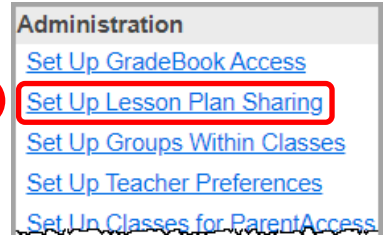
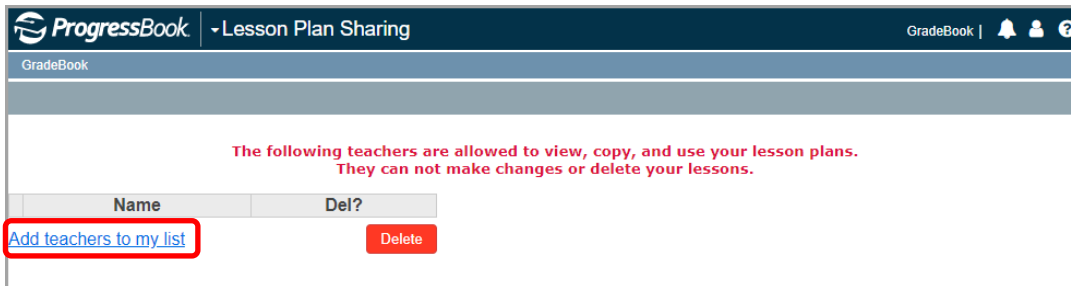


1 On the **Teacher Home Page**, below **Administration**, click **Set Up Lesson Plan Sharing**.



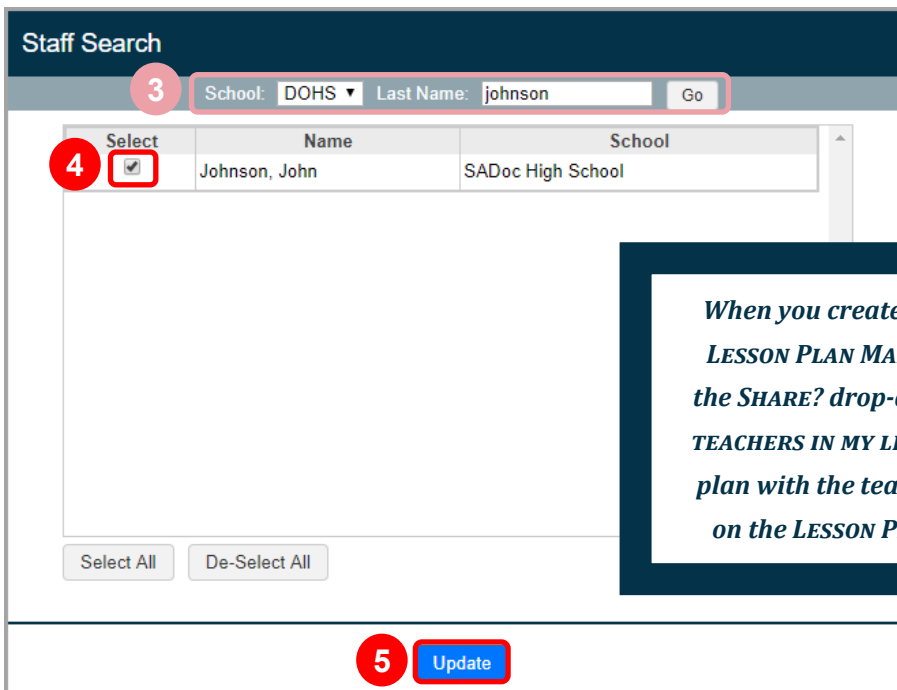
2 On the **Lesson Plan Sharing** screen, click **Add teachers to my list**.



3 (Optional) On the **Staff Search** window that opens, use the **School** drop-down list and the **Last Name** field to search for the staff member(s) you want to add to the list. Otherwise, all staff members at your school display.

4 In the **Select** column for the desired staff member(s), select the checkbox(es).

5 Click **Update**.



*When you create a lesson plan on the **LESSON PLAN MAINTENANCE** screen, in the **SHARE?** drop-down list, select **WITH TEACHERS IN MY LIST** to share the lesson plan with the teachers you designated on the **LESSON PLAN SHARING** screen.*

The window closes, and the **Lesson Plan Sharing** screen grid now displays the name(s) of the staff member(s) with whom you selected to share lesson plans.