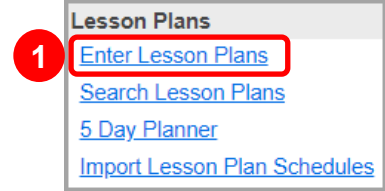
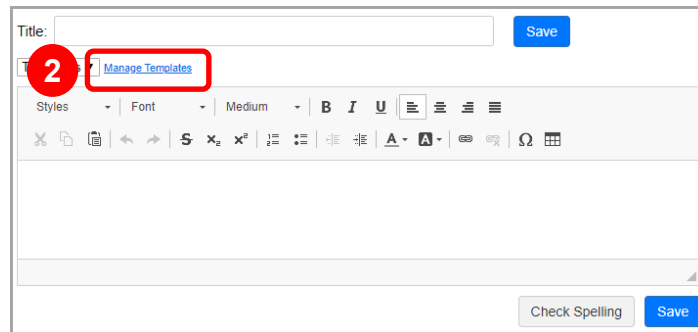


# A+ GradeBook *Creating Lesson Plan Templates*

1 On the **Teacher Home Page**, below **Lesson Plans**, click **Enter Lesson Plans**.



2 On the **Lesson Plan Maintenance** screen **Main** tab, click **Manage Templates**.



3 (Conditional) If you have already created at least 1 lesson plan template, you must click **Add a New Template** before proceeding to the next step. Otherwise, **New Template** displays in the **Template** drop-down list.

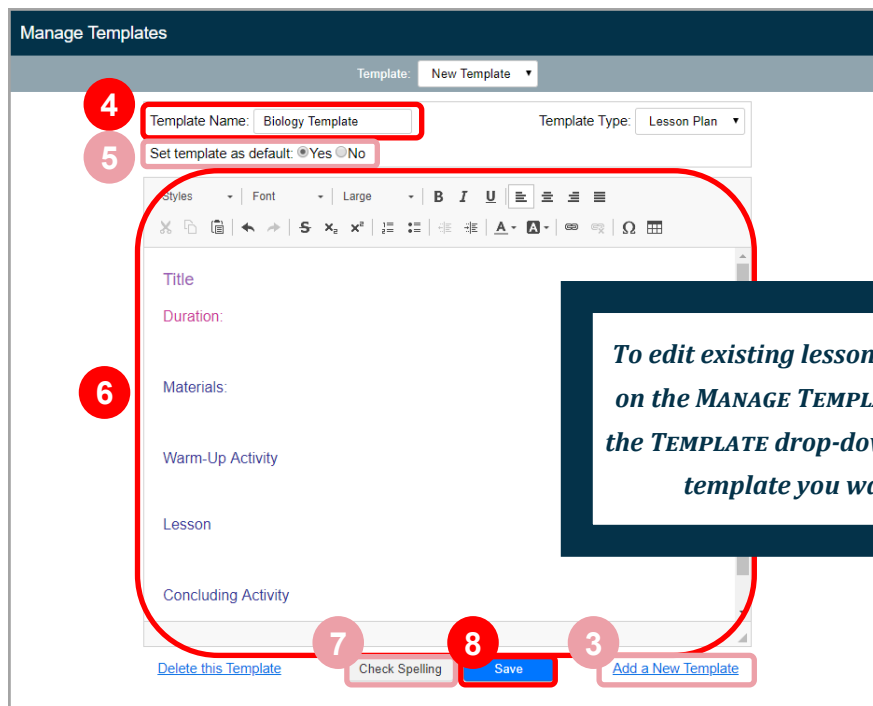
4 Enter a **Template Name** that you can select from the **Templates** drop-down list on the **Lesson Plan Maintenance** screen **Main** tab.

5 (Optional) If you want the template to display by default each time you create a new lesson plan, beside **Set template as default**, select the **Yes** radio button.

6 Enter the desired text for the template. You can paste this from another application, such as Word, if desired.

7 (Optional) Click **Check Spelling** to run spellcheck.

8 Click **Save**.



*To edit existing lesson plan templates, on the **MANAGE TEMPLATES** window, in the **TEMPLATE** drop-down list, select the template you want to edit.*