

LESSON PLAN DIRECTIONS

Please take the time to personalize it with your name and the names of each of your classes (I left out the Conference Period).

1. There is a way to make all of these changes to all of your weekly lesson plan sheets at one time by grouping them by:

Clicking on the first tab at the bottom of the worksheet and hold down the SHIFT key and scroll over (using the arrows in the bottom left corner) and click on the last tab. The tabs will turn **white**, the sheets are now grouped, so any changes that you make to the worksheets will now be made to all worksheets.

2. To personalize go to cell A3 and type your name.
3. The class periods are setup according to the high school but you can change these according to your needs by (i.e. class times) (the schedule is set up with a 7 period day – do not include your off period):
 - a. Go to cell A5 and type the class period.
 - b. Go to cell B5 and type the class period.
 - c. Go to cell C5 and type the class period.
 - d. Go to cell D5 and type the class period.
 - e. Go to cell E5 and type the class period.
 - f. Go to cell F5 and type the class period.
 - g. Go to cell G5 and type the class period.
4. The name of the class should then be changed:

- a. Go to cell A6 and type the name of your 1st class.
- b. Go to cell B6 and type the name of your 2nd class.
- c. Go to cell C6 and type the name of your 3rd class.
- d. Go to cell D6 and type the name of your 4th class.
- e. Go to cell E6 and type the name of your 5th class.
- f. Go to cell F6 and type the name of your 7th class.
- g. Go to cell G6 and type the name of your 8th class.

***After completing these steps you must **ungroup** the sheets. Right-click any sheet tab and select ungroup sheets. You can then make changes to the individual sheets. When the sheets are ungrouped the worksheet tabs will go back to a tan color.

Remember you can always change the font size to a smaller size if needed to make all of your information fit in the cell.

Lesson Plans should include – lesson objective, activities, and TEKS (at a minimum).

You will turn in a copy to your campus secretary by 8:00 am on Monday of each week.