

Class Lesson Plans

Last Modified on 01/12/2022 10:11 am EST

Lesson Plans are a great way to provide your instructors with guidelines to help them run successful classes.

- ★ Set clear well-defined expectations for classes.
- ★ Create and copy Master Lesson Plans into a Class record or create a Lesson Plan directly in a Class record.
- ★ Allow your instructors to view [Lesson Plans in the Staff Portal](#).

Create a Master Lesson Plan

[Expand/Collapse All](#)

Master Lesson Plans are created, edited, and deleted as follows:

1. Go to the **Classes** (menu) > **Master Lesson Plans**.
2. Click **Add Lesson Plan**. Name the **Lesson Plan** and enter a **Description**.
3. Click **Save Changes**. When prompted, click **OK**.

The screenshot shows the 'Master Lesson Plans' interface in Jackrabbit. At the top, there are buttons for 'Save Changes' and 'Add Lesson Plan' (labeled 1). Below this is a list of lesson plans: 'Intro to Guitar', 'Intro to Piano', and 'Intro to Violin' (labeled 2). A callout box says: 'Click on a Lesson Plan to select. Then use the Create New Lesson Plan Item button to add details.' Below the list is a table with columns: '#', 'Lesson Name Theme', 'Description', 'Order', and 'Delete?'. The table contains four rows for weeks 1 through 4. A 'Create New Lesson Plan Item' button (labeled 3) is located below the table.

#	Lesson Name Theme	Description	Order	Delete?
1	Week 1 Basic Guitar Anatomy	WEEK #1 TOPIC CHECKLIST <ul style="list-style-type: none">Physical parts of the guitarDifference between acoustic and electric guitars	1	
2	Week 2 Learning the Fretboard Notes	WEEK #2 TOPIC CHECKLIST <ul style="list-style-type: none">Open notes of each string in standard tuningNotes of the fretboard (first 12 frets) for all six strings	2	
3	Week 3 Single Notes, Fretboard Tracking and Reviewing Week Tv	WEEK #3 TOPIC CHECKLIST <ul style="list-style-type: none">Physical discipline of playing and moving single notesIdentifying notes as you play	3	
4	Week 4 First Chords	WEEK #4 TOPIC CHECKLIST <ul style="list-style-type: none">Basic open chordsBasic power chords	4	

Add Items to a Lesson Plan

1. Select and click the Lesson Plan name.
2. Click **Create New Lesson Plan Item**. In the pop-up window, add item **Name**, **Theme**, **Description**, and **Order**.
3. Click **Save**. Continue adding Lesson Plan items until the Master Lesson Plan is complete.
4. Click **Save Changes**.



Lesson Plans assigned to classes can be viewed in the [Staff Portal](#).

Copy a Master Lesson Plan into a Class

1. Go to the **Classes** (menu) > **All Classes** to choose the correct class or use the global search for *find a class...* on the top of the page.
2. Click the **Lesson Plan** tab.
3. Click **Copy Master Lesson Plan**. In the **Copy Master Plan** box, choose the applicable **Master Lesson Plan**.
4. Click **Save** and **OK**. The Master Lesson Plan you added will show in the Class.
Note: Instructor-specific **Dates**, **Instructor Comments**, and **Order** can be added as needed.
5. Click **Save Changes**.

Add a Lesson Plan Directly to a Class

1. Go to the **Classes** (menu). Search and select the correct class.
2. Click the **Lesson Plan** tab.
3. Click the **Add Lesson Plan** button.
4. Add applicable items: **Date**, **Lesson Name/Theme**, **Description**, **Instructor Comments**, and **Order**.

Class: Advanced Tumbling - T/Th - 6:00

← RETURN **SAVE CHANGES** **DELETE**

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors **Lesson Plan** Skills/Levels Misc Costumes Notes (0)

Add Lesson Plan Copy Master Lesson Plan

Class Lesson Plan

View 1 of 1 Print Refresh

	Date	Lesson Name Theme	Description	Instructor Comments	Order	
1						

5. Click **Save Changes**.



*Lesson Plans added to an individual Class using the **Add Lesson Plan** button will not be added to Master Lesson Plans.*