View Lesson Plans in the Staff Portal

The Jackrabbit Staff Portal provides a secure place for your staff to view Lesson Plans for their classes.

⭐ Guarantee staff members are aware of class guidelines and expectations.

⭐ Updates made to Lesson Plans are immediately visible in the Staff Portal.

Master Lesson Plans are created in *Classes (menu) > Master Lesson Plans*. See **Class Lesson Plans** for detailed instructions on how to create your master Lesson Plans.
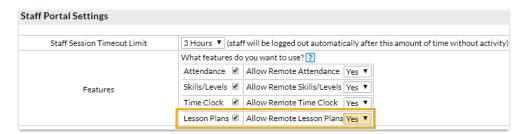

Staff Portal Settings

Two Staff Portal settings must be set to *Yes* to enable your staff to view Lesson Plans in their Staff Portal:

- *Staff (menu) > Staff Portal > Portal Settings*
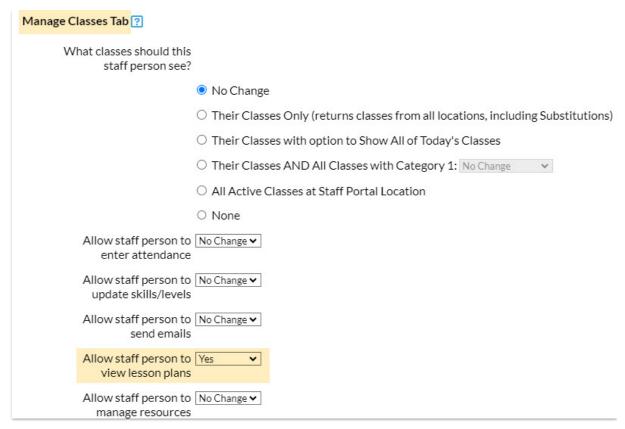- *Staff (menu) > Staff Portal > Edit All Staff Settings*

Set Portal Settings

Go to the **Staff** (menu) > **Staff Portal** > **Portal Settings** > **Staff Portal Settings** > **Features**. Select *Lesson Plans* and set *Allow Remote Lesson Plans* to *Yes*. Remember to always *Save Changes*.

Staff Portal Settings	
Staff Session Timeout Limit	3 Hours ▼ (staff will be logged out automatically after this amount of time without activity)
Features	What features do you want to use? ❓ Attendance ☑ Allow Remote Attendance Yes ▼ Skills/Levels ☑ Allow Remote Skills/Levels Yes ▼ Time Clock ☑ Allow Remote Time Clock Yes ▼ Lesson Plans ☑ Allow Remote Lesson Plans Yes ▼

Set Edit All Staff Portal Settings

1. Go to **Staff** (menu) > **Staff Portal** > **Edit All Staff Settings**.
2. Select the Staff you would like to edit.
3. Scroll down to **Manage Classes Tab** and set **Allow staff person to view lesson plans** to **Yes**.

Manage Classes Tab ?

What classes should this
staff person see?

- ● No Change
- ○ Their Classes Only (returns classes from all locations, including Substitutions)
- ○ Their Classes with option to Show All of Today's Classes
- ○ Their Classes AND All Classes with Category 1: No Change ⌄
- ○ All Active Classes at Staff Portal Location
- ○ None

Allow staff person to No Change ⌄
enter attendance

Allow staff person to No Change ⌄
update skills/levels

Allow staff person to No Change ⌄
send emails

Allow staff person to Yes ⌄
view lesson plans
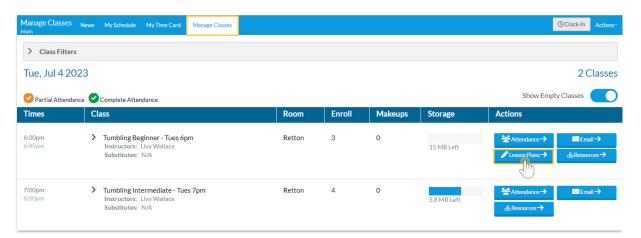
Allow staff person to No Change ⌄
manage resources

4. Click **Save**. Once saved, changes will be automatically updated under the*Staff* menu in the*Portal Settings* tab for each individual staff member that was modified.

An individual staff member's setting can be changed under the*Staff* Menu. Go to *Staff menu > Active Staff (select a Staff Member) > Portal Settings (tab) > Manage Classes Tab (section) > Allow staff person to view lesson plans set* to *Yes*.

View Lesson Plans in the Staff Portal

1. Log in to the Staff Portal.
2. Click on **Manage Classes**.
3. Click **Lesson Plans** under **Actions**. You will only see the Lesson Plans button when Lesson Plans have been created and are assigned to a class.

4. Review the *Lesson Plan.* This includes the *Date* (when Lesson Plan was added to the class), *Lesson Name*, *Theme*, *Description*, *Instructor Comments*, and *Order*. The Lesson Plans are view only in the Staff Portal.