

# View Lesson Plans in the Staff Portal

Last Modified on 07/04/2023 10:39 pm EDT

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.

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## 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	<p>What features do you want to use? <a href="#">?</a></p> <table><tr><td>Attendance <input checked="" type="checkbox"/></td><td>Allow Remote Attendance</td><td>Yes ▼</td></tr><tr><td>Skills/Levels <input checked="" type="checkbox"/></td><td>Allow Remote Skills/Levels</td><td>Yes ▼</td></tr><tr><td>Time Clock <input checked="" type="checkbox"/></td><td>Allow Remote Time Clock</td><td>Yes ▼</td></tr><tr><td>Lesson Plans <input checked="" type="checkbox"/></td><td>Allow Remote Lesson Plans</td><td>Yes ▼</td></tr></table>	Attendance <input checked="" type="checkbox"/>	Allow Remote Attendance	Yes ▼	Skills/Levels <input checked="" type="checkbox"/>	Allow Remote Skills/Levels	Yes ▼	Time Clock <input checked="" type="checkbox"/>	Allow Remote Time Clock	Yes ▼	Lesson Plans <input checked="" type="checkbox"/>	Allow Remote Lesson Plans	Yes ▼
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Lesson Plans <input checked="" type="checkbox"/>	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 enter attendance No Change ▾

Allow staff person to update skills/levels No Change ▾

Allow staff person to send emails No Change ▾

Allow staff person to view lesson plans Yes ▾

Allow staff person to manage resources No Change ▾

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*.

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## 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.
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Manage Classes News My Schedule My Time Card **Manage Classes** Clock-In Actions

Class Filters

Tue, Jul 4 2023 2 Classes

Partial Attendance
  Complete Attendance
 Show Empty Classes

Times	Class	Room	Enroll	Makeups	Storage	Actions
6:00pm 6:45pm	> <b>Tumbling Beginner - Tues 6pm</b> Instructors: Livy Wallace Substitutes: N/A	Retton	3	0	15 MB Left	<a>Attendance</a> <a>Email</a> <a>Lesson Plans</a> <a>Resources</a>
7:00pm 8:00pm	> <b>Tumbling Intermediate - Tues 7pm</b> Instructors: Livy Wallace Substitutes: N/A	Retton	4	0	5.8 MB Left	<a>Attendance</a> <a>Email</a> <a>Resources</a>

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.

Lesson Plans News My Schedule My Time Card **Manage Classes** Clock-In Actions

Return

> **Class** Tumbling Beginner - Tues 6pm Attendance Email Resources

Date	Lesson Name	Theme	Description	Instructor Comments	Order
07/04/23	Week One		Hollow and arch positions, log rolls, Piked forward roll to pike sit		1
07/11/23	Week Two		Front and back support, lunge position, forward roll to stand		2
07/18/23	Week Three		Mini cartwheel over box, push-ups, tight handstand against wall		3