



els

Educational Leadership Solutions

EZ Lesson Planner

User Manual

APPLICATION SERVICE PROVIDER AGREEMENT

This Application Service Provider Agreement (“Agreement”) is made between Educational Leadership Solutions, Inc., a Mississippi corporation (“ELS”) and (“School”).

ELS has developed and owns the ELS Product Suite (“Products”), internet-based applications which make data management easier and more effective for educators.

School desires to use Products, and ELS desires to grant School a non-transferable, non-exclusive, and revocable license (“License”) to use Products. School desires to so subscribe to the networks and accept the License, all pursuant to the terms and conditions provided below.

The parties, ELS and School, agree to the following:

- 1. ELS Services Provided.** ELS will provide Products via the website www.k12els.com, so that School users can utilize all Products features. Technical support will be provided via phone, 877-233-7833, and e-mail, support@k12els.com.
- 2. License.** While this Agreement is in effect, ELS grants to School a non-transferable, non-exclusive, and revocable License to limited right to access and use of Products. ELS owns the copyright on Products, and School has no right to copy Products, or to use Products except as provided herein. The grant of License herein is limited to School and its employees, and School is not authorized to give anyone other than School users access to Products or otherwise share Products with anyone outside School. ELS reserves the right to terminate this Agreement if this is not observed.
- 3. Ownership.** School acknowledges that Products and all system files are and shall be solely owned by ELS, and ELS acknowledges that School shall own the data on Products. The foregoing notwithstanding, School grants ELS permission to manage data periodically for backup and maintenance.
- 4. Term.** The term of this Agreement shall be for the remainder of the school year, commencing on the day of implementation and terminating on June 30, 2012. The Agreement may be renewed for successive one (1) year terms, unless either party shall terminate this Agreement by notifying the other party in writing not less than thirty (30) days prior to the then current termination date.
- 5. Fees.** Concurrently with the execution of this Agreement, School will pay ELS an initial startup fee for each product. In addition, there will be an annual renewal fee for Products if School decides to continue use of Products.

The annual renewal fee for each year will be due and payable not later than each September 1. ELS may increase the fees by written notice to School, which notice shall be given not later than forty-five (45) days prior to the expiration of the then current term.
- 6. Choice of Law.** This Agreement shall be governed and construed by the laws of the State of Mississippi, and the parties consent to the jurisdiction of the courts within the State of Mississippi.
- 7. Assignments.** School may not assign this Agreement to any other School.
- 8. Entire Agreement and Notice.** This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and sent by certified or registered mail to the parties at their respective addresses.

Contents

- Introduction
- Support Information
- Teacher Instructions
- Administrator Instructions
- Site Administrator Instructions
- Quick Start Guides
 - ❖ Administrator
 - ❖ Teacher

Introduction

Welcome to the Educational Leadership Solutions, Inc. (ELS) Product Suite, web-based applications designed to make data management easier and more effective for educators.

ELS, the designer of and service provider for this product suite, is a company dedicated to providing technology solutions for educators. It is our belief that for educational technology to be effective it must be extremely user-friendly and easy to master (30 minutes or less). We have designed our product suite to meet these criteria.

This user manual has been designed to make your school's implementation of our application efficient and effective. It is our desire for all schools and school personnel to be 100% satisfied with our applications.

Support Information

Support

Please contact us by phone (1-877-233-7833) or e-mail (support@k12els.com) with any questions you may have regarding our products.

System Requirements

The ELS Product Suite is a web application that is hosted by Educational Leadership Solutions, Inc. Because it is an internet-based application, users (teachers and administrators) can access it from any computer that has access to the internet. The applications can run on web browsers including Internet Explorer, Mozilla Firefox, and Safari.

Training

The ELS Product Suite has been designed to require little or no formal training. It is our goal to make the application user-friendly to the point that it can be mastered by following written instructions.

All training documents, user manuals, and product demos are available at our website: www.k12els.com.

Educational Leadership Solutions, Inc. also provides on-site training for schools who desire additional assistance with implementing the ELS Product Suite.

ELS, Inc.
Customer Support
877-233-7833
support@k12els.com

EZ Lesson Planner Instructions

Log in (go to www.k12els.com and select *ELS Client Login*) and select the EZ Lesson Planner icon.

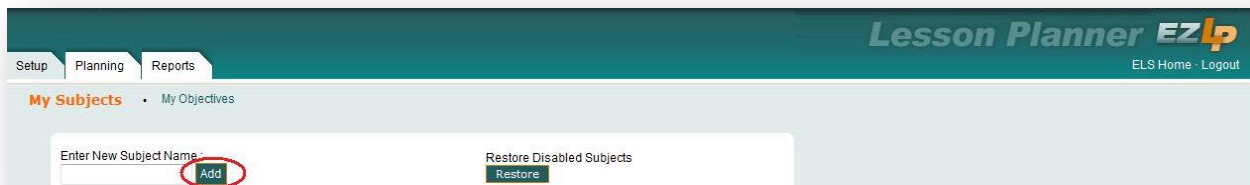


Teacher Instructions

Setup* Tab

My Subjects*

Enter a subject** that you teach under *Enter New Subject Name* and then select *Add*. Repeat this step to add additional subjects.

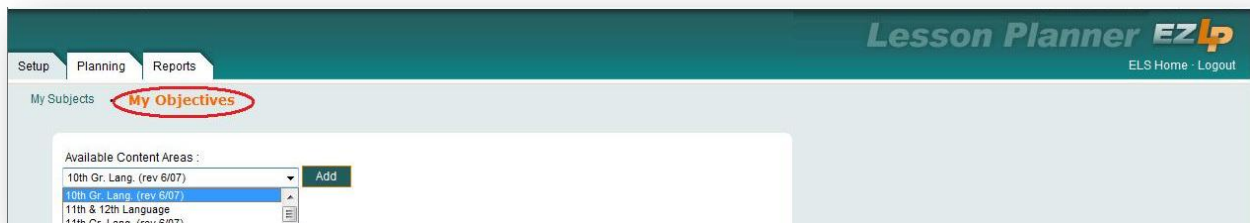


* The Setup screen will appear upon your initial login to the EZ Lesson Planner. Upon your next login, the EZ Lesson Planner will open to your Plans List (see Planning Tab).

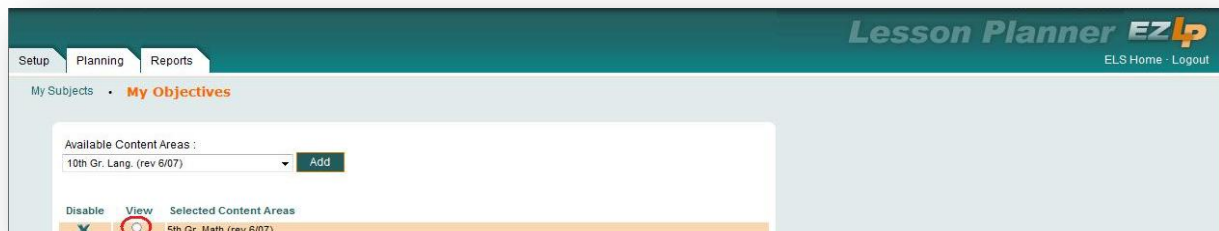
**If you create unique plans for different sections of the same course (e.g. two sections of English I), you may want to create each section as a subject (e.g. "English I, p1" and "English I, p2")

My Objectives*

Click on *My Objectives*. Choose a curriculum content area from the drop-down list, then select the *Add* button. Repeat this step to add additional content area objectives to be used in your lesson plans.



To view an objectives list, select the *View* icon next to a content area. Select the *Print* button from the *View* screen to print the list of objectives.



Planning Tab

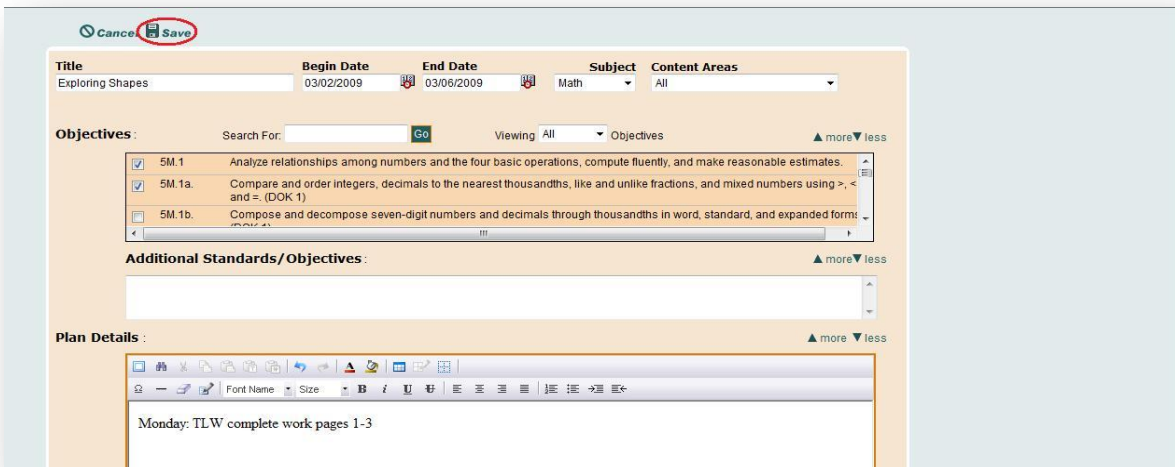
Select the *Planning* tab.



Click on *Add Plan* or *Add Template Plan* (if your school uses a template).



Create your plan and then select *Save*.



Parts of the Plan:

- **Title:** Label the lesson plan to allow quicker identification on the *Plans List*.
- **Begin Date/End Date:** Click on the calendar icons to select the beginning and ending dates for your lesson. Most teachers add plans by the week.
- **Subject:** Select the subject for which the lesson is being created.
- **Objectives:** Select the objectives (by clicking in the box next to the selected objective) that will be covered in the lesson (scroll down to view the entire list).
- **Additional Objectives:** Add additional objectives for the lesson (not contained in the list) if necessary.
- **Plan:** Provide the procedures for the lesson.
- **Homework:** List the homework that will accompany your lesson.
- **Resources:** List resources needed for your lesson.
- **Evaluations:** List the means of assessment for your lesson.

Delete, View, Copy (and modify), or Edit a lesson plan by selecting the appropriate icon.

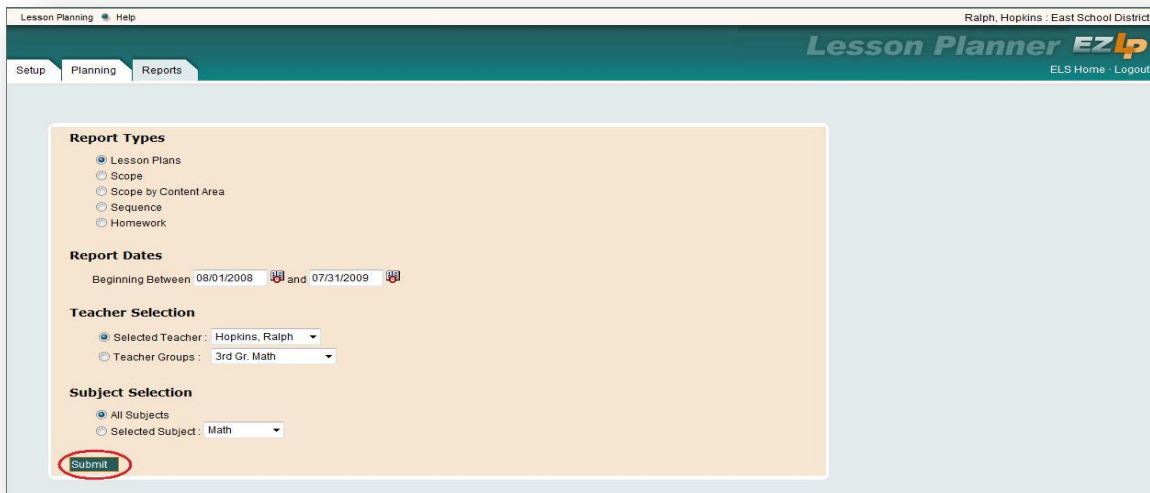


Reports Tab

Click on the *Reports* tab.



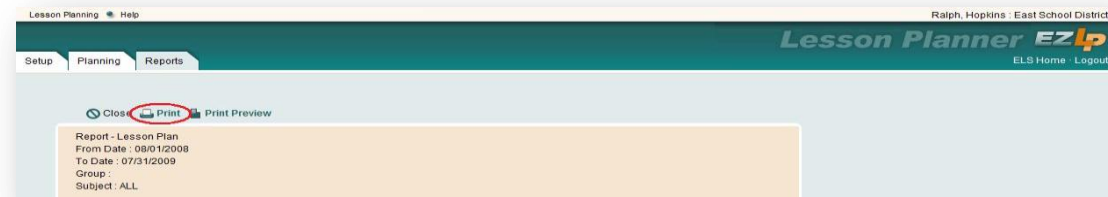
Choose the criteria for your report and then select *Submit*.



Types of Reports:

- **Lesson Plans:** Report includes the information from each lesson plan.
- **Scope:** Lists each objective (and # of time used) that has been included in your lesson plans.
- **Scope by Content Area:** Lists all objectives for selected content area and number of times each has been included in your lesson plans.
- **Sequence:** Lists the order in which the objectives have been included in your lesson plans.
- **Homework:** Includes the information from the homework box within your lesson plans.

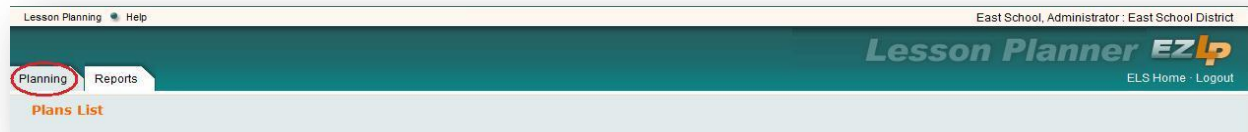
To print a report, click the *Print* button from the report view.



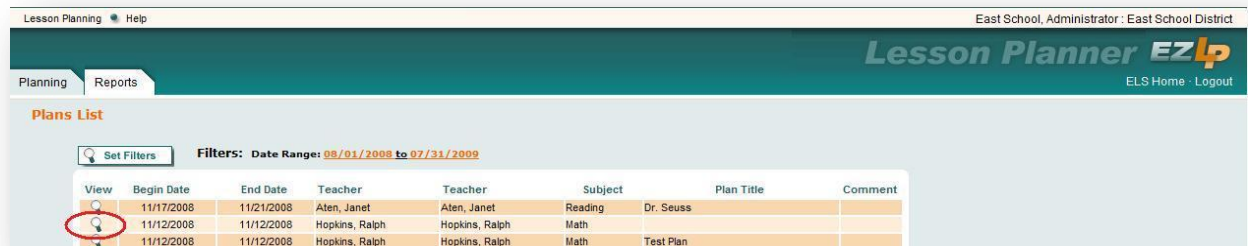
Administrator Instructions

Planning Tab

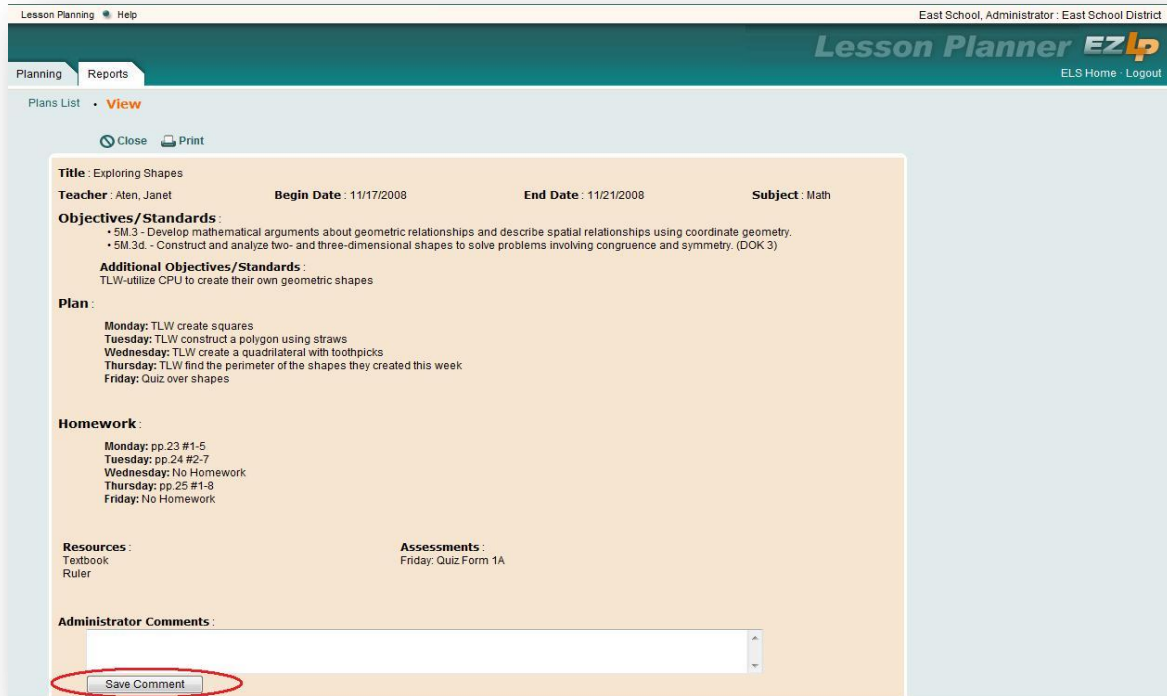
[If you are not already at the *Plans List* screen], click the *Planning* tab.



Select the *View* icon of the plan you wish to view.



[If desired], add a comment and select *Save Comment*.

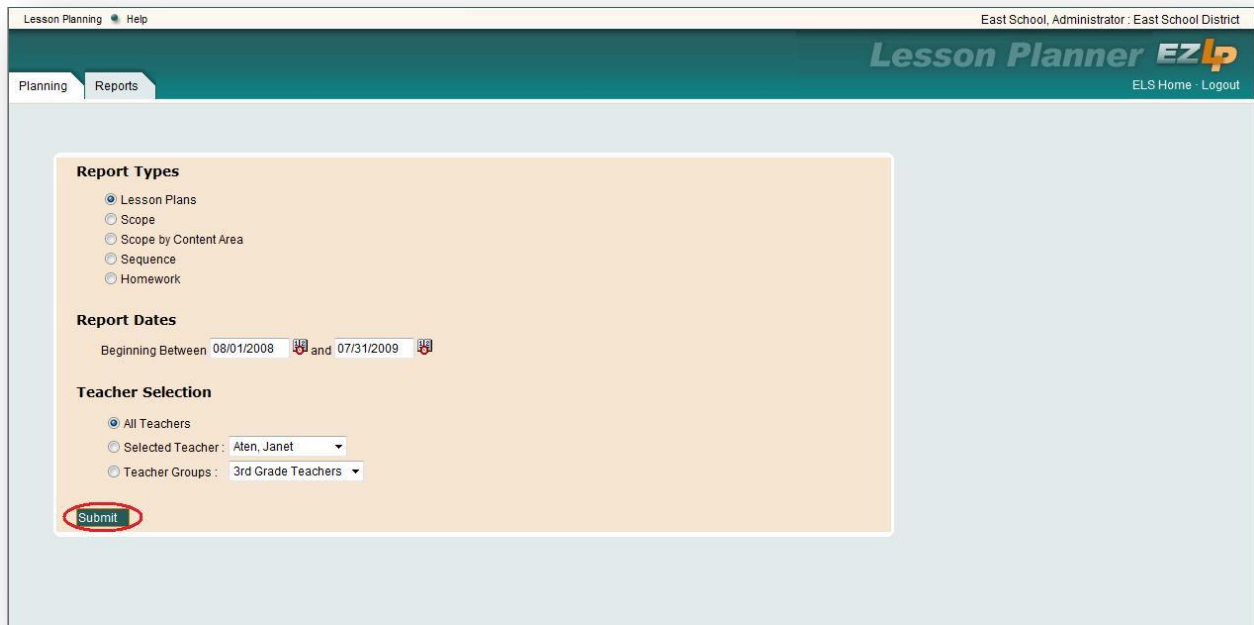


Reports Tab

Select the *Reports* tab.



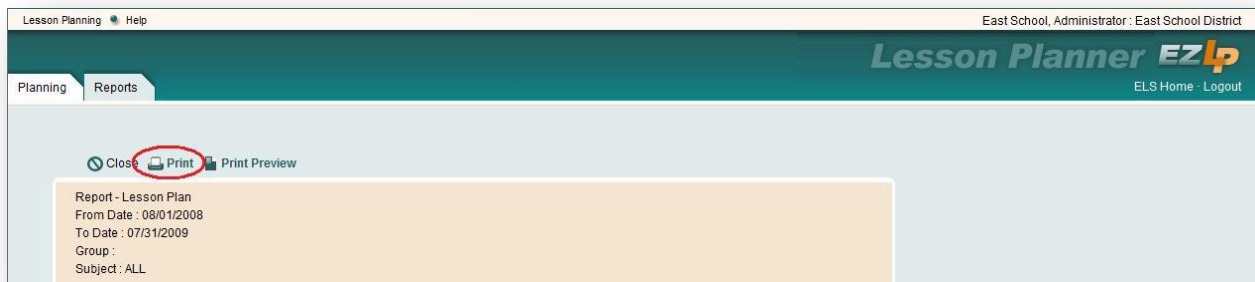
Choose the criteria for your report and then select *Submit*.

A screenshot of the Lesson Planner EZlp web application showing the "Reports" tab. The main content area is a light blue box with a white background. It contains three sections: "Report Types" with radio buttons for "Lesson Plans" (selected), "Scope", "Scope by Content Area", "Sequence", and "Homework"; "Report Dates" with a date range from "08/01/2008" to "07/31/2009"; and "Teacher Selection" with radio buttons for "All Teachers" (selected), "Selected Teacher: Alen, Janet", and "Teacher Groups: 3rd Grade Teachers". A red circle highlights the "Submit" button at the bottom left of the form.

Types of Reports:


- **Lesson Plans:** Report includes the information from each lesson plan.
- **Scope:** Lists each objective (and # of time used) that has been included in teacher lesson plans.
- **Scope by Content Area:** Lists all objectives for selected content area and number of times each has been included in teacher lesson plans.
- **Sequence:** Lists the order in which the objectives have been included in teacher lesson plans.
- **Homework:** Includes the information from the homework box within teacher lesson plans.

To print a report, click the *Print* button from the report view.



Site Administrator Instructions

Log in as Site Administrator and select the *Site Administrator Tools* icon.

A dark green rectangular button with the text "Site Administrator Tools" in white and a white right-pointing triangle icon.

Teacher Groups

Select *Teacher Groups* on the menu bar to set up teacher sharing of plans.



Add/Edit Teacher Group

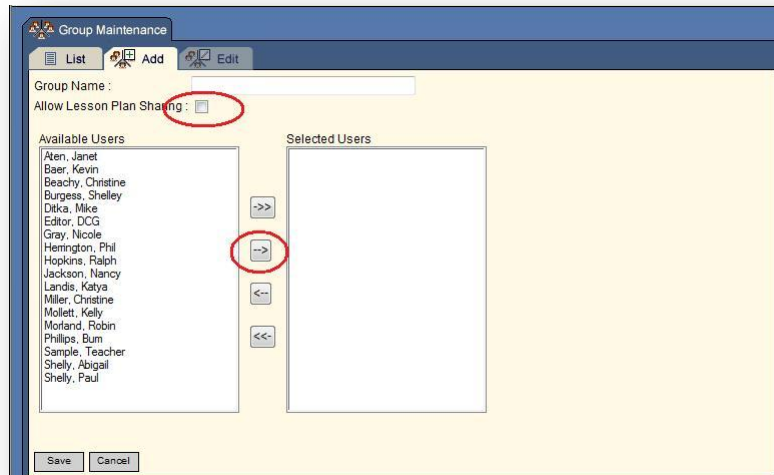
To add a group, select the *Add* tab on the *Group Maintenance* screen.

To edit a group, select the *Edit* icon next to the group.



Select teachers for the group by highlighting each name and clicking on the single arrow button, then click on *Save*. [If you would like to select all of the names, simply click the double arrow button.]

Note: Check the *Allow Lesson Plan Sharing* box to enable users to view or copy lesson plans from other teachers within their group.



Plan Templates

Select *Plan Templates* on the menu bar.

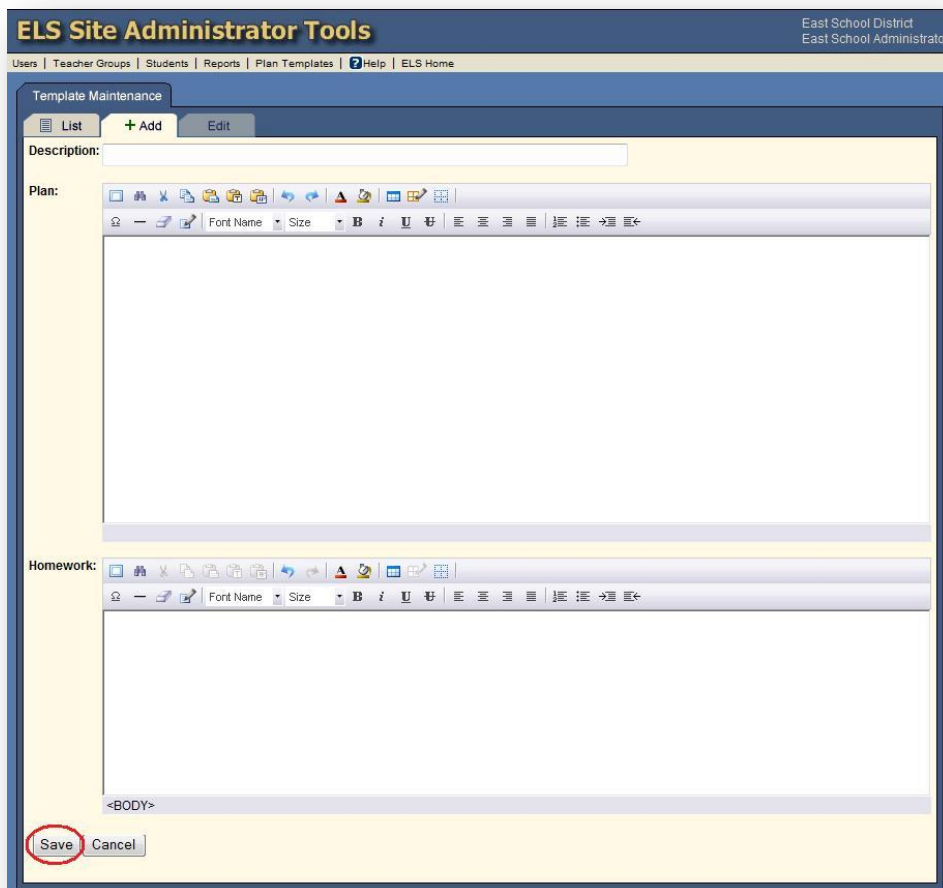



To add a template, select the *Add* tab on the *Template Maintenance* screen.

To edit a template, select the *Details* icon next to the template name.



Complete/edit the template (including a *Description* that will readily identify the template) and then click *Save*.



Note: You may copy and paste text from Microsoft Word directly into the template. Use the  icon to ensure that the information is saved in an html friendly format. The saved template will appear in the “Add Template Plan” list on the teacher’s “Planning” tab.

EZ Lesson Planner - Administrator Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Lesson Planner icon.

Planning Tab

- a. Click the *Planning* tab.
- b. Select the *View* icon of the plan you wish to view.
- c. To add a comment to a teacher's plan, type a comment in *Administrator Comments* and click *Save Comment*. Check the *Mark as Read* box to notify the teacher and track viewed lesson plans.
- d. Use *Set Filters* to filter for selected plans by choosing a date range, teacher, and/or teacher group. [Teacher groups can be created using *Site Administrator Tools* from the ELS homepage.]

Reports Tab

- a. Select the *Reports* tab.
- b. Choose the criteria for your report and then select *Submit*.

Types of Reports:

- **Lesson Plans:** Report includes the information from each lesson plan.
 - **Scope:** Lists each objective (and # of time used) that has been included in teacher lesson plans.
 - **Scope by Content Area:** Lists all objectives for selected content area and number of times each has been included in teacher lesson plans.
 - **Sequence:** Lists the order in which the objectives have been included in teacher lesson plans.
 - **Homework:** Includes the information from the homework box within teacher lesson plans.
- c. To print a report, click the *Print* button from the report view.

Note: If you wish to change your login information and/or password, select *Profile* from the ELS homepage.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.

EZ Lesson Planner - Teacher Quick Start Guide

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the EZ Lesson Planner icon.

Setup* Tab

- a. **My Subjects** - Enter a subject that you teach and then select *Add*. Repeat this step to add additional subjects.
- b. **My Objectives** - Click on *My Objectives*. Choose a curriculum content area from the drop-down list. Then, select the *Add* button. Repeat this step to add additional content area objectives to be used in your lesson plans.
- c. To view an objectives list, select the *View* icon next to a content area. Select the *Print* button from the *View* screen to print the list of objectives.

Planning Tab

- a. Select the *Planning* tab.
- b. Click on *Add Plan* or *Add Template Plan* (if your school uses a template).
- c. Create your plan, then select *Save* from the top or bottom of the screen.

Parts of the plan:

- **Title:** Label the lesson plan to allow quicker identification on the *Plans List*.
 - **Begin Date/End Date:** Click on the calendar icons to select the beginning and ending dates for your lesson. Most teachers add plans by the week.
 - **Subject:** Select the subject for which the lesson is being created.
 - **Objectives:** Select the objectives (by clicking in the box next to the selected objective) that will be covered in the lesson (scroll down to view the entire list).
 - **Additional Standards/Objectives:** Add additional objectives for the lesson (not contained in the list) if necessary.
 - **Plan Details:** Provide the procedures for your lesson.
 - **Homework:** List the homework that will accompany your lesson.
 - **Resources:** List resources needed for your lesson.
 - **Evaluations:** List the means of assessment for your lesson.
- d. To edit, view, delete, or copy your lesson plans, select the appropriate icon [from the *Plans List*] next to the plan which you wish to edit, view, delete, or copy.
 - e. To search for previously created lesson plans, select the *Set Filters* button. Enter the desired subject and date range then click *Apply Filters*.

Reports Tab

- a. Click on the *Reports* tab.
- b. Choose the criteria for your report and then select *Submit*.

Types of Reports:

- **Lesson Plans:** Report includes the information from each lesson plan.
 - **Scope:** Lists each objective (and # of time used) that has been included in your lesson plans.
 - **Scope by Content Area:** Lists all objectives for selected content area and number of times each has been included in your plans.
 - **Sequence:** Lists the order in which the objectives have been included in your lesson plans.
 - **Homework:** Includes the information from the homework box within your lesson plans.
- c. To print a report, click the *Print* button from the report view.

* The *Setup* step needs to be done only upon initial setup or when the user wishes to add or delete subjects and/or content areas.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.

Notes:

Support Information:

Educational Leadership Solution

1-877-233-73833

support@k12els.com