

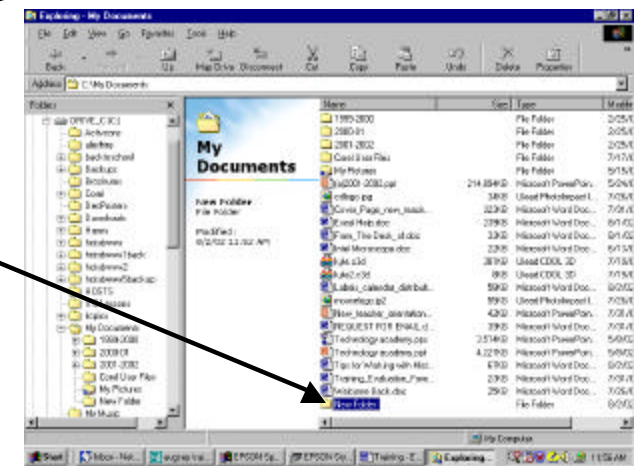
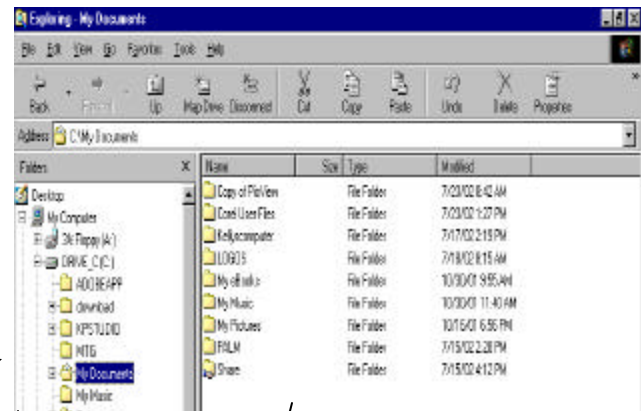


Turning In Lessons Plans Electronically

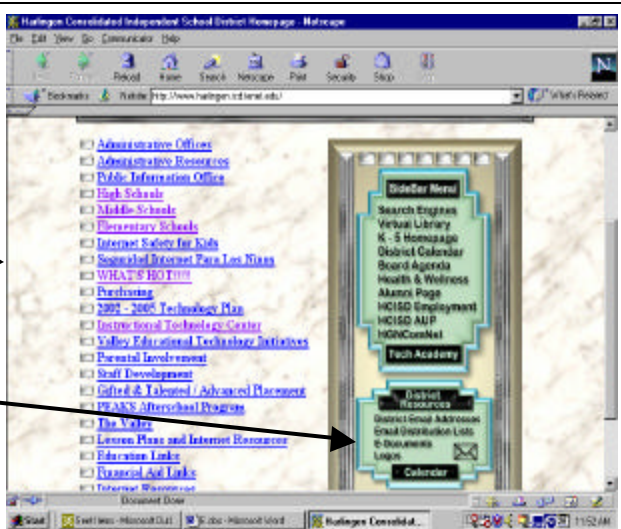
Background: To help every teacher reach Level One of the HCISD Technology Standards, this lesson will guide you through the process of acquiring and submitting your Lesson Plans through Email to your campus administrator.

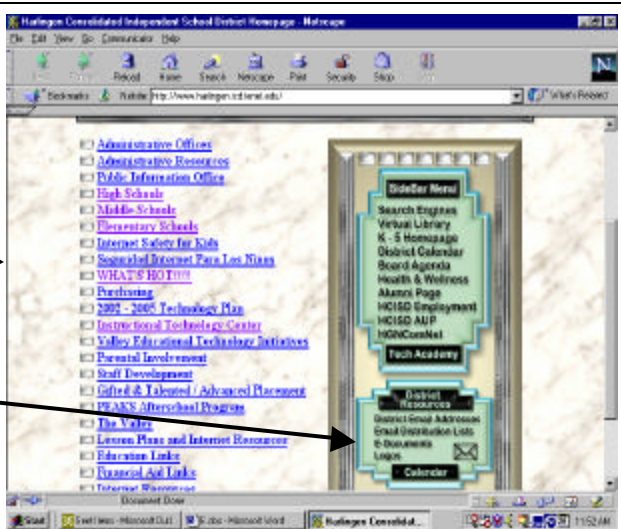
1. Selecting a place to store Lesson Plans (other than floppy (A:) or Pen Drive)

- Log in with TEACHER Log in. (If you don't have one, speak to your campus technician.) (This is not the same log in that you use for your email.)
- Click the EXPLORER icon. -OR- Right click your mouse on the word START on the task bar. (NOT Internet Explorer)
- You will see this box appear.
- Double Click on MY DOCUMENTS. (This will be on the left side of the monitor)
- Click on FILE → NEW → FOLDER.
- When the new folder appears, click your mouse where it says NEW FOLDER.
- Type in the following:
LESSON PLANS 2002-2003
- This completes this step.
- To exit, either click on the X in the upper right corner OR Click on FILE, and then CLOSE.

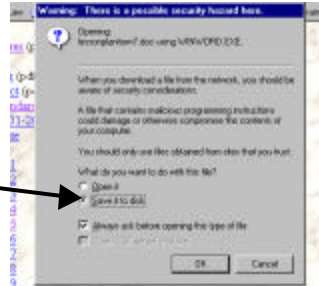
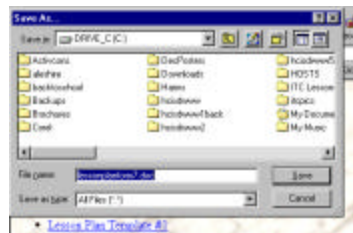


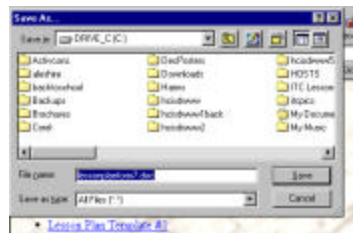
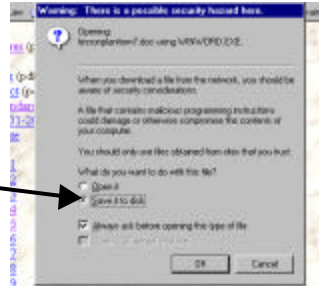
2. Selecting a Lesson Plan Template

- Double click on the NETSCAPE icon.
- You will see this page. 
- Find the E-DOCUMENTS link on the homepage.
- Click your mouse on E-DOCUMENTS.
- Scroll down the page until you see the word DISTRICT.
- You will see a link for lesson plan templates.
- Click through each template to find the one you want. (CHECK WITH YOUR PRINCIPAL TO SEE IF HE/SHE WANTS YOU TO USE A SPECIFIC ONE.)
- When you click on a template, you will be given the opportunity to OPEN or SAVE TO DISK.
- While you are looking around, click on OPEN.
- After you view a template you can view another by clicking on FILE, then EXIT.
- Once you have found a template you like, you are ready to save a copy to your computer. (Continued...)



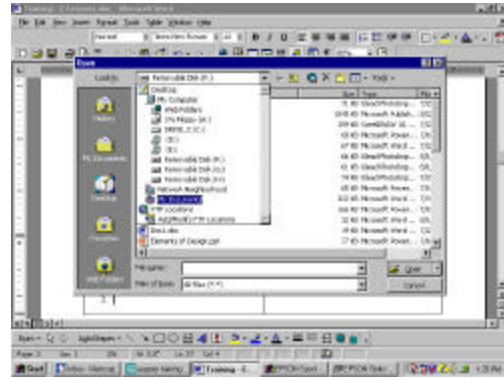
3. Saving a Template to Your Computer

- Now that you know which template you want to use, click on that template again.
- When this box appears, click on SAVE TO DISK. 
- Click OK.
- This box will appear. 
- Click on the SAVE IN box.
- Click on MY DOCUMENTS.
- Click on Lesson Plans 2002-2003.
- Press your TAB key on your keyboard once.
- Type in the name you want to use for the lesson plans you are going to type in.
- Examples: Fall2002
Sem1Qtr2
- Click SAVE



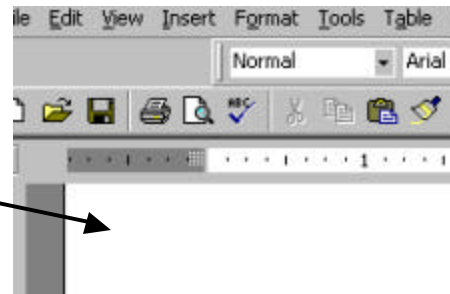
4. Opening your Template to Begin inputting your Lesson Plans

- Click on Start → Programs → Office → Microsoft Word.
- Click on File → Open
- Look in → My Documents → Lesson Plans 2002-2003
- Open the file you want to work with by double clicking on the file name you want.



5. Typing your Lesson Plans

- To move from cell to cell, press TAB on your keyboard.
- When you want to type, be sure your "blinking" cursor is in the space you want.
- Save your work frequently by clicking on the diskette button at the top of your monitor.



6. Creating a NEW FILE for a DIFFERENT Week, month, or semester file.

- Repeat step 3 only this time give your file a new name. Examples:
Sem2qtr1 18thweek may1-may25

7. E-Mailing your Lesson Plans to Administrator

- Open your Netscape Navigator.
- Click Communicator → Messenger
- Click on NEW MSG
- Type in your administrator's email address
- The SUBJECT line will vary depending on your campus and administrator.
- Type in a brief message relaying pertinent data such as your name, team, lesson plan dates, etc. You should also check with your administrator to see if there are other specifics you need to include.
- Click on ATTACH.
- Click on FILE
- Look in MY DOCUMENTS → LESSON PLANS 2002-2003 → then the desired file you want to send.
- Click on OPEN
- Click on SEND.

