

# Welcome to the Interactive Lesson Planner

The Interactive Lesson Planner is a highly functional tool for organizing, editing, creating, and transferring lesson plans. Whether you received the Lesson Planner with a module, such as *Lesson Plans for Character Education on CD-ROM*, or downloaded the Lesson Planner off our web site (<http://www.masterteacher.com/dnd>), we think you'll find it to be one of the most useful pieces of software in your repertoire.

**Note:** *For comprehensive installation instructions, please scroll to the end of this document.*

## How It Works

The Lesson Planner essentially allows you to search for and organize your lessons based upon a variety of criteria, including subject area, emphasis, and grade level. Additionally, the Lesson Planner provides you a template for creating and editing lesson plans, and allows you to transfer lesson plans to disk for use on other computers or by other colleagues.

The Interactive Lesson Planner is divided into five main sections, organized by tabs that you can find along the top of the program window. These include the following: (1) **Home**, (2) **Search**, (3) **Create**, (4) **Transfer**, and (5) **Undelete**.

## Home

Besides housing this introduction, the **Home** screen allows you to see what modules you have installed, check your *Transfer Drive* for lesson plans that you've modified, and check the Internet for any program updates or downloadable modules. This information appears in the three windows at the left of the **Home** screen.

In addition, by clicking the *Preferences* button on the **Home** screen, you can customize the program for your needs. In *Preferences*, you can do such things as turning the "Mouse Help" on and off, turning the sound on and off, setting your *Transfer Drive* (that is, the drive to which and from which you will transfer lesson plans when using them on multiple computers or sharing them with colleagues), and specifying your preferred subjects and emphases.

*Note: If you specify subjects, emphases, and grade levels in the Preferences window, any searches you perform will be automatically narrowed only to lesson plans that pertain directly to your specified subjects, emphases, and grade levels. This is very useful when you have a lot of lesson plans you are trying to filter through. However, keep in mind: Setting these Preferences may significantly limit your searches.*

## Search

The **Search** screen will allow you to search for lesson plans by specifying the modules, subjects, emphases, and grade levels that are relevant to your needs. In the *Grade Level*, *Modules*, *Emphasis*, and *Subject* windows on the left, simply click on the relevant search items, and a list of relevant lesson plans will appear in the *Lessons* window on the right.

*Note: When a search criterion is selected, its color changes to red. When it is deselected, its color is black. When you scroll over hot-linked text with your mouse pointer, the text turns blue.*

Keep in mind when searching that each criterion you highlight *within* a certain box expands the search, while highlighting criteria *in multiple boxes* narrows the search. That is, if you highlight both Grades 1 and 2 in the *Grade Level* box, the engine will return more lesson plans than it would if you had only Grade 1 highlighted. However, if you have Grade 1 highlighted in the *Grade Level* box and “Art” highlighted in the *Subject* box, your search will narrow only to those lesson plans that are relevant to both Grade 1 and “Art.”

Once you have found a lesson plan you want to work with, simply click on its title to view or edit the lesson. Once the lesson template is on the screen, you can change the lesson plan as you wish, save your changes, print the lesson plan, or use the arrow keys at the bottom of the toolbar on the right to move among the lessons in your search list.

*Note: If you purchase both the elementary and secondary versions of a MASTER Teacher lesson planner module--for example, **Lesson Plans for Character Education--Elementary and Secondary Editions**--you will likely see duplicate titles in the Lessons window on the **Search** screen. This duplication can be attributed to the presence of separate elementary and secondary versions of the same lesson.*

*Note: If you should ever want to clear all your highlighted criteria on the **Search** screen and start a fresh search, press the Clear button in the toolbar.*

## **Create**

Clicking on the **Create** tab brings up a blank lesson plan template that you can use to create, edit, and save your own lessons. Along with the ability to type or paste content into the body of the lesson, the template allows you to assign a title, subjects, emphases, grade levels, objectives, and materials necessary.

The lesson template contains much of the functionality of a standard word processor--such as bold, italics, underline, and bulleted lists. Lessons that you create or edit can be saved to a *Personal Module* that appears in the *Modules* box under the **Search** tab. These lesson plans can also be printed for use in your class. Simply open a lesson and click the *Print* button in the toolbar.

## **Transfer**

The **Transfer** tab allows you to transfer lesson plans to and from your *Transfer Drive*. (*Note: You can specify the drive you want to use as your Transfer Drive by clicking the Preferences button on the **Home** screen.*) If you have lesson plans on your *Transfer Drive*, they will appear in the window on the right. Lessons that you have saved within the program (that is, lessons that are contained in your *Personal Module* in the Lesson Planner) appear in the window on the left. To copy files to and from your *Transfer Drive*, simply highlight the lessons you want to transfer and use the corresponding arrows to transfer the lessons.

*Note: You can specify any hard drive, floppy drive, or network drive as the Transfer Drive for lessons.*

## **Undelete**

The **Undelete** tab will allow you to retrieve files that you have previously deleted from your *Personal Module*. Incidentally, this screen will also allow you to *permanently* delete lessons that you are certain you will never use again.

*Note: Only lessons from your Personal Module (that is, lessons you have modified and saved) can be deleted. Lessons that are a part of modules you purchased cannot be deleted.*

## **Miscellaneous**

### About Adobe Acrobat Reader

The Interactive Lesson Planner requires that the user have Adobe Acrobat Reader 4.0 installed. This software is included on the installation CD-ROM for this program and is also available for download free of charge at <http://www.adobe.com>.

At this time, the Interactive Lesson Planner does not support use of Acrobat Reader 5.0. Support for Acrobat Reader 5.0 will be available in subsequent versions of the lesson planner. Please check for regular program updates at <http://www.masterteacher.com/dnd>.

### Mouse Help

Mouse Help is a feature that displays a banner at the bottom of every lesson planner screen, explaining the purpose of buttons over which you run your mouse pointer. If you want to know what a button does, simply put your mouse pointer on the button and look at the bottom of the program window.

### Saving Lessons

Whenever you save a lesson, it is placed in the *Personal Module* on the **Search** screen and will be available for editing at that location.

### Printing

To print any lesson, simply open the lesson and click the *Print* button in the toolbar, and then click the *OK* button in the Print dialog box to begin printing.

*Note: If there are extra pages associated with a lesson, clicking the Print button will open multiple Print Previews and Print dialog boxes.*

### The Toolbar

The toolbar on the right side of the program gives you easy access to a variety of editing and navigation functions. If a button on the toolbar is highlighted in blue, that means the function is available for the screen you are using. If the button is gray, the function is unavailable.

*Note: The arrow keys at the bottom of the toolbar allow you to move between lessons that were retrieved in your search, and the number of lessons retrieved in your search will appear immediately below the arrow keys.*

### Exiting

When closing the program, you must use *Exit* from the **File** menu. The reason for this is to eliminate data loss.

## **Installation Instructions**

### **Windows**

#### ***If you purchased a lesson planner CD-ROM from The MASTER Teacher. . . .***

1. Put the CD-ROM into the drive, open *My Computer*, and double-click the CD-ROM drive icon (usually D:).
2. In the CD-ROM window, double-click the **wininstall.exe** file. This will bring up the installation program for the lesson planner and any modules that you purchased.
3. If you haven't already installed the lesson planner engine--that is, the base software for all lesson planner products sold by The MASTER Teacher--then you must do so now by following the bulleted directions below. *Note: If you installed the lesson planner engine previously with another MASTER Teacher product, DO NOT INSTALL THE LESSON PLANNER ENGINE AGAIN. Skip the bulleted instructions and proceed to step 4.*
  - In the upper left-hand section of the **wininstall** window, look for *Install Program or Modules for: Lesson Planner*.
  - Type ENGINE in the passkey box and click the icon.
  - The program will at this time launch the installer and will lead you through the installation process.
4. Once the lesson planner engine has been installed (or if you installed it previously with another MASTER Teacher product), you must now install any modules that you purchased.
5. Go back to the **wininstall** window and look for *Install Program or Modules for: Lesson Planner* in the upper left-hand corner.
6. In the passkey box, delete the word "ENGINE" and type the passkey for the lesson planner module you wish to install. This passkey can be found on the back of the CD-ROM jewel case.
7. Once you have entered your passkey, click the icon to the left to begin the installation process. Follow the directions that appear on the screen.

8. Once the installation has been completed, you will find a “Lesson Planner” icon on your desktop. This icon launches the program.

***If you downloaded the Interactive Lesson Planner off our web site. . . .***

1. Open the self-extracting executable file you downloaded off the MASTER Teacher web site. This file will more than likely be named *PlannerEngineXX.exe* (with XX being the version number).
2. Opening this file will create a folder called *Lesson Planner XX* on your desktop.
3. Open this folder, and double-click the **setup.exe** file.
6. The program will now launch the installer and will lead you through the installation process.
7. Once the installation has been completed, you will find a “Lesson Planner XX” icon on your desktop. This icon launches the program.

*Note: After installation, you can delete the PlannerEngineXX.exe file and the “Lesson Planner XX” folder from your desktop.*

**Macintosh**

***If you purchased a lesson planner CD-ROM (Mac Version) from The MASTER Teacher. . . .***

1. Put the CD-ROM into the drive, and double-click on your CD-ROM drive icon.
2. In the CD-ROM window, double-click the **macinstall** file. This will bring up the installation program for the lesson planner and any modules that you purchased.
3. If you haven’t already installed the lesson planner engine--that is, the base software for all lesson planner products sold by The MASTER Teacher--then you must do so now by following the bulleted directions below. *Note: If you installed the lesson planner engine previously with another MASTER Teacher product, DO NOT INSTALL THE LESSON PLANNER ENGINE AGAIN. Skip the bulleted instructions and proceed to step 4.*
  - In the upper left-hand section of the **macinstall** window, look for *Install Program or Modules for: Lesson Planner*.
  - Type ENGINE in the passkey box and click the icon.
  - The program will at this time launch the installer and will lead you through the installation process.
4. Once the lesson planner engine has been installed (or if you installed it previously with another MASTER Teacher product), you must now install any modules that you purchased.

5. Go back to the **macinstall** window and look for *Install Program or Modules for: Lesson Planner* in the upper left-hand corner.
6. In the passkey box, delete the word “ENGINE” and type the passkey for the lesson planner module you wish to install. This passkey can be found on the back of the CD-ROM jewel case.
7. Once you have entered your passkey, click the icon to the left to begin the installation process. Follow the directions that appear on the screen.

***If you downloaded the Interactive Lesson Planner (Mac Version) off our web site. . . .***

1. Open the \*.sit file you downloaded off The MASTER Teacher web site. This file will more than likely be named *PlannerEngineXX.sit* (with XX being the version number).
2. Opening this file will create a folder called *Lesson Planner XX* on your desktop.
3. Open this folder, and double-click the **install** file. This will now launch the installer and will lead you through the installation process.
4. Once the installation has been completed, you will find a “Lesson Planner XX” icon on your desktop. This icon launches the program.

*Note: After installation, you can delete the *PlannerEngineXX.sit* file and the “Lesson Planner XX” folder from your desktop.*