

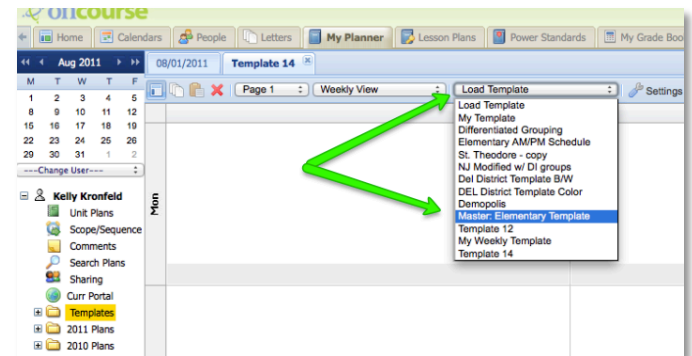
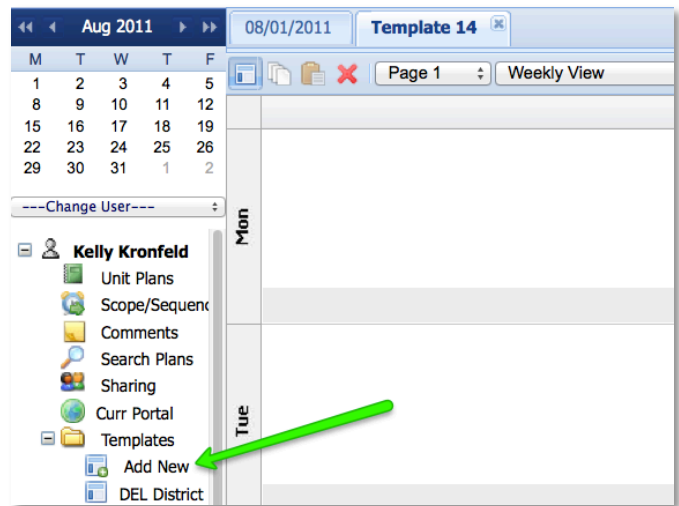


Capturing a Master Template

School districts that would like to standardize lesson planning may create and distribute a “master template” for all teachers to use. Before using this master, OnCourse recommends that each teacher “capture” the template and modify it to reflect their classes. This is the most efficient way to use this system.

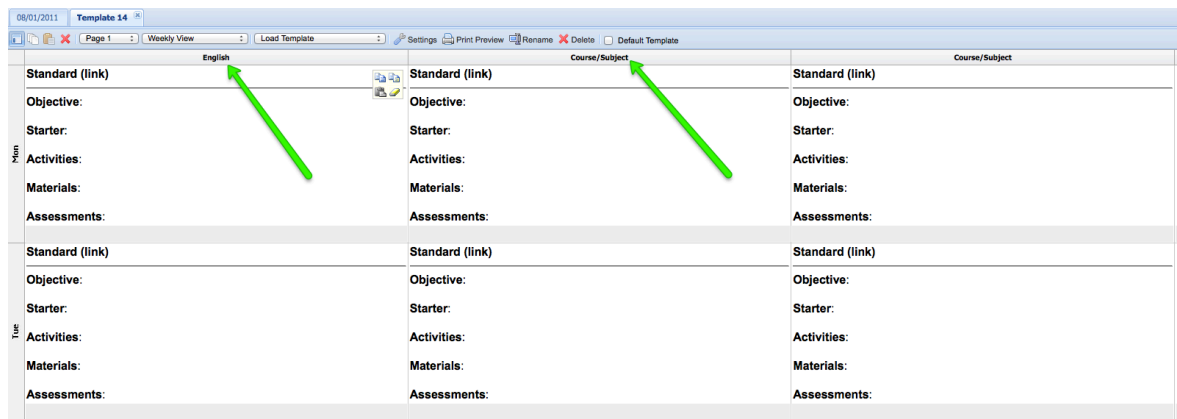
To capture and modify a master template, follow these steps:

1. On the left sidebar, click the + next to the Templates folder
2. Click the **Add New** button to create a new template
3. The template will open in a new tab in the Lesson Plan grid. In the example to the right, the new template is labeled “Template 14”
4. Click the **Load Template** drop-down box
5. Select the school’s distributed master template: it will be labeled as “**Master: Template Name**” (see right)
6. The master template will load into your template. This step is known as the “capture”



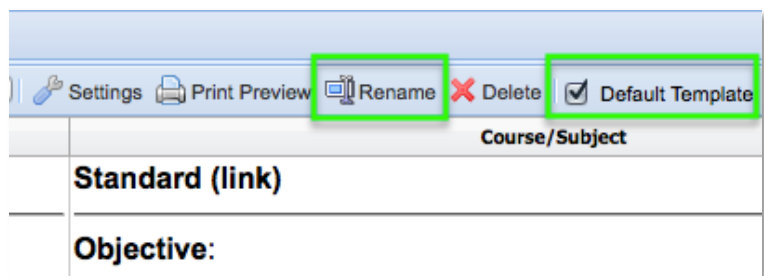
- Now, modify the column headers to reflect your courses/subject. Click in the header, and fill in the correct course names (see below)

Note: If you run out of columns on Page 1, use the drop-down box on the toolbar to switch to Page 2. This will give you 4 more columns. Then, load the master template again, and continue adding course names.



- If any course block(s) need to be modified for special circumstances, click in that block and modify the plan framework
- When the template is complete, click the **Rename** button on the toolbar and enter a name for your template, i.e. “Mrs. Smith Weekly Template”

- If you’d like this template to load anytime a new lesson plan week is opened, click the **Default Template** checkbox



There is no need to save this template. It saves automatically as you are working. When the template is complete, simply click the X on the tab to close it. Now it can be loaded into any lesson plan week.