

Lesson plans — every plan in one list

The first screen after sign-in. Find a plan, see which cohort it belongs to and how full it is, or start a new one.

1 What this page is for

WHAT THIS SCREEN IS FOR

It lists every lesson plan the school has, in name order, so you can find the one you need and open it. It also shows at a glance which plans students can reach (attached to a cohort) and which cannot.

THE TABLE

COLUMN	WHAT IT SHOWS
Plan	The plan name. <i>copied from Google Classroom</i> underneath means the plan was brought over from the school's old Google Classroom course.
Program	The program the plan belongs to, or a dash if none is set.
Cohort	A green tag with the cohort's start → end dates when the plan is attached. An amber Not attached tag means no students can see it yet.
Items	How many items (materials, assignments, quizzes, questions) the plan holds, posted and draft together. Underneath, <i>changed <date></i> is the last day anyone added or edited an item, or renamed or attached the plan.
Open	Opens the plan to view and edit it.

On a phone the table turns into one card per plan: the plan name on top, then program, cohort and items, and a full-width **Open** button.

The + **New plan** button at the top-right starts a three-step setup in a side panel. See **Side panel** in this manual.

2 The count under the title

Reads like *12 of 40 plans · 31 attached to a cohort*.

- The **first number** is how many plans are in the table right now, after your search and menus.
- The **second number** is every plan the school has.
- **Attached to a cohort** counts all plans with a cohort, whatever the filters say.

3 Search and filters

Three controls that narrow the table. They work together and update as you type or choose.

CONTROL	WHAT IT DOES
Search plans...	Keeps plans whose name contains what you type. Upper or lower case does not matter.
All programs	Pick a program to show only its plans.
All / Attached to a cohort / Not attached	Show every plan, only the ones students can reach, or only the ones they cannot.

Nothing is changed or deleted by filtering. Clear the search and set the menus back to show everything again.

4 Up to date as of …

The small grey line at the bottom of the list and of each plan, for example *Up to date as of 10:42 AM*. It is the last time this screen read the database.

- When you come back to this tab after half a minute or more away, the screen checks again by itself.
- While the tab stays open, it checks again every 5 minutes.

- It **never** checks while the side panel is open or while a save is still running, so a form you are filling in is never wiped.

Your search and menus stay as you set them. If a plan you had open is deleted by someone else, you are taken back to the list and the line under the title says so.

Want the latest right now? Reload the page. Nothing you saved is lost.

5 Step by step

Open a plan

1. Find the plan in the table (use the search box or the menus if the list is long).
2. Press **Open** at the end of its row.
3. The plan opens. Press ← **All plans** at the top to come back.

Find every plan students cannot see

1. Set the last menu to **Not attached**.
2. Every plan left in the table has no cohort. Open one and press **Attach to cohort** if it should be live.
3. Set the menu back to **All** when done.

Start a new plan

1. Press + **New plan**.
2. Follow the three steps in the side panel: Program, Cohort, Start from.
3. Press **Create plan**. The new plan opens ready to edit.

6 If something looks wrong

The line under the title still says "Loading..."

The plans have not arrived from the database. Wait a few seconds and reload the page. If it stays, sign out and back in.

The table says "No plans match."

The search box or menus are hiding everything. Clear the search and set both menus back to

All programs

and

All

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7 Flip-book edition

The same subject as a page-turning flip-book. Opens in a new tab.

FLIP-BOOK

Module 3: The Lesson plans list and creating a plan (slide deck)

Page-turning edition. Opens in a new tab.