

One lesson plan — topics and items

The screen for building a plan: rename it, attach it to a cohort, copy or delete it, and add, edit and order its topics and items.

1 What this page is for

WHAT THIS SCREEN IS FOR

Everything students will see for one cohort is built here. The plan is laid out the way students will see it: **topics** (usually days or weeks) in order, and the **items** inside each topic in order.

THE TOP OF THE SCREEN

PART	WHAT IT DOES
← All plans	Back to the list. The list refreshes so item counts are up to date.
Plan name (the big title)	Click it to rename the plan. A small box asks for the new name.
The line under the title	Program · cohort dates and class number · number of items. If the plan has no cohort it says in bold that students cannot see it yet.
Attach to cohort	Choose which cohort sees this plan.
Copy to another cohort	Make a full copy for a different cohort. This plan stays as it is.
Delete plan	Removes the plan and all its items. You are asked to confirm. It cannot be undone.
+ Add topic	Adds a new topic at the end.
+ Add item	Opens the item form in the side panel.
Add to calendar links	Under the title: Class starts , Class ends and Orientation for the attached cohort. Only dates still to come are shown.

At a glance	Four cards: what students see now, what is scheduled, drafts, and when the class starts.
What students see (eye icon)	Shows the plan exactly as students see it in the Student Portal today. Press again (Back to editing) to return.
Print	Prints the plan, or saves it as a PDF.
<i>Saved / Attached / Copied</i>	A short note beside the buttons that confirms your last change saved. It fades after a few seconds.

Everything saves the moment you confirm it. On an attached plan, a posted item is live for students immediately.

2 The line under the title

Three facts about the plan, separated by dots:

1. **Program** — or *No program set*.
2. **Cohort** — *Cohort <start> to <end> (class #<number>)*. The class number is the cohort's number in Transition Enroll. If the plan has no cohort it says, in bold, *not attached to a cohort — students cannot see it yet*.
3. **Items** — how many items are in the plan, posted and draft together.

3 Attach, copy and delete

BUTTON	WHEN TO USE IT
Attach to cohort	The plan is ready (or nearly) and a cohort should see it. You can also use it to move a plan to a different cohort. Students in the chosen cohort see its posted items straight away.
Copy to another cohort	A new cohort of the same program is starting. Makes a full copy — topics, items and attachments — attached to the new cohort, and opens it. Not-before dates are cleared on the copy.

Delete plan The plan was made by mistake or is no longer needed. Permanent.

Attach and Copy open a side panel with a **Cohort** menu. See **Side panel** in this manual.

4 Topics and items

Below the buttons the plan is shown in the order students will see it.

EACH TOPIC BAR

The topic name (click to rename) and, on the right, the **up** and **down** arrows to reorder, + **item** to add an item to this topic and **delete topic**. Items without a topic are collected at the bottom under **No topic**.

EACH ITEM ROW

PART	MEANING
M / A / Q / ?	The type: material, assignment, quiz or question.
Bold title	Click it to open the item in the side panel.
Grey text	The start of the instructions (the first 400 characters).
Purple links	Its attachments. Click to check they open.
Visible (green)	Students can see it now.
Scheduled (purple)	Posted, but its not-before date is still to come. It has an Add to calendar link for that day.
Draft (amber)	Hidden from students.
New / Edited	Added or changed since you last opened this plan. See New and Edited tags below.
from <date>	The not-before date, if set. Students see it from that day.
Up and down arrows	Move the item up or down inside its topic.

5 At a glance

Four cards about this plan. They change as soon as you save.

CARD	WHAT IT COUNTS
Students see now	Items that are posted and whose not-before date (if any) has arrived. If the plan is not attached to a cohort the note says <i>none yet</i> , because no student can reach it.
Scheduled	Posted items waiting for their not-before date. The note names the next one and the day it opens.
Drafts	Items set to No (draft) . Students never see these.
Class starts	The attached cohort's first day, and how many days away it is (or how long ago it started).

The first three add up to every item in the plan.

6 Add to calendar

Small links that put a date in your own calendar. Pressing one downloads a tiny calendar file (.ics); open it and Outlook, Google Calendar or Apple Calendar adds an all-day event. Nothing is sent to anyone.

LINK	WHERE	WHAT GOES IN THE CALENDAR
Class starts / Class ends	Under the plan title	The cohort's first and last day.
Orientation	Under the plan title	Orientation day, when the cohort has one in Transition Enroll.
Add to calendar	On a Scheduled item	The day that item opens to students.

Links only appear for days still to come. The dates are the same ones students get in their portal.

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What students see

Press the eye button to swap the editing view for the student view. It is drawn the same way as **My lessons** in the Student Portal, using the same rules:

- only **posted** items whose not-before date has arrived;
- topics with nothing visible are left out;
- items with no topic are grouped under *Other*;
- the full instructions and every link are shown;
- if nothing is visible yet, students read *Nothing posted yet — check back soon*.

The note at the top says which cohort sees it, and how many items are hidden and why (drafts, or waiting for a date). If the plan is not attached, the note says in bold that no student sees it yet.

Nothing can be changed in this view. Press **Back to editing** to return. The one thing it cannot show is each student's purple **New** tag, because that depends on when each student last visited.

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Print

Prints what is on screen, laid out for paper: the title, the line under it, the **At a glance** cards and every topic and item. Buttons, arrows and the ? marks are left off. Each link is printed with its web address so it can still be found on paper.

- In the editing view you get the staff copy, with **Visible**, **Scheduled** and **Draft** tags.
- Press **What students see** first to print the student copy instead.
- Choose **Save as PDF** in the print box to keep a file or email it.

The printout says the date it was printed, near the top.

9 New and Edited tags

Small square tags after an item's title, so you can see at once what changed since you last opened this plan:

TAG	MEANING
New (solid purple)	The item was added since then.
Edited (purple outline)	The item was saved with a change since then — by you or by a colleague.

- “Last opened” is remembered on **this computer and browser**. The tags stay the same while this tab is open, even if you reload. They start fresh when you next open the site in a new tab or window.
- The first time you open a plan on a computer, anything from the **last 7 days** is tagged.
- Moving an item up or down does not count as an edit.

Students see only their own **New** tag in the portal, never these staff tags.

10 Step by step

Rename the plan

1. Click the plan name at the top.
2. Type the new name in the box and press **OK**.
3. The title changes and *Saved* appears beside the buttons.

Add a topic

1. Press + **Add topic**.
2. Type the name, for example *Week 2 Tuesday*, and press **OK**.
3. The topic appears at the bottom. Use its **up arrow** button to move it up.

Rename a topic

1. Click the topic name.
2. Type the new name and press **OK**.

Add an item to a topic

1. Press **+ item** on the topic's bar.
2. The item form opens with that topic already chosen and **Students can see it** set to **Yes**.
3. Fill in the title, type and instructions and press **Save**.
4. To add links, click the new item's title to reopen it and use **+ Add link**.

Edit an item

1. Click the item's **title** (the bold line).
2. Change anything in the side panel and press **Save**.

Put items or topics in order

1. Press the **up arrow** to move up one place, the **down arrow** to move down one place.
2. Items move within their own topic. Topics move within the plan.
3. Each move saves straight away.

Delete a topic

1. Press **delete topic** on its bar and confirm.
2. The topic goes; its items stay in the plan under **No topic**. Move them to another topic by editing each one.

Check what students see

1. Press **What students see** (eye icon).
2. The plan is shown the way the Student Portal shows it: only visible items, with full instructions and links.
3. Read the note at the top for which cohort sees it and what is hidden.
4. Press **Back to editing**.

Print the plan or save it as a PDF

1. Open the plan. To print the student version, press **What students see** first.
2. Press **Print**.
3. In the print box choose your printer, or **Save as PDF**.

Put the class dates in your calendar

1. Open a plan that is attached to a cohort.
2. Under the title, press **Class starts**, **Class ends** or **Orientation**.
3. A small calendar file downloads. Open it and your calendar (Outlook, Google, Apple) adds the day.

Delete the whole plan

1. Press **Delete plan**.
2. Read the warning. Press **OK** only if you are sure — the plan and all its items are removed for good.
3. You are taken back to the list.

11 If something looks wrong

The plan says "This plan is empty."

It has no topics or items yet. Press

+ Add topic

first, then add items to it.

I clicked the title to edit an item but nothing opened.

Click exactly on the bold title text of the item, not the description or the tag.

An arrow did nothing.

The topic or item is already first (for the up arrow) or last (for the down arrow).

I cannot see the Add to calendar links.

They show only when the plan is attached to a cohort, and only for dates that have not passed yet.

An item says Scheduled, not Visible.

It is posted but its

Not before

date is still to come. Students see it from that day. Nothing to fix.

12 Flip-book edition

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

FLIP-BOOK

Module 4: Inside a plan, topics and items (slide deck)

FLIP-BOOK

Module 6: At a glance, New and Edited tags, Add to calendar (slide deck)

Page-turning edition. Opens in a new tab.

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 7: Attaching, copying and deleting plans (slide deck)

Page-turning edition. Opens in a new tab.