



ALL IS WELL HEALTH CARE ACADEMY

Classes complete manual

How staff build, attach, copy and publish the lesson plan for every cohort — and exactly what students then see in their portal.

Step-by-step guide · 7 chapters · edition of September 29, 2026
all-is-well-classes.vercel.app

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Each chapter matches one screen of the site. The same words appear when you press a ? on that screen.

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Start here — how the Classes site works

What the Classes site is for, the words it uses, the header buttons, and how what you do here reaches students. Read this first.

1 What this page is for

WHAT THIS IS

The Classes site is where All is Well staff build the **lesson plan** for every class: the materials, assignments, quizzes and links students need, arranged by day or week. Students never come here. They see the posted parts of their own class's plan in the **My lessons** section of the Student Portal.

THE WORDS IT USES

WORD	MEANING
Program	A course the school sells, for example <i>Certified Nursing Assistant</i> . Programs come from Transition Enroll.
Cohort	One run of a program with its own start and end dates — a “class” in Transition Enroll. Students register for a cohort.
Lesson plan	The full set of lessons for one cohort. A plan belongs to a program and is attached to one cohort.
Topic	A heading inside a plan that groups items, usually a day or a week (<i>Week 1 Monday</i>).
Item	One thing students see: a material (M), assignment (A), quiz (Q) or question (?).
Attachment	A link on an item: a Google Drive file, a Google Doc, a YouTube video, a form, a PDF or any website.
Posted / Draft	Posted items are Visible to students. Drafts are hidden until you post them.
Not before	An optional date. A posted item stays hidden until that date arrives.

THE HEADER, LEFT TO RIGHT

BUTTON	WHAT IT DOES
All is Well Classes	The site name. Decoration only.
Dashboard	Opens the Leadership Dashboard in a new tab.
Student portal	Opens the Student Portal in a new tab. Use Staff sign-in there to check what a student sees.
Manuals (book icon)	Opens this manual library.
Full manual (play icon)	The page-turning flip-book manual.
Overview (play icon)	The short flip-book walk-through.
Your email / Sign out	Who is signed in, and the button to leave.

WHO CAN USE IT

Only staff whose email is on the school's staff list. The login is the same as the Leadership Dashboard.

ALWAYS UP TO DATE

If someone else changes a plan while you have the site open, you do not need to reload. When you come back to the tab, and every 5 minutes while it is open, the screen checks the database again. A small grey line at the bottom says *Up to date as of 10:42 AM*. It never checks while the side panel is open, so nothing you are typing is lost.

ON A PHONE

The site works on a phone. The header buttons scroll sideways, each plan in the list becomes its own card with a full-width **Open** button, and the side panel fills the screen with one box per row.

Every screen title and section has a small ? beside it. Click it for a plain-English explanation. The ? **Help** button at the bottom-right explains whichever screen or side panel is open.

Changes save the moment you press a button — there is no separate “publish” step. A posted

item on an attached plan is visible to students straight away.

2 Step by step

Sign in

1. Open **all-is-well-classes.vercel.app**.
2. Type your staff email and password (the Leadership Dashboard login).
3. Press **Sign in**. The list of lesson plans opens and your email appears at the top-right.

Find the plan for a class

1. On **Lesson plans**, type part of the plan name in **Search plans**, or choose the program in the program menu.
2. Look at the **Cohort** column for the class dates.
3. Press **Open** on that row.

Sign out

1. Press **Sign out** at the top-right.
2. The sign-in screen comes back.

3 If something looks wrong

A save failed with a message like "Item did not save: ...".

The change did not reach the database. Nothing was lost on screen — try again. If it repeats, sign out, sign back in and retry. Send the exact message to Edmund if it keeps failing.

I see "The portal is not configured yet."

The page could not load its connection to the database. Reload, or try another browser. If it continues, tell Edmund.

4 Flip-book edition

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

FLIP-BOOK

Full manual

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Overview

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 1: The complete Classes site (slide deck)

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 10: Help, messages, glossary and quick reference (slide deck)

Page-turning edition. Opens in a new tab.

Sign in — staff only

The Classes site is for All is Well staff. Sign in with the same email and password as the Leadership Dashboard.

1 What this page is for

WHAT THIS SCREEN IS FOR

It keeps the lesson plans private. Only emails on the school's **staff list** can get past it. Once you are signed in the browser remembers you, so next time the site opens straight on **Lesson plans** until you press **Sign out**.

THE TWO BOXES

BOX	WHAT TO TYPE
Email	Your staff email.
Password	Your Leadership Dashboard password.

Students do not use this site. Send them to the Student Portal.

2 Step by step

Sign in

1. Type your staff email in **Email**.
2. Type your password in **Password**. Tick **Show password** to see what you typed.
3. Press **Sign in**.
4. The **Lesson plans** list opens.

3 If something looks wrong

I see "Invalid login credentials".

The email or password is wrong. It is the same as the Leadership Dashboard. Tick

Show password

to check what you typed, check Caps Lock, and try again.

I see "This sign-in is not on the staff list. Ask Edmund to add it."

Your password is right but your email is not on the staff list, so you were signed straight back out. Ask Edmund to add your email.

4 Flip-book edition

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

FLIP-BOOK

**Module 2: Getting started, signing in
and the header (slide deck)**

Page-turning edition. Opens in a new tab.

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

.

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.

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.

7

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.

8

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.

Side panel — forms for plans, items and cohorts

The panel that slides in from the right: the three-step new plan setup, the item form, and choosing a cohort to attach or copy to.

1 What this page is for

WHAT THE SIDE PANEL IS

Whenever you create or change something bigger than a name, a white panel slides in from the right and the rest of the screen dims. It is used for:

- **New lesson plan** — three steps: Program, Cohort, Start from.
- **New item** and **Edit item** — one material, assignment, quiz or question, with its links.
- **Attach this plan to a cohort** and **Copy this plan to another cohort**.

CLOSING IT

Press **Cancel**, or click anywhere on the dimmed part of the screen. Anything not yet saved is dropped. Nothing is saved until you press the purple button at the bottom (**Save**, **Create plan**, **Attach** or **Copy and attach**).

While the panel is open the ? **Help** button moves to the bottom-left so it never covers **Save**. Each panel heading has its own ?.

2 Step 1 — Program

Choose which **program** this plan is for. The program decides which cohorts you can pick in step 2 and which existing plans you can copy in step 3.

The three step names across the top of the panel show where you are: the current step is highlighted and finished steps are marked done.

Press **Next** →. Nothing is saved yet.

3 Step 2 — Cohort

Choose the **cohort** (class dates) whose students should see the plan. The menu lists every cohort of the chosen program from Transition Enroll, as *start* → *end*. Cohorts still taking registrations are marked • **open**.

Not sure yet? Choose **Not yet — attach later**. The plan will be created but students will not see it until you press **Attach to cohort** on the plan.

Step 3 fills in the plan name for you: the program, plus the cohort's start date if you chose one.

4 Step 3 — Start from

CHOICE	WHAT YOU GET
Empty plan	A plan with no topics or items. Build it from scratch.
Copy an existing plan	Every topic, item and attachment from the plan you pick, in the same order. Items keep their Draft/Posted setting; not-before dates are cleared. The original plan is not touched.

Plan to copy lists only plans for the same program, each with its cohort start date and item count, so you can pick the most recent full one.

Plan name is what staff see in the list. Students see it as the heading of their lessons box, so keep it clear, for example *Certified Nursing Assistant — Oct 6, 2026*.

Press **Create plan**. Copying a large plan takes a few seconds.

5 New item

Adds one thing for students. The fields:

FIELD	WHAT TO PUT
Title	Short and clear, for example <i>Chapter 1 questions</i> . If left empty it is saved as <i>(untitled)</i> .
Type	material (read or watch), assignment (hand something in), quiz or question . It sets the letter students see.
Topic	Which day or week it belongs to, or <i>No topic</i> .
Instructions / description	What the student should do, and by when. Students see all of it.
Students can see it	Yes (posted) or No (draft) .
Not before	Optional date. A posted item stays hidden until this day starts (midnight, local time). Until then it shows as Scheduled in the plan.

+ **Add item** at the top of the plan starts a new item as a **draft** in the first topic. + **item** on a topic bar starts it as **posted** in that topic. Check **Students can see it** before you press Save.

Attachments can be added once the item is saved — reopen it by clicking its title.

6 Edit item

The same fields as a new item, filled in with what is saved, plus **Attachments** and **Delete item**.

ATTACHMENTS

- Each saved link shows its name and kind in brackets, with a **remove** button.
- To add one: type a name in **Attachment name** (optional — the link itself is used if blank), paste the address in **Paste a link**, press + **Add link**.
- The kind is worked out from the address: *youtube* for YouTube, *forms* for Google Forms, *file* for Google Drive and Docs, *link* for anything else.
- Adding and removing links saves **immediately**. You do not need to press Save for them.

SAVING AND DELETING

Save stores changes to the other fields. **Delete item** removes the item after you confirm. **Cancel** closes without saving the other fields.

7 Attach this plan to a cohort

Choose the cohort whose students should see this plan's posted items. The menu shows *program · start → end*, with **open** for cohorts still taking registrations. If the plan has a program, only that program's cohorts are listed.

Press **Attach**. The line under the plan title updates and *Attached* appears. Attaching also sets the plan's program to the cohort's program.

A plan belongs to one cohort. Attaching it to a new cohort moves it: the old cohort's students stop seeing it. To serve two cohorts, use **Copy to another cohort** instead.

8 Copy this plan to another cohort

Makes a **full copy** — topics, items and attachments — and attaches the copy to the cohort you pick. The plan you are looking at stays exactly as it is, attached to its own cohort.

- The copy is named *program — start date* of the new cohort. Rename it by clicking its title.
- Items keep their Draft/Posted setting. Not-before dates are cleared, so set new ones for the new dates.
- When the copy is ready it opens, and *Copied* appears.

Press **Copy and attach**. The button says *Copying...* while it works; large plans take a few seconds.

Create a plan with the three steps

1. On **Lesson plans** press **+ New plan**.
2. **1. Program** — choose the program. Press **Next** →. (It will not move on until a program is chosen.)
3. **2. Cohort** — choose the cohort, or *Not yet — attach later*. Press **Next** →. Use ← **Back** to change the program.
4. **3. Start from** — choose **Empty plan** or **Copy an existing plan**. If copying, choose the plan to copy.
5. Check **Plan name** and press **Create plan**. The button says *Creating...* while the copy is made, then the new plan opens.

Add an item with a link

1. Press **+ item** on a topic, or **+ Add item**.
2. Fill in **Title**, **Type**, **Topic** and **Instructions / description**.
3. Set **Students can see it** and, if needed, **Not before**.
4. Press **Save**. The panel closes and the item appears in the plan.
5. Click the new item's title to reopen it.
6. Under **Attachments**, type a name, paste the link and press **+ Add link**. The link appears in the list right away.
7. Close the panel with **Cancel** (the link is already saved) or press **Save** if you also changed other fields.

Remove a link from an item

1. Click the item's title to open it.
2. Under **Attachments**, press **remove** next to the link. It is removed straight away.

Delete an item

1. Click the item's title to open it.
2. Press **Delete item** at the bottom and confirm.

10 If something looks wrong

I see "Save the item first, then add attachments."

Links can only be added to an item that already exists. Press

Save

, then click the item's title to reopen it and add the link.

I see "Pick a program first." or "Give the plan a name."

A required box is empty. Fill it in and press the button again.

The Cohort menu is empty or says there are no cohorts for this program.

That program has no cohorts in Transition Enroll yet. Choose *Not yet — attach later*, create the plan, and attach it once the cohort exists.

I pressed + Add link and nothing happened.

The link box is empty. Paste the link into

Paste a link

first.

11 Flip-book edition

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

FLIP-BOOK

FLIP-BOOK

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

Page-turning edition. Opens in a new tab.

Module 5: Attachments, scheduling and release dates (slide deck)

Page-turning edition. Opens in a new tab.

Start to finish — getting a class ready

The whole job in order: from a new cohort in Transition Enroll to students opening their first lesson.

1 What this page is for

THE SHORT VERSION

1. The cohort exists in Transition Enroll (it is created there, not here).
2. Create a lesson plan for it — usually by copying last cohort's plan.
3. Tidy the topics and items: dates, instructions, links.
4. Decide what students see now (posted) and what waits (draft or a not-before date).
5. Check it from the student side in the Student Portal.

Copying last cohort's plan is the fastest route. The copy keeps every topic, item and attachment, and clears the not-before dates so you can set new ones.

2 Step by step

1. Make sure the cohort exists

1. The cohort (class) must already be set up in Transition Enroll with its start and end dates.
2. The Classes site reads cohorts from Transition Enroll. If a cohort is missing from the menus here, it has not been created there yet.

2. Create the plan

1. On **Lesson plans** press + **New plan**. A side panel opens on the right.
2. Step 1 **Program**: choose the program and press **Next**.
3. Step 2 **Cohort**: choose the class dates. You can pick *Not yet — attach later*. Press **Next**.
4. Step 3 **Start from**: choose **Copy an existing plan** and pick last cohort's plan (the menu shows its start date and item count), or choose **Empty plan**.
5. Check the **Plan name** (it is filled in for you as program and start date) and press **Create plan**. The new plan opens.

3. Build or tidy the content

1. Press + **Add topic** to add a day or week heading, for example *Week 1 Monday*.
2. Press + **item** on a topic (or + **Add item** at the top) to add a material, assignment, quiz or question.
3. Click an item's title to edit it; add links in the **Attachments** area after the item is saved.
4. Use the up and down arrow buttons to put topics and items in order.

4. Control what students see

1. On each item set **Students can see it** to **Yes (posted)** or **No (draft)**.
2. To release an item on a set day, keep it posted and fill in **Not before**.
3. Make sure the line under the plan title shows the cohort dates. If it says *not attached to a cohort*, press **Attach to cohort**.

5. Check from the student side

1. Press **Student portal** in the header.
2. Open **Staff sign-in** and sign in with the same login.
3. Search for a student in that cohort and press **Open portal**.
4. Scroll to **My lessons**. You see exactly what they see: posted items whose date has arrived.

3 If something looks wrong

Students say My lessons is empty.

Check three things in order: the plan is attached to
their

cohort; the items are

Visible

(not Draft); and no

from <date>

is still in the future. Then check the student is registered as enrolled in that cohort in Transition Enroll.

4 Flip-book edition

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

FLIP-BOOK

Overview

Page-turning edition. Opens in a new tab.

FLIP-BOOK

Module 9: Start-to-finish walkthroughs (slide deck)

Page-turning edition. Opens in a new tab.

What students see

Exactly which parts of a plan reach the Student Portal, and when. Use it to answer "why can't my student see this?"

1 What this page is for

THE RULE

A student sees an item in **My lessons** only when **all** of these are true:

1. The student is **enrolled** in a cohort in Transition Enroll.
2. A lesson plan is **attached** to that cohort.
3. The item is **posted** (shows the green **Visible** tag here), not a draft.
4. The item has no **not before** date, or that date has arrived.

WHAT THEY SEE FOR EACH ITEM

The letter for its type (M, A, Q or ?), the **title**, the full **instructions / description** and each **attachment** as a link that opens in a new tab. They do not see the Draft/Visible tag, the order buttons or anything else from this site.

HOW IT IS GROUPED FOR THEM

The same topics in the same order as here. Topics with nothing visible are left out. Items with no topic appear under *Other*.

Students also see a purple **New** tag on an item that appeared since their last visit to the portal.

The quickest check is the **What students see** button on a plan. It shows the plan exactly as My lessons shows it today, with no sign-in to the Student Portal. See **One plan** in this manual.

WHAT YOU DID HERE	WHAT THE STUDENT SEES
Plan not attached to a cohort	Nothing from this plan.
Attached, every item a draft	<i>Nothing posted yet — check back soon.</i>

Student enrolled but no plan attached to their cohort

Your class materials will appear here once your instructor posts them.

Item posted with **Not before** next Monday

Nothing until Monday, then the item.

Attachment link changed

The new link, the next time they open the portal.

Attachment links open whatever the link points to. A Google Drive file must be shared so the student can open it (for example “anyone with the link can view”), or they will be asked to request access.

2 Step by step

Preview a plan as students see it

1. Open the plan.
2. Press **What students see** (eye icon) beside **+ Add item**.
3. Read the purple-edged note: it says which cohort sees this and how many items are hidden (drafts, or waiting for a not-before date).
4. Press **Back to editing** to return.

See a plan through a student's eyes

1. Press **Student portal** in the header of this site.
2. Open **Staff sign-in** and sign in.
3. Search for a student enrolled in the cohort and press **Open portal**.
4. Scroll to **My lessons**. Press **Back to student list** when done.

3 Flip-book edition

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

FLIP-BOOK

Module 8: What students see, printing and staying up to date (slide deck)

Page-turning edition. Opens in a new tab.