

UEN Lesson Plan Tool

-1- Login

1. Enter your UEN registered log-in name
2. Enter your password
3. Click LOGIN

Use the LOGIN HELP button if you've forgotten your UEN login name or password.

If you need a UEN login name, visit <http://my.uen.org> and use the Create Account link at the bottom of the screen.



-2- Create/Edit Lesson Plan



To create a new lesson plan:

1. Type a title for the lesson plan in the Title field
2. Click CREATE

To work on an existing lesson plan:

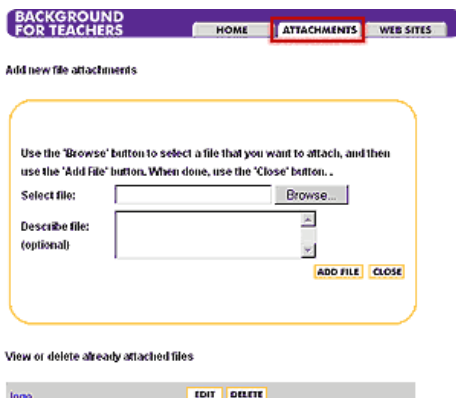
1. Click the name of the plan to view the lesson plan
2. Click EDIT to modify the lesson plan
3. Click DELETE to permanently remove the lesson plan.

-3- Enter Lesson Plan Data

1. Click on the General, Instructional or Assessment tab.
2. Click a gold button to enter data for that category.
You can skip any categories that don't fit your plan.



3. Fill in the data entry window.
 - a. Enter text into the text fields.



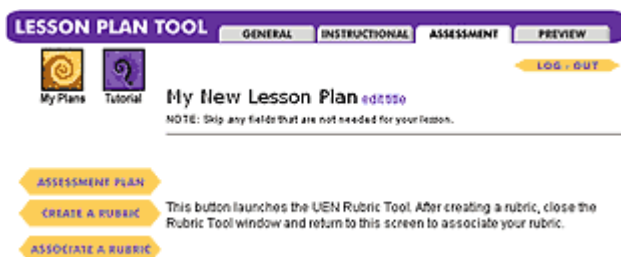
- b. Attach any supporting files (images, text, etc.) by clicking the ATTACHMENTS tab (where available). Click the 'Browse' button to select a file that you want to attach. Use the ADD FILE button to attach the file. You will see the file added to a list at the bottom of the window. You can then add other files.

-3- Enter Lesson Plan Data Continued

- c. Add links to supporting websites by clicking the WEB SITES tab (where available). Enter a name for the link and the URL address. Use the ADD SITE button to add the link. You will see the link added to a list at the bottom of the window. You can then add other web site links.
4. CLOSE the data entry window. Your data will display next to the gold category button. Edit it by clicking the button again.

-4- Associate Rubrics

1. Click on the ASSESSMENT tab.
2. Click the CREATE A RUBRIC gold button to launch the Rubric creation tool.
3. Use the Rubric Tool to create and save your rubrics.
4. Return to the ASSESSMENT tab
5. Click the ASSOCIATE A RUBRIC gold button.
6. Choose a rubric and click ASSOCIATE.



-5- Preview



1. Click on the PREVIEW tab. This will open a new window.