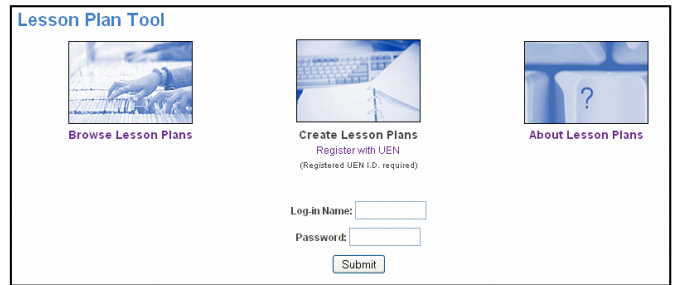
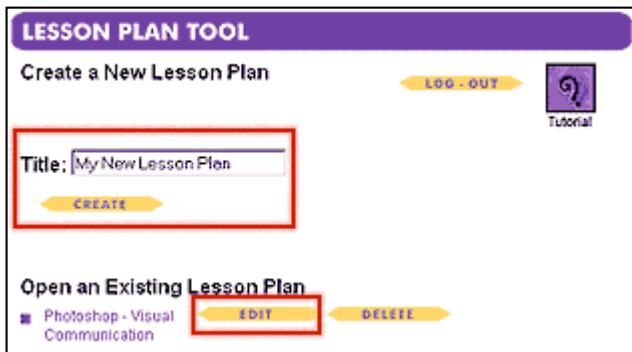


-1- Login

1. Go to <http://www.uen.org/lessonplan>
2. Enter your my.uen Login name & Password
3. Use the Submit button



-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- Add Lesson Plan Content

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. Add a Co-author
 - a. Use the Add / Edit Author button
 - b. Search by first / last name
 - c. Use the Add Author button

(If the educator you were looking for cannot be found, it is either because they haven't registered with UEN or you misspelled their name.)

First Name:	<input type="text" value="cath"/>
Last Name:	<input type="text" value="jens"/>

-3- Add Lesson Plan Content Continued

4. Add a Curriculum Tie
 - a. Use the Curriculum Tie button
 - b. Drill down to your desired curriculum objective by selecting core area, course, standard and then objective
5. Complete the desired lesson plan fields
 - a. Enter text into the text fields.

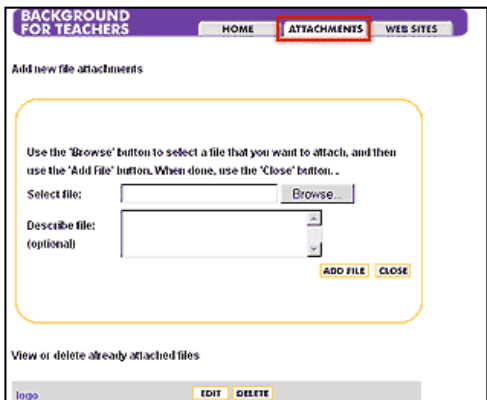
MAIN CURRICULUM TIE

Select the Core objective that this lesson plan supports and use the Save button. If you want to align this lesson to the standard level, do not select an objective, just use the save button

- Fine Arts - Music
 - Music - 3rd Grade
 - Standard 2 - [Playing](#) The student will play instruments as a means of musical expression.

Please choose core objective **SAVE** **RESET** **CANCEL**

- 1530 - Objective 1 : Discover and demonstrate sounds on simple instruments from the classroom and various cultures.
- 1530 - Objective 2 : Perform independently or with others with expression, a steady and accurate beat, and correct rhythm and melody patterns on a variety of simple instruments, including hands and feet.



- 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.
- 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- 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.

LESSON PLAN TOOL
GENERAL INSTRUCTIONAL ASSESSMENT **PREVIEW**

My New Lesson Plan edit
LOG OUT

NOTE: Skip any fields that are not needed for your lesson.

ASSESSMENT PLAN

CREATE A RUBRIC

ASSOCIATE A RUBRIC

This button launches the UEN Rubric Tool. After creating a rubric, close the Rubric Tool window and return to this screen to associate your rubric.

-5- Preview

LESSON PLAN TOOL
GENERAL INSTRUCTIONAL ASSESSMENT **PREVIEW**

My New Lesson Plan edit
LOG OUT

NOTE: Skip any fields that are not needed for your lesson.

1. Click on the PREVIEW tab. This will open a new window. Notice the unique URL for your lesson plan. (http://www.uen.org/Lessonplan/preview.cgi?LPid=_____)