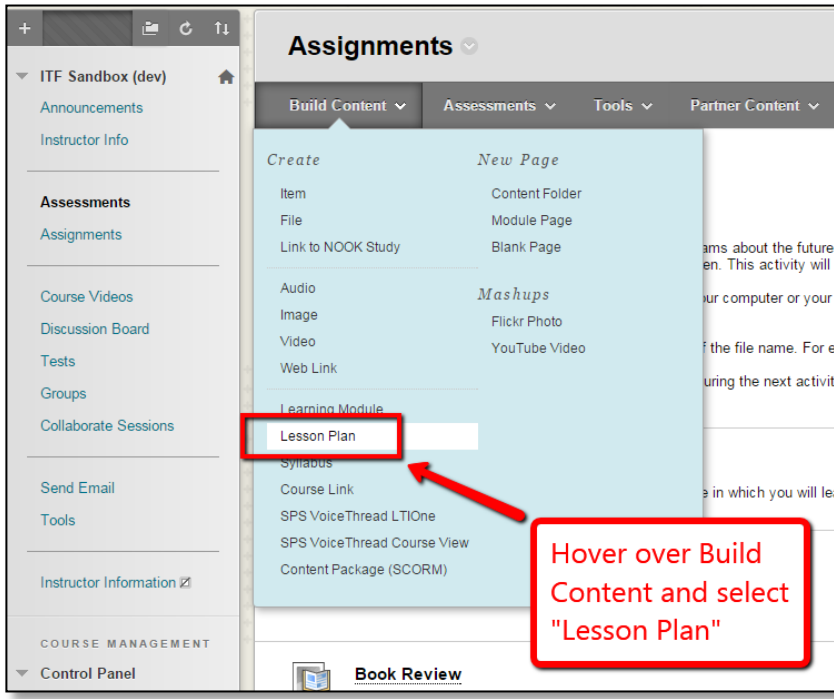


## Introduction to Lesson Plans

Lesson plans are a course template in Blackboard that pairs a content folder with customizable information about its contents. By default, this information is only available to the instructor and mimics the role of a traditional lesson plan, providing the instructor an outline of what should be done with the materials in the content folder. If it is made available to the students, however, this information creates a heading for the folder that can include directions for an activity, a to-do list for the week, or any other information the instructor deems pertinent. This can be very helpful with assignments that have several steps or are not self-explanatory.

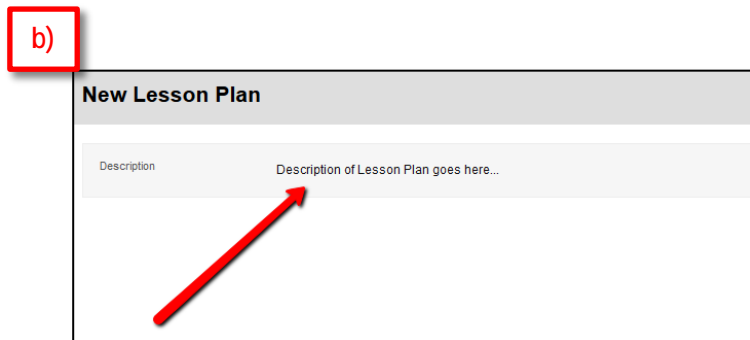
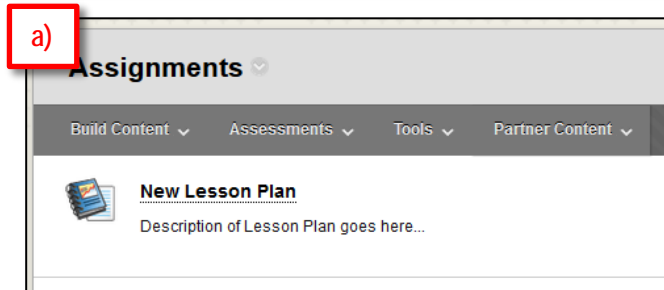
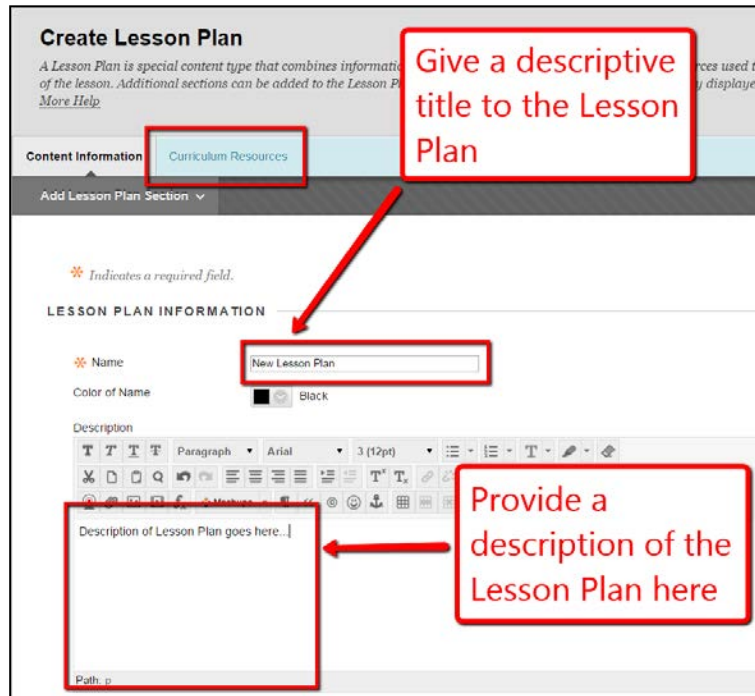
Lesson plans contain two distinct sections in the faculty view: the content information section and the curriculum resources section. The content information section is where you create the informational header on the page. The Curriculum resources section is a content folder. In the student view, this appears beneath the informational header. This quick guide focuses on the Content Information section and assumes knowledge of how to build content in Blackboard. For more information on building content in Blackboard SP 15, please see **Introduction to Blackboard: Part III** on our website: <http://spsfaculty.commons.gc.cuny.edu/quick-guides/>.

<p style="text-align: center;"><b>Step 1</b></p> <p style="text-align: center;"><b>Create the Lesson Plan</b></p> <p>In order to create a lesson plan, go to the content area where you would like the lesson plan to be located. Hover over Build Content and select Lesson Plan from the drop down menu.</p>	 <p>The screenshot shows the Blackboard interface. On the left is a navigation sidebar with categories like 'ITF Sandbox (dev)', 'Assessments', 'Course Videos', 'Discussion Board', 'Tests', 'Groups', 'Collaborate Sessions', 'Send Email', 'Tools', 'Instructor Information', and 'COURSE MANAGEMENT'. The main area is titled 'Assignments' and has a 'Build Content' dropdown menu open. The menu lists various content types: 'Item', 'File', 'Link to NOOK Study', 'Audio', 'Image', 'Video', 'Web Link', 'Learning Module', 'Lesson Plan', 'Syllabus', 'Course Link', 'SPS VoiceThread LTIOne', 'SPS VoiceThread Course View', and 'Content Package (SCORM)'. The 'Lesson Plan' option is highlighted with a red box, and a red arrow points to it from a red-bordered text box that says 'Hover over Build Content and select "Lesson Plan"'. Other options like 'New Page', 'Content Folder', 'Module Page', 'Blank Page', and 'Mashups' (Flickr Photo, YouTube Video) are also visible.</p>
--	--

**Step 2**

**Building the Lesson Plan**

Enter a meaningful name for your lesson plan and, if you would like, a description. This description will appear to students in two places:  
**a)** beneath the link into the lesson plan in the course content area, and  
**b)** at the top of the lesson plan page (see examples at right).



### Step 3

#### Editing Lesson Plan Sections

Lesson Plan Sections are units of information about the Lesson Plan that appear at the top of the Lesson Plan page under the description and above the content (see example to the right). Sections are the first things students see when entering a Lesson Plan and so are ideally suited for communicating details about the Lesson Plan's content, objectives, expected learning outcomes, assessment criteria, instructions for completion or any other information that might be helpful for students to know before they begin the lesson.

By default, Lesson Plan templates contain four sections: "Instructional Level," "Instructor," "Objectives" and "Subject Area." However, you are free to customize these and include as many or as few sections as you wish.

To change the name of a lesson plan section, click on the section's name, type the new name, and then click Save.

To reorder the sections, hover over the section, click and drag the arrows that appear to the left of the section title, then drop the section into place.

To delete a lesson plan section, click on the X to on the upper right part of the window.

Make sure to tick the box next to "Share With Students" for any lesson plan sections that you would like your students to see.

**New Lesson Plan**

Description	Description of Lesson Plan goes here...
Objectives	This lesson plan is designed to introduce you to the exciting world of _____! Upon completing this lesson plan, students will 1) Recognize _____ 2) Discuss the finer points of _____ 3) Define _____
Instructions	Here's what you should do: First: _____ Second: _____ Third: _____
Assessment Plan	Here's how I will be assessing your work: 1) Main points: _____ 2) Persuasiveness: _____ 3) Intangibles: _____

There is no content to display

Student view of Lesson Plan sections

Click section title to rename it.

Be sure to tick "Share with students"

Hover over the section and click the X to delete it.

Hover over section, click and hold the arrows and drag to a new location to reorder the sections.

## Step 4

### Adding Lesson Plan Sections

To add a section to your lesson plan, hover over the “Add Lesson Plan Section” button and make your selection from the dropdown menu.

There are five categories of Sections in the dropdown menu: “Lesson Profile,” “Lesson Preparation,” “Lesson Walk-through,” “Lesson Assessment” and “Set Up.” These categories are meant to be guidelines for you as you construct your Lesson Plan. With the exception of “Duration”—which allows you to identify the length of time students should expect to spend on the lesson—all Sections can be edited and customized as you see fit. They neither enable nor disable any functionality within the Lesson Plan itself, nor do they affect the Lesson Plan’s content in any other way.

Most Lesson Plan Sections allow you to enter as much text as you like in a text editor. The exceptions are “Author,” “Duration,” “Instructional Level,” “Instructor,” “Subject Area,” “Time Period” and “Section Heading”. These contain heading fields only (see examples at right).

**Edit Lesson Plan**

A Lesson Plan is special content type that combines information about a lesson, arranged to appear in any order and optionally displaying it. [More Help](#)

Content Information Curriculum Resources

Add Lesson Plan Section ▾

Lesson Profile	Lesson Preparation	Lesson Walk-through	Lesson Assessment	Set Up
Author	Assess Instructional Levels	Guided Student Activities	Assessment Plan	Custom Field
Duration	Location	Independent Student Activities	Closure	Section Heading
Instructional Level	Materials	Instructions	Enhancement Suggestions	
Instructor	Resources & Technology	Next Steps	Outcomes: Actual	
Objectives	Student Grouping	Outcomes: Expected		
Subject Area				
Time Period				

#### Header only

Subject Area

Share with students

#### Header with text editor

Objectives

This lesson plan is designed to introduce you to the exciting world of \_\_\_\_\_! Upon completion

- 1) Recognize \_\_\_\_\_
- 2) Discuss the finer points of \_\_\_\_\_
- 3) Define \_\_\_\_\_

Path: p

Share with students

#### “Duration” section

Duration 45 Minute(s)

Share with students

DEFAULT CONTENT VIEW

### Step 5

## Content View and Availability Options

By default, Blackboard displays Lesson Plan content with both an icon and text. You can change this by ticking the bubbles next to either "Icon Only" or "Text Only" in the Default Content View section. Please note, however, that this applies *only* to content on the Lesson Plan home page; content contained in sub-folders will retain their default display settings. To change the default view for *all* Lesson Plan content, including items contained in sub-folders, tick the box underneath "Content View".


Under "Standard Options," you can choose to make the Lesson Plan unavailable to students by selecting "No" next to "Permit Users to View this Content." You may also set restrictions regarding the date and time that you would like students to be able to access your content by clicking the calendar icons in either / both the "Display After" and "Display Until" fields.

When you are finished, click Save and Continue.

**Change default "Content View," track number of views and choose date and time restrictions if desired.**


**Click "Save and Continue" to proceed.**

**Default Content View: Icon and Text**



**New Item**  
This is the first "Item" in this New Lesson Plan.

**Icon only**



**New Item**

**Text only**

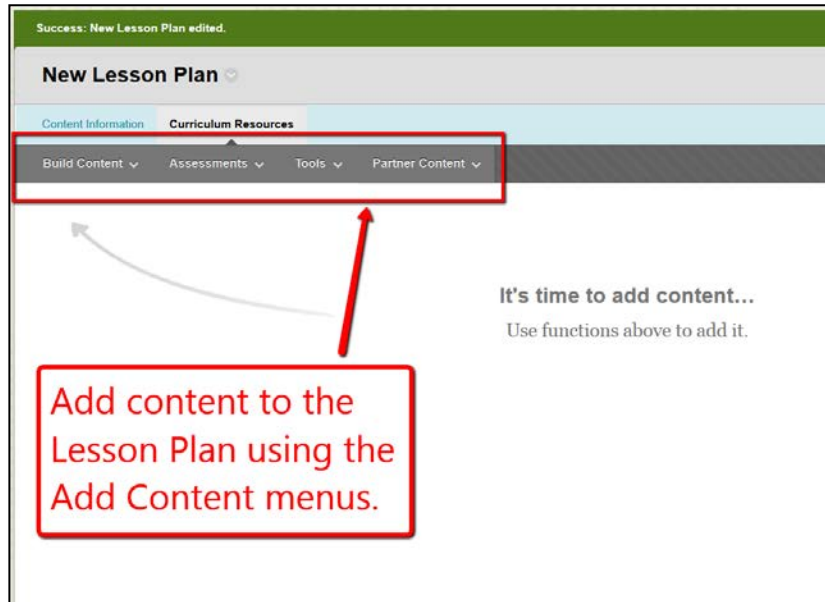
**New Item**  
This is the first "Item" in this New Lesson Plan.

**Step 6**

**Adding Content**

This brings you to the "Curriculum Resources" component of the Lesson Plan. This is where you will add content to your lesson plan using the "Build Content," "Assessments" and "Tools" buttons at the top of the page. You can add content to a Lesson Plan as you would any other content area in Blackboard (see our "Intro to Blackboard Part III – Add and Manage Content" Quick Guide for more details on adding content to your course site).

Note: You can always access the "Curriculum Resources" page directly by clicking on the Curriculum Resources tab in the Edit Lesson Plan page (see Step 2).



**Step 7**

If at any time you would like to view the lesson plan from the point of view of a student, click the "Student Preview" button at the top of the Blackboard course screen. This will show you how your sections and content will appear to students when they first enter the Lesson Plan and can help you organize your sections and content in a way that makes the most sense from the students' perspective.

