

Create Lesson Plans

Teachers can create, edit, and print lesson plans. While people with administrator logins can review lesson plans, they cannot create or edit them. You must be logged in to HeadMaster with a teacher login in order to create or edit lesson plans.

To save time, you may now create one set of lesson plans for a subject and copy the plans over to any other sections of that subject. Lesson Plans can be viewed in [Month View](#), [Week View](#), or in [Grid View](#).

Useful Information

To make Lesson Plans available for use at your school, the school administrator must set up the school calendar by selecting the first day of classes. Lesson Plan week numbers are based on this date. [Learn more about the School Calendar](#).

The Month View gives you an overview of how your month looks with lesson plans. All subjects are listed for every day that those subjects are taught. For classes with a single subject (upper grades/High School) you will see the start time for those subjects. A blue dot beside the subjects means that that subject has a lesson plan for that day.



1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Click a subject that doesn't have a blue dot beside it.
4. On the right, enter a **Title**. This is required.
5. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
6. Optional: Enter **Objectives**.
7. Optional: Enter **Procedures**.
8. Optional: Enter **Homework**.
9. Optional: Enter **Materials**.
10. To save the lesson plan, click **Save**.
11. To enter more lesson plans, repeat steps 3-10.

1. On the **Month – 5 day** or **Month – 7 day** view, single-click the lesson plan you want to copy.
2. At the top of the right sidebar, click .
3. Single-click the lesson plan to which you want to paste the copied lesson plan.
4. Click .

You can paste the copied lesson plan to as many subjects as needed.

1. On the **Month – 5 day** or **Month – 7 day** view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Single-click the lesson plan you want to copy.
3. At the top of the right sidebar, click .
4. From the Teacher drop-down menu, select your name.
5. Single-click the lesson plan to which you want to paste the copied lesson plan.
6. Click .
7. To copy more lesson plans from other teachers, repeat steps 1-6.

The Week View lets you see a week a time for one subject. You can easily move lesson plans from one day to another if needed.



1. On the Home screen, click **Lesson Plans**.
2. Click **Week**.
3. Select a specific week by Date or Week #.
4. From the Subject drop-down menu, select the subject for which you want to create a lesson plan.
5. Select a day that does not have a lesson plan.
6. Enter a **Title**. This is required.
7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.

Grid View

11. Optional: Enter **Materials**.

12. To save the lesson plan, click **Save** .

13. To enter more lesson plans, repeat steps 4-12.

1. On the Week view, select the day you want to copy.

2. On the toolbar, click .

3. Single-click the lesson plan you want to paste the copied lesson plan to, then select another day or subject to paste the lesson plan to.

4. Click .

You can paste the copied lesson plan to as many subjects as needed.

1. On the Week view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.

2. Select a specific week by Date or Week #.

3. From the Subject drop-down menu, select the teacher's subject from which you want to copy the lesson plan.

4. Select the lesson plan you want to copy, then on the toolbar, click .

5. From the Teacher drop-down menu, select your name.

6. Select a specific week by Date or Week #.

7. From the Subject drop-down menu, select subject for which you want to paste the other teacher's lesson plan.

8. Locate the day to which you want to paste the teacher's lesson plan, click .

9. To copy more lesson plans from other teachers, repeat steps 1-8.

The Grid view allows you to sort and filter your lesson plans. You can also view lesson plans by a specific date range. Locate a teacher by using the Teacher drop-down menu or by using the Search field.



1. On the Home screen, click **Lesson Plans**.

2. Click **Grid**.

3. On the right, click **New**.

4. From the Calendar window, select a **Subject**.

5. On the Calendar, select a **Date**.

6. Enter a **Title**. This is required.

7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.

8. Optional: Enter **Objectives**.

9. Optional: Enter **Procedures**.

10. Optional: Enter **Homework**.

11. Optional: Enter **Materials**.

12. To save the lesson plan, click **Save** .

13. To enter more lesson plans, repeat steps 3-12.

1. On the Grid view, select the lesson plan you want to copy.

2. Click .

3. Select an existing lesson plan or create a new one.

4. Click .

You can paste the copied lesson plan to as many subjects as needed.

1. On the Grid view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.

2. You can select a date range of lesson plans to display.

3. Select the lesson plan you want to copy.

4. Click .

5. From the Teacher drop-down menu, select your name.

6. To create a new lesson plan, click **New**.

7. Select a **Subject** and **Date**.

8. Click **OK**.

9. In the new lesson plan, click .

10. Click **Save**.

11. To copy more lesson plans from other teachers, repeat steps 1-10.

The HeadMaster lesson plan contains the basic components found in most lesson plans and a tab for each day in the week selected. You can enter unlimited information in each of the four text fields described below. Information added here will not be transferred to the grade book.

Additional Field Information

Title

Describes the week's lesson plans. Example: Arthurian Legends, Addition and Subtraction, Introduction to Constellations.

Link

Add a hyperlink relating to a lesson for future reference. The hyperlink is available for online viewing with an Internet connection.

Subject

If you teach only one subject, you don't need to select a subject. However, if you teach more than one subject, select the Subject for which you are creating lesson plans.

Week Number

Automatically applied based on the settings selected by your school administrator at the beginning of the school year.

Overview/Objective

What you plan to cover and the goal you want to accomplish. Example: Students will be able to explain the historical background of the Arthurian Legends.

Instructional Plan/Procedures

Specific details of the lesson. For example, enter steps, procedures, class discussions, and questions.

Homework

Homework that you plan to announce. This section will be available for viewing in HeadMaster Online.

Materials

The materials needed, if any, to carry out the lesson.