CANELA Software

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LESSON PLAN GENERATOR

User's Guide

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Thank you for purchasing LESSON PLAN GENERATOR. CANELA Software is dedicated to developing software that is feature packed, useful, and easy to use. We are comprised of teachers and software designers in a partnership to produce quality software. We hope you will agree that LESSON PLAN GENERATOR will enhance your overall curriculum. We are always interested in hearing from users of this software. It is your comments that have guided and encouraged us to be our best for you. Thanks again and we hope to hear from you soon.

Mark Talluto

President
CANELA Software

Table of Contents

Welcome to *LESSON PLAN GENERATOR*. We hope you enjoy fully the power of this software. Its uses range from being a lesson plan book to a lesson plan generator. We are confident it will serve you well. This section of the manual introduces you to the features of *LESSON PLAN GENERATOR* and shows you how to get started.

What is *LESSON PLAN GENERATOR*?
LESSON PLAN GENERATOR will empower you to manage your day to day lessons and plans. Alone, it can effectively replace your paper version of your plan book. Over time you will find it to be more useful than a standard plan book as Lesson Plan Generator can hold your all your plans for your entire career.

Collaborate With Other Teachers
Now you have a powerful way of communicating and sharing lesson plans with other teachers.

Key Features in the Lesson Plan Generator:
• Assists you in creating clear and detailed lesson plans easily
• Easy to use built-in calendar
• Makes it easy to duplicate routines in your weekly schedule
• Saved lesson plans are cross-platform compatible
• Allows you to revise previous lesson plans easily and quickly
• Create substitute plans that are ready to go at any time
• Plan your curriculum from an annual perspective
• Design curriculum from a weekly perspective
• Software can walk users through the development of various lesson plan formats
• Reduces your lesson planning time substantially
• Can store years worth of data in one book

Installing and Getting Started
This section is designed to get you started using *LESSON PLAN GENERATOR* . It guides you through installing *LESSON PLAN GENERATOR* on your computer with a hard drive. It explains the basics of operating *LESSON PLAN GENERATOR* and describes its interface.

Before You Begin
Before you begin using *LESSON PLAN GENERATOR*, you should know a few basic concepts and verify that your computer and system software are compatible with *LESSON PLAN GENERATOR*.

Minimum System Requirements

MAC OS 7/8/9/10.1 or Win 95/98/Me/NT/XP, 16 MB of available RAM, 640x480 (800x600 or higher strongly suggested), 256 colors, hard drive, CD ROM, printer, and a mouse.

Things You Should Know

To use *LESSON PLAN GENERATOR* effectively, you should know how to:
- Start your computer.
- Use the mouse to point and click.
- Use menus to choose a selection.

What Is Included On This CD-ROM

1. *LESSON PLAN GENERATOR* Software
2. Manual in .pdf format (this is installed with the program)

Installing *LESSON PLAN GENERATOR*

You will need around 10 MB of space on your hard drive to install *LESSON PLAN GENERATOR*. All files are installed onto your computer. You will not need the CD-ROM to use this software after installation is complete.

1. **Start your computer, if it is not already running.**

2. **After the computer completes its start up, eject any disk in the CD-ROM drive, and insert the *LESSON PLAN GENERATOR CD*.**

   WINDOWS 95-XP
   1. The CD will auto start and begin the installer for you.
   2. Follow the setup instructions on screen.

   MACINTOSH 7-9
   1. Double-click on your CD to open it up.
   2. Double click on the install file located on the CD.
   3. Follow the installation instructions on screen.

   MACINTOSH 10.1
   1. Double-click on your CD to open it up.
   2. Drag the Lesson Plan Generator (Carbon) Folder to your Applications folder.

Menu Basics

The following pages have many screen shots from *Lesson Plan Generator*. The screen shots were taken from the OS X version of the program. The information and images pertain to all platforms equally.

File menu

<u>New:</u> Creates a new plan book in *Lesson Plan Generator*. You can have as many different plan books as you like.

<u>Open:</u> Opens any plan book you've created in *Lesson Plan Generator*.

<u>Save:</u> Saves your plan book to your hard drive or diskette.

<u>Save As...:</u> Will allow you to save your plan book to another place on your hard drive. You may use this feature to change the name of the plan book as well.

<u>Close:</u> Will close your current plan book. Remember to save before closing.

<u>Page Setup…:</u> Brings up your printer driver options. Here you can control page orientation, scale, and other printer specific features.

<u>Print:</u> Allows you to print your plan book in a variety of formats.

<u>Quit:</u> Quits out of *Lesson Plan Generator*. Remember to save your work before using this menu option.
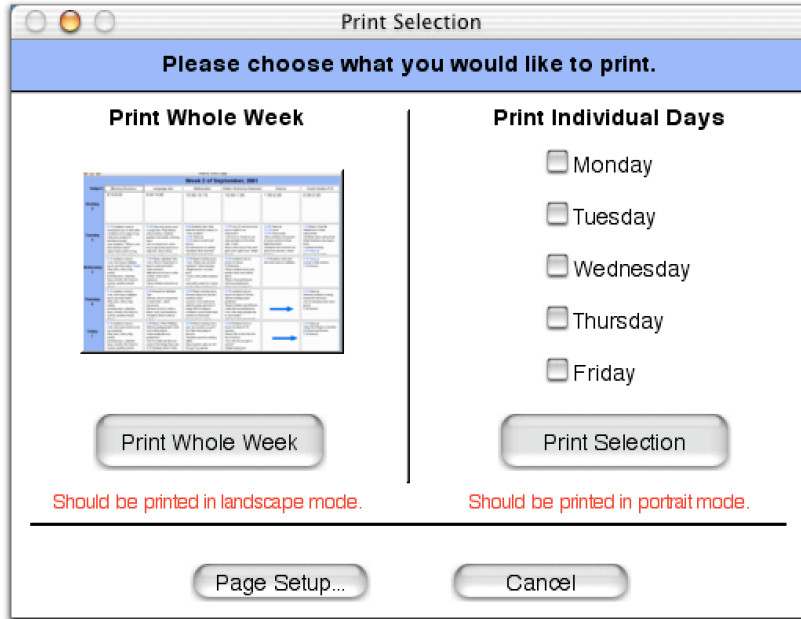
Print Selection

When printing from the plan book area, this window will show up. Here you can specify how you want your plan book printed.

Print Whole Week

This option will print your plan book as you see it on your screen. The plan is designed to be printed on a letter sized paper in landscape orientation (sideways printing). In this form you will have a quick view of the entire week. Below is a sample printout in the Print Whole Week form.
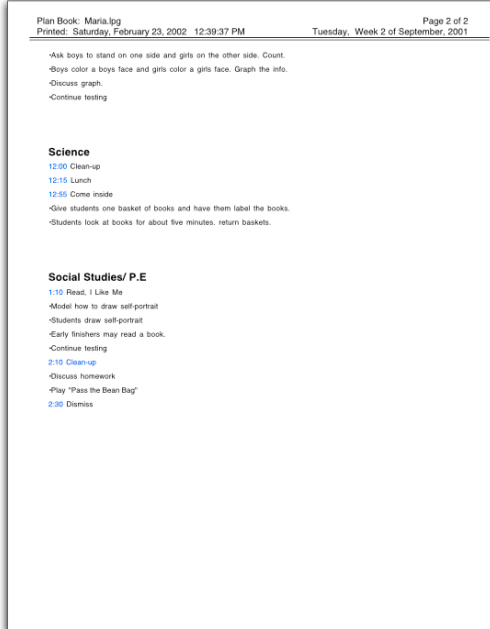

Whole Week Printout
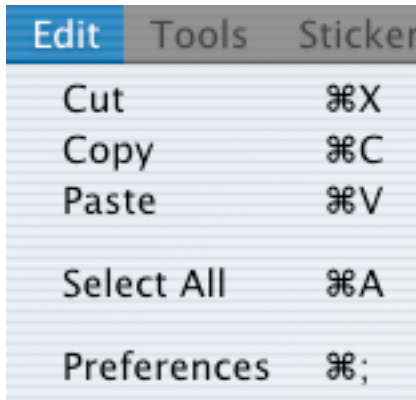
Print Individual Days

This option will allow you to print only the days you want printed. You can print just one day, all five days, or in other combination. As you can see from the picture below, this form is very useful for substitute teachers or for viewing the entire day as a whole. All the text in each cell is printed and labeled.
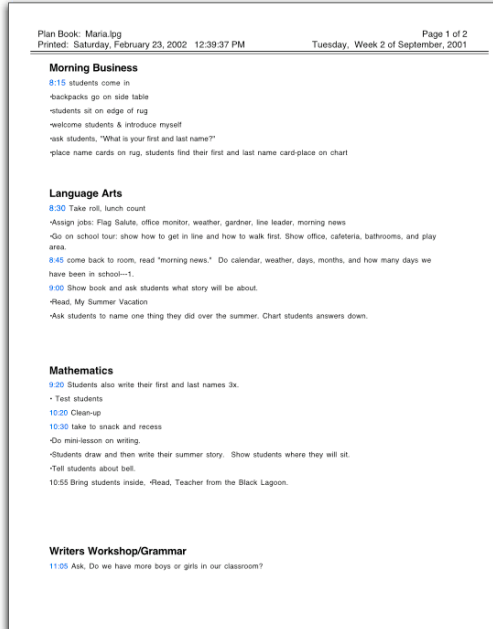
Page 1   Page 2

Edit menu

<u>Cut</u>: Cuts your selected text and allows you to paste it in another location.

<u>Copy</u>: Copies your selected text.

<u>Paste</u>: Pastes your text where you last clicked.

<u>Select All:</u> Selects all text in the current cell.

<u>Preferences:</u> Brings up a window that will allow you to set your favorite font and size, school name, and whether or not you which to have the desktop show behind *Lesson Plan Generator* or not.

Tools Menu

<u>Add a Subject Column:</u> You can configure your plan book to have as many (12 maximum) or as few (2 minimum) subject columns. For example: a high school teacher who teaches two different subjects may have only two subject columns. On the other hand, an elementary teacher that teaches six different subjects in a day may have a plan book with six subject columns. The examples below show these examples.
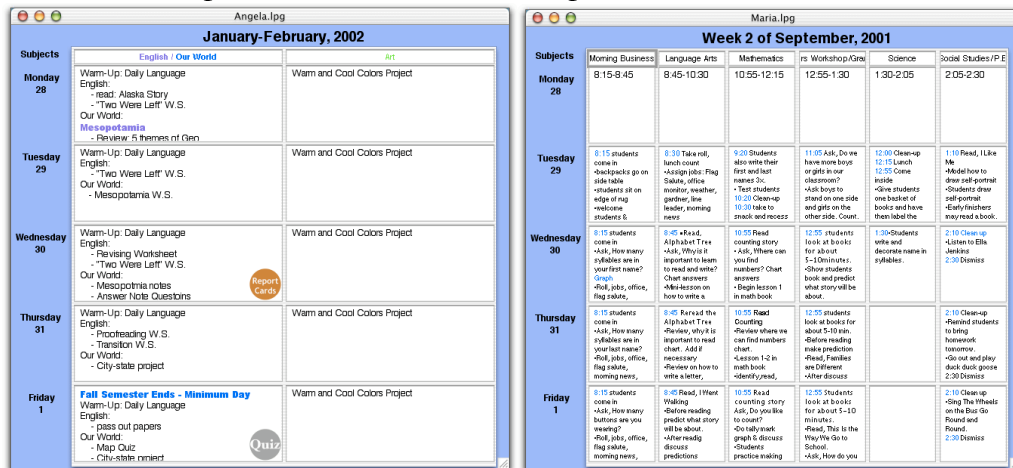
Two Subjects   **Six Subjects**

<u>Remove a Subject Column:</u> Allows you to remove subject columns if you have too many in your plan book. You may have a minimum of two columns and a maximum of twelve.

<u>Calendar:</u> This brings up your calendar. The calendar controls which week you are currently working on. You can jump forward or go backwards in time very quickly with the calendar. It is equivalent to turning the page in a traditional plan book.
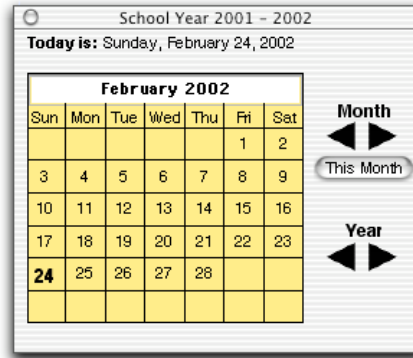
Calendar

<u>Subject Detail:</u> Allows you to focus on a particular cell. Here you can see only the cell you are currently working on. This view is useful when you have a lot of data to type in and you would like a bigger view.
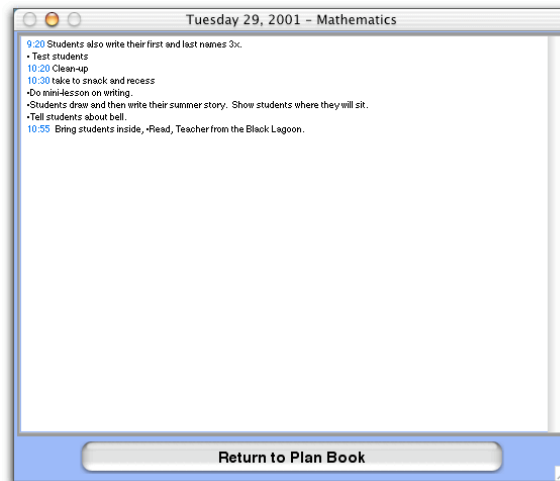
Subject Detail View

<u>Month-Year View:</u> This view is useful for creating long term plans that cover from several months up to a year. Data entered in this mode is only available from this mode. Data entered in the week view of the plan book will not be seen in this view. You have control over how many months you wish to have in this view. Once created though, you are not able to change the amount at a later time. The top row is for the months. Typing the name of the starting month will prompt *Lesson Plan Generator* to complete the rest of the months for you. The cells below the months are the days of that month. They are numbered from 1 to 31. Each cell can easily hold two lines of writing. You can always change the font size and color to best suit your needs.

Month-Year View

<u>Lesson Plan Editor:</u> The plan editor guides you in creating formal lesson plans. Currently there are two different plan formats available in *Lesson Plan Generator*. More plan styles will be added in future updates. The editor will format the plan for you as you enter in the data. Once complete, remember to save your plans from the editor as they are not saved with the plan book. This feature allows you to easily share your plans with other educators.

The two plan formats that are included are: Rubric Based Plan and Seven Step Plan. Below is an example of a Rubric Based Plan being entered. The window on the left is where the data is entered. The window on the right shows what the plan looks like at any given moment. The text in the preview window can not be manipulated. If changes are needed, simply edit the text in the data entry window and the changes will be reflected in the preview window.

Data Entry Window   **Preview Window**

Stickers Menu

School: Brings up a window that allows you to choose a sticker to place into your plan book. School stickers cover activities that cover school activities. Currently you can only have one sticker per cell.

Personal: Brings up a window that allows you to choose a sticker to place into your plan book. Personal stickers cover activities that are more on the personal level. Currently you can only have one sticker per cell.
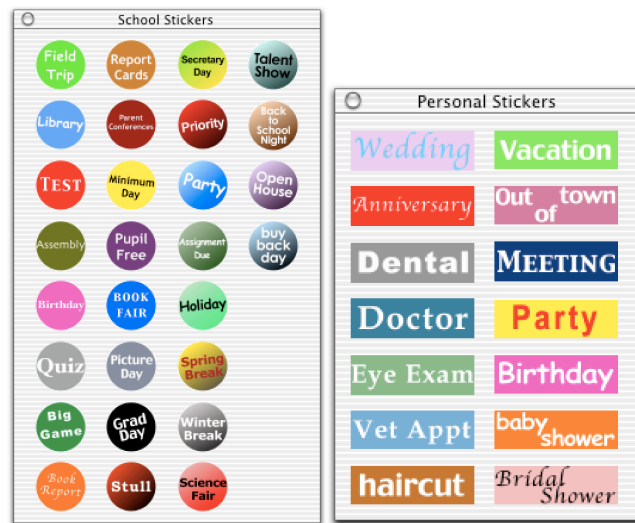
School Stickers   **Personal Stickers**

Arrow Down: Creates an arrow that points downwards. You would use this to draw a line from one cell in your plan book through to others. This would signify that that the starting cell activities are to be continued through the other cells as well.

Arrow Right: Creates an arrow that points to the right. It would be used the same way as the Arrow Down option.

Delete Sticker: This option will allow you to remove a sticker from your plan book. Once you select this menu option, simply click once on the sticker to be deleted. You must select this menu item each time you wish to delete a sticker. It is a good idea to memorize the quick keyboard command to bring up this feature. Mac: Apple – R, Win: Control – R.
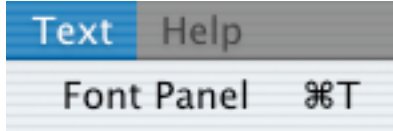
Font Menu

<u>Font Panel</u>: Brings up the font panel for choose your font, size, color, style, and text justification.

Font Panel

Font Panel

<u>Fonts:</u> Shows the available fonts on your system. Highlight your text in one of your fields first. Then click on a font in the font panel to change the highlighted text. For your convenience, the fonts show what they would look like saving you time.

<u>Sizes:</u> This option changes the currently selected text to a new font size.

<u>Style:</u> You can use plain, bold, italic, and to visually enhance your text.

<u>Colors:</u> Quickly change your text to one of these available colors.
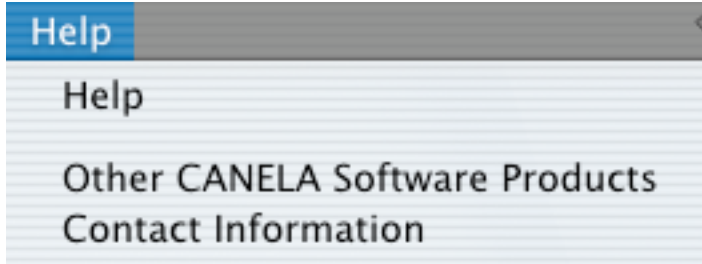
Help Menu

<u>Help:</u> Will guide you to this manual in .pdf format.
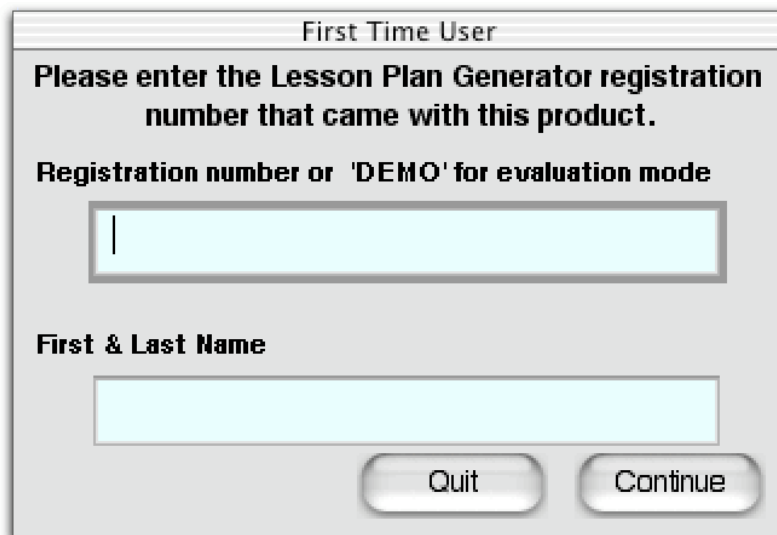
<u>Other CANELA Software Products:</u> Shows you a window of other tools CANELA Software creates.

<u>Contact Information:</u> Will bring up a window that shows our contact information.

Tutorial
Your First Experience with *LESSON PLAN GENERATOR*

1. Turn on your computer and follow the normal start-up procedures you go through to get your computer running.

2. Startup *LESSON PLAN GENERATOR*.

3. The first time you use *LESSON PLAN GENERATOR*, you will need to enter a registration number located on the installation instructions inside the CD-ROM jewel case. You will also be asked to input your full name. This registers this copy of *LESSON PLAN GENERATOR* to you. The program will check the number and will remember it from this point on. Please save this information in the event you need to reinstall this software. You will also be required to use this number when downloading updates from our web-site.

Here you enter your registration number

4. Your plan book will open up at this point. You have a clean book that can contain endless amounts of information that will always stay organized. This view is the main view of Lesson Plan Generator. It is designed to show you a complete week at a glance. You always know what week you are on by looking at the title in bold at the top of the window. In the example below, we are on "Week 2 of February, 2002". Each white box is called a cell. Each cell is independent of the other cells. In other words, each cell holds its own data.

Plan Book Window

5. Before you dive in and start planning you may want to think about how many subjects you teach. You can have a minimum of two columns and a maximum of twelve columns. It would be beneficial to set up your plan book at this point with the correct amount of columns. You can always add and remove columns at any point as needed. You can add and remove columns from the tools menu option.

6. Now that your plan book has the correct amount of columns, it is time to enter some data. The top row of cells holds your subject names. All the cells below hold your plans for that particular subject. See the example below.

Example data

Now that you have the basics of planning with your new software, happy planning.

Technical Support

If you have problems that you can not be solved by using this, you may call CANELA Software technical support. The phone number you should call, and the hours are listed below:

CANELA Software Contact Information
Tech or Order Support: (310) 547-4718 (8:00am - 5:00pm, Monday-Friday, Pacific Standard Time)
Fax Line: (310) 547-5213, 24 hours
E-Mail: support@canelasoftware.com, 24 hours
Internet: http://www.canelasoftware.com
Address: 1536 W. 25th St. #278, San Pedro, CA 90732

Registration Number

This is located on the installation instructions in your CD-ROM jewel case.