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The Riverdeep Learning Management System (LMS) is a unique combination of curriculum management, standards-based testing, interactive assignments, and progress reporting. LMS provides teachers and administrators with the tools to guide students toward success. The system has the following features:

- complete curriculum management for activities and tests
- the ability to track an individual student or class
- assessment tools for identifying a student’s understanding of curriculum concepts
- full integration of K–12 core curriculum requirements
- thousands of test questions

The tests, assignments, and activities are based on Riverdeep’s curriculum Scope and Sequence or your state’s standards. LMS allows educators to create and modify activities and tests, which can be tailored to fit the needs of individual students, specific classes, or an entire district. Teachers can easily create lesson plans that help integrate technology into the curriculum and tie software activities to specific learning objectives. Together, these features help teachers organize class activities and clearly communicate expectations to their students.
**LMS Overview**

### 2.1 Log In

Open the *Learning Management System* and Log In

1. Open your browser (Internet Explorer, Netscape Navigator, Safari, or other). Make sure that pop-up windows are allowed.

2. In the address bar at the top of the screen, type the URL (the Web address) for LMS. Your system administrator should give you this URL, which begins with "http://..."

**Note:** *Your system administrator may have set up one or more shortcuts to help you access LMS.*

- If there is an *LMS* shortcut or alias on your desktop, double-click it to open *LMS*.
- If *LMS* is your home page, *LMS* appears automatically when you open your Web browser.
- If *LMS* is set as a Bookmark or Favorite, you can select it from the Bookmarks menu (in Netscape Navigator) or the Favorites menu (in Internet Explorer), without having to type the URL.

3. Type your user name and password.
4. Click the Log In button.
2.2  Home Page

Once you’ve logged in to LMS, the Home page appears.

The Home page contains your calendar and reminder system. You can see a daily list of activities and tests. You can scroll forward or backward through the calendar by clicking the arrows found on either side of the date. To see details of a listed activity or test, click its name on the calendar.

You will need to return to the home page whenever you want to change applications by clicking the Home button.
2.3 Teacher Tutorials

The teacher tutorials provide interactive help, online tutorials, tests, and offline materials of DM, DR, LMS, and K-3 Literacy.

2.3.1 Courses

1. From the Home page, select Teacher Tutorials.
2. Select the Courses tab.
3. Choose the content you would like to refresh on, then click Launch.
2.3.2 Tests

Assess what you have learned.

1. Select the Test tab.
2. Choose the content to be tested on, then click Take Test.

2.3.3 History

View reports and information about the sessions.

1. Select the History tab.
2. Choose either Course Progress or Test Results.
3. To print, click Generate Report.
2.2.4 Resources

Here you will find all the print activities and take-home activities for each session and activity.

1. Click the Resources tab.
2. Choose *DM* or *DR*.
3. Choose the Course, Module, Unit, and Session.
Explore Content

The Explore Content page allows you to browse the lesson’s content. The Explore Content page has two tabs that correspond to two sections that all the lessons are divided into – Math and Language Arts.
3.1 To Launch a *Destination Math* Lesson:

1. Click the Math tab so it is orange. On this page you will see the list of available lessons with comments provided on the right. The comments include the lesson summary and also inform you for which grades the lesson is intended.

2. Click the green Launch button next to the *Destination Math* course you want to use.

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**Choose a Math Course**

**Destination Math**

**Mastering Skills & Concepts: Course I**

*Grades K-1*

In *Destination Math* for grades pre-K - 1, students explore the whole numbers, counting by ones, twos, fives, and tens up to 100. They add and subtract one- and two-digit numbers, investigate properties of 2- and 3-dimensional shapes, and concepts of length, time, weight, and coins. They create and interpret picture graphs and bar graphs and explore repeating patterns involving shapes or numbers.

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**Destination Math**

**Mastering Skills & Concepts: Course II**

*Grades 2-3*

In *Destination Math* for grades 2 - 3, students work with place value, using on-line manipulatives to name and represent numbers up to 1,000. They add, subtract, multiply, and divide whole numbers and investigate simple fractions. They explore volume, area, money, temperature, and time, and relational ideas in algebra using number sentences, tables, and linear patterns.

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**Destination Math**

**Mastering Skills & Concepts: Course III: Intermediate Mathematics**

*Grades 4-6*

In *Destination Math* for grades 4-6, students work through tutorials designed around 127 learning objectives in numbers and number sense, fractions, decimals, probability, statistics, and geometry.
3.2  To Launch a *Destination Reading* Lesson:

1. Click the Language Arts tab so it is orange. On this page you will see the list of available lessons with comments provided on the right. The comments include the lesson summary and also inform you for which grades the lesson is intended.

2. Click the green Launch button next to the *Destination Reading* course you want to use.
4.1 Overview

From the Home page, click Class Roster.

The Class Roster page allows you to manage class rosters in various ways:

- Manage—view classes and students within each class, edit student, print class rosters.
- Create—create new classes and add students to the classes.
- Student Profile—update student information.
4.2 Manage

1. Choose the class by holding the drop-down arrow next to Select Class.

2. All information regarding that class will appear (class name, grade, total number of students, list of students).

3. To add or delete students to an existing class, click Edit Students.

4. To print the class roster, click Print Class Roster.

   (This will print the user names and the passwords.)
4.3 Create Classes

1. Select the Create tab.
2. Enter the name of the class and the grade.
3. Click Next.

4. Select a student's name from the left side of the screen. To select multiple students, click each student's name.
5. Click the green arrow pointing to the right.
6. Click Save when finished.
4.4  **Add or Remove a Student from Your Class Roster**

1. Select the Manage tab.
2. Select the class and click **Edit Students**
3. To add a student:
   a. Select a student's name from the left side of the screen.
   b. Click the green arrow pointing to the right.
4. To delete a student:
   a. Select a student’s name from the right hand of the screen.
   a. Click the green arrow pointing to the left.
4.5 View a Student's Profile

1. Select the Student Profile tab.
2. Select the student on the right-hand side.
3. Student information can be edited on this screen.
4. Student information can be printed from this screen by clicking Print Details.
5.1 Overview

In LMS an activity (or task) is a group of software lessons or exercises that you select from the content available on LMS and assign to students. You can create an activity, selecting the content to be included. Then select the classes or students who will do the activity, set a start date, and set a due date. Finally, assign the activity to students. Those students will now see the activity when they log in to LMS. You can save the created activities to be used again and shared with other teachers.

The activities page has three sections:

- **Manage**—open, view, and edit existing saved activities; organize the folders in which activities are saved; manage the activities sharing. You can also view assigned activities here.
- **Create**—create new activities.
- **Assign**—assign existing activities to students.
5.2 Create an Activity

1. Click the Activities page button.
2. Select the Create tab.
3. Add content to your activity based on either Riverdeep's Scope and Sequence or your state’s educational standards.
Add content based on Riverdeep’s Scope and Sequence:

- Near the top of the Select Activities screen, click the circle next to Riverdeep’s Scope and Sequence.

- A list appears on the screen, displaying the available subjects (such as Math) and products (such as Destination Math).

- A blue arrow \( \uparrow \) appears to the left of each product. Click this arrow to see the courses contained within the product.

- Whenever you see a right-pointing arrow \( \rightarrow \), you can click it to break a content listing down into smaller pieces. You can break a course down into its modules; a module down into its units; a unit down into its sessions; a session down into its lessons, tutorials, practice areas, or workouts; and a lesson or tutorial into its individual screens.

- Add content (a course, module, unit, session, lesson, tutorial, practice area, workout, or screen) to your activity by clicking the checkbox next to its listing. You can add as many items as you want to each activity.

  **Available Content:**

  - \( \bigcirc \) Math
    - \( \bigcirc \) Destination Math
      - \( \bigcirc \) Mastering Skills & Concepts: Course I
        - \( \bigcirc \) Mastering Skills & Concepts: Course II
      - \( \bigcirc \) Number Sense
        - \( \bigcirc \) Numbers to 999
          - \( \bigcirc \) Counting by Grouping
          - \( \bigcirc \) Place Value: Tens and Ones
            - \( \bigcirc \) Lesson
              - \( \bigcirc \) Workout
              - \( \bigcirc \) Practice
          - \( \bigcirc \) Place Value: Hundreds, Tens, and Ones
            - \( \bigcirc \) Lesson
              - \( \bigcirc \) Workout
              - \( \bigcirc \) Practice

  - To remove content, click the checkbox a second time so that the check mark disappears.

  - Click **Next** near the top right corner of the screen.
• To preview a tutorial, lesson, practice area, workout, or screen, click its title in blue, and then click Preview near the top right corner of the screen.

• To remove content, click the checkbox a second time so that the check mark disappears.

• When finished previewing, click Next near the top right corner of the screen.

Add content based on your state's educational standards:

• Near the top of the screen, click the circle next to State Standards.

• Select your state from the State Standards pull-down menu.

• A list appears on screen, displaying the available standards for your state (for example, WA Mathematics Essential Learning Requirements).

• A blue arrow appears to the left of the standard. Click this arrow to see the categories within the standard.

• Whenever you see a right-pointing arrow, you can click it to break a listing down into smaller pieces.

• When you see a standard you’d like to cover in your activity, click the checkbox next to its listing. You can add as much or as little content as you like—anything from a full strand of a standard all the way down to a small portion of the strand. Add as many items to your activity as you like.
To remove content, click the checkbox a second time so that the check mark disappears.

**Click Next** near the top right corner of the screen to move to the Preview page.

To preview a tutorial, lesson, practice area, workout, or screen, select its listing, and then click **Preview** near the top right corner of the screen.

**Step 2 of 3: Review Content Selected**

To remove content, click the checkbox a second time so that the check mark disappears.

When finished previewing, click **Next** near the top right corner of the screen.
4. Specify the activity name and the folder in which it should be stored.

5. Click **Save**.

6. To assign the activity right away, click **Yes**. Otherwise, click **No**.

### 5.3 Assign an Activity

1. Click the Activities page button.
2. Select the Assign tab.
3. Select the activity you want to assign and the class or student(s) to whom you want to assign the activity. Click the blue arrow located to the left of the class. The button changes from to and reveals its classes. Click the checkbox to the left of each student or class to which you want to assign this activity.
4. To preview a tutorial, lesson, practice area, workout, or screen, select its listing, and then click Preview near the top right corner of the screen.

5. Click Next to continue.

### Step 2 of 2: Choose Settings

<table>
<thead>
<tr>
<th>Activity Title: Place Values</th>
<th>Instructions for the Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: February 3, 2006</td>
<td>Please complete this assignment by February 14, 2006.</td>
</tr>
<tr>
<td>Due Date: February 14, 2006</td>
<td></td>
</tr>
</tbody>
</table>

6. Enter a title for the activity.
7. Choose a start date for the activity.
8. Choose a due date for the activity.
9. Click Assign to finish.
10. A confirmation screen appears. At that time, you can choose to assign another activity.
5.4 Review Activities

1. Click the Activities page button.
2. Select the Manage tab.
3. Click *Saved Activities* to view the saved activities.
4. Select the activity and click *Open*.

5. Click the blue activity title, and then click *Preview* to view the activity.

6. Click *Next* to change the activity name.

7. Specify the name and the folder and click *Save*. 
5.5 Review Assigned Activities

This screen tells you which activities have been assigned to which classes and students. It also tells you if you can make changes to or delete an existing activity.

1. Click the Activities page button.
2. Select the Manage tab.
3. Click Assigned Activities to view the list of assigned activities.
4. Select the class to review by clicking the drop-down arrow and selecting the class.

5. To edit the list of students to whom the activity is assigned, select the desired activity and click Edit Students. Then select the desired students and click Save.

6. To edit the activity title and start and due dates, select the desired activity and click Edit Settings. Make the desired changes and click Save.

7. To delete an assignment, select the desired assignment and click Delete.
5.6 Organize Activities

On the Organize Activities pages, you can move, rename, or delete activities. You can also share them with other teachers or with your supervisor.

1. Click the Activities page button.
2. Select the Manage tab.
3. Click Organize.
4. From the Select Activities menu, choose the folder in which the activity is stored. (If there are subfolders, the system automatically moves down to the next set of folders until an activity has been selected.)

5.6.1 Share an Activity

1. Select the activity you want to share.

2. On the right side of the screen, click the checkbox next to “Share to school” or “Share to district.”
5.6.2 Rename an Activity

1. Select the activity you want to rename.
2. On the right side of the screen, enter the new name of the activity in the “Rename it to” box.
3. Click Save.

5.6.3 Move an Activity to a New Folder

1. Select the activity you want to move.
2. Scroll to choose an available folder or click Create/Edit Folder on the left side of the screen to create a new folder.
3. Click Save.

5.6.4 Delete an Activity

1. Select the activity you want to delete.
2. On the bottom right of the screen, click Delete.

5.6.5 Edit Folders

1. Click Create/Edit Folder.
2. You can rename, delete, or create new folders.
   - To rename a folder, select the folder you want to rename and specify the new name for the folder in the “Rename it to” box.
   - To delete a folder, select a folder you want to delete and click Delete.
   - To create a new folder, select a folder where a new folder should be created and click New Folder.
3. Click Save.
6.1 Overview

The test page has three sections:

1. **Manage**—open, view, and edit existing saved tests, manage the folders in which the tests are saved and manage tests sharing. You can also view assigned tests in this section.
2. **Create**—create new tests.
3. **Assign**—view available tests and assign tests to classes or individuals.
6.2 Create a Test

1. Click the Tests page button.

2. Select the Create tab.

3. Add content to your test based on either Riverdeep’s Scope and Sequence or your state’s educational standards.

   **Add content based on Riverdeep’s Scope and Sequence:**
   
   - Near the top of the screen, click the circle next to Riverdeep’s Scope and Sequence.
   
   - A list appears on screen, displaying the available subjects (such as Math) and products (such as *Destination Math*).
   
   - A blue arrow appears to the left of each product. Click the arrow to see the courses contained within the product.
   
   - Whenever you see a right-pointing arrow, you can click it to break a content listing down into smaller pieces. You can break a course down into its modules; a module down into its units; a unit down into its sessions; a session down into its lessons, tutorials, practice areas, and workouts; and a lesson or tutorial into its individual screens.
   
   - To add questions from some section to your test, click the checkbox next to its listing. You can add as many items as you want to each test.

   **Available Content:**
   
   - **Math**
     - *Destination Math*
       - Mastering Skills & Concepts: Course I
       - Mastering Skills & Concepts: Course II
         - *Number Sense*
           - Numbers to 999
             - Counting by Grouping
             - Place Value: Tens and Ones
             - Place Value: Hundreds, Tens, and Ones
             - Expanded Form and Equivalent Representations of a Number
             - Comparing and Ordering
           - Numbers to 3,999

   - To remove a section, click the checkbox a second time so that the check mark disappears.
Enter the number of questions you want to be randomly selected for your test in the “Number of Questions” box at the bottom of the screen.

Number of Questions = 10 out of 41 (available)

Click Next.

Add content based on your state’s educational standards:

Near the top of the screen, click the circle next to State Standards.

Select your state from the State Standards pull-down menu.

A list appears on screen, displaying the available standards for your state (for example, WA Mathematics Essential Learning Requirements).

A blue arrow appears to the left of the standard. Click this arrow to see the categories within the standard.

Whenever you see a right-pointing arrow, you can click it to break a listing down into smaller pieces.

When you see a standard you’d like to cover in your test, click the checkbox next to its listing. You can add as much or as little content as you like—anything from a full strand of a standard all the way down to a small portion of the strand. Add as many items to your test as you like.

To remove content, click the checkbox a second time so that the check mark disappears.

Click Next.
• Use the blue arrows to select the course and content you want to cover on the test.

Step 1a of 3: Review Content Selection

Available Content:
- Math
  - Mastering Skills & Concepts: Course I
  - Mastering Skills & Concepts: Course II
  - Number Sense
    - Numbers to 966
      - Counting by Grouping
      - Place Value: Tens and Ones
      - Place Value: Hundreds, Tens, and Ones
      - Expanded Form and Equivalent Representations of a Number
      - Comparing and Ordering

• Enter the number of questions you want to be randomly selected for your test in the “Number of Questions” box at the bottom of the screen

  Number of Questions = 10 out of 41 (available)

• Click Next.
4. The Select Questions screen opens. This screen previews all available questions for your test. Questions that are currently on your test appear with a check mark.

5. Click a question number to see the question as it will appear to students. You will see the question and a selection of answers.

6. To remove a question, click the checkbox next to the question number.

7. When you are finished selecting questions, click **Next** to continue.

**Step 3 of 3: Name and Save Test**

Save Test As: Place Values

Save Test To: TestFolder

Optional Description of Test: Please contact me with any questions.
8. Specify the test name and the folder in which it should be stored.

9. On the right side of the screen, you can enter a description of the test in the “Optional Description of Test” box. You can also select a test category from the Optional Category pull-down menu.

10. When you are finished, click **Save**.

11. A confirmation screen appears. From here, you can choose to assign the test (see below for details) or not.

### 6.3 Assign a Test

1. Click the Tests page button.

2. Select the Assign tab.

3. Available tests (or categories of tests) are listed on the screen.

#### Step 1 of 2: Select Test And Select Students

<table>
<thead>
<tr>
<th>Tests:</th>
<th>Assign To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests Folders of RDTeacher</td>
<td>Classes of RDTeacher</td>
</tr>
<tr>
<td>Pression Test</td>
<td>Pression 1</td>
</tr>
<tr>
<td>Seja</td>
<td>Sample Class</td>
</tr>
<tr>
<td>Test Folder</td>
<td>Seja</td>
</tr>
<tr>
<td>Place Values</td>
<td>Student 1</td>
</tr>
<tr>
<td>Todd</td>
<td>Student 2</td>
</tr>
<tr>
<td>Riverdeep Tests</td>
<td></td>
</tr>
</tbody>
</table>

4. A blue arrow appears to the left of some items on the list. Whenever you see a right-pointing arrow, you can click it to break that item down into subsections.

5. To select a test, click the test Name.

6. Classes are listed on the right side of the screen. A blue arrow appears to the left of some items on the list. Whenever you see a right-pointing arrow, you can click it to see the classes or students within that item. Click a checkbox to select a class or student. (You can select more than one class and more than one student.)

7. You can preview a test clicking **Preview**.
8. When you are finished, click **Next** to continue.

9. The Choose Settings screen appears. You must do the following:

**Step 2 of 2: Choose Settings**

<table>
<thead>
<tr>
<th>Test Title: Place Values</th>
<th>Test Date: February 9, 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Date:</td>
<td>February 9, 2005</td>
</tr>
<tr>
<td>Due Date:</td>
<td>February 9, 2005</td>
</tr>
<tr>
<td>Set Pass Rate: 70%</td>
<td>(Accepted range is 0-100%)</td>
</tr>
<tr>
<td>Automatically assign activities based on each student's performance on this test.</td>
<td></td>
</tr>
<tr>
<td>Create a post-test for students who did not pass this test.</td>
<td></td>
</tr>
<tr>
<td>Post Test Date: February 9, 2005</td>
<td></td>
</tr>
</tbody>
</table>

- **Set Password:**
  - (used by students)

- **Instructions for the students:**
  - (Use any directions you want to appear on the test)

- **Allow Calculator**
  - From the Test Date drop-down list, select the month, day, and year that students can first take the test.
  - From the Due Date drop-down list, select the month, day, and year that students can last take or make up the test.
  - In the “Set Pass Rate” box, enter the percentage of questions students must answer correctly to pass the test. You can set this anywhere between 0 percent and 100 percent.
  - The remaining steps on this screen are optional.
  - Check the box for “Automatically assign activities based on each student’s performance on this test” if you want the system to assign tutorials based on a student's weaknesses.
  - Check the box for “Create a post-test for students who did not pass this test” if you want the system to automatically generate a post-test.
  - Select the Allow Calculator option. If the box is checked, students will have access to the calculator.
  - In the “Set Password” box, enter a password that students must type to take the test.
  - In the “Instructions for the students box,” type any directions you want to appear on the test.
10. When you are finished, click Assign.

6.4 Review Tests

1. Click the Tests page button.
2. Select the Manage tab.
3. Click Saved Tests to view the saved tests.
4. Select the test and click Open.
5. The Review Question Selection screen opens. This screen previews all available questions for your test. Questions that are currently on your test appear with a check mark.
6. Click a question number to see the question as it will appear to students.
7. To remove a question, click the checkbox next to the question number.
8. Click Next to change the test name.
9. Specify the name and the folder and click Save.
6.5 Review Assigned Tests

1. Click the Tests page button.
2. Select the Manage tab.
3. Click Assigned Tests to view the list of assigned tests.
4. Select the class to review by clicking the drop-down arrow and selecting the class.

5. To edit the list of students to whom the activity is assigned, select the desired test and click Edit Students. Then select the desired students and click Save.

6. To edit the test title and start and due dates, select the desired activity and click Edit Settings. Make the desired changes and click Save.

7. To delete an assignment, select the desired assignment and click Delete.

6.6 Organize Tests

On the Organize Tests pages, you can move, rename, or delete tests. You can also share them with other teachers or with your supervisor.

1. Click the Tests page button.
2. Select the Manage tab.
3. Click Organize.
4. From the Select Test menu, choose the folder in which the test is stored. If there are subfolders, the system automatically moves down to the next set of folders until a test has been selected.
6.6.1 Share a Test

1. Select the test you want to share.

2. On the right side of the screen, click the checkbox next to “Share to School” or “Share to District.”

6.6.2 Rename a Test

1. Select the test you want to rename.

2. On the right side of the screen, enter the new name of the test in the “Rename it to” box.

3. Click Save.

6.6.3 Move a Test to a New Folder

1. Select the test you want to move.

2. Scroll to choose an available folder or click Create/Edit Folder on the left side of the screen to create a new folder.

3. Click Save.
6.6.4 **Delete a Test**

1. Select the test you want to delete.

2. On the bottom of the screen, click **Delete**.

6.6.5 **Edit Folders**

1. Click **Create/Edit Folder**.

2. You can rename, delete, or create new folders.
   - To rename a folder, select the folder you want to rename and specify the new name for the folder in the “Rename it to” box.
   - To delete a folder, select the folder you want to delete and click **Delete**.
   - To create a new folder, select a folder where a new folder should be created and click **New Folder**.

3. Click **Save**.

6.7 **Paper Grading**

Teachers now have the ability to have a student take a paper-and-pencil version of the test created in LMS and then input the student’s answers into the system for automatic grading, report generation, and prescriptive assignments.

6.7.1 **Printing a Test**

1. Click **Test** from the Teacher Home page.

2. Select the Manage tab.

3. Open the Test Folder.

4. Highlight the test.

5. Click **Print Test**.
6.7.2 **Paper Grade the Test**

1. Click **Test** from the Teacher Home page.
2. Select the Paper Grading tab.
3. Select **Class**, **Student**, and **Test**.
4. Fill in the answers.
5. Click **Submit Answers**.
7.1 Overview

The Reports page allows you to generate reports for school, class, or student, depending on your access role. If you are logged in as a teacher, you can generate reports for class or students only. If you are logged in as a principal or superintendent, you can also produce reports for a whole school. You can produce reports containing various information by selecting the report type, a person for whom the report is created, and other parameters.
7.2 Generate a Report

1. Click the Reports page button.

2. Select one of the available tabs: School (if you are logged in as a principal or superintendent), Class, or Student, according to the group for which you want to make a report.

3. Select the school, class, or student for which you want to make a report from the drop-down list.

4. Select the report type (activity or test).

5. Select the way the report should be displayed, the due dates for the report, and all other necessary filters.

6. Click **Generate Report** to generate a report in HTML or PDF format.

7. Click **Export** to export the report to CSV format.
8.1 Overview

An LMS lesson plan is a tool for integrating technology into your curriculum. A lesson plan can include software lessons, software activities, and electronic tests—all selected from available LMS content. It can also include a list of the learning objectives and state standards covered by the lesson, enabling teachers to easily see which objectives and standards are covered.

For example, if you are teaching about ratios, you might create a lesson plan that includes a Destination Math tutorial, workout, and test on ratios, plus instructions on how to introduce and conclude the lesson.

The Lesson Plans page has two sections:

- **Manage** – organize folders and lesson plans and to edit saved lesson plans. You can move a lesson plan to a different folder, share the lesson plan with other teachers or your supervisor, and rename, edit, or delete the lesson plan.

- **Create** – create and save a lesson plan. You can create and name a lesson plan, assign the grade for which the lesson plan is intended, assign the duration of the lesson plan, and add instructions, learning objectives, state standards, or comments.
### 8.2 Create Lesson Plans

1. Click the Lesson Plans page button.
2. Select the Create tab.
3. Enter the title of the lesson plan. Use the “Overview” text box to enter a summary of the lesson plan that you are creating.

4. Your name is automatically entered as the creator of the lesson plan.

5. Enter the grade or grades for which the lesson plan is designed. For a single grade, enter the same grade in the From and To boxes.

6. Enter the duration of the lesson plan. Duration is the length of time to be spent on the lesson plan. Any format is acceptable (“one week” or “Sept. 12–18”, for example).

7. Choose your state from the State Standards menu.

8. You can add any of the following to your lesson plan:
   - notes
   - learning objectives
   - state educational standards
   - activities
   - tests

9. Select the type of item you want to add from the Attach drop-down list and click OK.
10. Select the particular item you want to add, or specify the desired information in the text box.

Example: Adding an activity.

Lesson Plan Details > Attach Activities

Select Activities:
- Activities Folders of R DTeacher
  - Activity Folder
    - Add with Like Denominators
    - Place Values
    - Skip Counting
  - Jade
  - Preston 1
- Riverdeep Activities
- Shared Folders (Empty)

11. Click Attach ATTACH.

Attach:

Notes: Students will complete the Activity and Test individually during centers. The students will receive 20 minutes to complete the Activity on day 1 and 20 minutes to complete the test on day 2.

My Learning Objectives: The learner will recognize place values up to the hundreds place. The learner will name the correct place value of a digit in a given number.

State Standards: Benchmark MA.A.2.1.2 uses number patterns and the relationships among counting, grouping, and place value strategies to demonstrate an understanding of the whole number system.

Activities: Place Values

Tests: Place Values

12. To edit an attached item, click Edit EDIT on the left.
13. Click **Reset** to discard all changes.

14. After you have attached all the desired items, click **Save** in the upper-right corner of the screen.

15. Specify the folder and the lesson plan name and click **Save** again. Always save a lesson plan before assigning the work to a class.

### 8.3 Assign Tests or Activities in a Lesson Plan

1. Click the Lesson Plans page button.
2. Select the Manage tab.
3. Click **Saved Lesson Plans**.
4. From the Lesson Plans menu, choose the folder in which the lesson plan is stored.
5. Click **Open**.

6. Click **Assign** next to the activity or test you would like to assign.

7. Follow the directions in the proper section of this manual on how to assign a test or activity.

### 8.4 Organize Lesson Plans

**Organize** allows you to share, rename, delete, or move lesson plans, and create and edit folders.

1. Click the Lesson Plans page button.
2. Select the Manage tab.
3. Click **Organize**.
4. Choose the folder in which the lesson plan is stored. If there are subfolders, the system automatically moves to the next set of folders until a lesson plan has been selected.
8.4.1 Share a Lesson Plan
1. Select the lesson plan you want to share.
2. On the right side of the screen, click the checkbox next to “Share to School” or “Share to District.”

8.4.2 Rename a Lesson Plan
1. Select the lesson plan you want to rename.
2. On the right side of the screen, enter the new name of the lesson plan in the “Rename it to” box.
   
   Click Save.

8.4.3 Move a Lesson Plan to a New Folder
1. Select the lesson plan you want to relocate.
2. Scroll to choose an available folder from the drop-down menu or click Create/Edit Folder on the left side of the screen to create a new folder.
   
   Click Save.

8.4.4 Delete a Lesson Plan
1. Select the lesson plan you want to delete.
2. Click Delete.

8.4.5 Edit Folders
1. Click Create/Edit Folder.
2. You can rename, delete, or create new folders.
   
   - To rename a folder, select the folder you want to rename and specify the new name for the folder in the “Rename it to” box.
   - To delete a folder, select a folder you want to delete and click Delete.
   - To create a new folder, click New Folder.
     
     Specify the folder name.
   
   Click Save.