3 Square

FileMaker Professionals

www.3squareassociates.com

Lesson Planner

version 2.2.8

User Guide

**Professional lesson planning
software for teachers everywhere**

Contents

Chapter 1 – Getting Started

Introduction

Lesson Planner allows teachers to quickly and easily plan professional lessons in any subject. Lesson Planner works on Apple Mac OSX & Windows 2000/XP systems.

Apple Mac Installation
If you have downloaded Lesson Planner from the internet you will need to unzip the lessonplannermac.zip file by double clicking it. NOTE: the unzipping is a core OSX feature and doesn't require a 3rd party application such as Stuffit Expander.

The .zip file will unstuff into a .dmg file. This is a standard OSX disk image file. Double click this file to mount the Lesson Planner volume (disk) on the desktop.

Open the Lesson Planner volume by double clicking it. To install Lesson Planner on your Mac simply drag and drop the Lesson Planner Folder to your computer. The normal location to copy the folder to is inside the Applications folder although the Lesson Planner Folder can be stored anywhere without affecting usability.

Once copied, open the Lesson Planner Folder and double click the Lesson Planner application icon to launch Lesson Planner. The program will launch and initially display the splash screen that shows the version number, you will need this number if you ever need to contact us with a support issue.

Windows 2000 & XP Installation
If you have downloaded Lesson Planner from the internet you will need to unzip the lessonplannerwin.zip file by double clicking it. NOTE: the unzipping will require a utility such as WinZip.

The .zip file will unzip into a new folder called Lesson Planner (Win) on your desktop.

Move the Lesson Planner (Win) folder to the programs folder on your computer. The Lesson Planner (Win) folder can be stored anywhere without affecting usability if this is better for your system.

Once moved, open the Lesson Planner (Win) folder and double click the Lesson Planner shortcut icon to launch Lesson Planner. The program will launch and initially display the splash screen that shows the version number, you will need this number if you ever need to contact us with a support issue.

If necessary, open the Lesson Planner folder located inside the Lesson Planner (Win) folder and find the Lesson Planner.exe icon. Create any new shortcuts for placing on your desktop, for example, or add the icon to your task bar now.

Registration
When Lesson Planner opens it will display the registration dialogue if you haven't registered the program. If you have a registration code enter it exactly as it appears in your registration email or on the registration card inside the product box.

Lesson Planner

This is a demo version of Lesson Planner, limited to 4 lesson plans. Enter your registration code or click to buy now.

Registration Code

YOUR-CODE-HERE

(Demo) (Buy now) (OK)

If registration is successful you will see a confirmation dialogue and then a dialogue will display that asks for your name. Enter your name exactly as you want it to appear on your lesson plans. **NOTE: Once entered, your name can only be changed by installing a new version of Lesson Planner and re-registering.** This is to make it more difficult for Lesson Planner to be pirated and used illegitimately.

Demo Mode
If you do not have a registration code Lesson Planner can be tried in demo mode by clicking Demo on the register dialogue. Demo mode limits the user to 4 lesson plans and prints with an unregistered watermark.

To purchase Lesson Planner online click the buy now button on the registration dialogue, this will open up our web store in your browser.

Re-Registering Or Obtaining A New Code
If you have changed computers, with a move of school for example, and have deleted the original Lesson Planner install .zip file, you will need to obtain a new registration code. Choose the Get Registration Code option from the Tools menu. This will than ask for you name and original order number before generating an email request for a registration code. The order number is in the original order confirmation email that was sent to you when purchasing Lesson Planner.

Send the email to us and we will check your details against our software purchaser's database. If your details do not match we may need to contact you to confirm your identity and verify that you are the original Lesson Planner purchaser. If your details are not on the database, a code will not be sent. If your details and purchase verify successfully we will email a new Lesson Planner code to you.

Registration Code Expiry
Please note that all Lesson Planner registration codes have an expiry date and should be entered into Lesson Planner **before** the expiry date shown in the registration code email. This is to make it more difficult for Lesson Planner to be pirated and used illegitimately.

Failure to enter the code before the expiry date will result in the code being returned by Lesson Planner as invalid. See Obtaining A New Code above.

Chapter 2 – Initial Set Up

Preferences

The first thing to set up in Lesson Planner are your application preferences. These can be accessed by choosing Tools > Preferences (Option & 1)

Enter your school or institution name in the first field. This will appear on the top of all your lesson plans.

Click in the subject field. This will drop down the subject menu that has a list of pre-entered subjects in alphabetical order. If your subject is not in the list or you need to modify an existing subject (e.g. change Design Technology to Food Technology) choose edit from the bottom of the list.

The value list window will appear after choosing edit. Inside the window are all the subjects in the drop down list. Edit, add or delete items from the list as you see fit. If you only teach one subject you may want to only leave one subject in the list. If you have more than one subject in the list each subject needs to be on a separate line. The list subjects are separated by hyphens, this places a line between subjects when the menu drop down. The hyphens are optional.
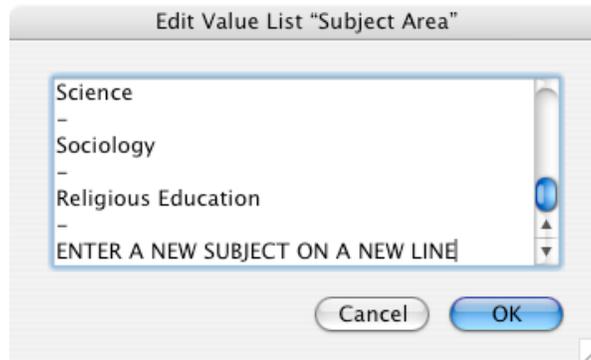
NOTE: If you change an existing subject or add a new one you will need to change the existing learning and differentiation strategies or add new ones as explained in strategies below.

Default Paper Size
Select the default paper size that you are going to use to print lesson plans. This should match the paper size that you have selected in your page/print setup. Lesson Planner uses this setting to switch to the correct layout for the selected default paper size so that the content of each page fits on when printing. Having different values in this setting and your page setup will print with parts of your lesson plan pages cropped or printing on the wrong page. Note that choosing File > Print will not swap to the correct layout and users with US Letter as their paper size will experience cropped prints as Lesson Planner is by default set up for A4 paper. Always printing using the on-screen print button will solve this issue.

User Interface Colour
The user interface colour can be quickly changed by clicking any of the coloured buttons on the preferences screen.

Field Titles
Each page of your lesson plan has field titles in bold at the side or above the data fields. These can be changed if required by changing the default values on the preferences screen. For example, you might want to change IEP's to Individual Educational Plan. If you change the field titles and have forgotten the default settings simply click the reset titles button to restore the defaults.

Click the Back button to return to the first page.

Chapter 3 – Learning & Differentiation Strategies

Setting Up Learning & Differentiation Strategies

On the first page of your lesson plan there are two areas for selecting learning and differentiation strategies. The strategies displayed will match the subject selected at the top of the page. Lesson Planner comes with a range of strategies pre-installed so picking any of the pre-set subjects will display a range of strategies.

If you have modified the subject list on the preferences page, as explained above. You might find that you see <no values defined> in the strategy areas. For example changing Design Technology to Food Technology will result in no strategies showing when Food Technology is selected as a subject.

To correct this you need to edit the strategies for learning and differentiation,

Click the small edit button on the right of the learning strategies box. A new window will open that shows all the learning strategies (about 200) that have been pre-entered. In the window the subject that the strategy links to is displayed in the left hand field whilst the strategy name is entered in the right hand field. To easily edit strategies you need to know how to find subjects using the find button.

Finding Strategies
Click the Find button in the top left of the strategies window. This will change Lesson Planner from Browse Mode to Find Mode and the records will disappear leaving a single blank record. Click in the subject field once so that the menu drops down, choose a subject and press the return key on your keyboard. This will find and display all the strategies for the chosen subject. The strategies can be modified if necessary.


Strategies can also be added or deleted by clicking the New or Delete buttons at the top of the window. When adding a new strategy, select the subject name and then enter the strategy for that subject. If necessary strategies can be duplicated by selecting the strategy to duplicate and then selecting Duplicate Record from the Records menu.

Changing a Strategy Subject Name

If you have changed one or more of the subjects on the preferences screen you will need to either add new strategies for the new/modified subject/s or change an existing set of strategies.

If you have changed Design Technology to Food Technology, for example, there will be no strategies that have the subject Food Technology assigned to them. There will, however, still be a set of strategies tagged as Design Technology.
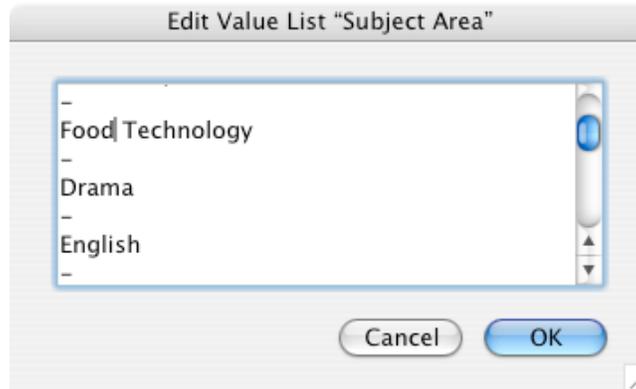
Perform a find for Design Technology. Click Find and click the subject field. Since you have changed Design Technology to Food Technology it no longer appears in the list. To display the Design Technology strategies simply click again in the subject field when the menu has dropped down, delete any text that is in the subject field and type in Design Technology. Press the return key on your keyboard, this will find and display the Design Technology strategies.
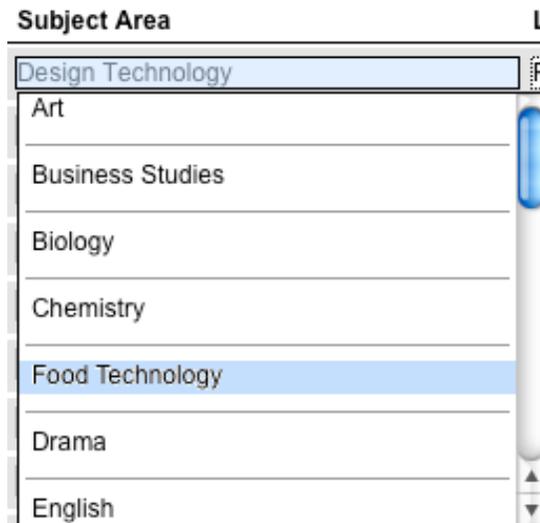
Change the Design Technology strategies to Food Technology by clicking the first subject in the list and choosing Food Technology. Instead of individually selecting each subject click the subject to drop the menu down and then click again in the subject field so that the cursor is now in the field. Select the Records menu and choose Replace Contents. When the dialogue pops up check that what you want to replace is being replaced in the subject field before clicking replace. This will copy Food Technology in our example into all the subject fields.

When you return to the lesson plan page you should now see that selecting Food Technology as a subject now correctly displays a range of learning strategies for Food Technology rather than <no values defined>.

The above process will need to be repeated for differentiation strategies so that a range of differentiation strategies displays when Food Technology is selected as a subject.

The golden rule to remember when dealing with strategies is that any subject that you want to create a lesson plan for **MUST** have at least one or more learning and differentiation strategies with a **MATCHING NAME** to the subject.

For example:

Subject Name	Strategy Name	
Food	Food Technology	NOT OK
Food Technology	Food Technology	OK
FOOD TECHNOLOGY	Food Technology	OK

Chapter 4 – Lesson Planner User Interface

Lesson Planner Screen Buttons

To make using Lesson Planner as easy as possible the interface features a selection of buttons that make navigating or performing frequent tasks easier and quicker.

Depending on the view you have selected, either form or list, the buttons will either be down the right hand side of the window, or across the top.
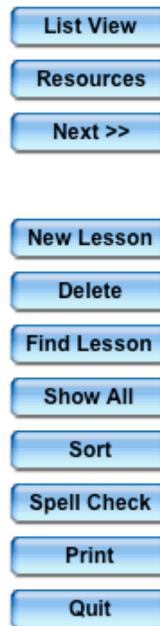
The main Lesson Planner window has the buttons running down the right hand side, clicking each button will perform the selected choice.

List View will change the Lesson Planner main window from the whole page (form) view to a list of lesson plans displayed as more compact list entries running down the page. The list will show either the entire collection of lesson plans or just the current found set if you have performed a find.
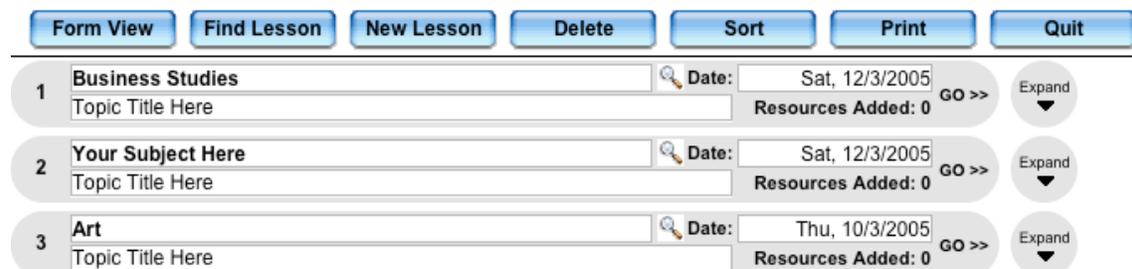
Choosing the expand button will expand the list to display more information about the lesson.

| 1 | Business Studies | 🔍 Date: | Sat, 12/3/2005 | GO >> | Shrink ▲ |
| | Topic Title Here | | Resources Added: 0 | | |

Staff Name		Date	Time	Room	Group	Year	Term
		12/3/05					
Ability		No.of Pupils		Lesson Number		Lesson Length	

Clicking the magnifying glass will find all lesson plans that match the date of the chosen plan. Clicking the date title will sort the records by date, earliest first. Clicking the bold field titles will sort the displayed lesson plans by the chosen title.

Form View displays the selected lesson plan as full pages and is the default view when Lesson Planner opens.

Resources displays the resource list for your lesson plans in a similar way to choosing list view.

Next >> will display the next page in your 4-page lesson plan.

<< Back will appear in the button bar when you are on page 2, 3 or 4 of your lesson plan. Clicking it will go back one page.

New Lesson creates a new lesson plans with blank fields.

Delete removes the lesson plan you are currently viewing.

Find Lesson enters find mode ready to perform a find for your entered criteria. For more information about using find mode please see 'Finding & Displaying Data'

| Form View | Find Lesson | New Lesson | Delete | Sort | Print | Quit |

Show All will show all your lesson plans and is exactly the same as choosing Records > Show All Records from the menu.

Sort will prompt you to choose to sort the displayed lesson plans by date or subject. If you select date, the plans will be sorted by earliest date to latest date. Any records with matching dates will then be sub-sorted by subject name. Selecting subject will sort the lesson plans alphabetically by subject with matching subject names then sub-sorted by date.

Note that your lesson plans can also be sorted by clicking the bold field titles in either form or list view. For example, clicking the lesson number title will sort the plans starting with the lowest lesson number, clicking the term title will sort the lessons alphabetically by the term title.

Spell Check will open the spell check dialogue box and check the current page for spelling errors. Use the available options to ignore, replace or learn words.

Print will open the print dialogue box so that your lesson plans or lists can be printed. This IS NOT the same as choosing File > Print from the menu. Using the print button will ensure that the right layout is chosen and, particularly with lesson plan pages, that all 4 pages are printed in one go rather than one page at a time.

Quit will exit the Lesson Planner application, saving automatically on exit.

Lesson Planner Status Bar
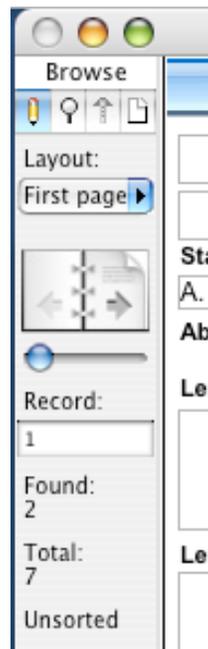
Mode Icons

The status bar has 4 mode icons at the very top. From the left they are the equivalent of choosing browse mode, find mode, layout mode or preview mode from the view menu. The layout mode button or menu item is never available and is a developer only feature.

Clicking any of the remaining three buttons will enter the chosen mode.

Note: modes can also be changed by clicking and selecting the mode name at the bottom left of the main Lesson Planner window.

Layout Drop Down

This feature allows access to the preferences screen by clicking and choosing preferences.

Record Browser

The record browser or book icon, allows you to browse up or down lesson plans by clicking either the right or left hand page.

It is also possible to browse through records more quickly by using the slider bar or by entering a record number in the records field.

Record Information

The final part of the status bar shows information about how many lesson plans are in the found set, how many plans there are in total in Lesson Planner and whether they have been sorted or not.

Zoom Buttons

Lesson Planner has the ability to allow zooming in or out of your screen. The zoom buttons are located at the very bottom of the Lesson Planner window. The zoom in button looks like a big mountain and the zoom out button looks like a little mountain. The percentage of zoom (default 100) is shown to the left of the zoom buttons.

Clicking zoom in or zoom out will display the contents of you Lesson Planner window either bigger or smaller. This is useful for users with smaller monitors who may wish to zoom out in order to be able to see a whole Lesson Planner page on screen at once. The screen can be zoomed out to 25% although legibility becomes somewhat compromised! Zooming in is useful if you ever need to magnify a particular portion of the Lesson Planner screen for specific focus, you might want to zoom in to the lessons objectives, for example, when sharing these with your class. The screen can be zoomed in to 400%.

Whatever percentage of zoom is set, it does not affect printing of lesson plans. They will still print out at the normal 100% size.

Turning Off The Status Bar
If you are short on screen space, or don't use the status bar, it can be turned off by using the status bar toggle button in the bottom left of the main Lesson Planner window.

Clicking the toggle button again will turn the status bar back on.

Chapter 5 – Creating Lesson Plans

Lesson Plan Pages

Page 1
Once you have set up Lesson Planner preferences and strategies, you are ready to start creating your first lesson plan.

Change the view so that you can see the first page of your lesson plan by clicking the Form View button if necessary.

Click the New Lesson button to create a new lesson plan if necessary. Lesson Planner opens by default with one new lesson plan already created for you.

Start entering the various lesson aspects beginning with the lesson identifiers such as what subject it is, what topic, group, room, ability, etc.

Move on to fill in the specific lesson aims, objectives, resources, etc.

Note that some of the fields are of the drop down menu variety. They have been pre-set with data to aid with the set up of Lesson Planner but in all likelihood are not going to be completely suitable for your specific needs. You will probably want to change the room numbers, term, year, etc to match your needs. All of the drop down menu items can be edited by choosing the edit option from the very bottom of the list. Edit them in exactly the same way as explained above when editing the subject list.

Right Click or CTRL Click
Lesson Planner fully supports the right click on Windows and ctrl click on Mac systems. If you are inside a field use this option to pop up the contextual menu.
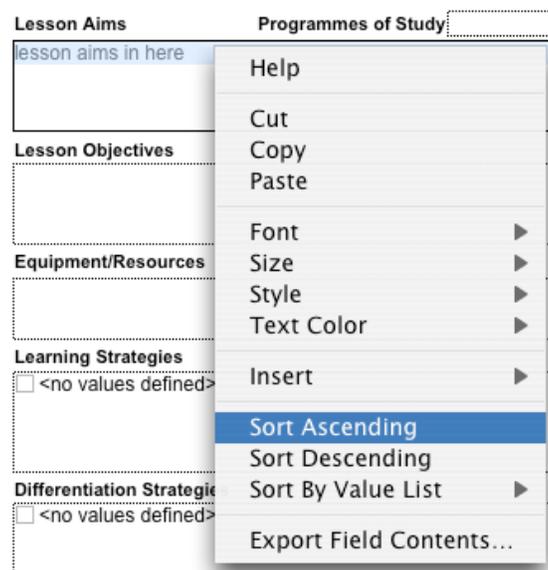
The contextual menu can be used to quickly sort you lesson plans by whatever field you are clicked in at the time. If you have clicked in the lesson number field and choose Sort Ascending from the menu, your lesson plans will be sorted in ascending order with the lessons you teach period 1 at the beginning and any lessons you teach in periods 2, 3, 4, etc following on from period 1.

Highlighting some text within the field will allow the various formatting options to be chosen for modifying the text. It will also allow the cut, copy and paste options to be used.

The menu also allows easy input of the current date, current time and user name. Selecting Insert and one of the sub menu options will insert the current date, current time or user name from your system. To make sure that the date and time options are accurate, you may need to check your system date and time settings. To modify the user name choose Lesson Planner >> Preferences >> General, click the Other button and type in a new user name.

Export field contents is quite useful if you want to send someone all you lesson aims, for example, or the list of topics that you have planned lessons for. Ctrl click or right click in the required field and choose export field contents.

The field contents for the found set of lesson plans, or all lesson plans if you haven't performed a find, will be exported as a text file that can be opened in a word processor, spreadsheet or database.

After choosing this option simply name the .txt file to something suitable and if necessary pick a save location.

When you have completed the first page of your lesson plan, click Next >>

Page 2
This displays the second page where teachers can enter the specific lesson timing, teacher activity and student activity to explain the flow of the lesson from start to finish.

When you have completed the lesson activity page, click Next >>

Page 3
This page allows comprehensive lesson evaluation to be completed easily. Select one of the radio buttons in each category to best evaluate your performance in that area. The categories can be changed from the preset values by clicking in the required field and changing it.

Self Evaluation Form	Very V
Ensure audibility	○
Link this lesson to previous/last lesson	○
Introduce this lesson	○
Move clearly from stage to stage	○
Emphasise key points	○
Summarise the lesson	○
Maintain pupils interest	○
Handle problems of inattention/discipline	○
Handle pupil's questions and responses	○
Cope with the range of ability	○
Illustrate with examples	○
Use visual aids	○
Organise classroom/resources	○
Use my voice and body language	○
Check on pupil learning	○
Convey my enthusiasm	○
Control the entry and exit to the room	○

The performance titles can be changed by going to the preferences page and entering different values for them.

Page 4
The final page of your lesson plan is quite possibly the most exciting and useful for teachers. The resource page enables you to store any kind of digital resource that is used in your lesson.

The stored resources can then be double clicked to open them in their native application. The resources page will store many types of file, email addresses, sounds, pictures and web site links.

For more detailed explanation of the resources page and the type of resources it can store, please read the next chapter.

Chapter 6 – Organising & Storing Lesson Resources

Lesson Resources

Unique to Lesson Planner is the ability to easily store, find and open digital resources for your lessons.

Each lesson plan includes a fourth resources page in which can be stored up to 9 resources for that lesson.

The resource elements comprise a field for storing the lesson resource, an envelope button for emailing to a stored email address and a globe button for opening a stored web page link in your web browser.

Storing Resources

To store a new resource right click (Windows) or ctrl click (Mac) in the rectangular field under resource file 1. This will pop up a menu for choosing the type of resources to be stored.
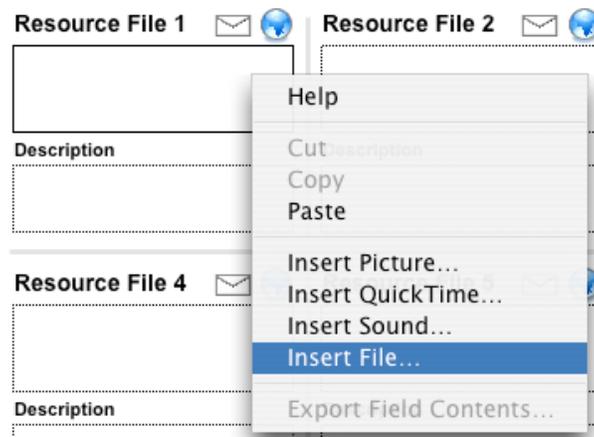
Insert File...

Probably the most used option on the menu is Insert File. This allows you to select any type of file from your computer and store it as a lesson resource.
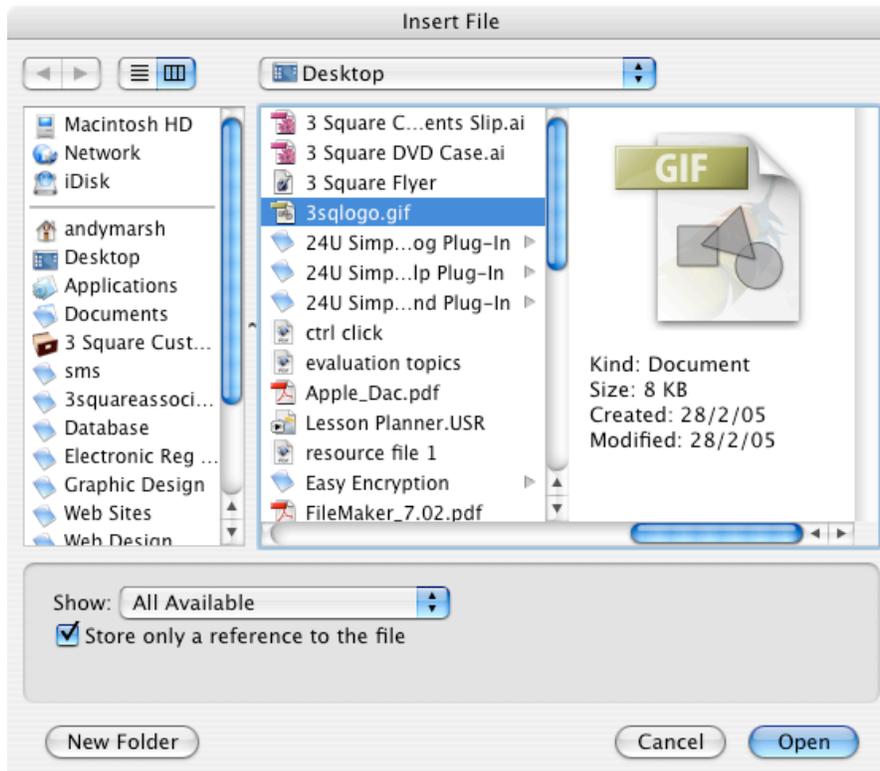
When chosen you will be presented with the insert file dialogue so that you can browse your computer and select the resource file you want to use.

Browse to the required resource file and click on it to select it.

Before clicking Open, make sure that the Store only a reference to the file button is selected. This does not actually copy the resource into Lesson Planner but stores a file path or link to the location of the file. Selecting this option allows the file to be double clicked for easy opening from within Lesson Planner.

Leaving the store only a reference to the file option deselected will copy the file into Lesson Planner permanently, well until you decide to delete it from within Lesson Planner anyway. It will NOT allow the file to be double clicked for opening.

In general, individual users of Lesson Planner, who have the application on their computer, SHOULD select the file reference option when inserting resources whilst networked users of Lesson Planner SHOULD NOT select this option.

Click Open when you have found the resource file you want to store.

After storing the file it's icon and file name will be displayed in the resource file field. To open the file double click it.

Please bear in mind that if you are on a network and choose to store a networked or shared lesson resource you must have the application that created the resource available on your computer in order to open it.

For example, if you inserted a Microsoft Excel file as a lesson resource from a shared disk, network volume, etc it will be stored fine within Lesson Planner but will not open if you don't have Excel installed on your computer. You may also experience problems if you try to store files created in a newer version of the application (Word 2004 Mac) if your version of the application is an older one (Word 5 Mac). Cross platform compatibility between Mac and Windows systems may also be an issue.

Your network administrator will be able to clarify and fix any issues you have in this respect.

Lesson Planner should be able to store and open any type of resource file that can be stored and opened on your computer. We haven't tried it with every possible file type but we know it works with the following:
Microsoft Word, Microsoft Excel, Microsoft PowerPoint, AppleWorks, Keynote, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, iMovie, iDVD, iTunes, iPhoto, Internet Explorer, Safari, Firefox, Pages, iWork, FileMaker Pro, Text Edit, BB Edit, Macromedia Dreamweaver, Macromedia Flash, Macromedia Fireworks.

Lesson Planner will also support the following file types:
.gif, .jpeg, .jpg, .mov, .mp3, .wav, .png, plus probably quite a few more that we haven't tested!

NOTE: Networked users of Lesson Planner who access lesson plans from a shared Lesson Planner server will have to choose the Export Field Contents option rather than double clicking the resource. This will drag a duplicate of the resource file off the server and copy it to your computer. The file can then be found and double clicked to open.

NOTE: When selecting Store only a reference to the file during resource import, Lesson Planner only stores a file reference or path to that file. **If the file is subsequently moved, renamed or deleted, Lesson Planner will not be able to find the file as it's file path will have been broken.** In this situation you will need to relocate the file and store as a new resource item.

Insert Picture...
Choosing this option for storing a resource item works in exactly the same way as inserting a file but will actually display the picture full size.

There are obvious disadvantages to this in that pictures that are larger than the resource item field may not be viewable because they are too big and the field is only showing a small portion of the picture. A bit like trying to work out what the rest of a jigsaw is like by looking at one piece!

As can be seen from the above screen shot, the picture is bigger than the field and has been cropped top and bottom.

Insert QuickTime...
This allows a QuickTime movie file to be stored in Lesson Planner and played without actually opening the QuickTime movie player (or whatever is your default movie player) application. Like Insert Picture, it has limitations regards the display size of the movie.

Resource File 1

We will be working on making more use of this feature in future releases of Lesson Planner so that full size movies can be displayed and played natively within Lesson Planner.

Insert Sound…
Sounds can be natively recorded into Lesson Planner through your computer microphone, This is useful for recording sounds that may not be that easy to get on .mp3 format, etc. Some of the uses for recording sounds might be to prepare a lesson on listening skills and the children have to guess what the sounds are when played. The teacher could pre-record a range of sounds for that lesson using the computer (basically anything that can be recorded using the microphone), store them in Lesson Planner and then play them back during the lesson. This might also be a useful feature for storing and recording voice samples or live music.

Record

After choosing the Insert Sound option a recording and playback dialogue will appear. Use this to start recording, stop recording, pause recording and play back recording.

The length of recording is limited by hard disk capacity and system specs. The better the specification and larger the space available on disk, the longer recordings you will be able to perform. Note that Lesson Planner performance may be compromised with very long recordings.
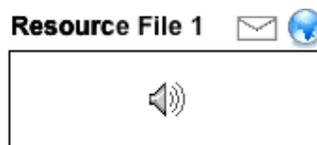
Resource File 1

A recording will have the speaker symbol inside the resource field. To play, simply double click.

A description can be added for any resource item. This is very useful if you store a lot of lesson resources and need to perform finds to locate them. For example you might want to find all resources for year 9 music.

Resources can be moved from one resource file field to another by dragging and dropping.

Opening Resources
For individual users with Lesson Planner installed on their computer, resource files can be opened in their native application by double clicking the resource file field.

Networked users will have to choose Export Field Contents to download a copy of the resource to their computer so that they can use it.

See the instructions above for inserting resources to clarify any problems you may have opening files.

Viewing Resources

Resources can be viewed either as the fourth page of a lesson plan or as a list. To view as a whole page simply click the Next >> button until you come to the fourth page of your lesson plan. To view your resources as a list, click the Resources button. Clicking Go in list view will open that particular lesson plan.

Networked users of Lesson Planner will be able to see and view all lesson plans and resources created by other teachers. This has obvious advantages for whole school planning and is beneficial for temporary staff or supply teachers who can easily access lesson plans.

Deleting Resource Items

To delete a resource item, click once in the resource item field and press the backspace button on your keyboard.

Chapter 7 – Finding & Displaying Data

Performing Finds

Lesson Planner has many powerful find or search features built in to make finding sets of lesson plans very easy.

To find any data from a simple search for a class to a more complex search for say all year 7 classes who have more than 25 students and that are taught in room 8, you will need to switch Lesson Planner to find mode by clicking the Find button.

Find mode is contextual to the screen you are currently viewing. If you are on the first page of your lesson plan you will be able to perform finds in the lesson aims field but not the additional evaluation field as this is on page 3.

Understanding Finds
To really appreciate and utilise the power of Lesson Planner's find engine you will first need to understand how the finds work and how they can be used to display the data you want to search for.

Basic Find
A basic find only involves searching your lesson plans for one item of data, for example, class 9R. Doing a find for 9R will display all lesson plans that have 9R as a class.

To perform a basic find click the find button. Enter a class you want to find in the group field and press return or click the blue find button on the left hand side.

Lesson Planner will now search and display all classes that match your criteria. If no classes match your criteria you will be asked if you want to modify the find or cancel. Choosing modify find will go back into find mode and insert your last find criteria ready for you to change it and re-perform the find. Choosing cancel will revert Lesson Planner to browse mode.

Entering a word or part word will find all fields that contain the criteria. Entering 'design' in the subject field will find Design, Design Technology and Art & Design. Entering 'En' will find English, English Literature and Engineering for example.

More Complex Find
A more complex find involves entering more than one item for Lesson planner to find. You may want to find all your lessons with year 8 that are timetabled for lesson 3.

To perform this find, enter find mode by clicking the find button again. This time enter 8 (or whatever class/year you want to find) in the group field and choose 3 from the lesson number field. Notice that drop down menus are still available in find mode. Hit return to perform the find. Lesson planner will now display all the lesson plans for year 8 that you teach during lesson 3.

The number of find criteria entered is up to you but in general, the more criteria entered, the more specific and narrow the find result. For example entering just 8 in the group field will find EVERY year 8 class, entering 8T will ONLY find lessons planned for 8T.

Adding Find Operators
To complement basic and complex finds a range of find operators are available to insert before your find criteria.
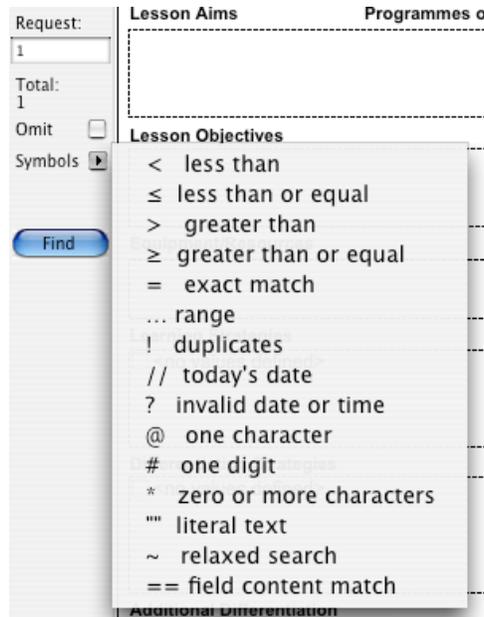
When Lesson Planner is in find mode the status bar on the left changes to display requests rather than records (more on that in the next section), an omit selection item (more on that too in the next section) and a symbols menu button.

Clicking the symbol button opens the find operators menu as shown above. Any of the operators can be inserted into any of the fields in find mode and allow a range of more specific finds to be completed.

Note that whilst some of the operators appear to be specific to numbers, such as the less than operator, they will also work with text. Selecting less than and entering 9 will find classes less than year 9, i.e year 7 & 8. Selecting less than and entering M in the topic title, for example, will display all topics starting with letters before M in the alphabet.

Operator Definitions
The operators are described as follows:
< less than will search for numbers or text that is less than the entered criteria (entering 6 will find 0 to 5).

≤ less than or equal to will search for numbers or text that is less than and equal to the entered criteria (entering 6 will find 0 to 6).

> greater than will search for numbers or text that is greater than the entered criteria (entering 6 will find 7 upwards).

≥ greater than or equal to will search for numbers or text that is greater than or equal to the entered criteria (entering 6 will find 6 upwards).

= exact match will only find lessons with an exact match for your entered find criteria, use this for finding whole words (entering =Paris will find Paris but not Parisian) This is also very useful for finding any blank lesson plans as entering just the = will find any lessons where that field is blank.

... range is used when a find needs to encompass a specific range of numbers or letters. (entering 7...9 in the group filed would find all lesson plans for year 7, 8 and 9) It is also very useful for finding lesson plans within a date range. (entering 24/3/04...18/5/04 would find all lesson planned during that period).

! duplicates allows you to search your lesson plans for duplicate lessons (entering ! in the topic field would display any lesson plans that had the same topic title).

// today's date enters the symbol for finding the current date (only use in the date field).

? invalid date or time will display any dates or times that are formatted wrongly (this operator isn't required for finds in current versions of Lesson Planner).

@ one character can be used as a wildcard character so entering @T will find all classes that end with the letter T.

 # one digit will find occurrences of the selected field that contain one digit or more (this operator isn't required for finds in current versions of Lesson Planner).

* zero or more characters will find occurrences of the selected field that are not empty this is the opposite of the = operator.

""" literal text use this to search fields for special characters such as @ or * that would otherwise be treated as find operators.

~ relaxed search is only used if you are using Lesson Planner with a Japanese language system set up.

== field content match will find only the criteria you enter after the == (entering ==hamm will try and find 'hamm' and will not display any fields containing 'hammer', 'ham' or 'ha' for example.

Finding Different Data In the Same Field Using New Requests
It is possible to perform finds in Lesson Planner that search the same field for different values when it isn't possible to use the range operator.

Normally the range operator would be used to find all classes in year 7, 8 and 9 by entering 7…9 into the group field. This isn't possible for searches that are more specific. For example, if you wanted to find classes 7A, 7R, 8H and 9G this is not possible using the range operator.

To perform this type of find you need to utilise the New Request menu item. When in find mode you may have noticed that the New Record option on the Records menu changes to New Request. This allows a new find request to be generated.
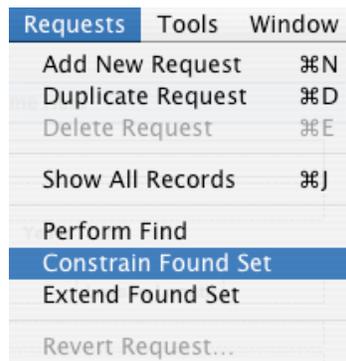
To perform the find illustrated above, enter find mode by clicking the find button and enter 7A in the group field (or whatever class you have in your database). Now choose Records > New Request. Notice that the status bar now displays the number of find requests as 2, the first request for 7A being number 1. Enter 7R in the group field on the new request. Add another new request and enter 8H, finally add a fourth request and enter 9G. The number of requests will now show as 4 and you can view them in exactly the same way as browsing plans by clicking the page browser.

Press the return button, Lesson Planner will now use the four find requests to find the four classes (7A, 7R, 8H & 9G).

Using Omit Request
The status bar in find mode also includes an omit function. This allows a find to be performed for one criteria whilst omitting another.

If you wanted to find all year 9 classes but exclude one of them enter 9 in the group field in the first find request, make a new find request (see above) and enter 9G in the group field. On this request select the omit function. Now press return to perform the find.

Lesson Planner will find all lesson plans for year 9 but will exclude, or omit, those for 9G.

Using omit can also speed up finds but it does require you to think in a reverse manner! For example, if you had lesson plans for Art, Art & Design, Design Technology and Information Technology stored in Lesson Planner and wanted to display the first three you could do this using 2 find requests. (art for request one and then design for request two) Alternatively, you could save some time by only using one request, entering information technology as the subject and then choosing to omit it. This will then remove the IT lessons and display the remaining three.

Constraining & Expanding Finds
The Requests menu features the options to constrain or expand the found set. These are used when you already have a set of lesson plans found.

Suppose that you had found year 7 lesson plans and this was displaying 14 lesson plans then you wanted to find year 8 lesson plans and add them to the found set. Entering find mode and typing 8 in the group field would normally dispose of the year 7 set and replace it with the year 8 set when pressing the return key. However, if you enter 8 in the group field and then choose Extend Found Set from the Requests menu, the original year 7 find (14 lessons) will be maintained whilst adding year 8 lessons to the found set. If you had 28 year 8 lessons the extended found set would now contain 42 lessons (14 + 28) covering year 7 and 8.

Choosing Constrain Found Set does exactly the opposite to extend. An example of this would be if you had found all year 7 lessons and then wanted to find all year 7 lessons that had the subject of art and then wanted to find all year 7 art lessons that occurred in room 5. Finding year 7, then finding art but this time selecting Constrain Found Set instead of pressing return, then finding room 5 in the same manner will progressively reduce the number of lesson plans in the found set.

# Chapter 8 - Lesson Planner Menu Items

Lesson Planner Menu
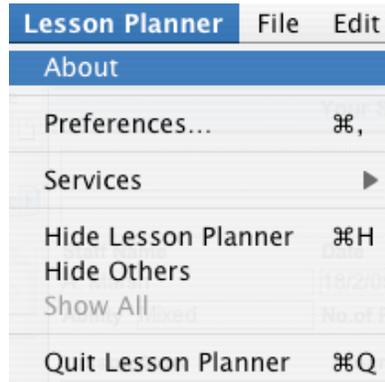
About
Displays the Lesson Planner About screen. You may need to use this if you require the Lesson Planner version number for any support issues.

Preferences...
This opens the application preference dialogue as shown below.
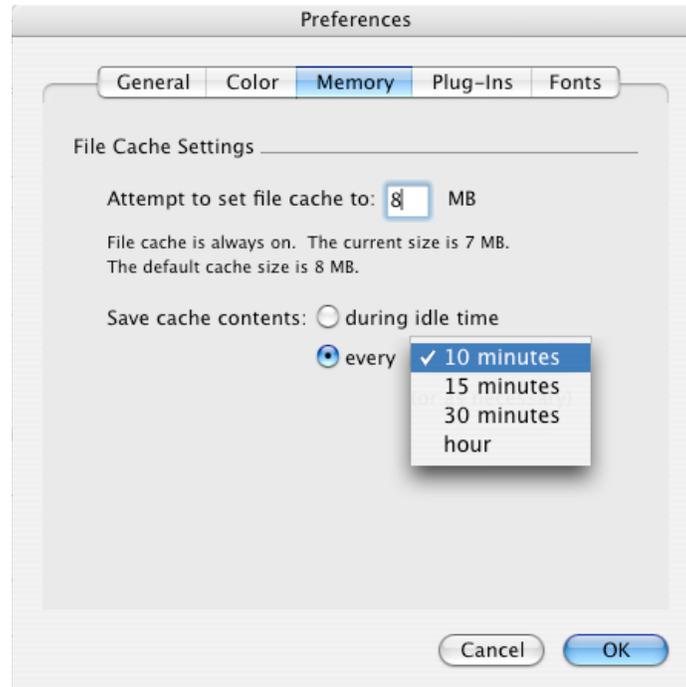
The only option that you may want to change in this dialogue is the Save cache contents option on the Memory tab. Lesson Planner automatically saves your work when quitting but will also save at intervals in between whilst the application is still open. This can be set to during idle time or at a specified minute interval.

If you store a lot of lesson plans (1000 or more) you may need to increase the size of the cache file from the default value of 8Mb. The cache value can be set to any value up to the amount of memory available in your system. In practice 20Mb is usually more than enough for normal usage over the course of a few years and many hundreds of lesson plans. Increasing the cache size will improve the performance of Lesson Planner when dealing with lots of lesson plans (1000's)

Services (Apple Mac Systems ONLY)
This is an in-built core feature of Mac OSX and is available to any application that wants to take advantage of it. Lesson Planner takes advantage of OSX's services and allows a range of options for integrating with other applications.
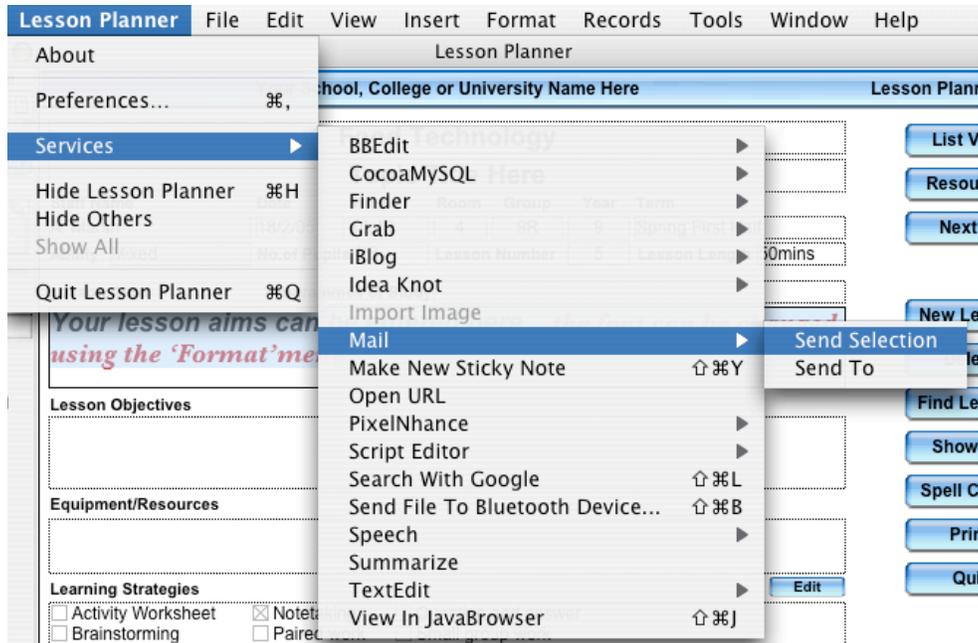
The above example shows that with some text selected, it is possible to choose the Services menu option and select Mail > Send Selection. This will open your email application and insert the selected text ready for sending. This is useful if you ever need to email lesson objectives, etc to a colleague.

Note that not all the services shown in the above screen shot may be available on your system. The available services change depending on system set up and installed applications.
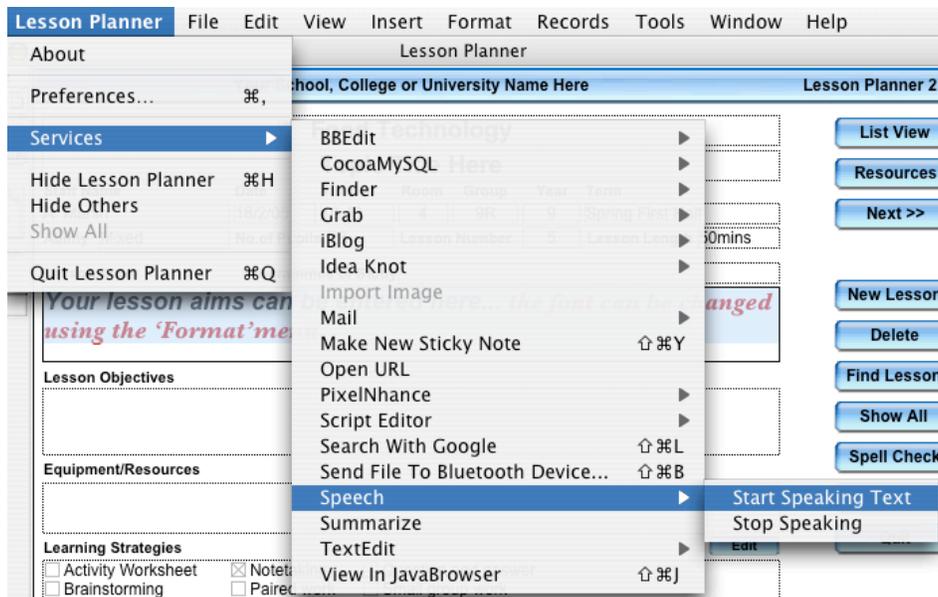
Another Services option allows your Mac to speak selected text. This might be used to speak out to the class what the learning objectives for the lesson are at the start of the lesson.

Other Services options that might be of use are:
Make New Sticky Note – this opens Stickies and creates a new note containing the selected text
Open URL – will open a selected web address in your default browser

Search With Google – will perform a search using Google for the selected text
Text Edit – allows the selected text to be opened in a new Text Edit window

Hide Lesson Planner
This option will hide the Lesson Planner application whilst still keeping it running. To show the application after hiding, choose Finder > Show All.

Hide Others
Will hide all other open applications whilst keeping Lesson Planner visible. To show the other applications after hiding, choose Finder > Show All.

Quit Lesson Planner
Quits the Lesson Planner application, automatically saving any changes at the same time.

File Menu
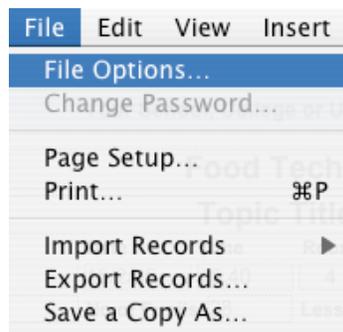
File Options...

This menu item allows you to choose the option to beep on questionable spellings when typing.

Page Setup
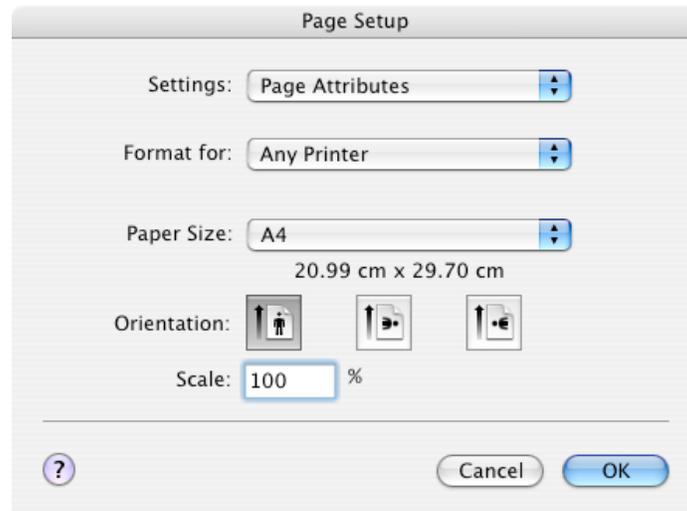
The Page Setup menu option works and looks like any other page setup dialogue for your operating system. In the dialogue you can set the paper size and orientation as well as scaling. Please note that changing the orientation will result in Lesson Planner printing cropped documents or 2 pages for one screen since Lesson Planner is designed to only print using the portrait format.

Lesson Planner has also been designed to work best when using A4 paper. If you use a paper size other than A4 you may need to use the scale option to reduce the size of the printout to fit your paper size.

It is perfectly possible to scale down the output to fit A5 paper for putting in a smaller planner if required although the text will obviously be harder to read!

Conversely it is also possible to scale up the output to fit larger paper sizes such as A3. You may want to enlarge the printout for displaying on a wall, for example. Bear in mind that scaling up may result in pixelated text and/or images on the printed document.

Print
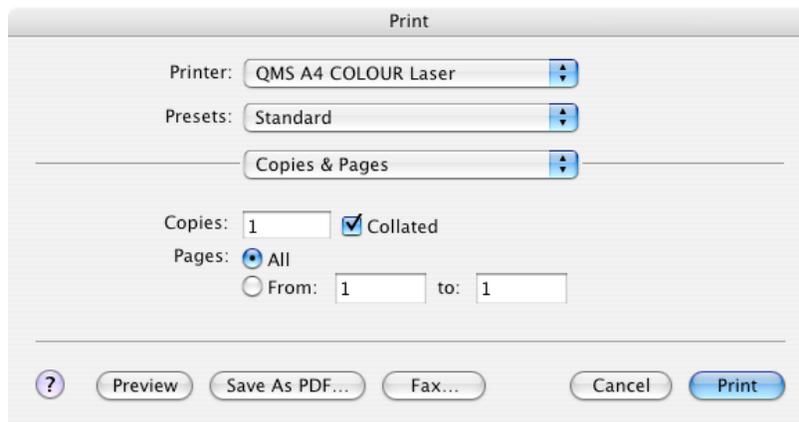
The standard print dialogue includes options for printing, faxing and saving as PDF. Note that these options may not be available if you are using Lesson Planner on a Windows system.

Preview allows your printout to be previewed using Mac OSX's Preview application prior to printing.

Save As PDF is a very useful option is you want to email your lesson plans to someone else or provide them as a download file on your web site. Choosing this option will create a PDF file that can be viewed using Preview (Mac ONLY) or Adobe Acrobat Reader. It can also be inserted into other applications that support PDF import.

The PDF file created will be the same in page number to the number of pages that would be outputted by your printer. If you have only one lesson plan found or choose to print only the current record (see below) then the PDF generated will contain either just the page you are looking at if you choose to print from the File menu or all 4 pages in your lesson plan if you choose to print using the print button.

If you have more than one record found and choose to print records being browsed (see below) then the PDF generated will have the corresponding number of pages to the records found.

The Fax option allows you to fax your lesson plan/s to any standard fax machine using OSX's built in fax service. Note that you may have to enable faxing from your system prefs first. This is accessed at Apple Menu > System Preferences… > Print & Fax. Just like the PDF output option, the fax will contain as many pages as you have chosen to print from the found set of records.

If you are in any doubt as to how many pages you are going to fax or print check first using the preview option.

Printing Only The Current Record
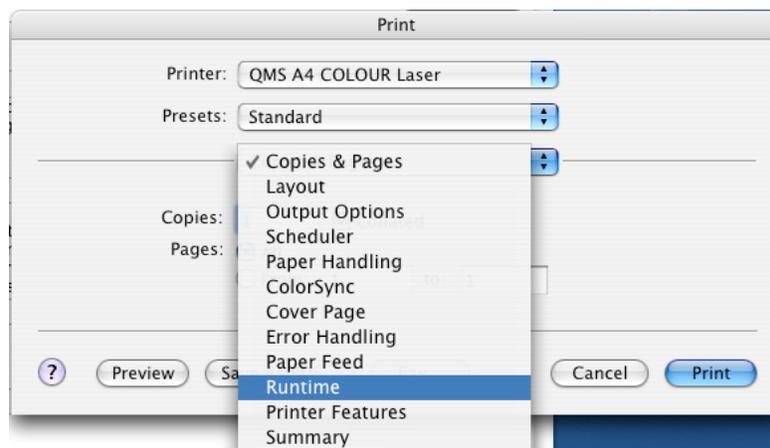
Lesson Planner is automatically setup to print only the current record you are viewing on screen. This is to try and avoid users printing out every single lesson plan accidentally! To check if you are going to print just the record you are viewing or are going to print the entire found set of records click the copies and pages drop down and select Runtime.

The dialogue will show which option you currently have selected. Current record will ONLY print the record that you are viewing on screen or the first item in a list. (If you print a list and get only one item printed at the top of the page, this is the problem)
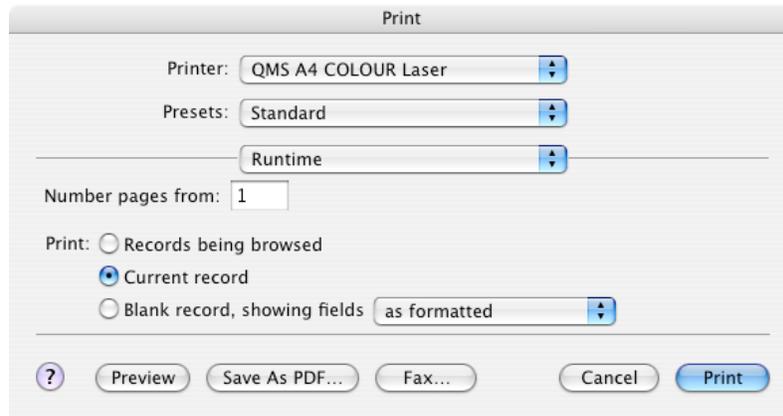
Records being browsed should be chosen when you want to print multiple lesson plans. Choosing this option will print EVERY lesson plan in the found set. If you are displaying every lesson plan it will print every lesson plan stored in Lesson Planner. If you have performed a find for say Art, and have 12 art lesson plans found, only those 12 lesson plans will be printed. Check the number of records found in the status bar on the left to check how many records are going to be printed with this option.

Another option that teachers may find useful is the ability to print a blank lesson plan that can be written on by student teachers or taken away as a template. Choosing the Blank record, showing fields option will do just this.

Import Records...
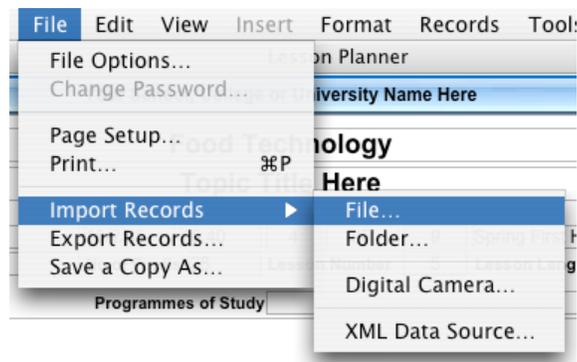
Versions of Lesson Planner from 2.2.5 onwards introduced the ability to Import and Export data. The import feature is particularly useful if you already have lesson plans stored in Excel or another database system.

The principle is pretty much the same regardless of what system your plans are stored in at the moment. Please note that this technique will not work for lesson plans that have been created using a word processor such as Word. The best option here is to copy and paste between Word and Lesson Planner.

Whatever system you currently use to store your lesson plans, be it Excel or Access or another type of database, you will need to export the records either as an Excel file or as a tab delimited or CSV file (comma separated values). All major database application support one or more of these export formats.

We are going to show you how to get Excel data into Lesson Planner.

Subject	Topic	Group	Size	Period	Room
Art	Topic 1	9R	28	1	18
Business	Topic 1	10G	22	5	18
Art	Topic 2	7H	29	2	18
Art	Topic 3	8K	26	5	18
Business	Topic 2	9R	28	3	18
Art	Topic 4	11W	17	2	19

We've set up a small Excel spreadsheet containing the fields Subject, Topic, Group, Size, Period and Room. Within these field titles are various values with each separate lesson plan on a new row. Your Excel spreadsheet will probably have a lot more field titles and values than ours!
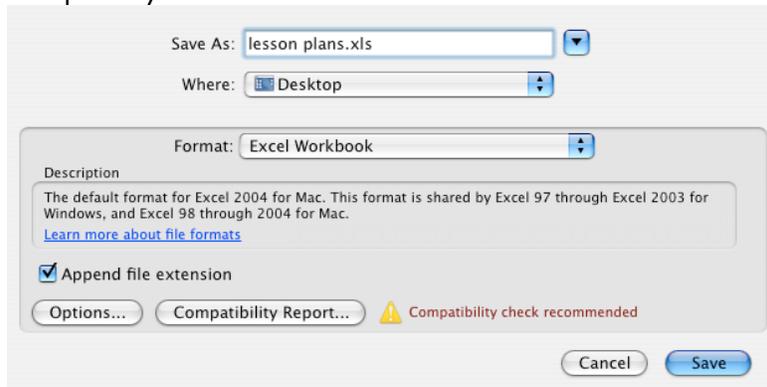
The first thing to do is save the Excel spreadsheet if you haven't already done so. We're going to call ours lesson plans.xls.
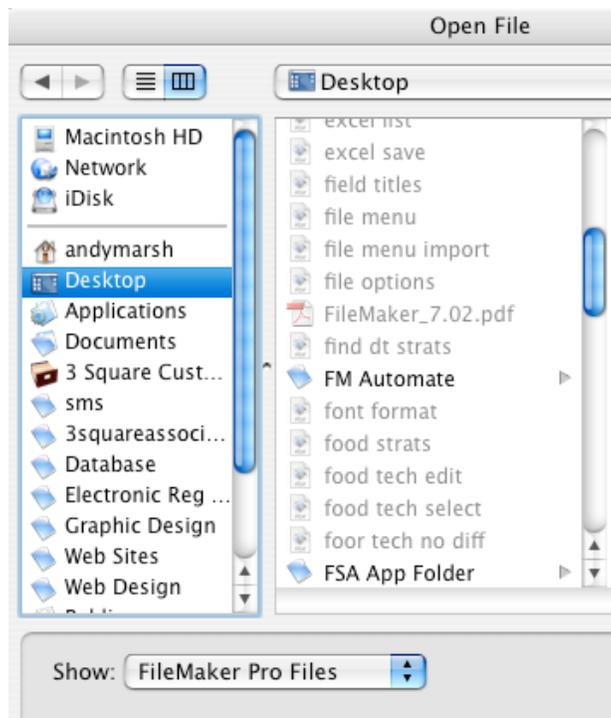
We then need to open Lesson Planner and choose File > Import Records > From File. This will open the dialogue shown above.
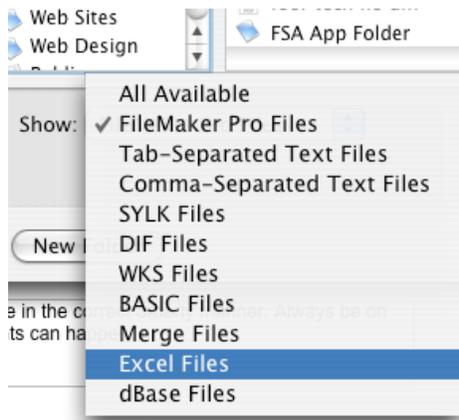
In order to be able to select our Excel file we first need to change the default FileMaker Pro setting in the drop down menu to Excel Files. This will then allow the Excel file we have just saved to be selectable in the file list. If you were importing a tab separated or CSV file you would select the appropriate option for the file type.
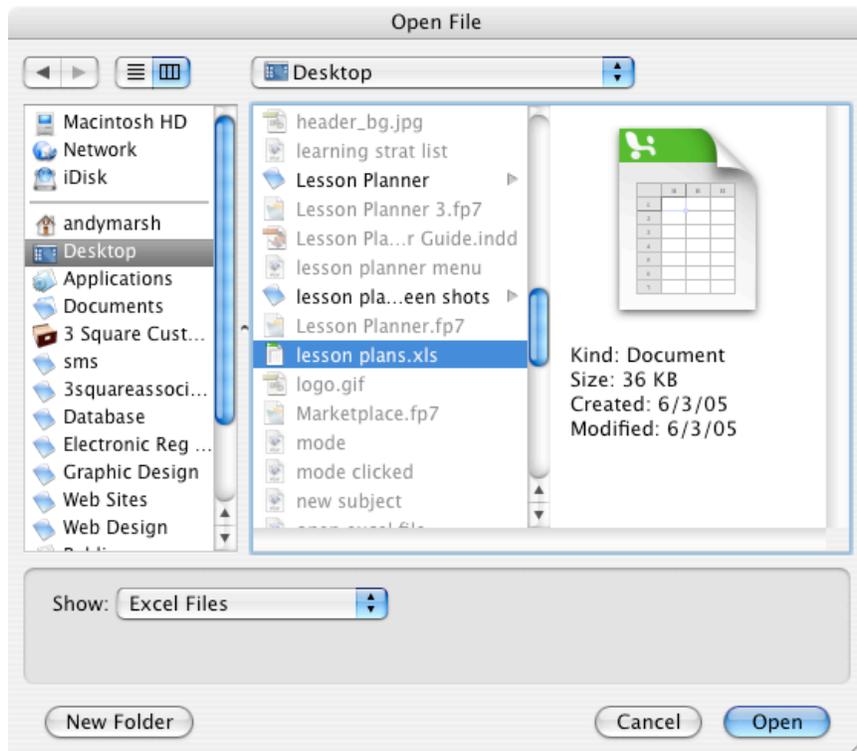
We'll now find the Excel file that we have just saved, in our case it's on the desktop, and choose Open.
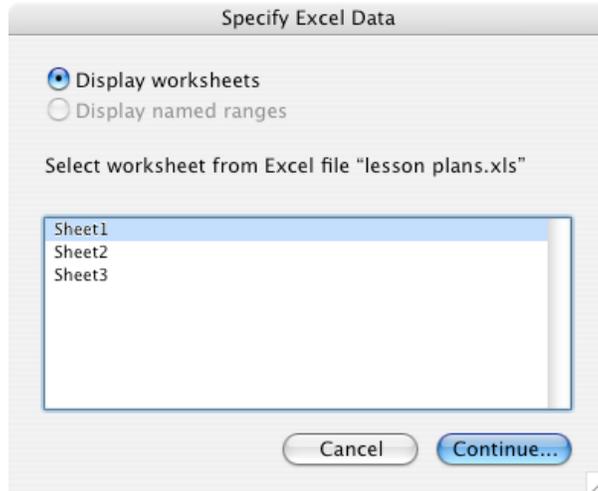
We know that the data we want is located in Worksheet 1 so we'll simply leave Sheet 1 selected. If you had data in several worksheets you'd need to repeat the import process but choosing a different worksheet each time. Click Continue.
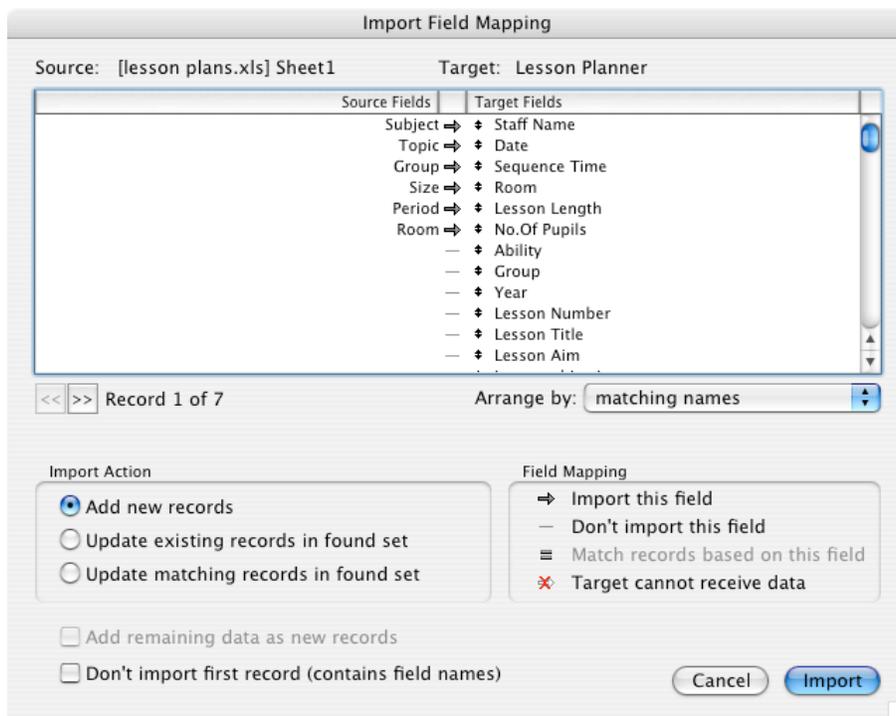
Now the slightly tricky part of the process…
Lesson Planner will open the Excel file and display the import mapping dialogue. This allows us to set where the Excel data from lesson planner.xls is going to be inserted within Lesson Planner.

The left column shows the Excel data fields whilst the right column shows the Lesson Planner fields.

We can see that in the columns Subject is matched against Staff Name. This obviously wrong since we don't want to place our Excel subjects into Lesson Planners staff name field.

The Lesson Planner field equivalent to subject is Subject Name. Find the subject name field and then drag it up to be level with subject by clicking and dragging on the up/down arrows in the centre of the list.

Repeat this for all the Excel fields.

Our import looks like the one below when the fields are properly matched up.
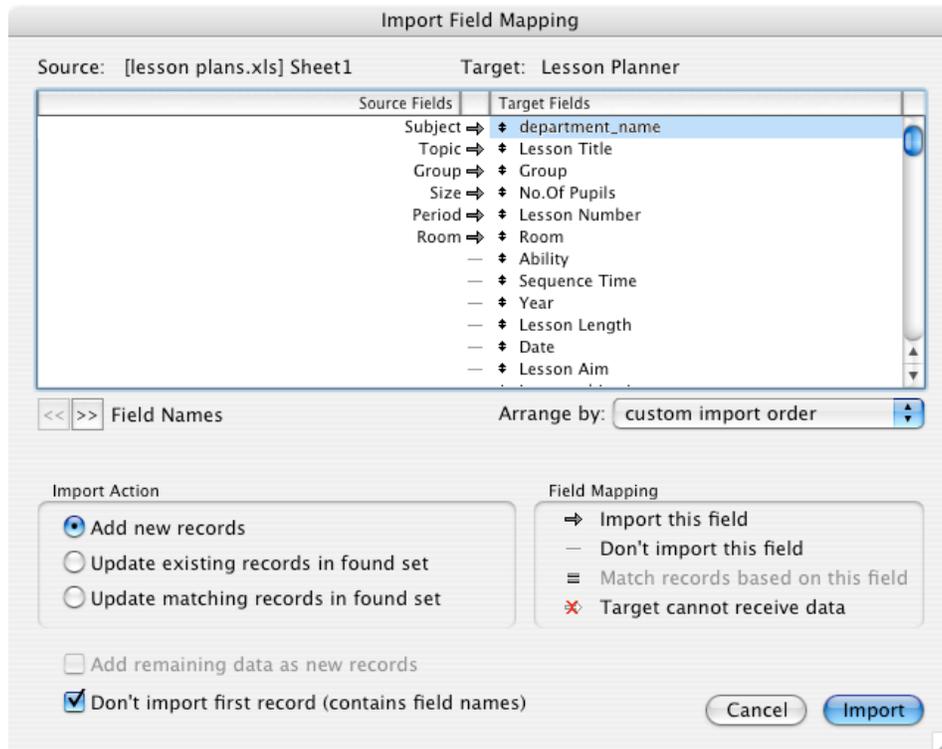
Note that there should be an arrow pointing right from the Excel data to the Lesson Planner fields. If there isn't the data won't be imported. Simply click to activate or deactivate an arrow.

Also make sure that the option to don't import first record (contains field names) if ticked. In our Excel file we had the field titles at the top of the columns, we don't want to import these.

Import Field Mapping

Source: [lesson plans.xls] Sheet1   Target: Lesson Planner

Source Fields		Target Fields
Art ⇒	↕	department_name
Topic 1 ⇒	↕	Lesson Title
9R ⇒	↕	Group
28 ⇒	↕	No.Of Pupils
1 ⇒	↕	Lesson Number
18 ⇒	↕	Room
—	↕	Ability
—	↕	Sequence Time
—	↕	Year
—	↕	Lesson Length
—	↕	Date
—	↕	Lesson Aim

<< >> Record 1 of 6   Arrange by: custom import order

Import Action

- ⊙ Add new records
- ○ Update existing records in found set
- ○ Update matching records in found set

□ Add remaining data as new records

☑ Don't import first record (contains field names)

Field Mapping

⇒ Import this field
— Don't import this field
≡ Match records based on this field
✗ Target cannot receive data

Cancel   Import

If necessary, before importing, you can check the data to be imported by clicking the right double arrow button. This will show the actual data as it is going to be imported and will allow you to click through the records, 6 in our case.

Click Import and then click Import again to the perform auto enter dialogue as shown below.

Import Options

☑ Perform auto-enter options while importing
(modification date, serial number, lookups, etc.)

Import values in repeating fields by
⊙ Keeping them in the original record
○ Splitting them into separate records

Cancel   Import

Once the data is imported a summary dialogue will display showing how many records were imported, etc. Click OK.
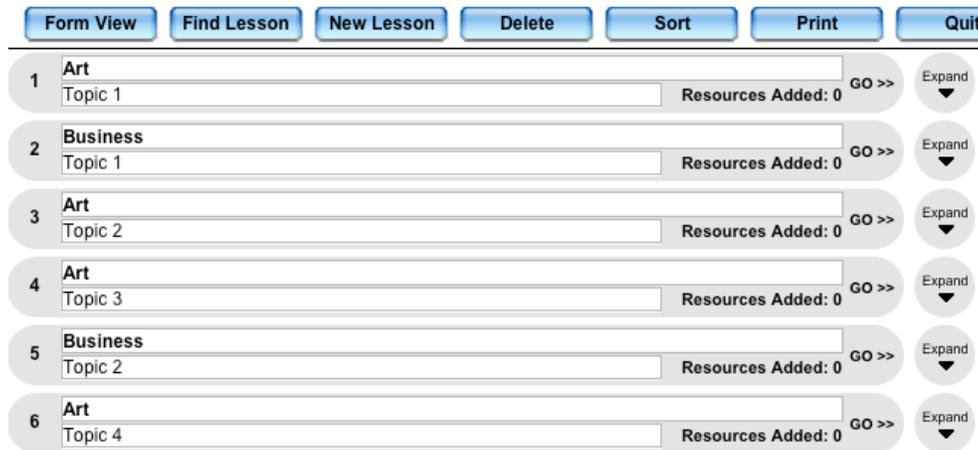
The imported data will now be displayed in Lesson Planner as a found set. You can check this by clicking the list view button and you should see something like our example above.
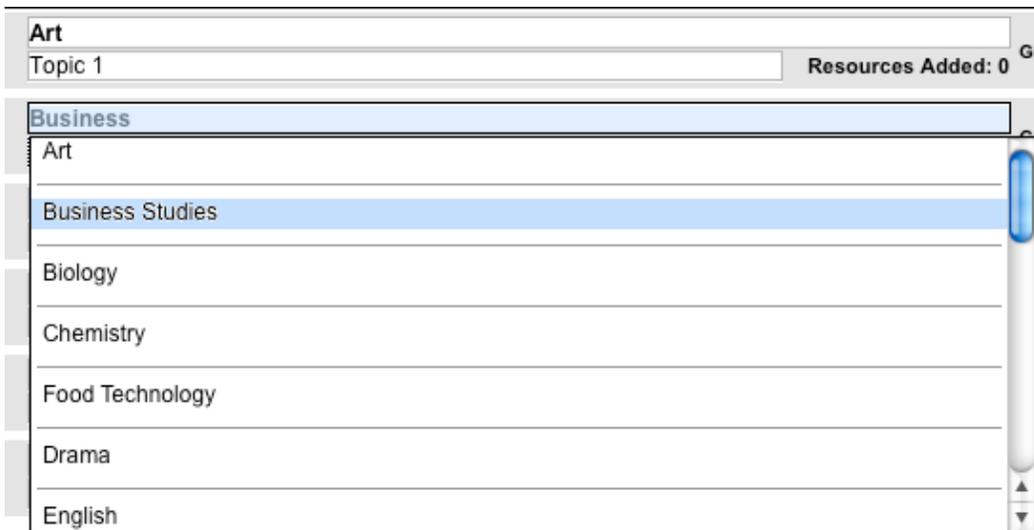
Note that we have imported the subject Business but this subject does not exist in our subject list. It is called Business Studies instead. This will need changing if the strategies are to work properly.

The easiest way to do this is to perform a matching find for =Business in the subject field. Using the equals sign will only find records that exactly match Business and not display Business Studies.

Once found, change the first subject to Business Studies and then click to enter the field before choosing Records > Replace Field Contents. This will then copy the subject Business Studies to each record in turn.

We have selected the expanded list view above to show that the rest of the data from the Excel file has been successfully imported into Lesson Planner.

Export Records…
Exporting lesson plans serves three main purposes:
1. Create an archive of lesson plans
2. Share lesson plans with other users
3. Simplify the setting up of multiple installations of Lesson Planner

Creating An Archive
To create an archive of your lesson plans, the easiest way is to duplicate the entire Lesson Planner Folder and then give it a new name such as Lesson Planner 2004. The folder can then be moved to a different location and zipped if necessary.

Sharing With Others
It is perfectly possible to export your lesson planner data as tab delimited text, CSV, etc. This will allow it to be imported into other spreadsheet or database applications. Choose File > Export Records…
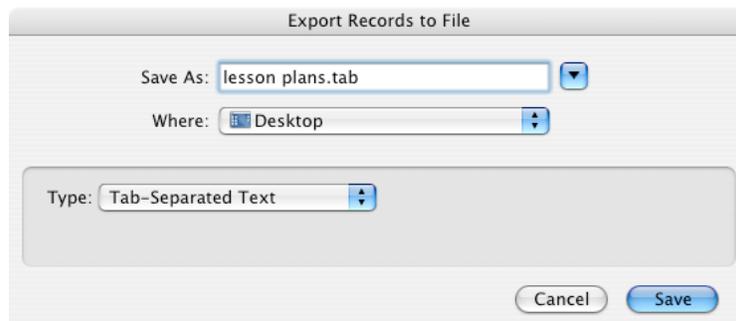
To export simply choose an option from the drop down menu. If you are not sure which option to select please consult your spreadsheet or database applications help documentation.

When exporting, not all fields need to be exported, you may just want to export subject names, topic titles and lesson aims, for example. It is possible to set the fields exported as shown above. To choose fields for export select them from the list on the left and click move to insert them into the right hand list. Once inserted the fields can be moved up or down to set the export order if necessary.
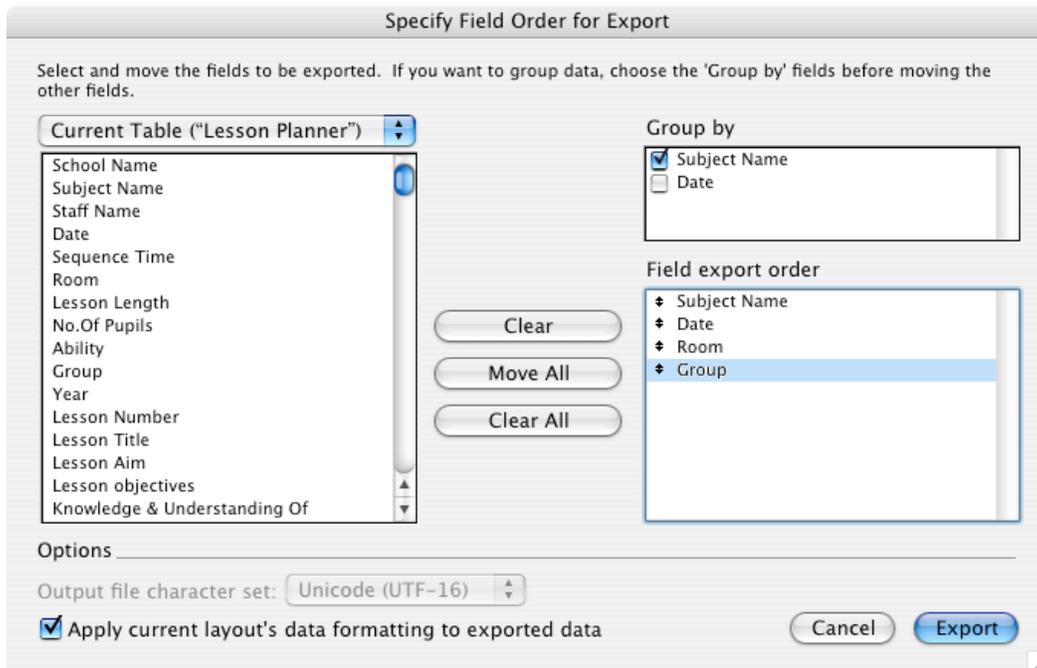
The group by option allows the data to be grouped if required. It would be possible to export your lesson plans grouped by subject for example. To enable the group by feature, make sure that the data is sorted by the required group field prior to choosing the export menu option. In the example above we have sorted the records by subject and then chosen export. In the export options dialogue above we have then cleared all fields and selected the fields subject name, date, room and group to be moved. The group by field (Subject Name) was then ticked.

Exporting the data would result in the four fields being exported with the data grouped by subject, i.e. Art first, etc.
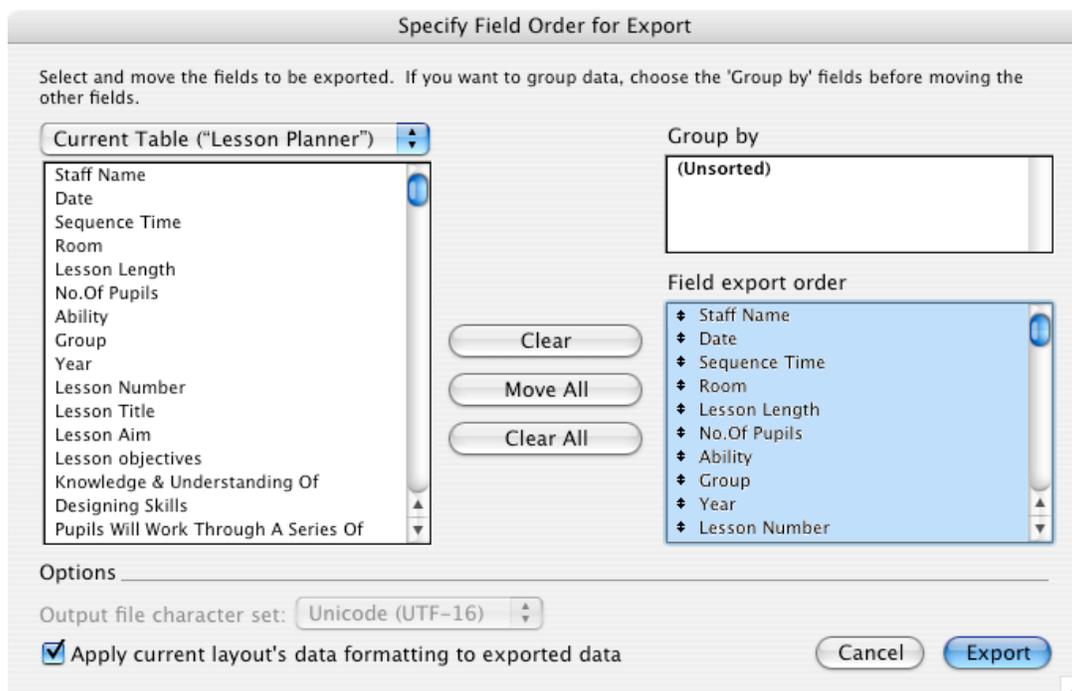
In a similar manner to the above explanation choose the fields to be exported and group if necessary.

**Multiple Installations Of Lesson Planner**
In some schools or universities there are multiple installations of Lesson Planner on multiple computers. Some institutions are happy to install the standard version of Lesson Planner and let their staff/students change and modify to suit their needs from scratch.

However, it is often the case that universities, schools, faculties or departments wish to give their staff or students a version of Lesson planner that has all their lesson plans and strategies pre-installed rather than use the default ones.

This allows an institution to set up a copy of Lesson Planner once to suit their requirements and then simply copy the settings to other computers that have Lesson Planner Installed.

After setting up one version of Lesson Planner to suit your requirements choose File > Save A Copy As…

In the dialogue box enter the file name lesson planner.USR and choose to save it to your desktop. You should also ensure that you have copy of current file selected.
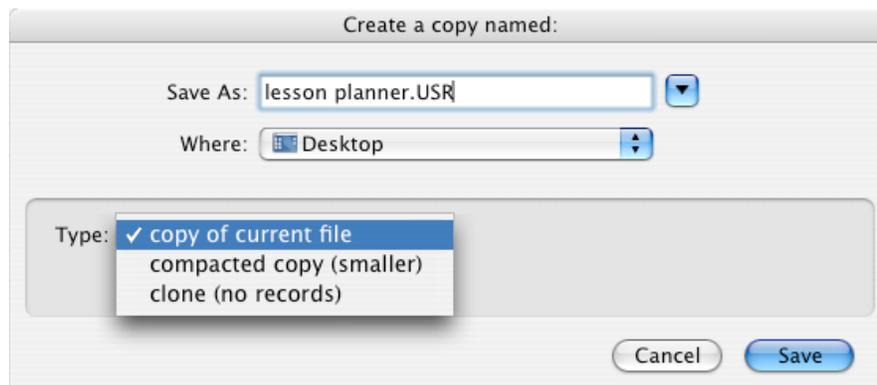
After saving the copy you will be able to email, transfer the file to disk or set up the file as a web download for users who need it.

The file should then be copied to the main lesson planner folder that includes the application icon, existing lesson planner.USR file and the extensions folder. Choose to replace the existing lesson planner.USR file.

When the user opens Lesson Planner the new lesson planner.USR file will be used and they will have the lesson plans, strategies, etc that you have set up.

The deployment of the lesson planner.USR file to multiple networked computers can obviously be automated or speeded up by using the various network update/installation applications which will be available from your network manager.

Upgrading Lesson Planner
We are constantly striving to improve the features and functionality of Lesson Planner which inevitably results in the need to upgrade from time to time.

From version 2.2.4 Lesson Planner has included Import and Export options available from the File menu. Version 2.2.5 added export and import options to the Tools menu.

The Export My Data and Import My Data menu items ease the movement of your existing data to new versions of Lesson Planner.

Exporting My Data
Choose this option from the Tools menu when you want to export your existing lesson plans, learning strategies and differentiation strategies ready for importing to a new version of Lesson Planner.
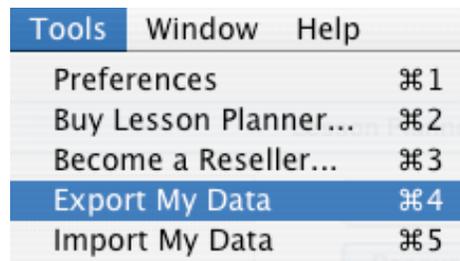

Choosing this option will gather all your data and export it into 3 files:
lesson_plans.USR
learning_strategies.USR
differentiation_strategies.USR
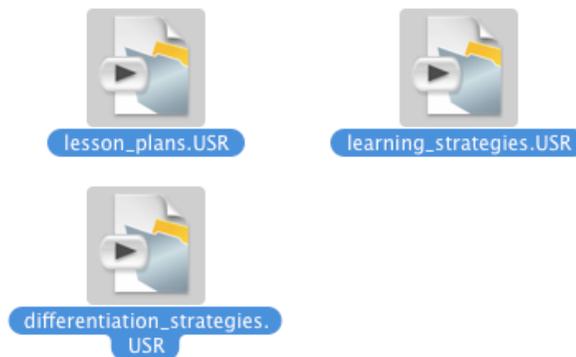
The files will be saved into the Lesson Planner Folder.

After running the Export My Data option you should Quit the old version of Lesson Planner, launch the new version of Lesson Planner and run the Import My Data option.

Import My Data
Before choosing this option you should **ALWAYS MAKE A BACKUP OF YOUR OLD LESSON PLANNER FOLDER** just in case anything goes wrong. You can call the backup Lesson Planner Backup. Once you have backed up your old Lesson Planner folder, copy the three files:
lesson_plans.USR
learning_strategies.USR
differentiation_strategies.USR
from your old Lesson Planner Folder into your new Lesson Planner folder.
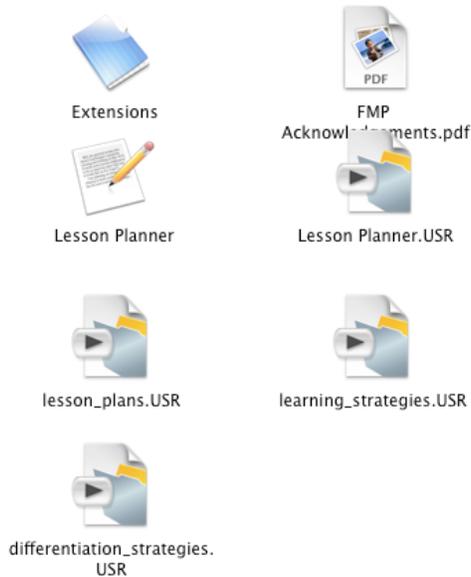
Once you have copied the three files to your new Lesson Planner Folder select Tools and choose the Import My Data option. This will import your existing Lesson Planner data from the three files into the new version of Lesson Planner.

Edit Menu
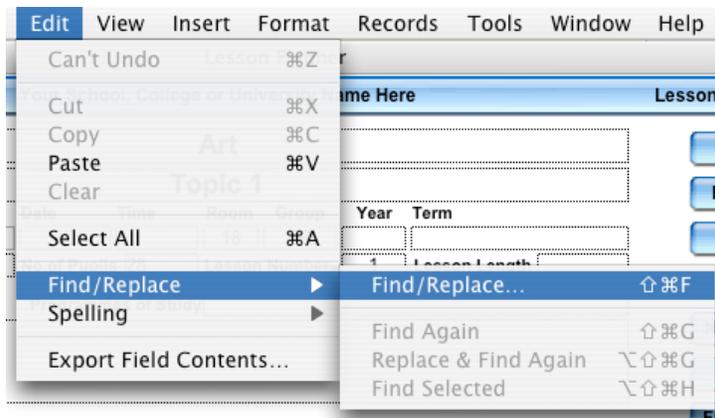
The Edit menu includes the usual options for Undo, Cut, Copy, Paste, Clear and Select All that are familiar to most applications. The options will normally be used on highlighted text.

The edit menu also features the powerful Find/Replace function. This is used in a very similar manner to the Find/Replace function in Word, it allows you to find a particular character, word or string of text and replace it with a different character, word or string.
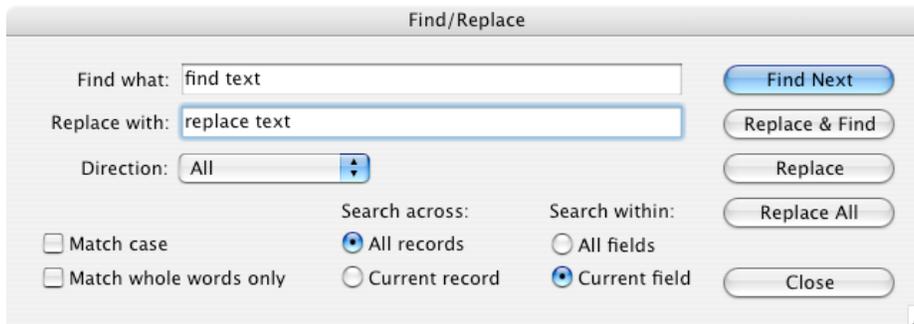
Enter the character, word or string you want to find in the Find what field, enter the character, word or string you want to replace with in the Replace with field. Set the direction to All, this will perform the replace in every record in the found set. You can also choose to select Forward or Backward as the direction option. Forward will only perform the find and replace going forwards from the record you are currently viewing. For example, if you are currently looking at record 8 in a found set of 20 only records 8 to 20 will have the find and replace applied to them. If you choose Backward, the reverse is true and only records 8 to 1 will be changed.

The Find/Replace function also enables you to specify if the action should be applied to all records or just the current record and if the search should be performed across all fields on a record or just in the currently selected field.

Bear in mind when using Find/Replace that if you choose All records and All fields as options, the Find/Replace will find all occurrences of a find element and try to replace it. For example, if you have a classes in year 9 and you wish to change them to year 10 choose All records and Current field, making sure that you are clicked in the group field first. If you don't do this and have All fields chosen instead, all occurrences of 9 will be replaced with 10. So the 9 pairs of scissors in the resources section, room 9, lesson number 9 and any 9's in a date will be replaced with a 10.

This function is NOT undo-able so make sure you have checked the options carefully before proceeding. If you are in any doubt click Find Next and then Replace or Replace & Find to do one replace at a time rather than clicking Replace All.

Spelling Check
Lesson Planner allows you to check the spellings in your lesson plans in several languages. To begin a spelling check choose Edit > Spelling.
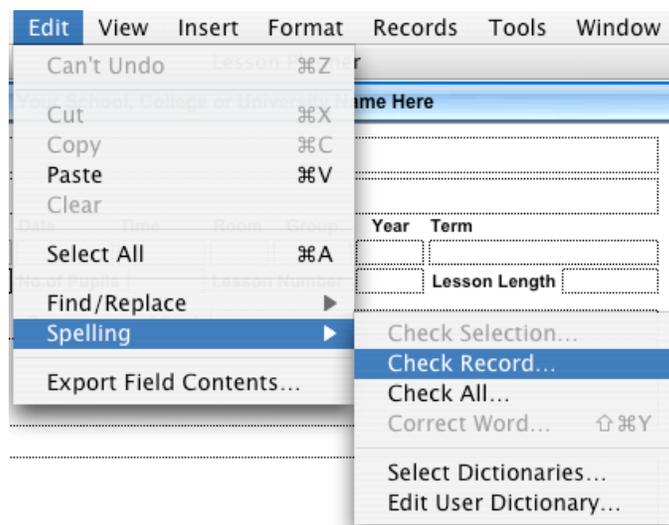
The spelling menu gives three options for checking the spelling in your lesson plans. Check Selection is available if you have any piece of text highlighted and will only check the selected text. Check record will check all spellings in all fields but only perform it on the record being viewed. Check All will spell check every field in every record in the found set of records.
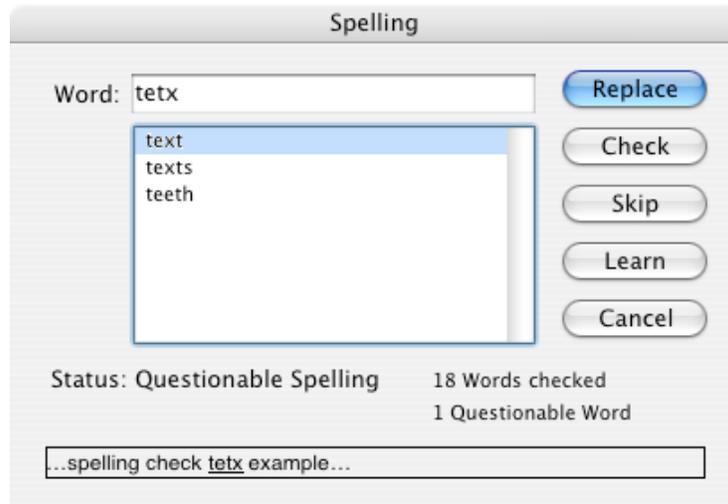

When the spelling checker finds a miss-spelt word it will be placed in the word field and suggestions will be listed in the field below. The word will also be underlined within the sentence it is in.

To change the spelling to one of the suggestions click the suggestion if necessary and click Replace. To ignore a word click Skip. To add an unknown word to your user dictionary click Learn.

When the spelling check is complete click Done.

Selecting Dictionaries
Lesson Planner allows you to check spellings in a range of languages, to check spelling in other languages you will need to change the default dictionary. Select Spelling > Select Dictionaries to do this.
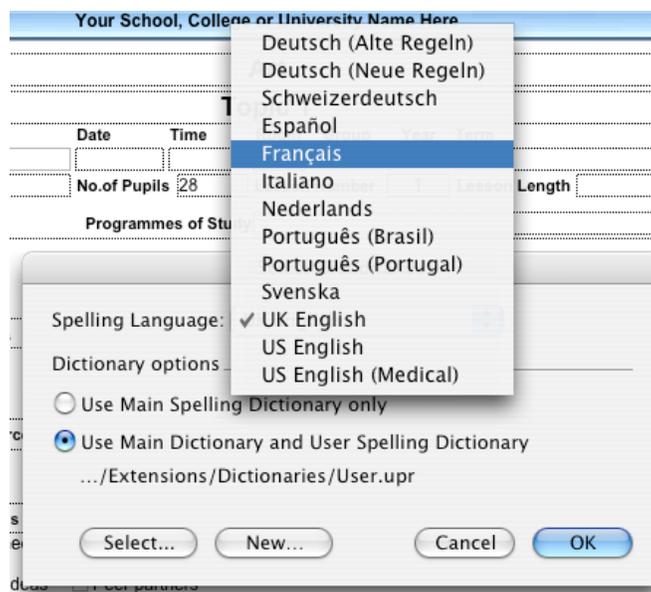
The dialogue box allows you to pick a new default dictionary from the drop down menu. UK English is the default dictionary used but any of the others in the list above can be used instead.

The final spelling option Edit User Dictionary allows the user dictionary to be edited. The user dictionary is used in addition to the main dictionary selected above.

It is used to store words that are not in the main dictionary. This usually applies to language or dialect specific words and to technical or profession orientated words or acronyms. The user dictionary allows words that you use frequently, but are flagged by the standard spell check, to be added and subsequently not be flagged as miss-spelt when running a spelling check.

To add a word to your user dictionary type in the new word and select Add. It is also possible to import existing dictionary files from FileMaker or MS Office by clicking the Import button and finding the dictionary you want to import.

View Menu
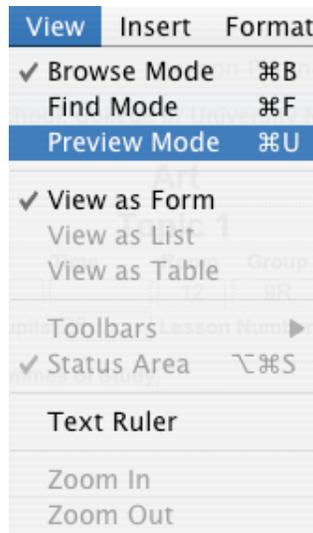
The view menu allows you to change the mode between Browse, Find and Preview.

The main Lesson Planner mode used for entering and editing data is Browse mode.

Choosing Find Mode does exactly the same thing as clicking the Find button, it swaps Lesson Planner to find mode for performing searches.

Preview mode shows what your page or screen will look like when it is printed and is the equivalent to Print Preview in Word.

The modes can also be changed by using the icons at the very top left of the status bar or by clicking the mode name at the very bottom left of the status bar.

The other options on the view menu will not be required for using Lesson Planner

Format Menu
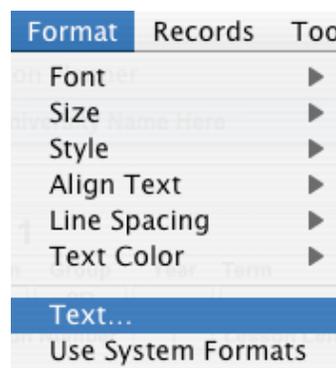
The format menu contains all the usual options used for formatting text. Only text that is inside a text field can be formatted in Lesson Planner. The text will also revert back to the default format if deleted and the field is exited and then re-entered.

Use System Formats can be selected if you are a non-UK user of Lesson Planner and prefer to enter dates, etc in your country format.

Records Menu

Possibly the most important and useful menu in Lesson Planner is the Records menu. The options on this menu allow records to be created, deleted, shown or hidden and data replaced.

New Record does exactly as it says and creates a new record when selected. This does exactly the same as the on screen New Lesson button.

Duplicate Record will make an exact duplicate of the record you are currently viewing. It will duplicate all 4 pages of a lesson plan including all field content.

Delete Record does the same thing as the Delete button and deletes the record currently being viewed. This action cannot be undone.

Delete Found Records can be used to delete all the records in any found set of records rather than just the record being viewed. If you had a number of strategies for chemistry and were never going to teach chemistry you could perform a find for chemistry and then select Delete Found Records to delete all the chemistry records.

Show All Records performs the same action as the Show All button and simply shows all your lesson plans if some have been omitted or you have performed a find.

Show Omitted Only will hide the lesson plans you are viewing and show any omitted records. This can be useful if you want to view a selection of records by browsing through them one at a time. When you get to a lesson plan you want to include in your selection, omit it using the omit option (see below). Continue browsing your plans and omitting the ones you want to view or print when finished. When you have finished, select Show Omitted Only and the remaining plans will be hidden and the omitted ones shown.

Omit Record hides the lesson plan you are viewing.

Omit Multiple will hide a specified number of lesson plans starting from the one your viewing. Enter the number of records you want to omit in the dialogue box.

Modify Last Find switches Lesson Planner to find mode (the same as using the find button) but will remember the last find you performed and enter the details for you. So if you have just performed a find for year 8 art lessons but now want to find year 9 art lessons, choose Modify Last Find and simply change the 8 to a 9 before hitting return. Art will already be entered as one of your find criteria.

Sort Records will display the sort dialogue that allows sorting to be carried out on any fields that are moved to the right hand side. Move the selected fields up or down the list to prioritise the sort order. Select ascending or descending to sort a-z or z-a.

It is unlikely that you will need to use the sort menu option in normal Lesson Planner usage. There are a number of automatic sorts that can be performed when viewing lists by clicking the list header titles. Clicking the Sort button in list view will sort your lesson plans alphabetically. Clicking the header titles 'Subject Area' or 'Learning Strategies' in the learning strategies window will sort the learning strategies alphabetically by subject or strategy respectively.

Unsort will return your lesson plans to their unsorted or creation order. The plans you created first will appear at the top of the list.

Replace Field Contents has been mentioned in detail in the strategy set up section. This option allows the content of any selected field to be replaced in every found record. This works in a similar manner to the fill down function in Excel.

Relookup Field Contents will not need to be used in Lesson Planner as there are currently no fields that perform a data lookup.

Revert Record is useful if you make changes to a lesson plan then decide it's wrong and want to return to the original. Choosing Revert Record will reset the record to its previous state.

Tools Menu

The Tools menu includes options for setting preferences and exporting or importing data. These have been explained in detail previously in the initial set up and file menu import/export sections.

Buy Lesson Planner provides easy one-click access to our online store so that users may purchase Lesson Planner. This option will not do anything if you have purchased and registered Lesson Planner.

Become a Reseller will generate an email asking for more information about our Lesson Planner reseller package.

Today's Lessons will find and display any lesson plans that have a date entered that matches the current date.

Window Menu

Unique to Lesson Planner, compared to other lesson planning applications, is the ability to view different sets of lesson plans in different windows at the same time. For example you may perform a find for year 7 Design Technology lesson plans and then compare them to Design Technology year 8 lesson plans for curriculum planning.
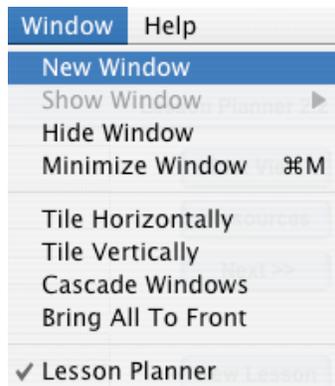
To open a new window, choose New Window.
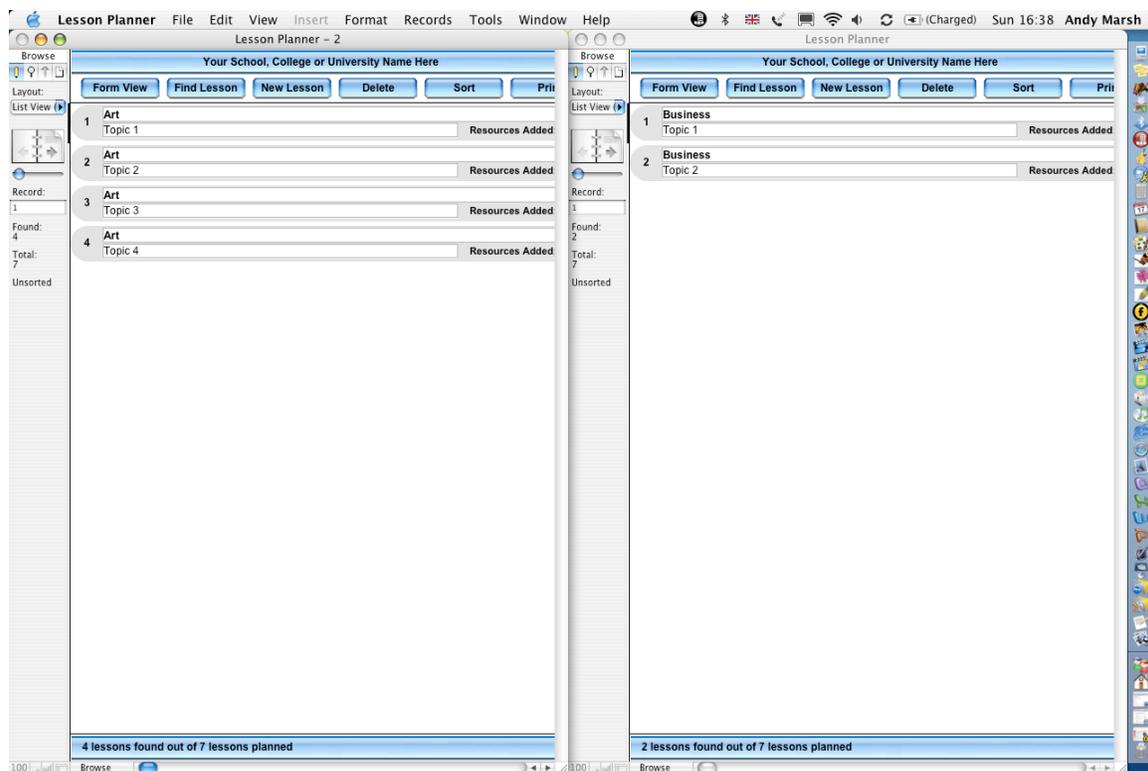
Hide Window will hide (note that this is different to closing a window) the active window. Any hidden windows can be viewed again by using the Show Window option and selecting the hidden window/s from the menu.

Minimize Window will minimize the active window and place it in the dock (Mac) or task bar (Windows).
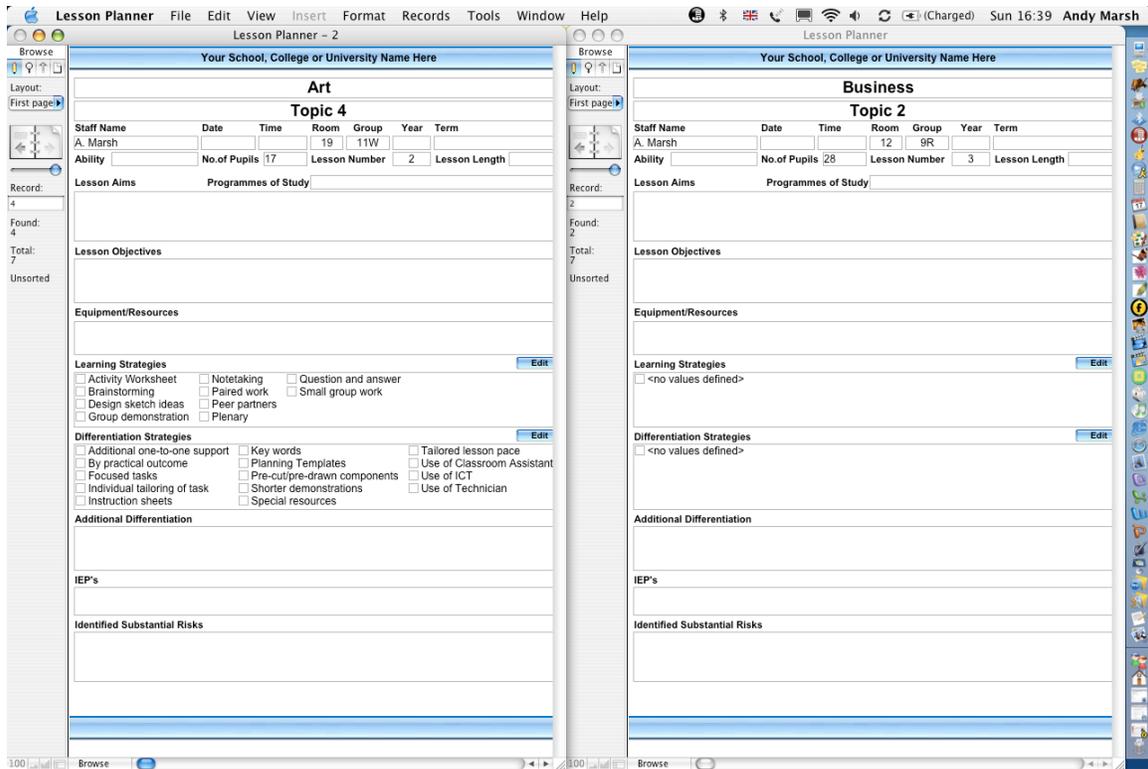
Tile Horizontally, Tile Vertically, Cascade Windows and Bring All To Front will display multiple windows in various ways such as side-by-side, one above the other, etc. If you only have one window showing these options will not do anything. The screen shots above show two windows Tiled Vertically.

Any active and open windows will be shown at the bottom of the window menu.

Lesson Planner does not have a close window button on the main lesson planning window. If you have one or more windows that you want to remove from view select Window > Hide Window.

Help Menu
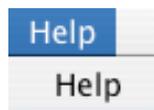
The help menu option will open the Lesson Planner web site help section in your web browser.

Chapter 9 - Lesson Planner Support

Support Contact

Lesson Planner support is available by:

Emailing info@lessonplanner.co.uk

Visiting the Lesson Planner web site at www.lessonplanner.co.uk and selecting the help link.

Troubleshooting

I can't get my registration code to work
When you purchase Lesson Planner the registration codes are time limited. That is the code that is sent to you in your registration email will only be active for a short time after registration. This is to help prevent unauthorised distribution of registration codes with unlicensed versions of Lesson Planner.

If your code doesn't work it is likely that the code has expired. You should contact us using the email address above and request a new code. We will check your registration details and send a new code to legitimate users.

The best policy is to enter the registration code as soon as you receive it.

I get an error message on loading Lesson Planner.
This is caused by the download being corrupted in some manner and Lesson Planner hasn't been able to install properly. Go to www.lessonplanner.co.uk and select the demo link on the left to download a new copy.

This has also been caused by users trying to run the Windows version on a Mac and vice versa!

I've added lessons, strategies and other data to Lesson Planner but it hasn't saved.
This is caused by the lessonplanner.USR file being set as read only. Change the file setting, or permissions, to read & write. This can be done on a Mac by choosing the file and selecting Get Info when ctrl clicking. On Windows, right click on the file and choose properties, uncheck the read only option.

This can also be caused by trying to run Lesson Planner directly from the .dmg volume on Mac systems without copying it to your computer. When your Mac mounts the lessonplanner.dmg volume, the volume is read only.

I've tried Lesson Planner and can't delete it from the trash.
This is an uncommon problem but has affected a very small number of users. This is caused by OSX having a permissions issue that is not allowing you to delete locked items because you don't have the permission to do so. The first thing to try is a force delete by choosing secure delete from the finder menu. Check also that the permissions for the Lesson Planner folder and all enclosed files are set to read & write for owners/groups/everyone using get info.

If this doesn't work you will need to repair permissions using the Disk Utility application and try again. If necessary, move the Lesson Planner folder from the trash and into the first level of your hard drive, log into your Mac using the super user username root, try a force empty again after moving Lesson Planner back into the trash.

This issue can happen from time to time to any Mac running OSX and with any file that is locked. There are more comprehensive articles on permissions and getting rid of a locked file on the Apple web site at http://docs.info.apple.com/article.html?artnum=106272 and http://docs.info.apple.com/article.html?artnum=106712

My printouts are cropped or overlap
This is caused by either not using the print button to generate printouts and using File > Print instead if you are using US Letter sized paper or not having the default paper size option matching the paper size you are using. See the initial set up section for more details.