

Genesis>LessonPlanner

Copying Lessons from Last Year

Follow the path...

LessonPlanner>LessonBooks>CopyLessons...

The screenshot shows the Genesis Lesson Planner interface. At the top, the school year is set to 2017-18 and the module is lessonplanner. The user is logged in as Asbury Park Schools, Thurgood Marshall Elementary School. The navigation menu includes: << Previous, Documents, Lesson Planner, Standards, Staff, Lesson Books, Calendar, Setup, Review Plans, Mapping, Reports. The current page is Lesson Planner.Copy. The main content area has tabs: Browse Books, List Books, Unit Plans, Lesson Plans, Link Books, Trash Can, Copy Lessons, Standards Coverage. The 'Copy Lessons' form includes: 'Select Year to Copy From:' dropdown (2017-18), 'Select Lesson Book to Copy From:' dropdown, 'Lesson Book to Copy To:' dropdown, 'Start Date for the new Lessons:' date picker, 'Copy Units Only' checkbox, and a 'Verify Lessons to Copy' button. Below the form is a table with columns: Start Date, Days, Unit Title. The table is currently empty, with a message 'Please select a lesson book' at the bottom right.

1. **Select Year to Copy FROM:** *select 2016-17*
2. **Select Lesson Book to Copy FROM:** *choose the course, i.e. Math, Reading, etc.*
3. **Lesson Book to Copy TO:** *choose the current year's course, i.e. Math, Reading, etc.*
4. **Start Date for New Lessons:** *Use the date you want to transfer to*
5. **Click VERIFY LESSONS TO COPY**
6. *Then, VERIFY*

Once verified, the lessons will copy to the date you provided in step 4.