

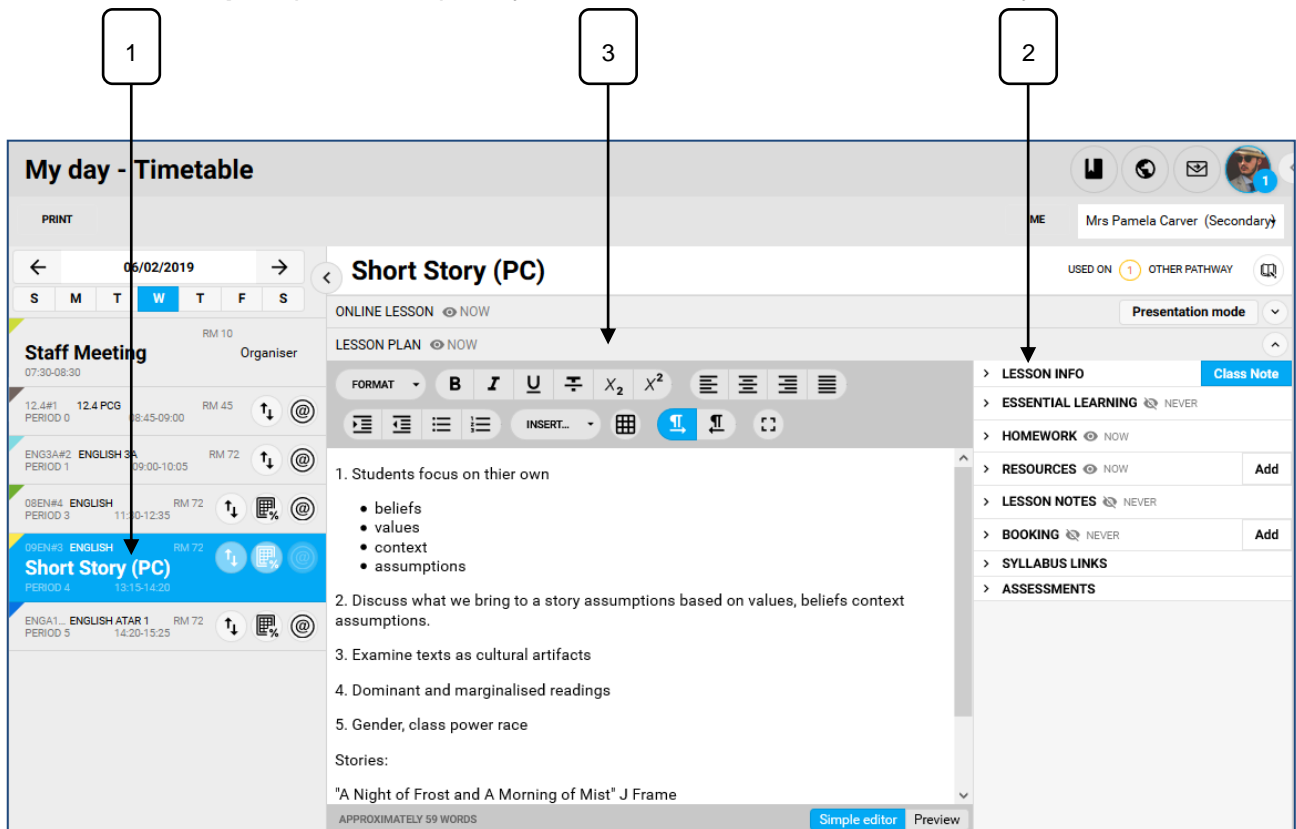


## QCU101.52 – The lesson panel

1. Select a lesson from the **Day** panel to load it into the lesson editing area.
2. The user is presented with a series of lesson elements contained within collapsible sections. The heading area of the section displays the visibility status.

Visible (now)	 <b>NOW</b>
Visible (in the future)	 <b>FUTURE</b>
Visible (never)	 <b>NEVER</b>

3. The **Lesson plan** panel will open by default. Content can be edited directly in this screen.



The screenshot shows the 'My day - Timetable' interface. Callout 1 points to the lesson 'Short Story (PC)' in the timetable. Callout 2 points to the 'Lesson Info' sidebar on the right, which includes sections like 'Lesson Info', 'Essential Learning', 'Homework', 'Resources', 'Lesson Notes', 'Booking', 'Syllabus Links', and 'Assessments'. Callout 3 points to the main lesson plan editor area, which contains a rich text editor with the following content:

1. Students focus on their own

- beliefs
- values
- context
- assumptions

2. Discuss what we bring to a story assumptions based on values, beliefs context assumptions.


3. Examine texts as cultural artifacts

4. Dominant and marginalised readings

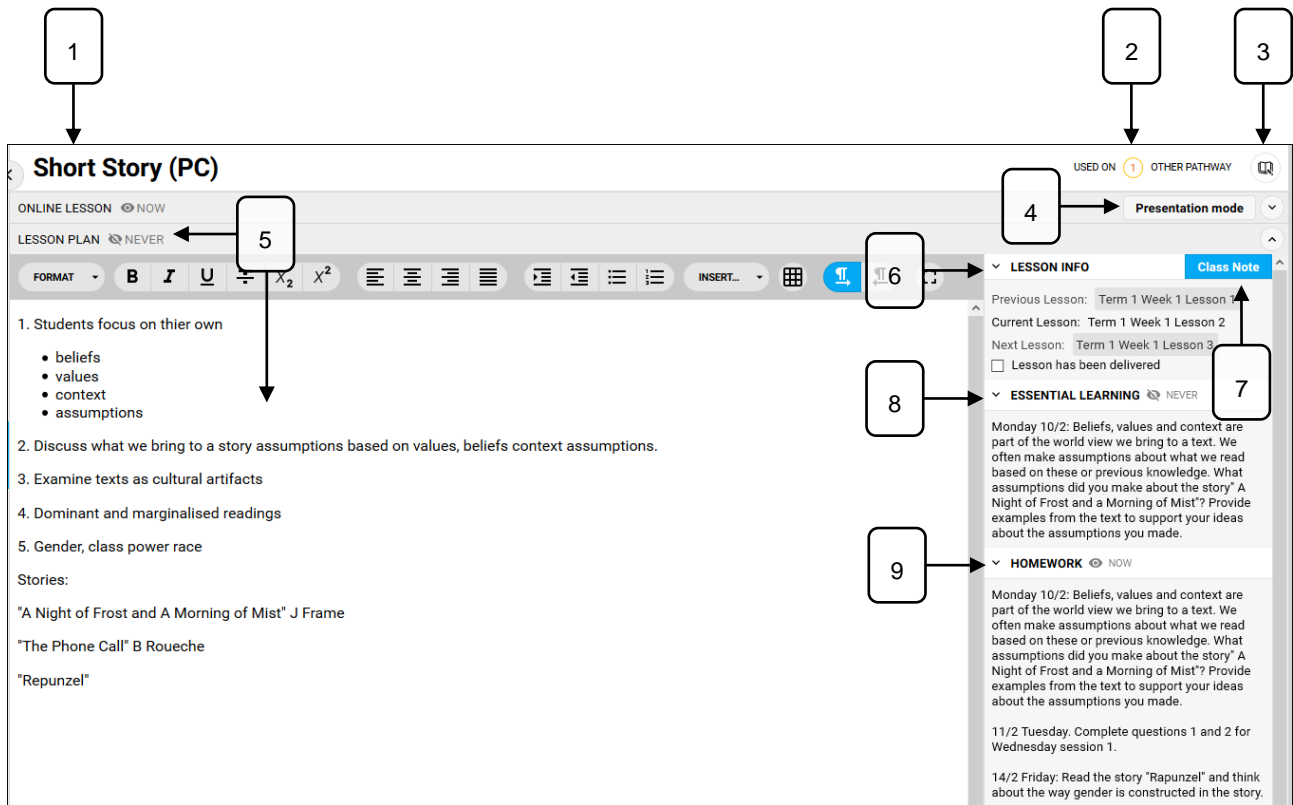
5. Gender, class power race

Stories:  
"A Night of Frost and A Morning of Mist" J Frame

At the bottom of the editor, it says 'APPROXIMATELY 59 WORDS' and has 'Simple editor' and 'Preview' buttons.

	<b>NOTE:</b> When a lesson is created or edited from My day the underlying programme is modified also. Therefore, My day can be used to populate or modify the programme on the go.
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The My day sub-page can be used as a lesson planning tool rather than using the **Planning** and the **Edit online Lessons** subpages as it brings the functionality of these sub-pages into a single location.

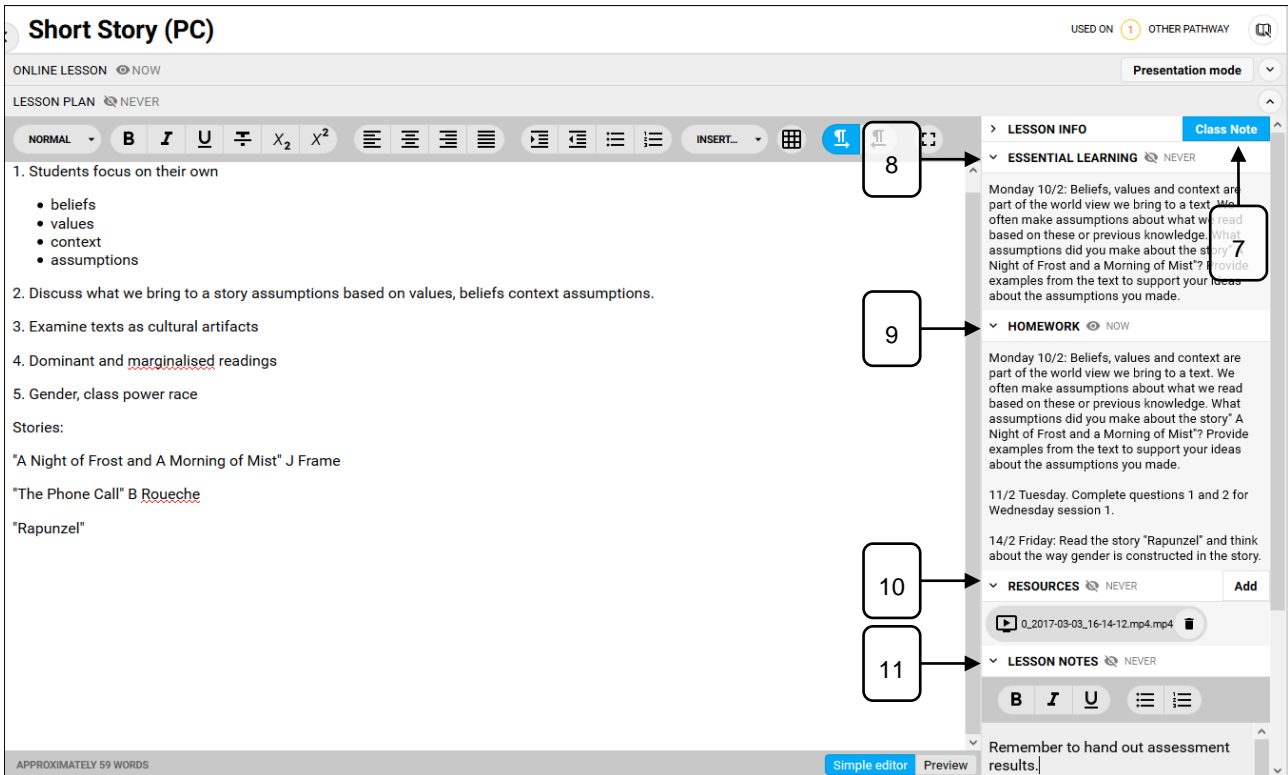


The screenshot shows the 'Short Story (PC)' lesson planning interface. Numbered callouts point to the following elements:

- 1: Lesson title 'Short Story (PC)'
- 2: 'USED ON' indicator and 'OTHER PATHWAY' button
- 3: 'Presentation mode' dropdown menu
- 4: 'ONLINE LESSON' button
- 5: 'LESSON PLAN' button
- 6: Lesson info panel (Lesson 1, Lesson 2, Lesson 3)
- 7: 'Class Note' button
- 8: 'ESSENTIAL LEARNING' section
- 9: 'HOMEWORK' section

Element	Description
1. Topic	The lesson topic.
2. Shared programmes and pathways	If a lesson is used in another pathway, a small indicator in the top right will be visible. It will pulse a few times and will then remain still.
3. Programme	Click to open the programme.
4. Online lesson/presentation mode	Click <b>Online lesson</b> to open the panel and create online content.  Click the <b>Presentation mode</b> button to launch a full-screen view of the document, suitable for projecting to the class.
5. Lesson plan	Open the <b>Lesson plan</b> panel to edit the details of the lesson using the simple editor.
6. Lesson info	The <b>Lesson info</b> panel provides a quick link to the previous and next lesson. It also provides details of the sequence of lessons.

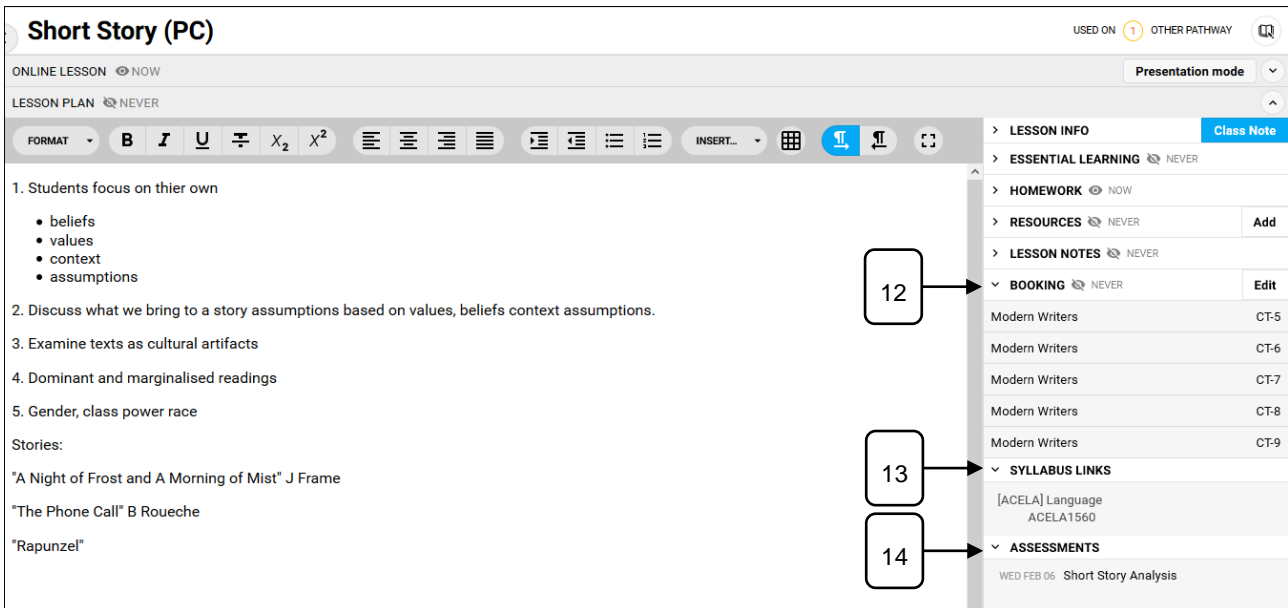
Element	Description
	Enables the user to record whether a lesson has been delivered (on a per-pathway basis).



The screenshot shows the 'Short Story (PC)' lesson plan interface. It includes a toolbar with various editing tools, a main content area with lesson objectives and stories, and a right-hand sidebar with sections for Lesson Info, Essential Learning, Homework, Resources, and Lesson Notes. Callouts 7 through 11 are placed over the interface to highlight specific features: 7 points to the 'Class Note' header, 8 points to the 'Essential Learning' section, 9 points to the 'Homework' section, 10 points to the 'Resources' section, and 11 points to the 'Lesson Notes' section.

Element	Description
7. Class note	In the header of the <b>Lesson info</b> section, a <b>Class note</b> can be added. A <b>Class note</b> is a persistent note for the class or subject, which can be used for recording notes, e.g. a student borrowed a textbook, or two students should not sit together. This note is not attached to an individual lesson. If a <b>Class note</b> has been added the box will pulse when any lesson for that class is viewed.
8. Essential learning	The <b>Essential learning</b> panel enables teachers to add or edit the essential learning description for the selected lesson.
9. Homework	The <b>Homework</b> panel enables teachers to add or edit homework for the selected lesson. The homework is relevant to the pathway assigned to the programme.
10. Resources	From the <b>Resources</b> panel, teachers can add, remove and access resources related to the selected lesson. The resources which can be added include file uploads, hyperlinks or resource names, i.e. pages of a textbook.

Element	Description
11. Lesson notes	The <b>Lesson notes</b> panel allows teachers to store notes related to the selected lesson. These notes are unique to the pathway for the teacher's programme.



**Short Story (PC)** USED ON 1 OTHER PATHWAY

ONLINE LESSON NOW Presentation mode

LESSON PLAN NEVER

FORMAT B I U X<sub>2</sub> X<sup>2</sup> INSERT...

1. Students focus on their own

- beliefs
- values
- context
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2. Discuss what we bring to a story assumptions based on values, beliefs context assumptions.

3. Examine texts as cultural artifacts

4. Dominant and marginalised readings

5. Gender, class power race

Stories:

"A Night of Frost and A Morning of Mist" J Frame

"The Phone Call" B Roueche

"Rapunzel"

12 → BOOKING NEVER Edit

13 → SYLLABUS LINKS

14 → ASSESSMENTS

WED FEB 06 Short Story Analysis

Element	Description
12. Booking	<p>From the <b>Booking</b> panel, teachers can easily review, edit or add a booking to the lesson. Booked item(s) will only be visible on the day that the items were added to the lesson. Therefore, if a lesson runs across multiple days, the item(s) will only be visible on the first instance of that lesson.</p> <p>For further information on using the <i>Booking system</i> carry out a relevant search in the <i>SEQTA Knowledge base</i> which is accessed via the '?' on the spine.</p>
13. Syllabus links	<p>The <b>Syllabus links</b> panel is a view of syllabus links that have been added to a lesson from another sub-page. Syllabus links cannot be added to the <b>Syllabus links</b> panel in the <b>My Day</b> sub-page.</p> <p>If syllabus is added to a lesson in the <b>Planner</b> sub-page or in the <b>Online lesson editor</b> sub-page, it will be visible in the <b>Syllabus links</b> panel.</p> <p>When a syllabus entry is selected, further information on the syllabus entry will be displayed.</p> <p>The Syllabus links panel is non-editable.</p>

Element	Description
14. Assessments	<p>The <b>Assessments</b> panel is a list view of assessments that have been added to a lesson from another sub-page. Assessments cannot be added to the <b>Assessments</b> panel in the <b>My Day</b> sub-page.</p> <p>If assessments are added to a lesson in the Planner sub-page or in the <b>Overview of Assessments</b> sub-page, it will be visible in the Assessments panel.</p> <p>Assessments appear with the due date and the assessment title and will display in this section for the entire week once the class is selected.</p>


### Lesson rollover

A teacher may plan a lesson and want the content to roll over multiple lessons, therefore creating gaps in the sequence, e.g. Monday's lesson will run across Tuesday and Wednesday, but Thursday and Friday will have different content. **My day** will display the previous lesson to fill the gap.

This approach makes it easy to undertake week-by-week programming, simply keep one lesson in each week of the programme and it will be accessible for every lesson within that week from **My day**.

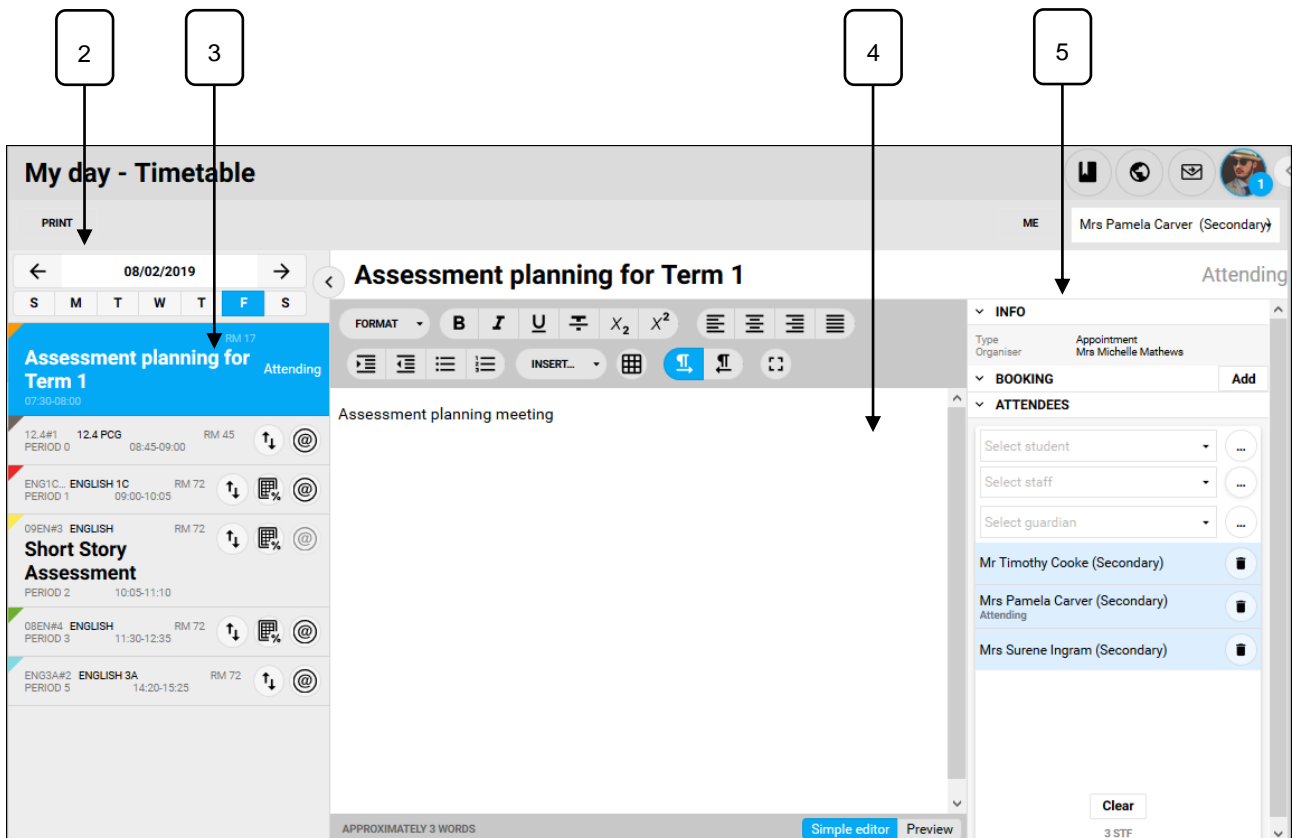
1. An information bar will display at the top of the screen indicating that rollover has been applied.



	<p><b>NOTE:</b> This is not a copy of the lesson – any changes made will affect all days.</p>
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Appointments and events are created from the **Calendar** sub-page and will display in the **Day navigator** in the **My day** sub-page from where they can be edited.

1. Navigate to the **My day** subpage.
2. Navigate to the date.
3. Click an appointment or event to load the details.
4. The main part of the screen is given over to the event/appointment details editor, allowing staff to view or edit the details as needed. This can also be useful for taking notes during the event or appointment, as these notes will then be automatically made available to all invitees.
5. On the right-hand side of the screen are a series of collapsible panels which provide further details about the event or appointment.
  - a. The **Info** panel provides details of whether it is an event or an appointment and who the organiser is. An indicator appears in the top right-hand corner that displays the staff member's status for the appointment, i.e. **Organiser**, **Attending** or **Not responded** etc. When other staff members have been invited to an appointment, they are able to respond via **My Day**.
  - b. The **Bookings** panel enables teachers to easily review, edit or add a booking to the appointment.
  - c. The **Attendees** panel enables organisers to manage the invitees to the event. Organisers of the event or appointment can add additional invitees or remove those already invited.

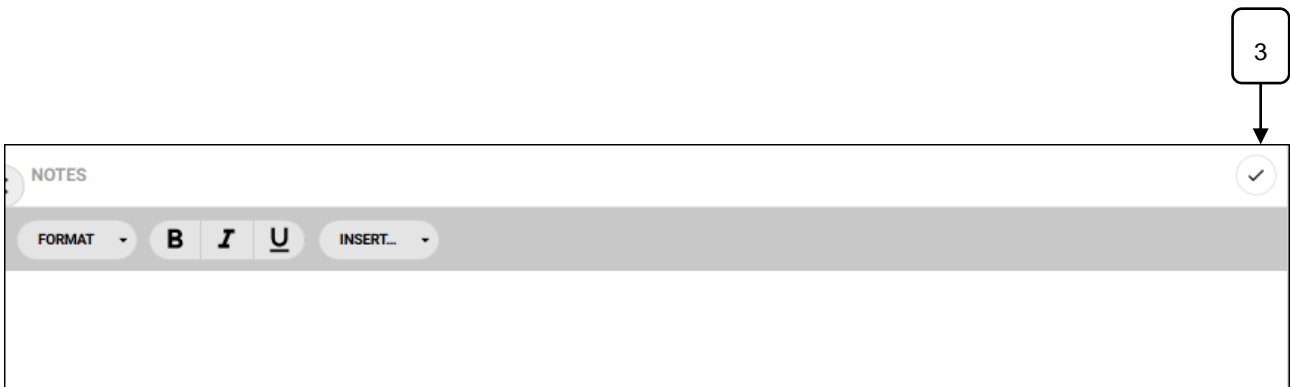
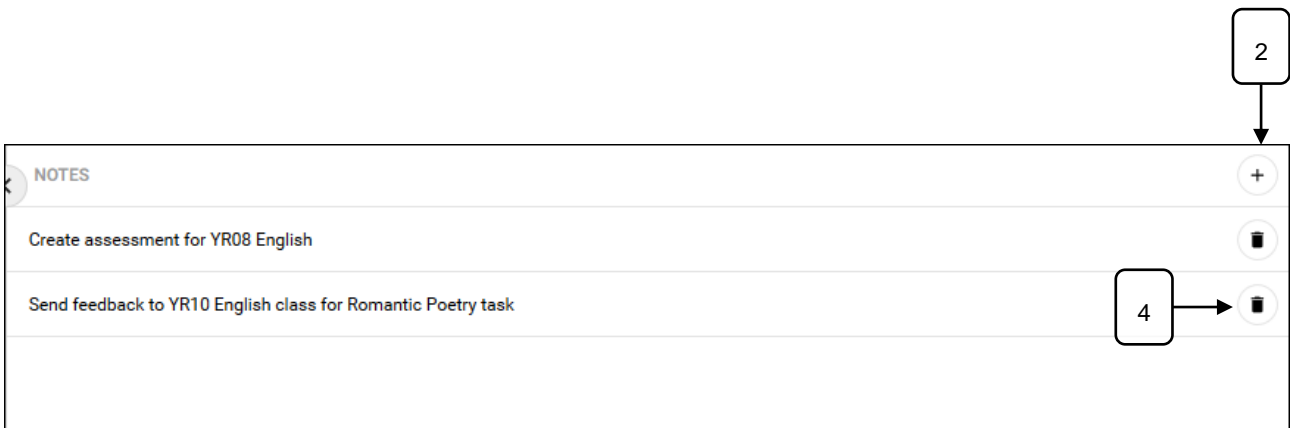


The screenshot displays the 'My day - Timetable' interface. On the left, a timetable for 08/02/2019 is visible, with callout 2 pointing to the 'PRINT' button and callout 3 pointing to the date '08/02/2019'. The main content area shows an appointment editor for 'Assessment planning for Term 1' (RM 17) with the status 'Attending'. Callout 4 points to the rich text editor toolbar. On the right, a sidebar contains three panels: 'INFO' (showing appointment details), 'BOOKING' (with an 'Add' button), and 'ATTENDEES' (with a list of staff members and a 'Clear' button). Callout 5 points to the 'ATTENDEES' panel. The bottom of the screen shows a word count of 'APPROXIMATELY 3 WORDS' and editing options 'Simple editor' and 'Preview'.

Take notes and jot down tasks directly from the **My day** interface. These notes and tasks feed into the **Notes** and **Tasks** dashlets on the **Dashboard** and are available only to the teacher logged in.



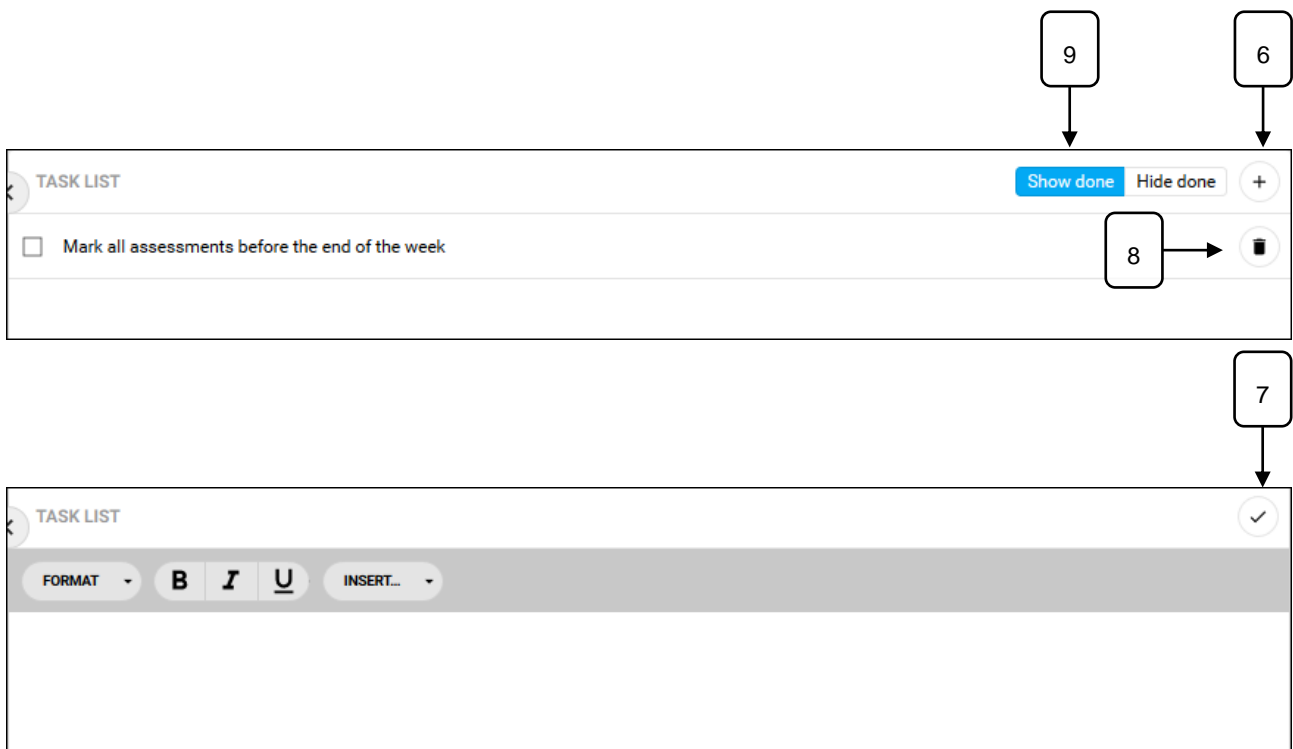
1. At the bottom of the **Day** panel, click the **My notes** button to open the **Notes** panel.
2. Click the **Add** **+** button.
3. Enter the note details and click the **Check** **✓** button to save the note.
4. Click the **Delete** **🗑** button to delete a note.





Or

5. In the **Day** panel, click the **My tasks** button to open the **Task list** panel.
6. Click the **Add** **+** button.
7. Enter the task details and click the **Check** **✓** button to save the note.
8. Click the **Delete** **🗑** button to delete a note.
9. Click **Show done** or **Hide done** to show or hide completed tasks.



**NOTE:**

The My Notes and My Tasks buttons are not available when viewing another teachers' My day view.



## Related Quick guides

- QCU101.50 – My day overview
- QCU101.51 – The day panel
- QCU101.53 – Printing options