

Create Your Lesson Plans

You can create, edit, and print your lesson plans.

Useful Information

You must be logged in to HeadMaster with a teacher login in order to create or edit lesson plans.

To save time, you can create one set of lesson plans for a subject and copy the plans over to any other sections of that subject.

Lesson Plans can be viewed in Month View, Week View, or Grid View.

After you create your lesson plans, you can print a daily or weekly lesson plan report. For more information, see [Print Your Lesson Plans](#).

The Month View gives you an overview of how your month looks with lesson plans. All subjects are listed for every day that those subjects are taught. For classes with a single subject (upper grades/High School) you will see the start time for those subjects. A blue dot beside the subjects means that that subject has a lesson plan for that day.

1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Click a subject that doesn't have a blue dot beside it.
4. On the right sidebar, enter a **Title**. This is required.
5. Optional: In the **Link** field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
6. Optional: Enter **Objectives**.
7. Optional: Enter **Procedures**.
8. Optional: Enter **Homework**.
9. Optional: Enter **Materials**.
10. To save the lesson plan, click **Save**.
11. To enter more lesson plans, repeat steps 3-10.

1. On the **Month – 5 day** or **Month – 7 day** view, single-click the lesson plan you want to copy.
2. At the top of the right sidebar, click **Copy**.
3. Single-click the lesson plan to which you want to paste the copied lesson plan.
4. Click **Paste**.



You can paste the copied lesson plan to as many subjects as needed.

1. On the **Month – 5 day** or **Month – 7 day** view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Single-click the lesson plan you want to copy.
3. At the top of the right sidebar, click **Copy**.
4. From the Teacher drop-down menu, select your name.
5. Single-click the lesson plan to which you want to paste the copied lesson plan.
6. Click **Paste**.
7. To copy more lesson plans from other teachers, repeat steps 1-6.

The Week View lets you see a week a time for one subject. You can easily move lesson plans from one day to another if needed.

1. On the Home screen, click **Lesson Plans**.
2. Click **Week**.
3. Select a specific week by date or Week #.
4. From the Subject drop-down menu, select the subject for which you want to create a lesson plan.
5. Select a day that doesn't have a lesson plan.
6. Enter a **Title**. This is required.
7. Optional: In the **Link** field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save**.
13. To enter more lesson plans, repeat steps 4-12.

1. On the Week view, select the day you want to copy.
2. On the toolbar, click **Copy**.
3. Single-click the lesson plan you want to paste the copied lesson plan to, and select another day or subject to paste the lesson plan to.
4. Click **Paste**.




You can paste the copied lesson plan to as many subjects as needed.

1. On the **Week** view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Select a specific week by date or Week #.
3. From the Subject drop-down menu, select the teacher's subject from which you want to copy the lesson plan.
4. Select the lesson plan you want to copy, then on the toolbar, click **Copy**.

Grid View

5. From the Teacher drop-down menu, select your name.
6. Select a specific week by date or Week #.
7. From the Subject drop-down menu, select subject for which you want to paste the other teacher's lesson plan.
8. Locate the day to which you want to paste the teacher's lesson plan, click **Paste** .
9. To copy more lesson plans from other teachers, repeat steps 1-8.


The Grid view allows you to sort and filter your lesson plans. You can also view lesson plans by a specific date range. Locate a teacher by using the Teacher drop-down menu or by using the Search field.

1. On the Home screen, click **Lesson Plans**.
2. Click **Grid**.
3. On the right sidebar, click **New**  .
4. From the Calendar window, select a subject.
5. On the Calendar, select a date.
6. Enter a **Title**. This is required.
7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save** .
13. To enter more lesson plans, repeat steps 3-12.

1. On the Grid view, select the lesson plan you want to copy.
2. Click **Copy** .
3. Select an existing lesson plan or create a new one.
4. Click **Paste** .



You can paste the copied lesson plan to as many subjects as needed.

1. On the Grid view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. You can select a date range of lesson plans to display.
3. Select the lesson plan you want to copy.
4. Click **Copy** .
5. From the Teacher drop-down menu, select your name.
6. To create a new lesson plan, click **New**  .
7. Select a subject and date.
8. Click **OK**.
9. In the new lesson plan, click **Paste** .
10. Click **Save**.
11. To copy more lesson plans from other teachers, repeat steps 1-10.