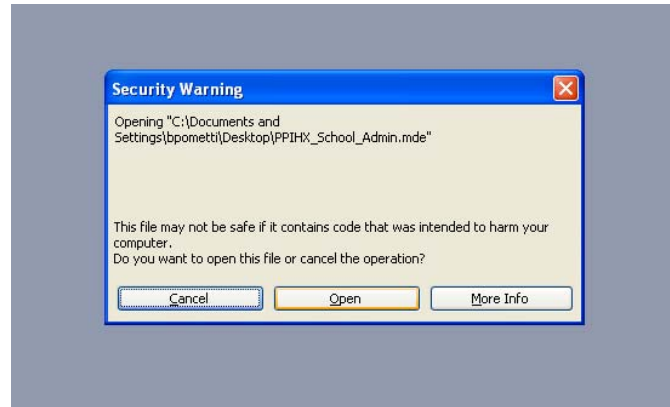
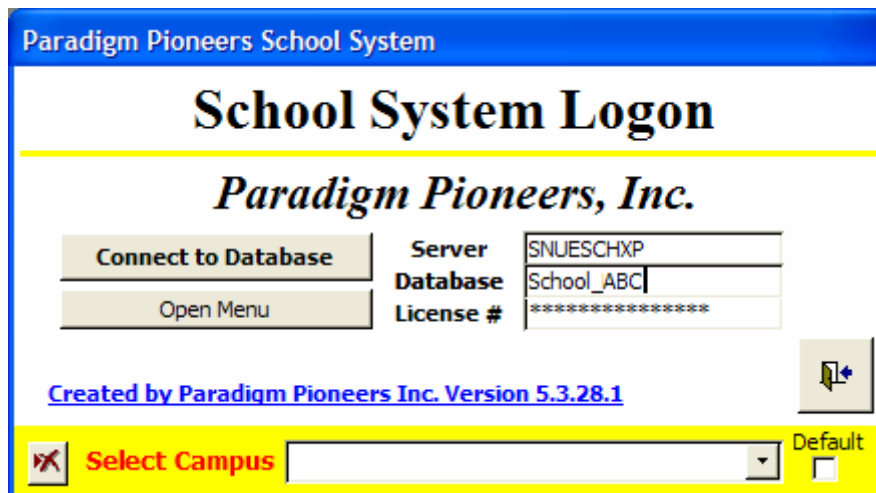


**Welcome to the  
training manual for the  
LESSON PLANS section  
of the  
PARADIGM PIONEERS, INC database program.**



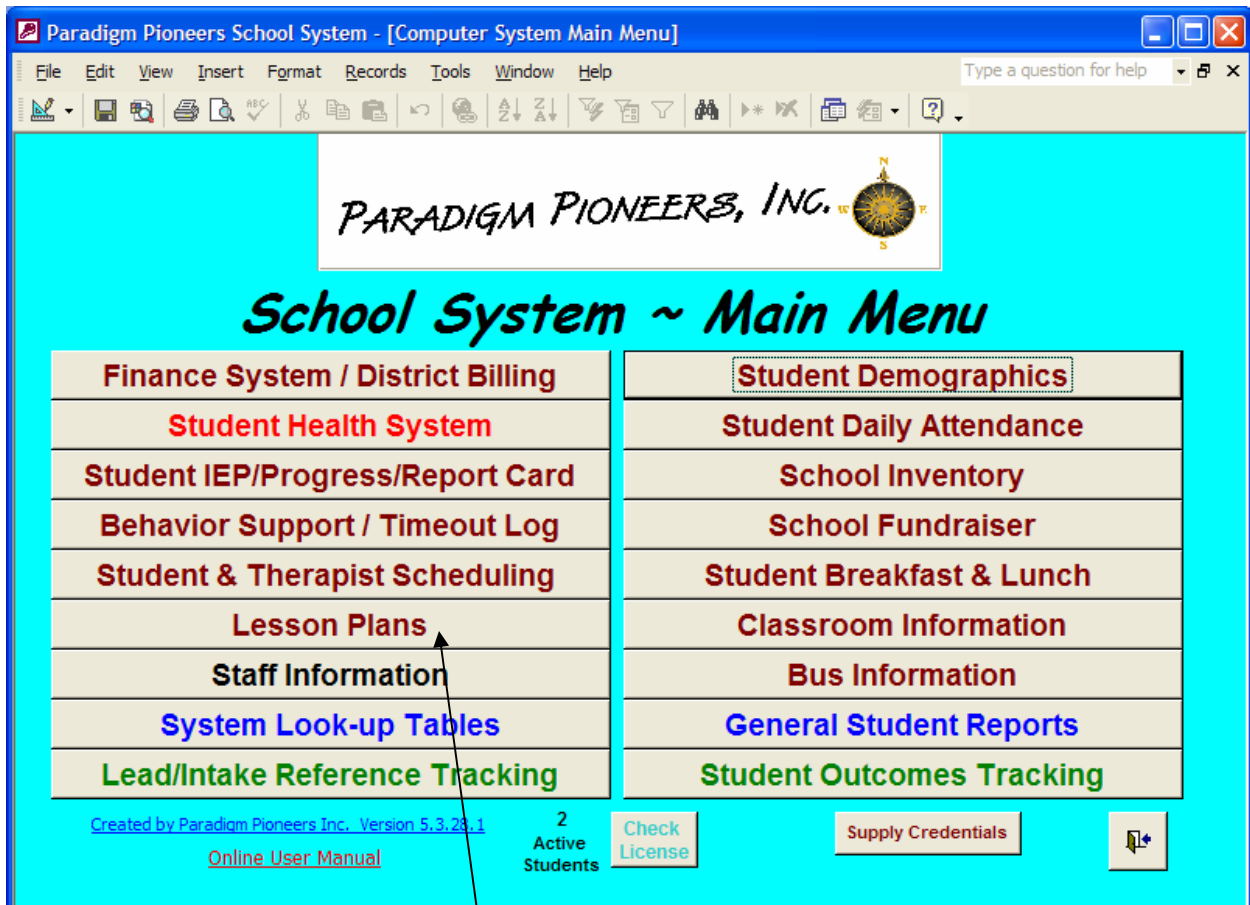
After clicking on the **PARADIGM PIONEER SCHOOL SYSTEM** icon on your computer screen, this screen will appear. Click on **OPEN** to enter the database.

If you get a password prompt at this point type "ppi" without the quotes.



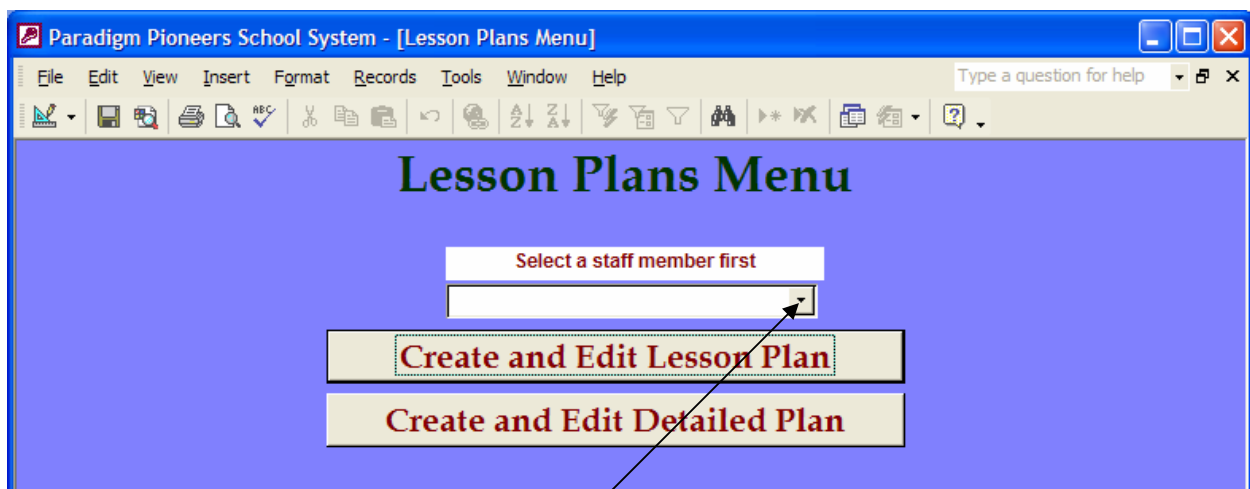
If you do not see your School Displayed above **CONNECT TO DATABASE** button select your school from the drop down list then Check Default.

Click on **CONNECT TO DATABASE**.  
The system will start up and bring you to the main menu.



This is the **MAIN MENU**.  
From here, you can access reports and information within the program.

Click on the **LESSON PLANS** menu item to begin.



Click on the drop down arrow to select your name from the staff list  
Click **CREATE AND EDIT LESSON PAN** menu button.

This is the **Lesson Plan** screen.

1. Enter an **Objective/Title/Description** of your lesson Plan. This is something that makes sense to you so you can look up your lesson plan at a later date. You can put anything in this field.
2. Select a **Subject** for your lesson plan. This subject will be used to gather the similar goals and objectives for the various students IEPs you've added to the lesson plan.
3. Select your name from the **Instructor** field.
4. Enter the **Period** this lesson pan will cover Week or Month.
5. Enter a **Period Target Start Date** and **Period Target End Date**. Note: If you double click with your left mouse button in **Period Target Start Date** it will put today's date in and an end date 7 days from now.
6. Click **Save Plan** before filling out the next sections.

Continue on the next page with Step 7

7. To assign an entire Class Select your Class number from Class to Assign.

8. Then Click the Button to the right.

9. These fields are optional

10. These 3 buttons are optional since you already added students and you can add materials and objectives from this main form.

11. Select any **Objective** for the lesson plan by Code from this Drop down. Or Select Objectives for only the subject selected in step 2 by selecting this drop down list.

12. Select Materials from the drop down list on the right or type out your materials.

13. Type or Copy and Paste your Procedures and activities in to the Boxes labeled **Monday** through **Friday**. Note you can type as much as you want in these fields.

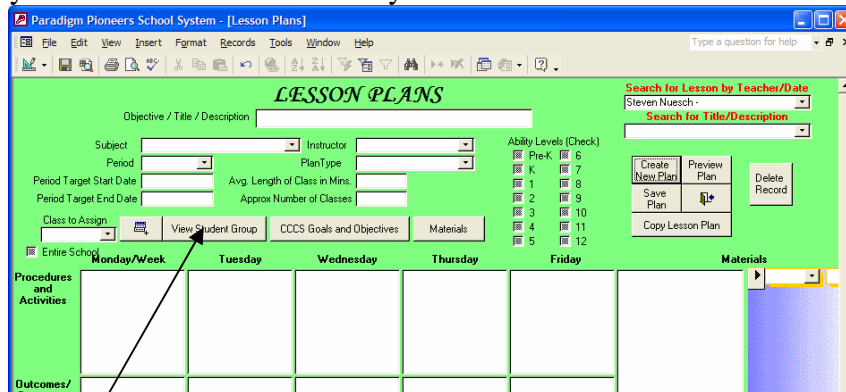
14. Additional Notes and later Outcomes can be added to your lesson Plan.

15. Click Save Plan and then Print Plan.

## Addition Features and Tips

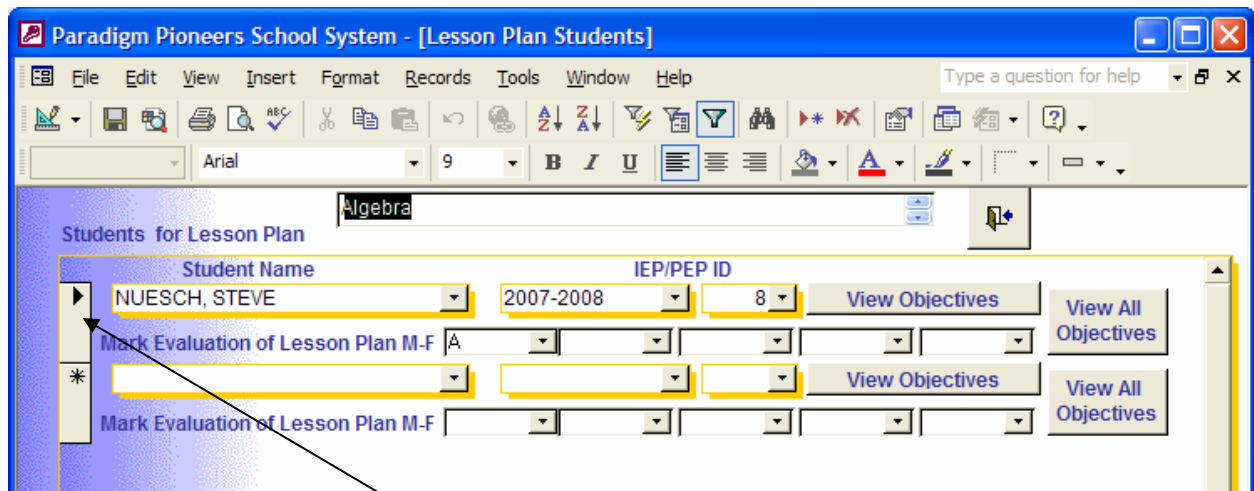
### To Copy a lesson plan:

1. Select your Lesson Plan and Click **Copy Plan**.
2. Then come back into this form and search for your Copied Lesson plan.  
Note the lesson plan you copied will have a Period target start date of today and the word “Copy” added to the end of the Title.
3. At this point you can Add/Delete or Modify information.



1. To Assign one student at a time or verify the correct IEP was selected choose View Student Group.

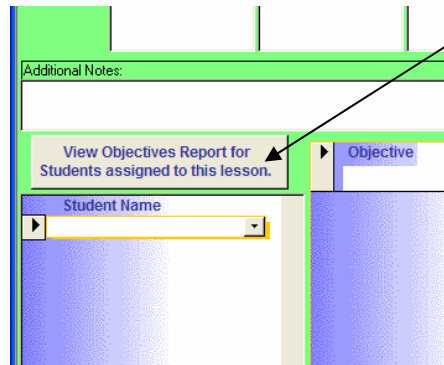
**To Add Students one at a time**, choose the Student Name and then the current IEP. You can also mark students evaluations Monday through Friday for this Lesson plan.



To delete the Student, click in the box to the left of the Student Name. The box will contain either a black arrow or a pencil figure. Once you click in that box, the box will turn black. You must hit the **DELETE** button on your computer keyboard. A message will appear on your screen (see above). Click **YES**. This will delete the record.

You can also Delete Objectives and Materials similarly by selecting the box to the left of the objective or material and pressing **DELETE** button on your computer keyboard.

To View the Goals and objectives for Subject for the students assigned to this lesson plan Click the button **VIEW OBJECTIVES REPORT FOR STUDENTS ASSIGNED TO THIS LESSON**



If this report does not produce the results you expected verify the subject you selected is the same as the subject selected on the students IEPs.

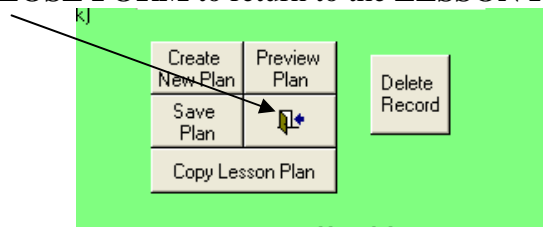
Also verify the Student's correct IEP year has been selected.

Note: you do not need to choose Goals for objectives that have goals linked to them. Goals will automatically print when select your objectives.

You may still select goals for this lesson plan by Clicking on **CCCS Goals and Objectives**.

When you are done with lesson plans;

Click **CLOSE FORM** to return to the **LESSON PLAN MENU**.



Click **CLOSE FORM** again to return to the **MAIN MENU**.

Clicking **CLOSE FORM** one last time will exit you out of the program.