Creating a Lesson Plan

Last updated: 8/13/2012

A Lesson Plan is a container for content similar to a Content Area or folder. This allows you to view the lesson profile, objectives, and content items you need to complete a lesson. Your instructor can provide you with information on how your knowledge will be measured, the needed materials, the duration of the instruction, and what you should have learned after the instruction.

Typically, Lesson Plans are added to Content Areas, but they can be added to Learning Modules and folders.

A Lesson Plan is a container for content items, similar to a Content Area, Learning Module, or folder. You can use Lesson Plans to help students understand the intended result of their learning and prepare them for the content ahead.

You create Lesson Plans in two steps based on the two tabs appearing on the Create Lesson Plan page:

- **Content Information**: This tab contains general information, such as Instructor, Objectives, and Subject Area. This information appears at the top of the Lesson Plan in a gray box when students access the Lesson Plan or when you view it with Edit Mode turned OFF.

- **Curriculum Resources**: This tab contains the Lesson Plan’s content items. You can create all content types in a Lesson Plan just as you can in a Content Area, Learning Module, or folder.

You can make Lesson Plans available to students or use them solely as a planning tool. The Lesson Plan tool is turned on by default, but the Blackboard administrator at your school can disable the tool.

1. Access a course area, such as a Content Area, Learning Module, Lesson Plan, or folder.

2. On the Action Bar, point to **Build Content** to access the drop-down list. Select **Lesson Plan**.
3. On the Create Lesson Plan page, the Content Information tab appears first by default. This tab enables you to display general information for users at the top of the Lesson Plan in a gray box.
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4. Type a Name for the Lesson Plan. This is a required field and appears as the link to the Lesson Plan in the course area.
5. Type an optional **Description**. Use the Text Editor functions to format the text and include files, images, links, multimedia, and Mashups.
6. Type information for the default elements: Instructional Level, Instructor, Objectives, and Subject Area. You can edit a default element’s title by clicking the existing title to access the Edit Element Name text box. Delete an element by clicking the X.

![Instructional Level](image1)

7. Select the check box next to Share with students for each element that you want to appear in the Lesson Plan when students view it. If information is not added to a default element, it does not appear in the Lesson Plan and does not require deletion. Clear the check box next to Share with students for any information that is only for you.

   Note: Change Edit Mode to OFF to ensure that you reveal only the information you intend to show to users.
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8. To add new elements, point to **Add Lesson Plan** Section on the Action Bar to access the drop-down list.

9. Select an element. The new element is added to the bottom of the list on the Create Lesson Plan page, where you can edit its title and use its Text Editor, if available.

   **Note:** Select Section Headings to organize the elements. After adding a section heading, click the title to edit the name.
10. Select Yes for Permit Users to View this Content to make it available to students.

11. For Select Date and Time Restrictions, you can set Lesson Plans to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times. Display restrictions do not affect Lesson Plan availability, only when it appears.

12. Click Save and Exit to save the Lesson Plan shell and return to the course area. You can edit the Lesson Plan later to create content items.

-OR-

Click Save and Continue to display the Curriculum Resources tab and create content now.

Result

A newly created Lesson Plan is an empty container. Click the link to the Lesson Plan in the course area to access it. Next, point to any of the functions in the Action Bar to create content.
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After creating content in the course area, you can set the sequence of items with the drag-and-drop function or the Keyboard Accessible Reordering tool on the Action Bar. For instructions on reordering and editing content items see Editing and Managing Course Areas and Content.

Change Edit Mode to OFF to view the Lesson Plan as students see it. It is substantially different than the view with Edit Mode set to ON.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.