

My Lesson Planner

Menu Update

The menu structure for MyLessonPlanner.com will be changing soon. This document will help outline some of the specific changes that are happening.

As you can see in the image below, the old Tab view will be replaced with a new “Mega Menu” that spans across the top of the entire viewing area.

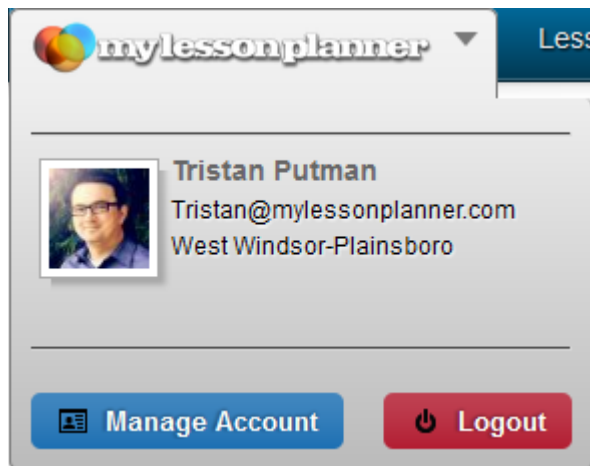
This will allow for added flexibility when adding new features and menu options, as well as consolidating some of the screen space to make more room available on-screen for the Lesson Planning process.

The screenshot displays the My Lesson Planner web application. At the top, a dark blue navigation bar contains the logo and several menu items: Lesson Planning, Reports, Contact Support, Training Guide, and Quick Links. Below this, the main content area is divided into a left sidebar and a central calendar. The sidebar includes a user profile, a 'My Calendar' section, and three main menu items: 'Create a Lesson Plan', 'View-Groupings', and 'Teacher Calendar'. The calendar itself is for May 2013, showing days from 28 to 8. It features several holiday and school closure callouts: 'Cinco de Mayo' on May 5th, 'Mother's Day' on May 12th, 'Memorial Day Schools Closed' on May 27th, and 'John F. Kennedy's Birthday' on May 29th. A 'month' button is visible in the top right corner of the calendar view.

New Features of the Menu include:

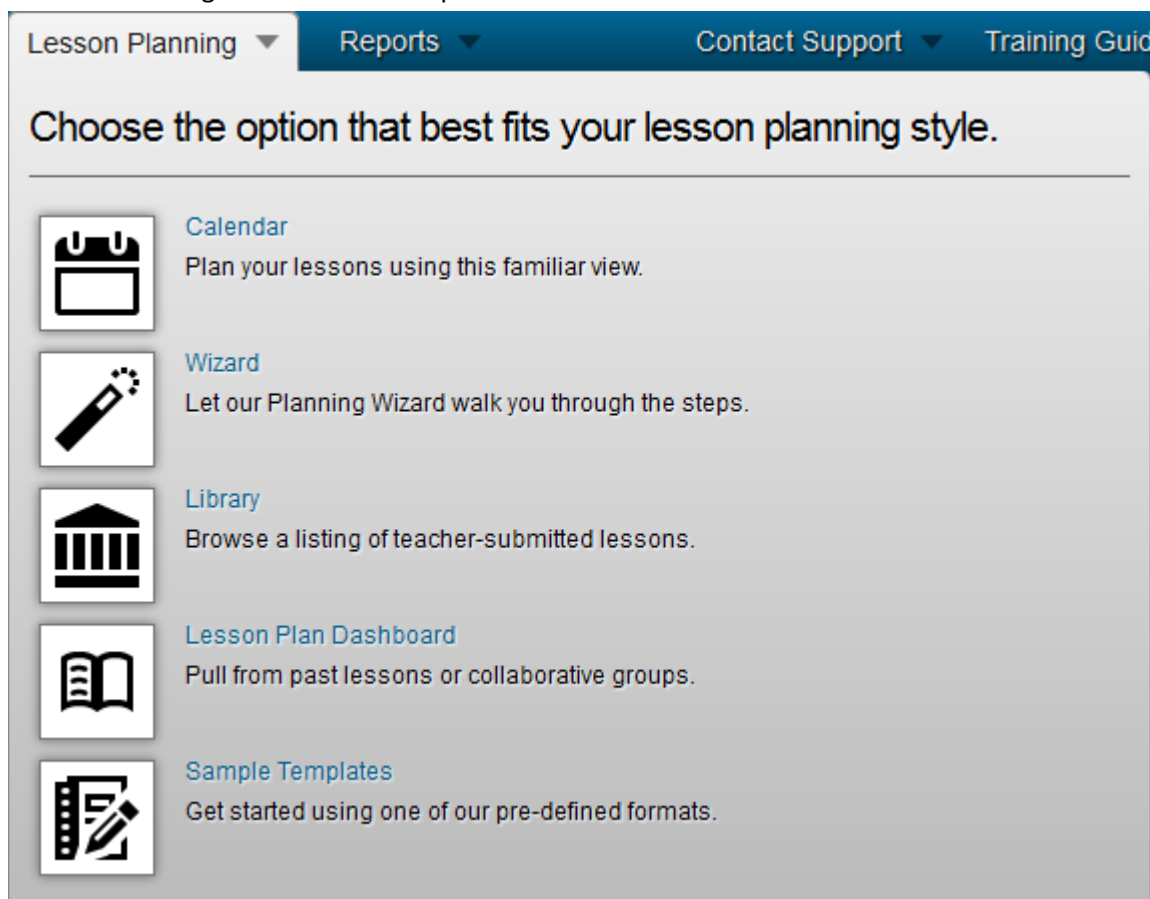
- Ability to set the Calendar as your “Home Page”
- The Calendar now expands to fill your entire monitor. Other pages throughout the website will soon follow this format going forward.
- You can click on the Menu Text to take you to the same pages the Tab pages reference, for example, clicking on the **Lesson Planning** menu text, will take you to the same page that the current **Lesson Plan Tab** references.

Hover over the MyLessonPlanner.com Logo to reveal information about the currently logged-in User, as well as an option to **Manage Account** and to **Logout** of the website.



The image shows a user profile dropdown menu. At the top left is the MyLessonPlanner logo. Below it is a profile picture of Tristan Putman, a man with glasses. To the right of the photo, the text reads: "Tristan Putman", "Tristan@mylessonplanner.com", and "West Windsor-Plainsboro". At the bottom of the dropdown are two buttons: a blue "Manage Account" button with a person icon and a red "Logout" button with a power icon.

The Lesson Planning menu now presents several different options to allow you to quickly start a new Lesson Plan using several different options.



The image shows a navigation menu with the following items: "Lesson Planning", "Reports", "Contact Support", and "Training Guide". Below the menu is a section titled "Choose the option that best fits your lesson planning style." with five options, each with an icon and a description:

- Calendar**: Plan your lessons using this familiar view. (Icon: calendar)
- Wizard**: Let our Planning Wizard walk you through the steps. (Icon: pencil with sparkles)
- Library**: Browse a listing of teacher-submitted lessons. (Icon: classical building)
- Lesson Plan Dashboard**: Pull from past lessons or collaborative groups. (Icon: open book)
- Sample Templates**: Get started using one of our pre-defined formats. (Icon: document with pencil)

Access to reports has been streamlined:

The screenshot shows a web interface with a dark blue header bar containing navigation links: "Reports", "Contact Support", "Training Guide", and "Quick Links". Below the header is a section titled "Reporting and Analysis Tools" with a horizontal line separator. This section contains two columns of buttons. The left column includes: "Standards Not Used", "Standards Used", "Lesson Plan Listing", "Curriculum Map Detail by Standard", and "Browse Standards". The right column includes: "Progress Monitoring", "Attendance Tracking", and "Students Absent Today". Below this is a section titled "Reporting for Administrators" with another horizontal line separator. It contains two columns of buttons: "Usage Overview", "Teacher Usage", "Lesson Plan Review", and "Lesson Plan Comments". At the bottom left of this section is a link icon (a book) followed by the text: "Visit the Reports Homepage for a full listing of all available reports, as well as an analysis tools to measure your standards usage by Tier." and a blue hyperlink "Reports Homepage".

Tip: Click the **Reports** menu text to be taken to the Reports Homepage.

Submit Questions, Problems, Ideas, and Praise easily by using the **Contact Support** option.

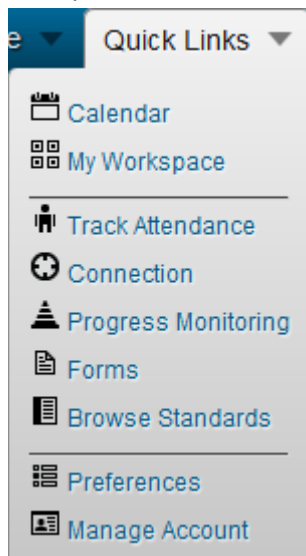
Our Support staff respond to these notifications throughout the day - Nights & Weekends too.

The image shows a user interface for submitting support requests. At the top, there are two dropdown menus: "Contact Support" and "Training Guide". Below these are four radio button options: "Question" (with a question mark icon), "Problem" (with a warning triangle icon), "Idea" (with a lightbulb icon), and "Praise" (with a trophy icon). The "Question" option is selected. Below the radio buttons is a "Subject" label followed by a text input field. Underneath is a "Message" label followed by a larger text area. At the bottom left, there is a "Send" button with an envelope icon.

The most prominent change involves a more in-depth **Training Guide** that can be quickly accessed at all times. Training items will be displayed on-screen without the need to navigate away, allowing you to reference training resources while you continue to plan your lessons.

The screenshot shows the top navigation bar of the My Lesson Planner interface. The navigation items are: **anner** (with a dropdown arrow), **Lesson Planning** (with a dropdown arrow), **Reports** (with a dropdown arrow), **Contact Support** (with a dropdown arrow), and **Training Guide** (with a dropdown arrow). Below the navigation bar is a section titled **Topics of Interest**. This section contains a grid of 24 buttons, each with an icon and a label: **Calendar**, **Templates**, **Standards**, **Lesson Planning**, **View Groups**, **Layouts**, **Vocabulary**, **Curriculum Maps**, **Manage Dates**, **Library**, **Quick Reports**, **Progress Monitoring**, **Milestones**, **Clipboard**, **Password**, **View Full Training Guide**, **Adding Pictures**, **Review**, **Themes**, **Attendance**, **Preferences**, and **Printing**. Below this grid is a section titled **Training Guides & Resources**. This section contains four items, each with an icon, a title, and a description: 1. **Training Guide**: Icon of a book. Description: "Our comprehensive online Training Guide gives you an in-depth overview of all the features currently offered on My Lesson Planner. We walk you through step-by-step so you can easily follow along." 2. **Training Videos**: Icon of a clapperboard. Description: "Select Training Videos are available to give you a complete walkthrough of the various features offered on our website." 3. **Frequently Asked Questions**: Icon of two speech bubbles. Description: "If you have a question, chances are someone already had that same questions too! We keep a list of frequently asked questions updated for your convenience. You can view or search the listing of available questions." 4. **Request Standards**: Icon of a checkmark in a box. Description: "Our data-entry team is available to add or update any standards you need. Simply fill out this form to submit your request."

Finally, a new **Quick Links** section will allow you to access many of the features with ease.



Tip: Clicking the “Quick Links” text will take you directly to the Calendar.

What are we making these changes?

Based on Teacher Feedback, we are trying to make it easier to access the most-often used features of the website, as well as better enable new teachers to more easily get started using the website. Overall, we believe many of the features will also be easier to find now.

Why are we making this change now?

We find it's easier for Teachers to adjust to these changes while they are still using the website on a daily basis, rather than present them with an entirely different look & feel after they have been off all summer.