



Tim Etzler

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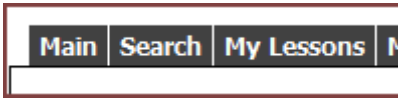
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Dear Teachers,

Questions have been asked about what to do with lesson plans in the CScope system from previous years. After talking to Mrs. Jennifer Kent (Asst. Superintendent for Curriculum and Instruction) and Mrs. Evanita Ramos (Director of Instructional Services) they decided that previous CScope lesson plans should not be deleted. There is a way to archive old lesson plans and retrieve archived lesson plans. The steps are as follows:

Archive An Old Lesson Plan

1. Log into CScope
2. Left-click the mouse on the “My Lessons” tab



3. The **My Lesson Search Results** will display the following column header (the number of records will vary)

| My Lesson Search Results - Displaying 1 through 13 of 13 Records | | | | | |
|--|-------|---------|--------|--------|--------|
| Week Of | Grade | Subject | Course | Lesson | Action |

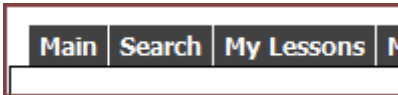
4. At the end of each listed lesson plans in the **Action** column is the word **Archive**

| | | | | | |
|------------|----|----|--|--------------------|---------|
| 10/20/2008 | 07 | SC | | Unit 04 - Heredity | Archive |
|------------|----|----|--|--------------------|---------|

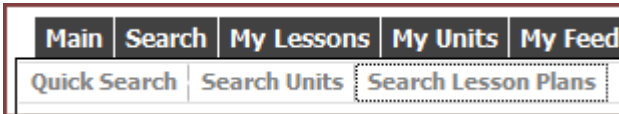
5. By left-clicking the mouse on **Archive** this will remove the old lesson plan from the present list and place it in a special designated storage space for archived lessons

Retrieving Archived Lesson Plans

1. Log into CScope
2. Left-click the mouse on the “Search” tab



3. Left-click the mouse on the “Search Lesson Plans” tab



4. Specify the information for Grade, Subject and Author
5. Left-click the mouse to check the “Show Archived Lesson Plans Only” box
6. Left-click the mouse on the **Search** button
7. This will display your archived lessons