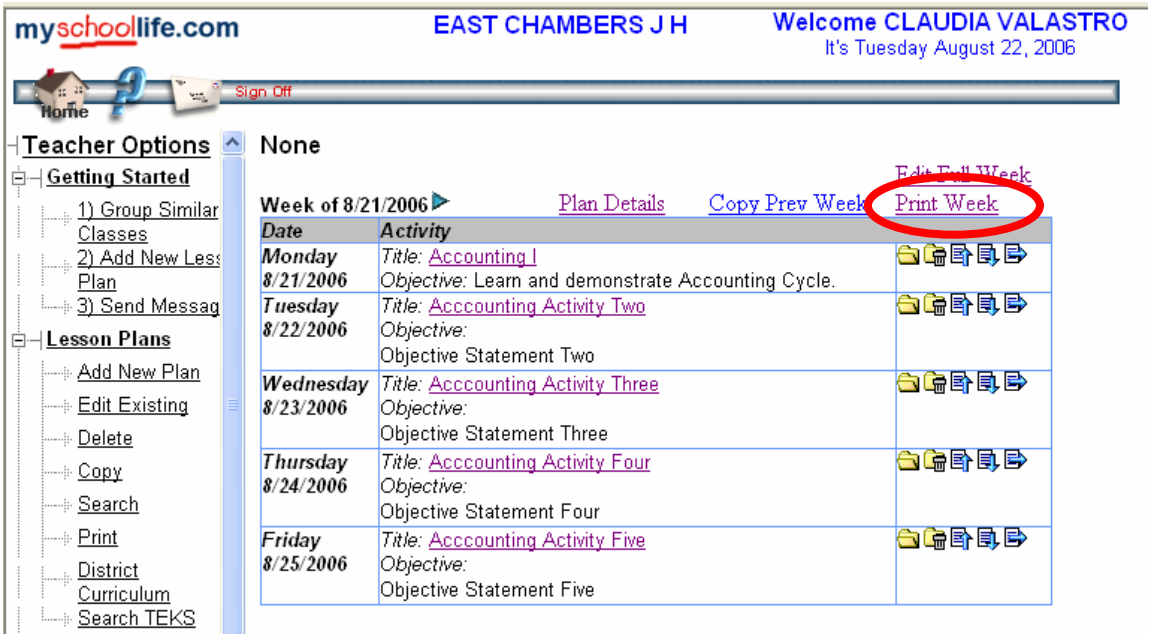
myschoollife.com

1. Create Lesson Plan using myschoollife.com application.

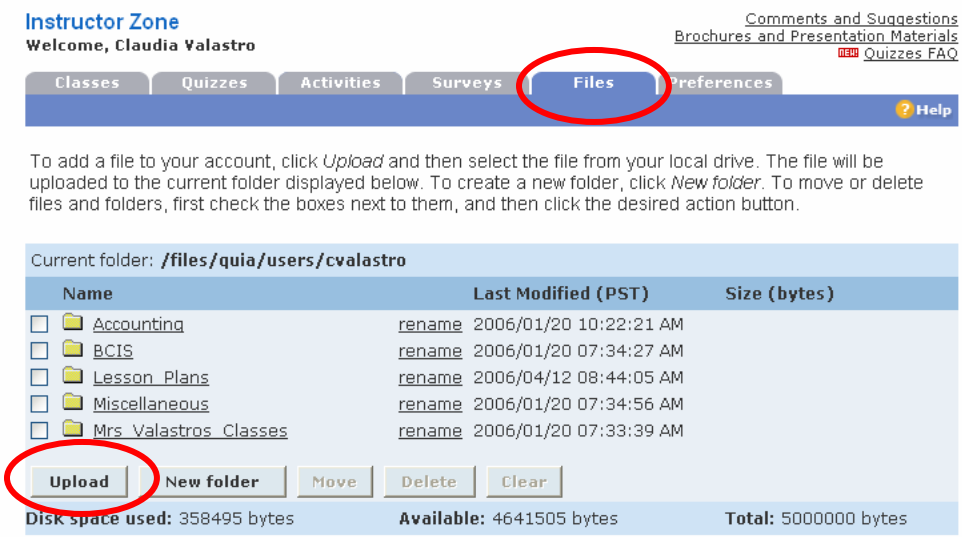
2. Upon completion of lesson plan, click on **PRINT WEEK** as shown below.

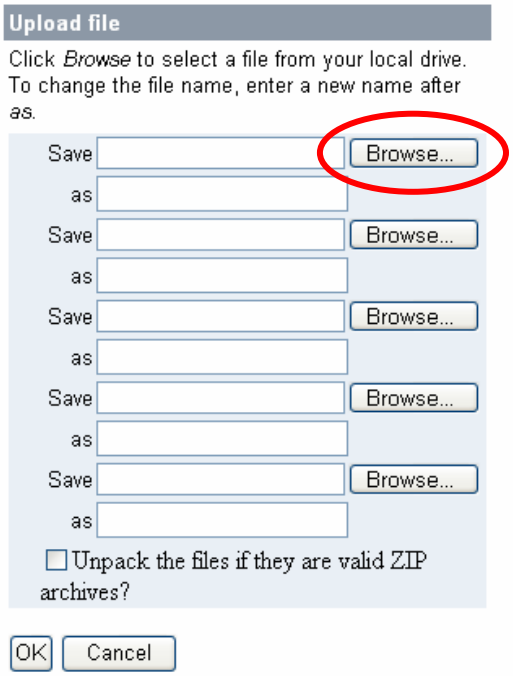


3. A web page version of your lesson plan will generate. Choose EDIT/SELECT ALL then EDIT/COPY. Open a Word document and choose EDIT/PASTE. Go to File/Page Setup and choose Landscape.

   Now you will be able to edit/modify the document as needed in MicroSoft Word. You will probably want to ***remove MODIFICATIONS*** and possibly other items.

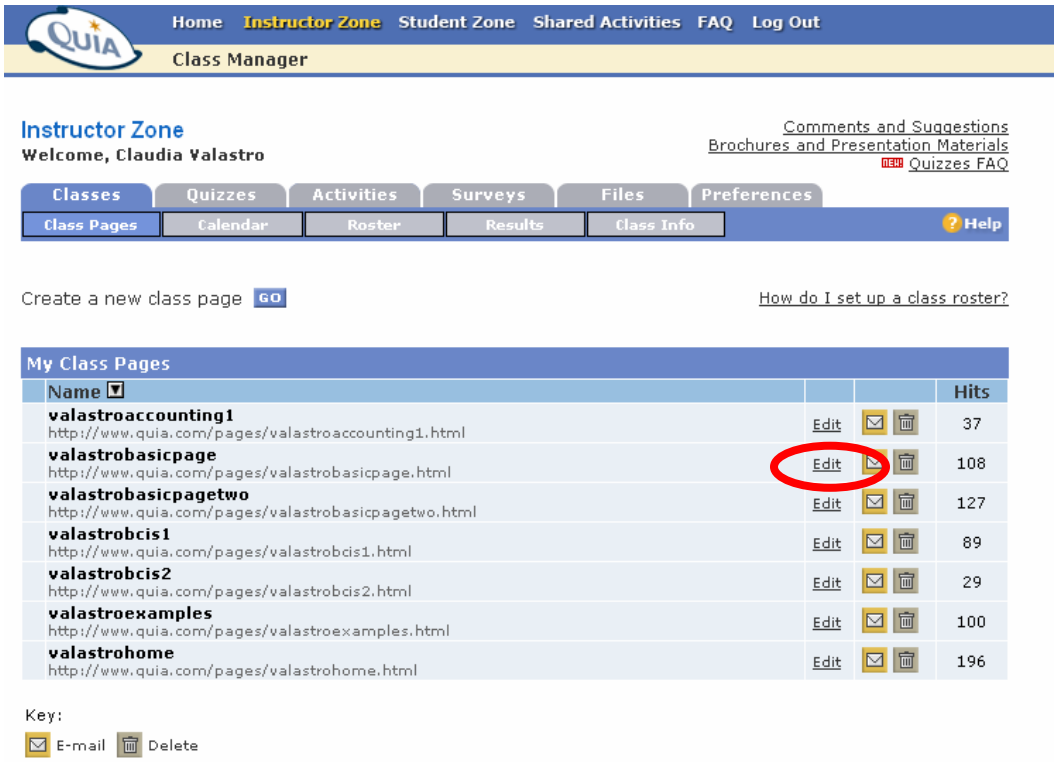
4. Save the file, login to Quia, and upload the lesson plan file into the appropriate Quia folder.





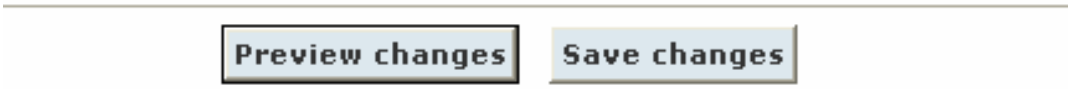
<u>DO NOT</u> enter a new name after AS, just let it save the original document's name in the Save area.

5. ***<u>The first time</u>*** you will need to locate the class page for which you want to add the link to the new lesson plan file. Click on EDIT as shown below.



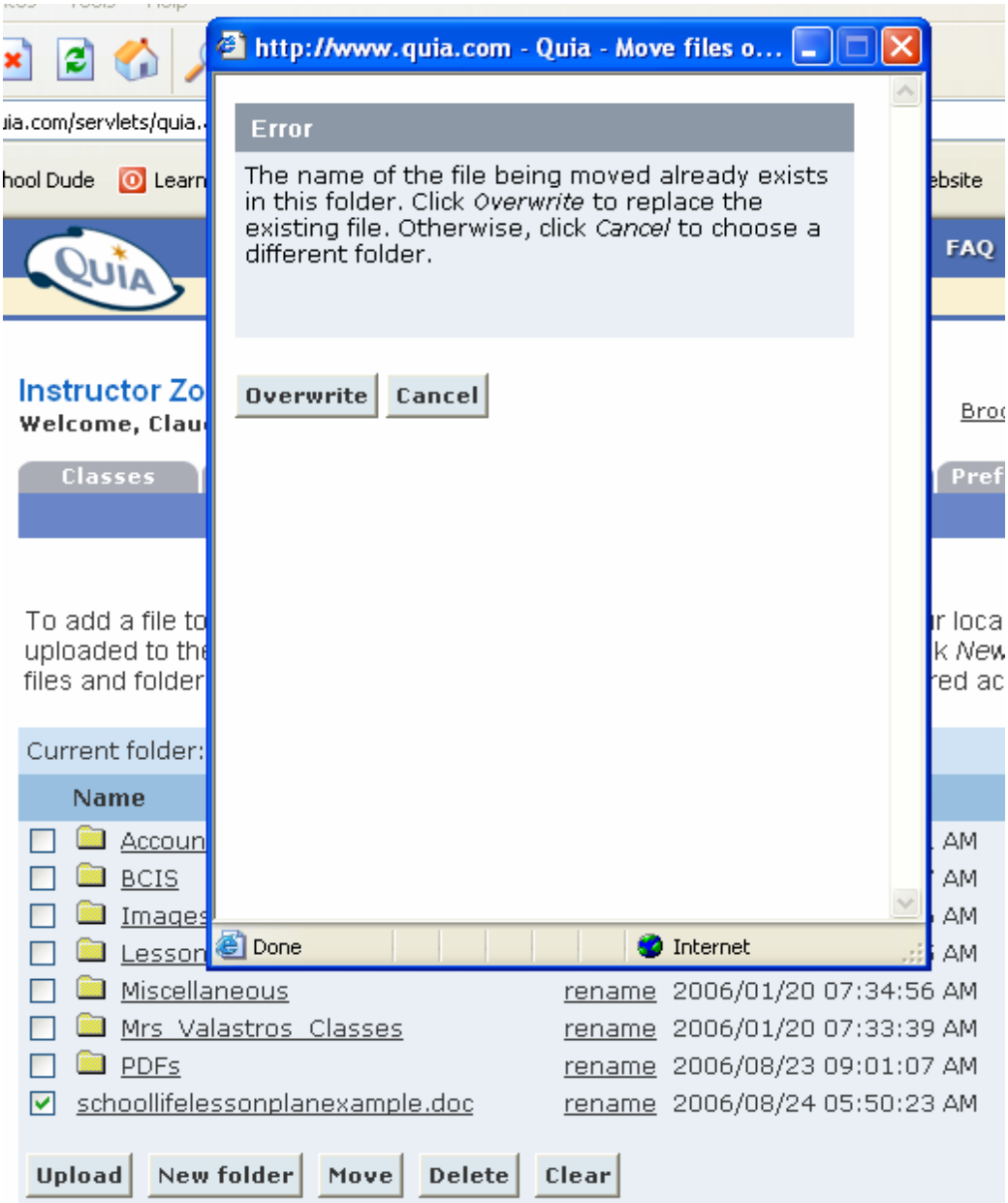
6. Scroll to Section 4, and right below the section is the **Insert** dialogue box. Click on INSERT and choose File. Browse and locate the Word lesson plan file you just uploaded to Quia. Select, click OK, and provide text anchor which will be the link that is clicked on in order to access the file from your web page.

7. PREVIEW CHANGES at the bottom of the page. If all is as you like, click on SAVE CHANGES. If not, continue editing, make changes, and repeat the process.



8. ***<u>The next time</u>*** you will be uploading your revised lesson plan file.

   When you go to replace the previously uploaded file with your newly revised file, you will likely get the option to **overwrite** the file. This is appropriate and will keep the link viable.



There are a few arrangements of your files and folders that may cause you NOT to get this overwrite option.

If you do NOT get the overwrite option, then simply delete the first file and rename the second file exactly what the first file was named, so that the link will still be able to locate the file.

Note: Because of various scenarios regarding popup-blockers and security settings, you may need to make some adjustments in your settings in order to upload to Quia. Ask for assistance if needed.