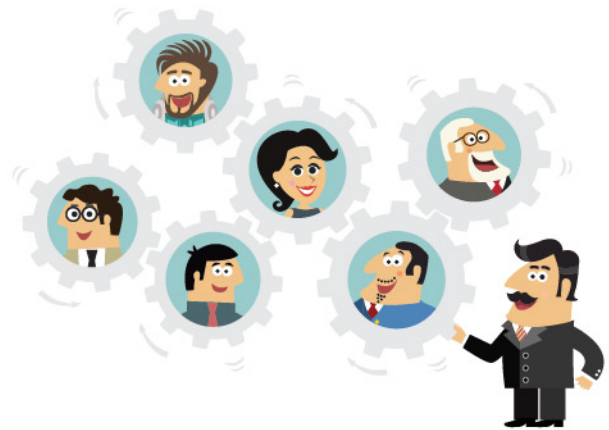


Creating a Course Plan

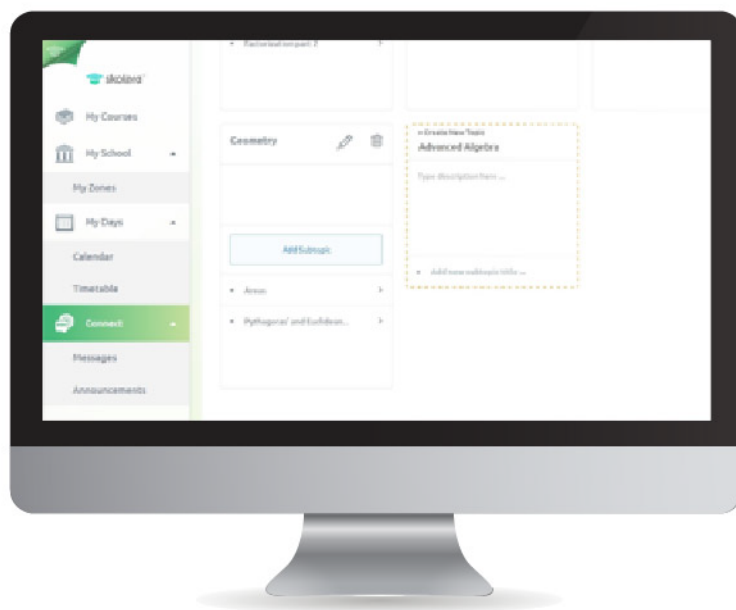
Heads of departments face the same burdensome task every year before the school year starts: Creating plans for the curriculum and ensuring that teachers stick to them and don't fall behind.

Skolera provides the heads of the departments with a curriculum planning solution that is also designed to follow up on the teachers' progress.



To create a course plan, follow these steps:

1. Click on **Course Planner** at the top right corner of the course you wish to manage.
2. Begin by clicking on **+ Create New Topic** and enter the title of the topic you wish to add.
3. Enter a description for the topic.
4. Add as many **Subtopics** as you need.
5. Click on the Plus sign to save.
6. Click on a **Subtopic** to display the menu for its **Lessons**.
7. Click **Add Lesson** to add a lesson to the subtopic.
8. Enter the **Lesson Name**, the **Learning Objectives**, and the **Starting Date** for each lesson.
9. Click **Save** to save the lessons.



You can reorder the Topics, subtopics and lessons by pressing on the Reorder button at the top. Drag and drop items to change their order.