

# Adding Lessons to Year Programs

This process shows how to copy previous lessons and add them to the year program.

1. Click on teacher workspaces as show below and select the Teacher you want to import lessons from.
2. Make sure the following assessment groups have been added. Go to Teaching workspace/select the Teacher/Select Timetabled classes/Load programme/Edit Marksbook Settings/Groups and Types
3. Make Sure Semester 1 Reportable is removed
4. Do not delete any other groups that might exist

If there are additional groups, please use numbering, Semester 1 and Semester 2 must be 1 and 2 example

1. Semester 1
2. Semester 2
3. Activities
4. Homework

The screenshot shows the 'Timetable' interface. On the left, a sidebar contains icons for 'My day', 'My classes', 'Traditional', 'Calendar', and 'Student'. The 'My classes' icon is highlighted with a red circle. The main area displays a table of classes with columns: CLASS, SUBJECT, STUDENTS, PROGRAMME TITLE, and ACTIONS. The table lists various classes, including 'Art and Media', 'Home Room Y11 Foley', 'Visual Art', and 'Yard Duty'. On the right, a sidebar titled 'Select student' shows 'SEQTA SUITE' release notes for versions 2019.4, 2019.3, 2019.2, and 2019.1.

To import the required lessons from the Organise Lesson tab

- Lessons along with their resources and syllabus links can be imported from other programs through the Organise lessons tab using the "Import Lessons" tool. Once the required lessons have been imported they can be dragged from the Unused Lessons browser into the timetabled lessons.

Accessing the lesson browser

1. Go to the Teaching workspace / My Classes
2. Click on the class or the Load programme icon
3. Open the Organise Lessons tab
4. Click on the Import Lessons button in the toolbar at the top
5. Using filters and/or the search, find and then select the lesson or lessons you would like to import (Choose the 2018S2 period)
6. Clear the Teacher list
7. Do a search for last year's semester 2 subject. Note some of last year's subject had different names eg Humanities was called Social Science last year.
8. Select all the lessons
9. Click Import
10. Under the planning tab - add weeks until 37
11. Open the "Unused lesson" browser by clicking on the black arrow in the top-right corner
12. Find the lesson and then click-drag it onto the applicable week in the main work area
13. Click Save

In the current program you will need to add the assessment task and activities that were in the 2018 Sem 2 program including the criteria, etc.