

Uploading Lesson Plans into SAFARI Montage

BCSD Lesson Plan Format (Naming Convention)

Save the lesson plans on your computer using the following format:

Pre K-8

Lesson Plans Subject Grade Teacher's Last Name Date (first day of the week)

Ex: Lesson Plans Social Studies 8th Royal 8-11-14 (make sure the date is in this format)

High School

Lesson Plans Subject Course Teacher's Last Name Date (first day of the week)

Ex: Lesson Plans Science Biology Thompson 8-11-14 (make sure the date is in this format)

It is very important that you use this format when you name your lesson plans, so that your plans will be searchable. If the format needs to be *modified for specific courses*, please get local administrative permission and all teachers use the same format. If you want to use abbreviations such as LP for Lesson Plan or SS for social studies, that is fine. Just make sure everyone uses the same abbreviations.

Step 1: Log into SAFARI Montage

- Go to <http://safari.bcsdk12.net> (New Site)
- Type in your Active Directory <User name> and <Password>.

Step 2: Upload Lesson Plans to Creation Station

- Start on the **Dashboard Tab** (Top of Page)
- Under Video Viewer (left side of page), Click <**Creation Station Upload**> button
- Navigation options appear on left. Click <**Media Upload**>.
[Note: Media Upload page may already be open.]
- On the **right** side, Click <**Browse/Upload File**> button.
[Note: This takes you to the next page. You may need to load the most current Java script.]
- Under Uploading Media Title, <**Hover over the rectangle box**> (move mouse over the box).
[Note: The rectangle box will turn green and say "Click to select or drag and drop." Click the box to view files on **your** computer.
- **Locate the lesson plan** you want to upload → **Double click file name**.
[Note: Wait while SAFARI Montage checks the lesson for viruses and convert the file to a PDF.]
- When the upload has been successful, you will see a screen with a number of options.

[Note: Make sure that the title of your lesson plan is in the BCSD format (see above). If it is not in this form, you can change it by clicking on “Edit the Title.”]

- **Mandatory: Add Descriptive Information and Rights Management.**

- Click the link “Add Descriptive Information and Rights Management” to open this section. The page that opens is **Descriptive Information**.
- Use the above **BCSD format** and type the title of your lesson plan (or copy and paste) in the description box. Add a few **key content topics** for the week (e.g. Georgia Geography, Lab Safety, Harlem Renaissance, 2 column addition.)
- Select the grade range for your lesson plan. It could be one grade level or a grade range such as 9-12.
- Click the tab, **Rights Management** (Just above the description box)
[Note: **This is very important!** Leave the check mark for “Never Expires.” The Download Box is automatically checked.]
- Make sure that the box for **Home Access** is checked.
[Note: If this is not checked, you nor your colleagues or administrators will be able to see this at home. Again, **MAKE SURE HOME ACCESS IS CHECKED!**
- **You MUST click the SHARE box to share the lesson plans with your school.**
Administrators will not be able to see your lesson plans unless they are shared. No need to complete anything else on this page.
- Double check and make sure you have added a searchable description and key topics, checked the box to **SHARE** the media and clicked **HOME ACCESS**.
- **CLICK SAVE and CONTINUE.**

Step 3: Go back to the **Dashboard** Tab on the Navigation Bar.

- Locate **My Files** (the yellow box located below the video preview box)
- Click on **My Files**.
[Note: You should now see the lesson plan you uploaded. You can edit your lesson plan at any point- just click the **Edit button**. To view what you have uploaded at any time, go to **My Files** and you can find and/or search for your uploaded media.]

Finding Lesson Plans in SAFARI Montage

These directions are for administrators, coaches, department heads, PEC teachers or anyone else locating lesson plans uploaded by other teachers in SAFARI Montage.

Step 1: Log in to SAFARI Montage: <http://safari.bcsdk12.net> (New Site)

Step 2: Type in your Active Directory log in and password (same one you use for email.)

Step 3: Click on the Search Tab in the Navigation Bar (beside the Dashboard Tab.)

Step 4: On the left hand side, scroll down until you find **Publisher**. Click the drop down box and locate **Creation Station**. Do NOT use Creation Station-My Files.

Step 5: Go back to the top of the left hand column and locate KEY WORD. Type in any of the following as “Key Words” to locate a teacher’s lesson plans:

- Lesson Plan (or LP if using the abbreviation)
- Date in the following format: 8-11-14
- Subject (in a *predetermined* abbreviation : e.g SS, Sci, ELA, Math, PE, CTAE, FL, Music)
- Last name of teacher
- Or any combination of the above

Step 6: Click **Search**- The lesson plan/s requested should appear in the middle of the page. If the search results only show up under the Video Media Tab, locate the Documents Media Tab and open Documents.

Step 7: Don’t forget to go back to **Publisher** on the left hand side → Change Publisher back to **All Publishers** for future SAFARI Montage searches.

NOTES:

If **you** uploaded lesson plans into SAFARI Montage, you find them in **My Files (the Yellow Box.)**

If you are looking for someone else’s lesson plans:

- Go to Search
- Change the Publisher to “Creation Station,”
- Search using a Key Word such as Lesson Plan (LP), Specific Date (9-15-14), Subject, Teacher’s Last Name, or any combination of the these topics.