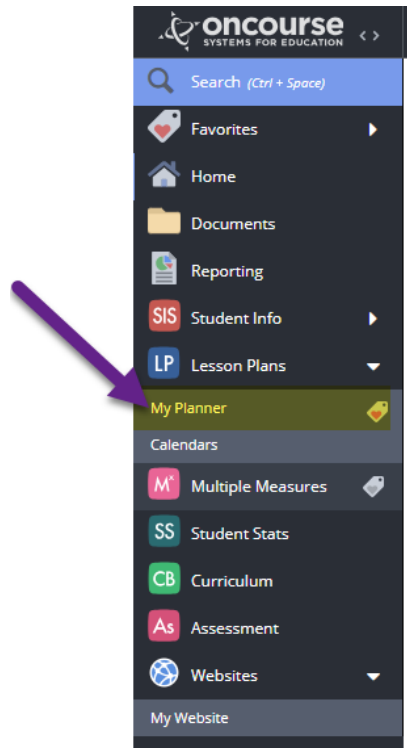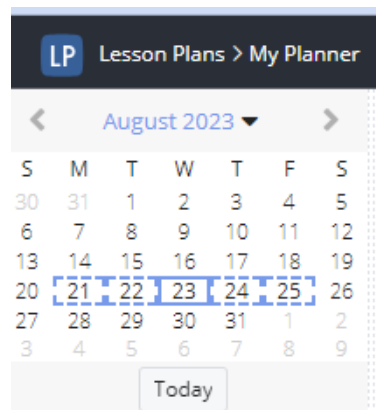# Applying a Template to a Lesson Plan

☐ After logging into OnCourse, click on LESSON PLANS on the left of the webpage. That will open up two options. Select MY PLANNER.

☐ In the calendar on the left, click on the week that you want to write/view plans.

☐ Once that week opens up, click on the drop down found at the top of the screen. Click on the template you wish to apply. You have to do this for each page of the lesson plan you have. If you go to page 2, apply the template again.