



Tim Etzler

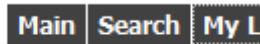
District Instructional Technologist
tetzler@kingsvilleisd.com

P.O. Box 871 / 207 N. Third
Kingsville, Texas 78363
Office: (361) 592-3387 x8157
Fax: (361) 516-0278

CScope - Recover An Archived Lesson Plan

1. Login to CScope

2. Left-clicking the mouse on **My Lessons** will only show Active lesson plans. Archived lesson plans will not be displayed.
3. Left-click the mouse on **“Search”**



My Daily Lesson Plan:

4. Left-click the mouse on **“Search Lesson Plans”**



Quick Search | Search Units | Search Lesson Plans | Search

5. Change the **Author** to your name and left-click the mouse to check the box under **“Show Archived Lesson Plans Only”**

Author
Etzler - ADM, Tim
Show Archived Lesson Plans Only

6. Left-click the mouse on the **“Search”** button

Show Archived Le

Search

7. All your Archived Lesson Plans will be displayed

Tim Etzler - ADM's Archived Lesson Plans

Lesson Plan Search Results - Displaying 1 through 1 of 1 Records

Displaying Archived Lesson Plans Only

Grade	Subject	Course	Week Of (Dates)	LessonPlan Title
08	SS	AP US History	09/14/2009	Archiving

8. Left-click the mouse on the Lesson Plan you wish to un-archive
9. Left-click the mouse on **“Edit Lesson Profile”**

Active: Archived
Edit Lesson Profile | -Select Lesson Ele

Notice that Active indication is marked **Archived**

Lesson Plan Activities

10. The box under **Archive This Record** should be checked

Mark for deletion Archive This Record Compl

11. Left-click the mouse to uncheck the box under **Archive This Record**

Mark for deletion Archive This Record Compl

12. Left-click the mouse on the **“Save”** button

Mark for deletion Archive This R

Save

13. The Active indication is now marked as **Yes**

Active: **Yes**

Edit Lesson Profile -Select Lesson Eler

Lesson Plan Activities

14. Left-click the mouse on **“Home”**

Home

<< Back to Sea

rch My Lessons My

15. Left-click the mouse on **My Lessons** and now the lesson plan you un-archived will now be displayed

My Lesson Search Results - Displaying 1 through 1 of 1 Records				
Week Of	Grade	Subject	Course	Lesson
09/14/2009	08	SS	AP US History	Archiving