

Before > During > After

BEFORE TEACHING

- Start at StudyHouse Nest.
- Open the student page when you need goals, testing, progress reports, work samples, or the Case Manager Summary.
- Open the subject lesson plan.
- Choose the student tab.
- Find the current week and first unchecked activity.
- Read Relevant Info and Teacher Notes.

DURING TEACHING

- Open the linked resource.
- Teach the stated skill or objective.
- Follow the planned instructional sequence.
- Use the Resource Library for supplemental materials.
- Never expose shared usernames or passwords.

AFTER TEACHING

- Mark Complete only when finished.
- Select yourself in Teacher.
- Add Session Notes: what happened, wins, next steps, and a brief summary.
- Leave enough context for the next staff member.

LESSON-PLAN COLUMNS

Complete
finished?

Date
current week

Lesson Title
topic/unit

Resources
what to open

Relevant Info
skill/objective

Teacher Notes
prep/context

Teacher
who taught

Student = who | Lesson Plan = what | Session Notes = what happened