

Lesson Schedules How-to Guide

Version 2.0

Last updated: 1/23/2013

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The Church of Jesus Christ of Latter-day Saints

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Lesson Schedules Overview

Lesson Schedules Help

Lesson schedules shows you the schedules for all priesthood and auxiliary organizations, groups, and classes in your ward. You can use lesson schedules to view lesson topics for the classes you and your family attend. Lesson schedules is available at the ward level only, not the stake.

Accessing Lesson Schedules

You can access Lesson Schedules by going to LDS.org and selecting **Sign In/Tools > Lesson Schedules**, or by going directly to <https://lds.org/lesson>. You will be prompted to log in with your LDS Account.

You must be a member of the ward (or an out-of-unit ward leader or member) to view the Lesson Schedules for your ward.

Stake leaders do not have access to the lesson schedules for each ward in their stake (beyond their own). Similarly, out-of-unit stake leaders do not have access to Lesson Schedules for the wards in which they serve.

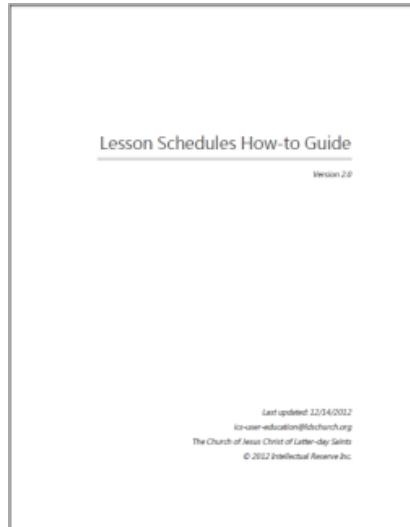
Getting Started Guide

The Lesson Schedules Getting Started Guide provides a one-page basic introduction to Lesson Schedules. This guide is helpful for distributing to members in your ward to introduce them to Lesson Schedules. You can access the getting started guide from the Lesson Schedules online help.



How-to Guide

The Lesson Schedules How-to Guide (what you are reading now) provides the same content as the online help but in a PDF format that you can print.



Getting Help

For help with the calendar, you can use the LDSTech Forum to ask questions, raise concerns, or look for information. To access the LDSTech Forum, go to <https://tech.lds.org/forum>. In the LDS.org Website forum section, click the **Lesson Schedules**. You must sign in with your LDS Account.

When you post to the forum, be specific about your question. If you're seeing an error, note the error and explain what you did to produce the error.

It can also be helpful to add your calling, but you don't need to note your unit name or contact details.

Most forum moderators are knowledgeable volunteers. You can expect to hear back about problems and issues within about a day or sooner.

Release Notes

Version 2.0

Lesson Schedules 2.0 was released on 12/12/2012. The 2.0 release includes content for all 2013 classes, including content for the 2013 new Youth Curriculum, Come Follow Me.

The Come Follow Me curriculum has a more flexible, question-based format. When you set up a lesson schedule in the 2013 Come Follow Me curriculum, you can select a question you want to discuss. The question links to resources online for that topic.

You can learn more about the new curriculum from the Church News & Events article, [Church Announces New Youth Curriculum for 2013](#).

Other Updates

Lesson Schedules 2.0 includes some other updates as well:

- For custom topics, you can add a URL to a resource online.
- The interface has been translated into 10 languages: German, Spanish, French, Italian, Portuguese, Swedish, Russian, Korean, Chinese and Japanese.
- The "Administration" link is now called "Administration."
- Various bugs have been fixed.

Viewing Lesson Schedules

As long as administrators have set up the schedule of lessons, you can view lessons scheduled for you and your family throughout the year.

Viewing Lessons for the Upcoming Sunday

When you go to Lesson Schedules for the first time, no classes are

shown. You must select the classes you want to see. In the **Class** column (on the right), select the check boxes next to the classes you and your family attend. Once selected, the class and next lesson scheduled for that class appear on the left.

The upcoming lesson appears below each class. If the lesson covers a chapter in a manual, the lesson name links directly to the online chapter. This makes it easy to prepare for upcoming classes.

View Lessons Scheduled for the Year

The home page view shows only the next lesson scheduled. To view lessons for the entire year, click the **View Year** link next to the class.

View Lesson Schedules from Your Mobile Device

Although Lesson Schedules isn't responsively styled, the site is simple enough that you can navigate it on a smartphone. If you have an iPhone, you can download Lesson Schedules as a quicklink to your home screen. Open a mobile web browser and go to <https://lds.org/lesson>. After signing in, tap the arrow button on your browser footer bar, and then select Add to Home Screen.

Print Out Lesson Schedules

You can print out a lesson schedule for the year by clicking the **Print** button.

Why Lesson Schedules Was Created

Lesson Schedules helps members know what lessons will be taught on Sundays so they can adequately prepare by reading the lesson material. Preparing beforehand can lead to a better learning and teaching experience.

For example, the introduction to the D&C Class Member Study guide says,

You share with your Gospel Doctrine teacher the responsibility to help the class be successful. Come to class prepared to contribute to the discussion and to share personal testimony, feelings, and experiences regarding the principles and doctrines being taught.

How can class members arrive prepared without knowing which lesson will be taught? Printed guides include only a lesson sequence, not a list of dates indicating when the lessons will be taught. With general conference, stake conference, ward conference, and holidays, it can be tricky to know just what lesson will be taught.

Some instructors send out blast e-mails to members letting them know the next lesson. Others list the next lesson in Announcements section of the Sunday program.

While these methods may be helpful, they usually focus on adult Sunday School only and omit information for young men, young women, elders quorum, relief society, gospel doctrine, primary (with its numerous classes), and optional courses.

Even when teachers try to disseminate lesson information ahead of time, these e-mail messages and Sunday programs reach only a small number of people — the ones who happen to be on the e-mail list or who happened to get a program and manage to keep it through the week.

In contrast to these print methods, Lesson Schedules gives you a dedicated place on LDS.org that any member of your ward can access at any time. The lesson schedules don't just list Sunday School lessons; they list schedules for every class taught at Church. (This way you can know what your children are learning in Primary!) Members can select the check boxes next to the lessons they want to see, so the lesson display is personalized to show lessons only for classes you attend.

The Lesson Schedules homepage links to the next scheduled lesson for each class, making it just one click for the member to go directly to the lesson material.

In addition to facilitating pre-class preparation, Lesson Schedules also helps members in-class access study material. Think of the last time you were sitting in Relief Society or Elders Quorum and the

instructor asked who brought a manual. With Lesson Schedules, rather than sending someone off to retrieve extra manuals, members with smartphones or tablets can go directly to the lesson on their devices.

Setting Up Lesson Schedules

Rights and Roles

Administrators for Lesson Schedules include bishoprics, clerks, executive secretaries, and ward website administrators.

Lesson Schedules is not available at the stake level, but stake leaders and clerks have administrative rights for their own ward so that they can learn how the application works and provide training and support to ward administrators.

Organization leaders, such as elders quorum presidents and Sunday School presidents, as well as their counselors and secretaries, have rights to add classes for their organization but not events.

There isn't a way to add additional administrators in Lesson Schedules. If you need to add someone as an administrator, and the person does not have one of the default administrator callings, consider adding the person as a ward website administrator in MLS.

For more information about why stake leaders don't have administrative access for each ward in the stake, see "Enforcing Lesson Synchronization" on page 27.

Setting Up Lesson Schedules


To set up Lesson Schedules, you need to follow three basic steps: Add Events, Add Classes, and Adjust Lessons. In general, you perform the steps in this order (adding events first, then classes, then adjusting lessons) because usually on days you have events (such as general conference, stake conference, and ward conference), you postpone your lessons. By adding events before lessons, Lesson Schedules will postpone the lessons on event dates (rather than cancel lessons on those dates).


Step 1: Add Events

An administrator first needs to add the following events to Lesson Schedules: general conference, stake conference, ward conference, and any holidays that affect your lesson schedule. Administrators for Lesson Schedules include bishoprics, clerks, executive secretaries, and ward website administrators.

It's important to add events first, because then you'll know which dates you're actually teaching lessons. Most stakes don't teach a lesson during general conference and stake conference. Ward conference events vary — sometimes the leaders teach the scheduled lesson, and other times they replace the lesson with something else.

Add Events

1. From the home page, click **Events**.
2. Select the year from the year drop-down menu.
3. Click + **Add Event** in the upper-left corner.
4. Click the calendar  button and select the date of the event. You can select only Sundays because Lesson Schedules only accommodates Sunday classes. (You can't create lessons for non-Sunday classes, so any non-Sunday day is irrelevant to a class schedule.)
5. In the **Event Name** box, type a name for the event.
6. Under **Event Type**, select the type of event taking place. (There are no rules based on event types, but there may be in the future.)
7. Select the classes affected by the event. (If you removed all the classes, you will not see any classes here.)
8. Click **Save**.

If you need to edit an event, click **Events** and then click the edit  button next to the event you want to change.

Now that you've added events, it's time to add classes. Most likely Lesson Schedules already has a set of default classes that appear. The list of classes is probably incomplete. Regardless, go ahead and delete all your existing classes. And then re-add them.

Why delete the existing classes? When you create a class that has a standard lesson manual, Lesson Schedules will auto-fill your schedule with lessons. On days when events occur, the auto-fill will *postpone* lessons on those days.

But here's the catch: In order for the auto-fill to postpone lessons, the classes have to be added *after* the events. If the 2013 classes already exist and then you add events, the auto-fill won't postpone the lessons. Instead, the auto-fill will *cancel* the lessons on those dates.

This behavior is not necessarily intuitive and will be addressed in a future version of Lesson Schedules. For the meantime, just be sure that you add events before classes. If you don't know the event dates, that's all right. You'll just have to do a bit of manual editing in selecting your lesson sequence later.

Add Classes

1. On the home page, click **Administration**.
2. Select 2013 from the year menu.
3. In the upper-left corner, click + **Add Class**.
4. Complete the following fields:

Field	Description
Class Name	The name of the class. This name appears on the home page under the Class column.
Class Duration	The number of dates the class runs. Selecting All Year populates the lesson schedule with a lesson for each week (as appropriate). If the class runs less than a year, select Other . Then select the beginning date and number of classes.
Choose a Year	The year for the lessons.
Priesthood or Auxiliary	The organization responsible for the class. Selecting an organization from this list gives administrative rights to leaders for that organization. With these administration rights, the leaders can schedule lessons for their classes.
Manual and Lesson Material	The manual that corresponds with the class. Selecting a manual for the class allows class administrators to assign chapters as they schedule


	their lessons. Your selection in the Priesthood or Auxiliary menu determines what manual options are available.
Instructor	The teacher for the class. Begin typing the teacher's name for the class, and then select the name from the drop-down list that appears. You can select just one teacher per class, but you will be able to select different teachers for each lesson. The instructor's name appears below the class title when you view the year's lesson schedule for the class.

- When finished, click **Save**. The class is added to a list of classes for your ward. However, it will not appear on the homepage until you activate the class.
- Select the check box in the **Active** column to make the new class appear on the home page.

If you're using a standard manual, after you add your class, the lessons will be inserted based on a default schedule.

Some classes aren't affected by events. For example, suppose on Ward Conference, the bishop plans to teach a custom topic in Relief Society and Priesthood, but Primary classes will follow their regular lesson schedule. In that case, you would want to exclude the Primary class from having the Ward Conference event cancel Primary classes. Lesson Schedules allows you to note which classes are overwritten by specific events.

Exclude Classes Not Affected by Events

- From the home page, click **Events**.
- Select the year from the year drop-down menu.
- Click the **edit**  button next to the event that doesn't affect a class.
- Clear the check box next to any class not affected by the event.
- Click **Save**.

After you add a class, you need to activate it. Activating a class makes it available for organization leaders to edit and for members to select.

Activate Classes

1. From the home page, click **Administration**.
2. Select the year from the year menu.
3. Select the **Active** check box next to the class. There's no need to click a Save button. The application saves your selection automatically.

Step 3: Adjust the Lessons as Needed


For standard classes, the lessons automatically fill the dates sequentially at the time you created the class. However, you may need to make some adjustments to these lessons.

For example, with Relief Society and Priesthood, classes are taught only twice a month. For weeks when lessons from the manual aren't taught, you will need to identify the topics manually. For classes that don't have a manual at all, you need to identify all the lessons (editing each lesson one by one). If the auto-fill doesn't work for your schedule, you will need to edit the lessons according to your custom schedule (for example, if you want to insert a Christmas lesson on a specific date, or cancel class due to Primary Sacrament Program practice).

Fortunately, Lesson Schedules doesn't require administrators to configure the lessons for each class. The organization leaders for each priesthood and auxiliary group have administrative rights for their own classes. Contact your organization leaders and ask them to make any adjustments to the lessons as needed.

Edit Lessons for Each Class

1. From the home page, click **Administration**, then click **View Year** next to the class with the lessons you want to edit.
2. Select the year from the year menu.

3. Click the **edit**  button next to a date.
4. Select the lesson type and lesson topic. If you select **Class Manual**, you can select the chapter in the manual for the lesson. Other options allow you to type a lesson topic and URL into a text box.
5. In the Instructor field, start typing the name of the teacher for the class. When you type a few letters, member names that match those letters appear. The instructor's name will appear below the lesson title when you view the class's lessons for the year.
6. Click **Save**.

Note: In the next release of Lesson Schedules (expected around the first week of 2013, class instructors will have edit rights for their own classes.

Managing Lesson Schedules

Adding Events


Events refer to general conferences, stake conferences, ward conferences, holidays, and other events that affect the lesson schedule for a class. Only administrators can add events. For a list of administrators by calling, see "Rights and Roles" on page 9.

It's important to insert events into the lesson schedule for the year so that class administrators can plan their lesson schedule accordingly.

Usually class manuals have about 48 or so lessons, rather than 52. The shortage accounts for the fact that on general conference and stake conference dates, most stakes don't teach the regular lesson from the manual. Ward conference events, however, sometimes teach the lesson and other times postpone it.

Note: If you add events before adding classes, the lessons for the classes on event dates will not be cancelled but rather postponed until the next available date. See "How Events Affect Lesson Schedules" on page 28 for more information.

Add Events

1. From the home page, click **Events**.
2. Select the year from the year drop-down menu.
3. Click + **Add Event** in the upper-left corner.
4. Click the calendar  button and select the date of the event. You can select only Sundays because Lesson Schedules only accommodates Sunday classes. (You can't create lessons for non-Sunday classes, so any non-Sunday day is irrelevant to a class schedule.)
5. In the **Event Name** box, type a name for the event.
6. Under **Event Type**, select the type of event taking place. (There are no rules based on event types, but there may be in the future.)

7. Select the classes affected by the event. (If you removed all the classes, you will not see any classes here.)
8. Click **Save**.

If you need to edit an event, click **Events** and then click the edit  button next to the event you want to change.

Adding Classes

Classes refer to the curriculum taught outside of sacrament meeting during the rest of the regular three-hour block at Church. Typical classes include Gospel Principles, Gospel Doctrine, Teachings of Presidents of the Church, Primary (1-4), Nursery, Young Men, Young Women, Marriage and Family Relations, Preparing for Exaltation, and more.

When you add a class and select a manual, the class lessons will automatically link to specific sections in the manual. This can help class members know the lesson material scheduled to be covered, so they can prepare ahead of time.

Note: Lesson schedules has a number of classes set up by default. If you're setting up Lesson Schedules for the first time, follow the steps in "Setting Up Lesson Schedules" on page 9. Also see "How Events Affect Lesson Schedules" on page 28. Event dates will cancel lessons for those dates unless you add the event prior to the class.

Add Classes

1. On the home page, click **Administration**.
2. Select 2013 from the year menu.
3. In the upper-left corner, click + **Add Class**.
4. Complete the following fields:

Field	Description
Class Name	The name of the class. This name appears on the home page under the Class column.
Class Duration	The number of dates the class runs. Selecting All Year populates the lesson schedule with a lesson for each week (as appropriate). If the class runs less than a year, select Other . Then select the beginning date and number of classes.
Choose a Year	The year for the lessons.
Priesthood or Auxiliary	The organization responsible for the class. Selecting an organization from this list gives administrative rights to leaders for that organization. With these administration rights, the leaders can schedule lessons for their classes.
Manual and Lesson Material	The manual that corresponds with the class. Selecting a manual for the class allows class administrators to assign chapters as they schedule their lessons. Your selection in the Priesthood or Auxiliary menu determines what manual options are available.
Instructor	The teacher for the class. Begin typing the teacher's name for the class, and then select the name from the drop-down list that appears. You can select just one teacher per class, but you will be able to select different teachers for each lesson. The instructor's name appears below the class title when you view the year's lesson schedule for the class.

- When finished, click **Save**. The class is added to a list of classes for your ward. However, it will not appear on the homepage until you activate the class.
- Select the check box in the **Active** column to make the new class appear on the home page.


If you're using a standard manual, after you add your class, the lessons will be inserted based on a default schedule.

Activate Classes

1. From the home page, click **Administration**.
2. Select the year from the year menu.
3. Select the **Active** check box next to the class. There's no need to click a Save button. The application saves your selection automatically.


Specify How Events Affect Classes

You can edit an event to specify whether the event affects the lesson schedule for that class. For example, you can let Lesson Schedules know that stake conference affects the lesson schedule for Sunday School classes but not Primary classes. (If you haven't added any events yet, see "Add Events" on page 16). If there's a pre-existing event and you add a class, Lesson Schedules automatically assumes that the event affects the class. To specify the classes affected by events:

1. From the home page, click **Events**.
2. Select the year from the year menu.
3. Click the **edit**  button next to the event.
4. Select the classes affected by the event.
5. Click **Save**.

Remove Classes


Note: Currently there's a bug in Lesson Schedules that prevents you from deleting classes. This will be fixed shortly.

1. Click **Administration**.
2. Next to each of the classes, click  in the **Delete** column.

Edit Lessons for Each Class

Standard classes will populate their schedule automatically, as well as include links to the lessons in the curriculum material. Custom classes (without an official manual) require you to customize each topic. For these custom classes, you can specify the lesson topic and enter a URL to an online resource.


Edit Lessons for Each Class

1. From the home page, click **Administration**, then click **View Year** next to the class with the lessons you want to edit.
2. Select the year from the year menu.
3. Click the **edit**  button next to a date.
4. Select the lesson type and lesson topic. If you select **Class Manual**, you can select the chapter in the manual for the lesson. Other options allow you to type a lesson topic and URL into a text box.
5. In the Instructor field, start typing the name of the teacher for the class. When you type a few letters, member names that match those letters appear. The instructor's name will appear below the lesson title when you view the class's lessons for the year.
6. Click **Save**.

Adding Teachers for Classes and Lessons


You can assign a single teacher for a class as well as add a different teacher for each week's lesson. The teacher you add for a class appears below the class's title. The teacher you add for a lesson appears below the class's lessons. Adding teachers for each lesson can help teachers plan and coordinate lessons. (Note that adding teachers for a class does not give the teacher administrator control to change the class's lessons.)

Add Teachers for a Class

1. Click **Administration**.
2. Select the year from the year menu.
3. Click the **edit**  button next to a class.
4. In the Instructor field, begin typing the teacher's name for the class, and then select the name from the drop-down list that appears. Note that you can select just one teacher per class.
5. Click **Save**.

The instructor's name appears below the class title when you view the year's lesson schedule for the class.

Add a Teacher for a Lesson in a Class

1. Click **Administration**.
2. Click **View Year** next to your class.
3. Click the **edit**  button next to a lesson.
4. In the Instructor field, start typing the name of the teacher for the class. When you type a few letters, member names that match those letters appear. Select the instructor's name.
5. Click **Save**.

The instructor's name appears below the lesson title when you view the class's lessons for the year.

Questions and Troubleshooting

Known Limitations

The following are known limitations with Lesson Schedules. Some limitations are bugs and others are needed enhancements. These limitations will most likely be fixed in future releases. We include these limitations here so that you can know immediately whether a feature is available or not.

Events overwriting lessons. If you add an event *after* you already added your lessons for a class, the event cancels the lesson scheduled for the day. The event does not automatically cause the lesson schedules to shift down, postponing the lesson. If you want the lesson schedules to shift down based on the events, you must delete the class first, then add the event, and then add the class again. See "How Events Affect Lesson Schedules" on page 28 for more information.

Out-of-Unit Stake Leader Access. Out-of-unit stake leaders, such as with Young Single Adult stakes, can only view lesson schedules for their home ward, not for the wards in which they serve. (However, out-of-unit ward leaders do have visibility and administrative access to Lesson Schedules in the wards they serve.)

Assigning multiple instructors per class. You can assign only one instructor per class. However, you can assign different instructors for various lessons in the class.

Sunday lessons only. Currently, Lesson Schedules lets you schedule lessons for Sundays only. If you have weekday lessons, you cannot use Lesson Schedules to coordinate those lessons.

Mass-editing of lesson schedules. You cannot mass-edit or bulk edit the lesson schedules. If you need to make a change, you must change the lessons one at a time.

One lesson per week. If you teach multiple lessons in the same Sunday class, you cannot schedule multiple lessons to occur on the same day in Lesson Schedules.

General conference dates not automatically added. Dates for general conference are not already added to the default schedules with Lesson Schedules.

Stake administrative rights limited. Stake administrators do not have rights to change the lesson schedules for their entire stake. Stake administrators can change the lesson schedule for their ward only. See "Rights and Roles" on page 9 and "Enforcing Lesson Synchronization" on page 27 for more information.

Incomplete interface translation. When you switch to another language, some interface elements — primarily dates — remain in English.

Copying schedules from one class to another. You can't copy the lesson schedule from one class to another. For example, if you create an Elders Quorum class schedule, you can't copy over the same schedule for Relief Society.

Uploading custom handouts, notes, or outlines. If you have some custom notes that you've created for your lesson, there's currently no way to upload this information into Lesson Schedules.

Class instructors don't have rights to edit their classes. While organization leaders have rights to edit the lessons for classes in their organization, instructors themselves don't have rights to edit the lessons for classes they teach.

Signing out creates "Page Not Found" error. When you sign out of Lesson Schedules, you'll see a "Page Not Found" error.

Default language on set-up. If you're logged in to LDS.org in English, but you're in a ward that speaks another language, such as Spanish, you must first switch the language to Spanish before you go to Sign In/Tools > Lesson Schedules. Whatever language you're viewing when you go to Lesson Schedules, if you're the first person to visit the site, the default lessons will be auto-populated in that language. Should this occur, you will need to delete the classes and start over.

Frequently Asked Questions

I thought the stake defined the lessons and set them for each ward -- at least for some classes.

Currently Lesson Schedules gives wards autonomy to define the lessons taught. All wards should follow the same overall

curriculum as well as the direction from the stake. However, stake administrators have admin rights only for their own ward rather than the entire stake. For more information, see "Enforcing Lesson Synchronization" on page 27. See also "Rights and Roles" on page 9.

If I insert an event into a lesson schedule, does it push down the lessons I already entered?

No, adding an event does not push down the existing lesson schedule. The event simply overwrites the lesson scheduled for that date. If you don't want events to overwrite your lessons, you must add events before adding your classes. This means you must delete the class, "Add Events" on page 16, and then "Add Classes" on page 17.

If I first enter events into Lesson Schedules and then add classes, do the auto-populated lessons for the class adjust based on the pre-existing events?

Yes, the auto-populated lesson schedules will adjust based on events. See "How Events Affect Lesson Schedules" on page 28 for more information.

How can I add multiple instructors to a class?

Right now you can assign a *single* instructor for a class, or manually add a different instructor to each week's lesson. The instructor you add for a class appears below the class title when members view the class. The instructor you add for a lesson appears below the class's lesson when members view the year's schedule for that class.

Can I use Lesson Schedules to schedule classes that take place during the week?

No, currently you can manage and schedule Sunday classes only. This helps keep the application simple. However, weekday scheduling may be a feature added in a future release.

Can I send out a broadcast e-mail from Lesson Schedules to my ward to remind them of the upcoming lessons scheduled?

No, you cannot send a broadcast e-mail from Lesson Schedules. This feature may be added in a future release. See "Send Broadcast E-mails to Your Ward or Stake" in the Newsletter help (<https://ue.ldschurch.org/ldsapphelp/newsletter>) for more information.

How can I force all wards in the stake to synchronize with the same lesson for both Sunday School and Melchizedek Priesthood/Relief Society?

Lesson Schedules does not allow you to enforce the same schedule across the stake for lessons. Although wards should follow direction from the stake about lesson schedules, wards have autonomy and flexibility to adapt schedules for their own needs. See "Enforcing Lesson Synchronization" on next page for more information.

I added an event and now a lesson in my scheduled has disappeared. How do I get it back?

When you add events after classes already exist, those events overwrite the lessons for that date. You need to manually edit the lesson to adjust the sequence. When you edit a lesson, the missing lessons will appear for you to select.

When we add events for 2013, will we have to recreate the classes for the postponing of events to be used, or can we use existing classes?

You cannot use the same classes from year to year. For 2013, you will need to create entirely new classes. This is because the curriculum for many classes changes each year (for example, the new Come Follow Me curriculum for youth), so the 2013 lessons are entirely different.

When trying to delete a class, I see this error: "Service error detected. The session may have timed out." There's currently a bug with deleting classes. This will be fixed in an upcoming release.

I just added an event and it overwrote my class on that day! Yes, that's how it works. Events added after classes overwrite the class.

Enforcing Lesson Synchronization

Some stake leaders have asked how they can enforce class schedules for wards if stake leaders don't have administrative rights over wards in their stake. How do you prevent each ward from teaching lessons on its own schedule? Apart from a synchronization issue, how do you increase adoption of Lesson Schedules if each ward has to set up their own schedules, most of which are the same from ward to ward?

Stake leaders do have administrative rights over Lesson Schedules *for their own ward* but not for every ward in the stake. Lesson Schedules is really intended to be administered by wards, since ward leaders are closer to the classes taught in wards and may need to make adjustments based on fluctuating schedules, teachers, events, and special needs. Events in the stake may affect some wards but not others (for example, ward conference), and so often the lesson schedules aren't uniform throughout the stake anyway.

Stake administrative rights may be expanded in future releases, but for now, wards have autonomy over their own lesson schedules.

If you have trouble staying in sync with lesson schedules in your stake, you can point ward leaders to the "Instructions for Curriculum 2013" at <http://lds.org/go/290>. Additionally, ward and stake members should follow instruction provided in *Handbook 2*. The following sections from *Handbook 2* may be helpful:

- 18.3 Stake Meetings | 18.3.1 Stake Conference
- 18.2 Ward Meetings | 18.2.5 Ward Conference
- 7. Melchizedek Priesthood | 7.8.1 Sunday Priesthood Meetings
- 12. Sunday School | 12.4 Sunday School Classes
- 9. Relief Society | 9.4.1 Sunday Relief Society Meetings
- 10. Young Women | 10.6.2 Classes

- 8. Aaronic Priesthood | 8.11 Sunday Quorum Meetings
- 11. Sunday Primary | 11.4.3 Classes

The decision to give wards autonomy over their lesson schedules has resulted in some lengthy discussions on the LDS Tech Forum. Currently the model is to keep the rights as is. If you have feedback, feel free to add it to the discussion threads there.

How Events Affect Lesson Schedules

By default, if a class already exists, adding an event does not shift the existing lesson sequence down. For example, if you added lessons for 52 weeks of the year and then need to add stake conference in the middle, the lessons after stake conference will not automatically move down one week to accommodate the inserted event.

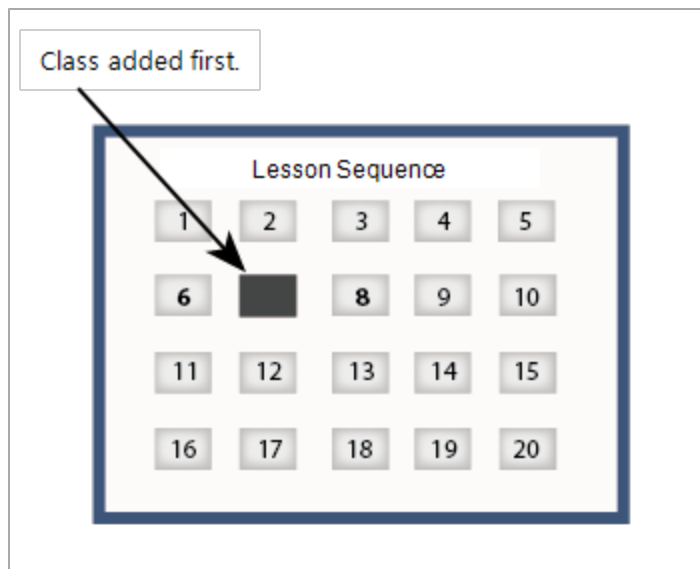


Figure 1. If you add classes before adding events, the added event cancels the class's lesson on that date. Above, the lesson sequence moves from 6 to 8, skipping 7 on the day of the event.

If you want the lesson sequence to be postponed on days when there are events, you have to add the events *before* you add the class.

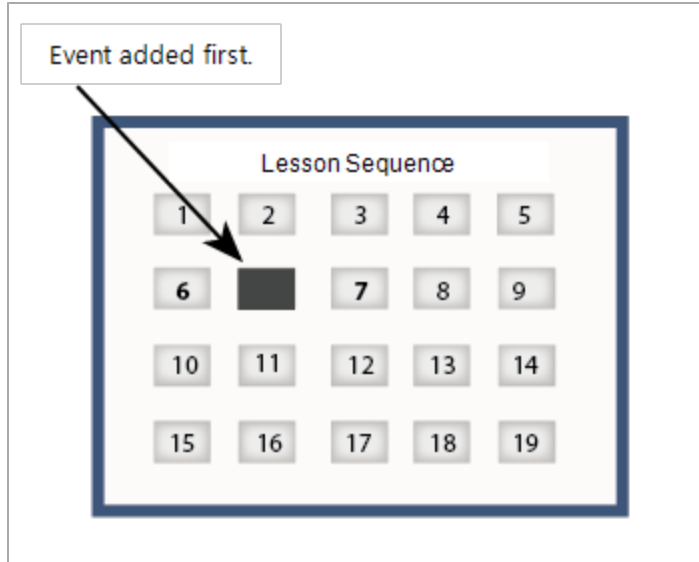


Figure 1. If you add events before you add the class, the event does not cancel the class lesson on that date. The lesson schedule maintains its linear sequence. Lesson 7 is not skipped, just postponed.

Granted, you may not know the dates for your ward conference at the beginning of the year, so most likely you won't always be able to add all events up front. However, if ward leaders plan to simply teach the scheduled less on ward conference, then you won't need to adjust the sequence to postpone lessons anyway.

Note that the next release of Lesson Schedules will provide a better workaround for this interaction between events and classes.

Less Common Questions

How do I change the language?

If you want to see Lesson Schedules in another language, click the globe next to your name in the header, and then select your language. Once you select the new language, it will load in that language.

Can I access Lesson Schedules on a mobile or tablet device?

Yes, you can access the site this way. However, there is not a special mobile or tablet view of Lesson Schedules, nor is there an app to download and install. The Lesson Schedules interface is simple enough that it renders well in your default mobile or tablet

browser. There are plans to integrate Lesson Schedules into the Gospel Library apps, but the timeframe for implementation may be a ways off.

How can I sync Lesson Schedules with the Calendar?

You can't sync lesson schedules with the calendar. More integration between these two applications will be available in the future.

How can I include some notes, such as custom made handouts or outlines, with my lesson material?

You can't add custom notes for lessons at this time.

My class meets only every other week. Does Lesson Schedules accommodate that?

Yes, for those Sundays when you don't have a lesson, edit the lesson and select No Class.

How can I combine 2 lessons into 1 Sunday to cover all the material? I can't seem to multi-select the lessons.

For those days when you will combine multiple lessons into one, you can't multi-select the lessons. On these days, you might choose Topic (Custom) for the lesson and for the topic, note that you'll be covering multiple lessons. You wouldn't be able to link to both lessons, though (but you could link to one).

In Primary, how do we include the Easter and Christmas additional lessons? Does Lesson Schedules automatically insert those?

No, Lesson Schedules auto-fills the schedule according to the order of lessons in the manual, so the additional lessons will appear last. You will need to edit your lesson schedule to create a custom order. A user

Troubleshooting

I don't have admin access even though I'm a counselor in the bishopric, which is a default administrator role.

Ask your branch clerk to verify that your calling is a standard calling (he can look in CDOL and make sure that your calling appears in black text, not orange text).

You might also check to see whether you have administrative access in other local unit applications, such as Calendar, Directory, and Newsletter.

How can we influence the way Lesson Schedules autofills the lessons?

For example, rather than following the first lesson, you may have a getting-to-know-you class. For Easter and Christmas, you may want to use the special Easter and Christmas lessons at the back of the Primary manual.

The auto-fill doesn't allow you to change how it populates the schedule. You will need to manually edit your lesson schedule to account for these variations. A future option will allow you to bulk-edit the lessons, which would reduce the time necessary to make year-wide schedule changes like this.