

INSTRUCTIONS FOR LESSON-PLAN FORM

Although not required, you are encouraged to write a short lesson plan for your BRI presentation. These lesson plans will be added to our BRI lesson-plan library to help all our BRI members. You can download a lesson-plan form from the BRI lesson-plan library on the master gardeners' website: <https://armgs.org>

SHORT INSTRUCTIONS:

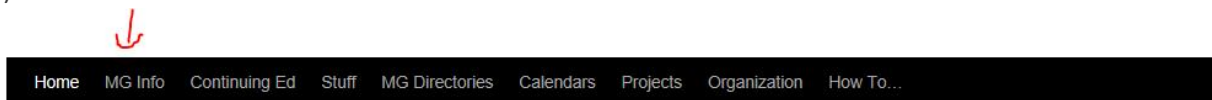
- 1) Log onto **HTTPS://ARMGS.ORG** with your user ID.
- 2) Access the input form and then download it.
 - CLICK ON:
 - MG Info
 - BRI
 - ORIENTATION
 - LESSON_PLAN_FORM
- 3) Input onto the form and SAVE it.
- 4) EMAIL to Arlene Sevilla-White: art_face@hotmail.com
 - Your completed lesson-plan form
 - A handout if you have one
 - A picture of your project, if you have one and are unable to download it onto the input form.

(NOTE: You are not allowed to take pictures that show BRI patients' faces.)

DETAILED INSTRUCTIONS:

TO ACCESS LESSON PLAN FORM:

- 1) LOG ONTO **HTTPS://ARMGS.ORG** WITH YOUR USER ID. You must sign on with your user ID to access the online BRI library.
- 2) CLICK ON **MG INFO**.



Pulaski County Master Gardeners



Login-Logout

- [Log out](#)

PCMG Facebook Page



Links

- [Arkansas Flower and Garden Show](#)
- [Continuing Education Opportunities](#)
- [Online Reporting](#)

- 3) A drop-down menu will pop up. CLICK ON **BRI**.
- 4) Another drop-down menu will appear to the side of BRI. CLICK ON **ORIENTATION**.
- 5) CLICK ON **LESSON_PLAN_FORM**.
- 6) **DOWNLOAD THE LESSON_PLAN_FORM** to your computer.

TO INPUT YOUR LESSON PLAN ONTO THE FORM:

1) IN THE FIRST BOX, place your cursor immediately after the prompt for TOPIC. You can use up to 32 characters. For PRESENTER you can use up to 24 characters. For DATE, you can either type it in or if you click the arrow, a calendar will pop up and you can select your date.

TOPIC: Forcing Paperwhites in Water
 PRESENTER: Jane Doe
 DATE:

(INSERT PICTURE OF YOUR PROJECT, IF AVAILABLE:)

2) Optional, IN THE SECOND BOX DOWNLOAD YOUR PICTURE from your computer. Just click anywhere in the gray area. You can use a picture of your completed project. *Please note that we cannot take pictures with faces of the BRI patients.*

3) COMPLETE THE REST OF THE BOXES. For these boxes you will need to place your cursor on the next line after the prompt.

MATERIALS:

4) SAVE YOUR FILE.

TO SUBMIT YOUR LESSON PLAN:

You will be emailing anywhere from one to three documents to:
 Arlene Sevilla-White at art_face@hotmail.com.

- 1) Your lesson plan
- 2) A handout, optional.
- 3) A project picture, if you have one and are unable to download it.