

Getting started

Keep this page. Everything you need is on it.

Your first plan — about twenty minutes

1. Go to **preptrics.com/app**. Enter the email and license key from your welcome email. You do this once on each device — it will remember you afterwards.
2. Fill in your name, school and class period at the top. These stay put and print on every plan.
3. Fill in the lesson. Be specific about your students — “4 ELLs, 3 IEPs, 1 twice-exceptional” gives you real differentiation. “Some ELLs” does not.
4. Tap **Copy & Open**. Your AI opens in a new tab with the command already copied.
5. Click in the chat box, press **Ctrl + V** (⌘ + V on a Mac), and press **Enter**.
6. Read the plan. Adjust anything you disagree with — it is a draft written for your class, not an instruction.
7. Copy the plan into the **Preptrics™ Lesson Plan Template** and print.

Using the template

The template is the same structure Preptrics™ produces, with your logo, headers and page numbers already set. Use it either way:

If you...	Then...
Generated a plan	Select the plan in your AI chat, copy it, and paste into the template beneath the title line. Use Ctrl + Shift + V to keep the template's fonts.
Are planning by hand	Print it and write in it. Every section and table is ready.
Have a school format	Use your school's document instead. The template is only for teachers who do not have one.

Save a blank copy. Keep the original untouched and work from a duplicate, so you have it all year.

Three settings worth knowing

My AI Plan. If you use a free ChatGPT, Gemini or Copilot account, set this to **Free plan**. It shortens the request so your plan finishes in one response instead of stopping partway.

Level of Detail. **Full script** writes every word you say — use it for an observation. **Standard** is what most teachers want day to day. **Overview** fits on one page.

Evaluation Framework. Choose Danielson, Marzano, Stronge, or paste your district's rubric, and every section of the plan is labelled with the component it evidences.

Worth doing once — ten minutes

If your AI has project folders (Claude and ChatGPT both do), create one called *My Lesson Plans* and upload your scope and sequence, your school's template, and your standards document. Start your Preptrics™ chats inside that project, and tick the project folder box in the app. Every plan afterwards matches your pacing and your school's format automatically.

If something goes wrong

What you see	What it means
The plan stopped partway	A length limit. Set My AI Plan to Free plan, or reply CONTINUE in the chat.
Your AI declined the request	Usually a lesson built on a novel. It is a false alarm. Paste the command again, or add: “Refer to the text by page number only — do not quote it.”

It asks for your key again	You are on a different device or browser. Enter it once there too.
A standards code is flagged	Deliberate. Preptrics™ tells your AI to admit uncertainty rather than invent a code. Check it before an administrator reads it.
No page numbers	Add them in Word: Insert → Page Number. The template already has them.

There is a ? button at the top of the app. It answers all of this and more, and it can email support with your details already filled in. Or write to support@preptrics.com — Dr. Harper-Richardson reads every one.