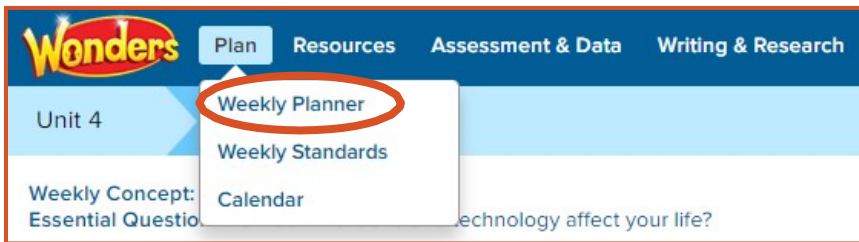


Weekly Planner

Overview

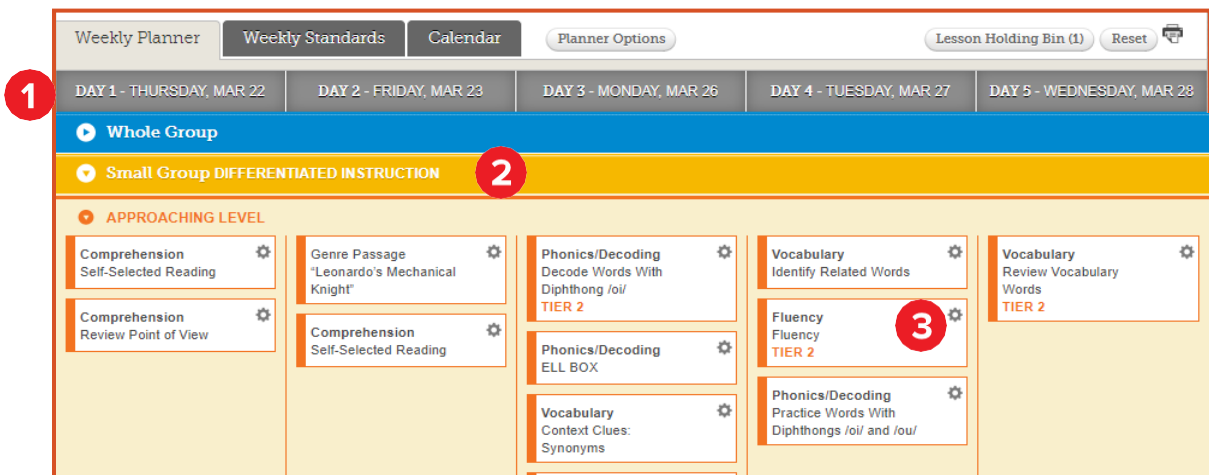
The Weekly Planner lets you see all of your lessons for the current week and organize those lessons the way you choose.

To access, click **Plan** in the Navigation Banner, and select **Weekly Planner**.



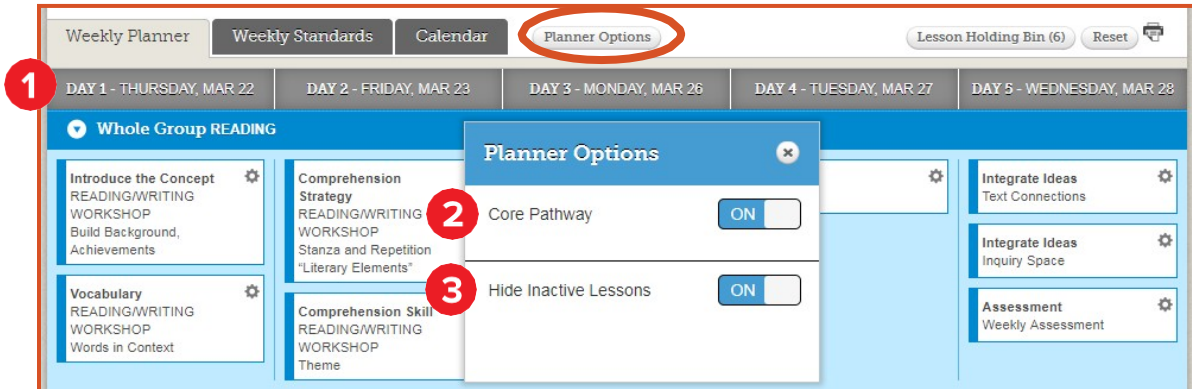
Navigate the Weekly Planner

1. In the **Weekly Planner**, lessons are presented by instructional week. The week begins when you begin teaching this lesson block.
2. Individual lessons are organized and color coded by **Whole Group Reading** and **Small Group Differentiated Instruction**.
3. Click a lesson to view its details.



Select Planner Options

1. Click the **Planner Options** button.



2. Toggle the **Core Pathway** to **On**.

The suggested lesson planner includes the Core Pathway and other available options for instruction

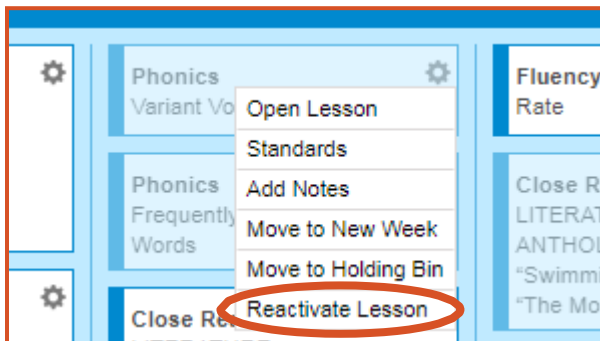
- If you are tight on time, you can have your calendar reflect only the Core Pathway, removing other items that are not critical to the standards.

3. Toggle **Hide Inactive Lessons** to **On** to remove them from your weekly calendar view.

Reactivate Lessons

You may want to pick and choose which inactive lessons you wish to back in your lesson plan.

1. Click the inactive lesson's Tools icon.



2. Select **Reactivate Lesson**.

Move Lesson Content

There are several ways to arrange the content on your planner.

Move Content on Current Week

Drag the lesson from one day to another or from one section to another in the same week.

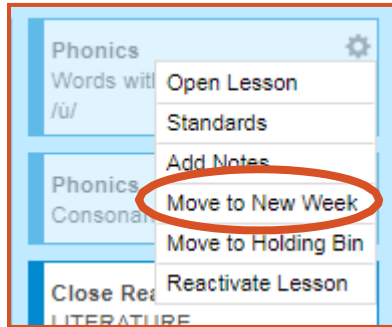
When you drag lesson content, you can place it in any order that you wish.

The screenshot displays the 'Weekly Planner' interface for the week of March 22-28. The interface is divided into two main sections: 'Whole Group READING' (blue header) and 'Small Group DIFFERENTIATED INSTRUCTION' (yellow header). The 'Whole Group READING' section contains several lesson cards, including 'Introduce the Concept READING/WRITING WORKSHOP', 'Listening Comprehension', 'Vocabulary READING/WRITING WORKSHOP', 'Comprehension Strategy READING/WRITING WORKSHOP', 'Comprehension Skill READING/WRITING WORKSHOP', and 'Close Reading LITERATURE ANTHOLOGY'. The 'Small Group DIFFERENTIATED INSTRUCTION' section is further divided into an 'APPROACHING LEVEL' and contains lesson cards for 'LEVELED READER', 'Phonics/Decoding', and 'Vocabulary'. Two large orange arrows illustrate the movement of content: one arrow points from the 'Comprehension Strategy' card in the Whole Group section to the 'LEVELED READER' card in the Small Group section, and another arrow points from the 'Close Reading' card in the Whole Group section to the 'LEVELED READER' card in the Small Group section.

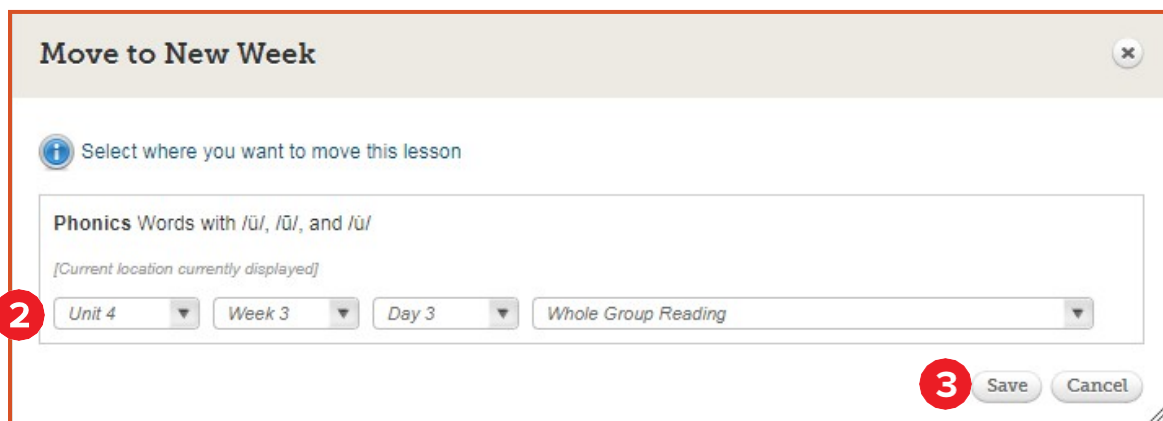
Move Content to Another Week

To move a lesson to a completely different week in your lesson plan:

1. Click the lesson's Tools icon, and select **Move to New Week**.



2. In the **Move to New Week** pop-up, select the **Unit**, **Week**, **Day**, and **Section** from the drop-down lists.
 - The lesson's current location is initially shown.



3. Click the **Save** button.

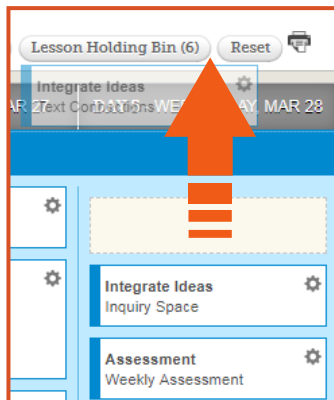
Lesson Holding Bin

The **Lesson Holding Bin** allows you to store lessons you have moved without deleting them. You can open the **Lesson Holding Bin** and move the lessons there to other weeks.

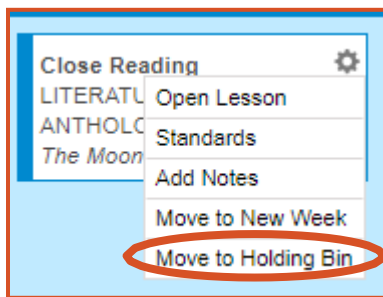
Move to Lesson Holding Bin

You may want to remove a lesson from your weekly planner entirely.

1. To move the lesson:
 - Drag the lesson to the **Lesson Holding Bin**.



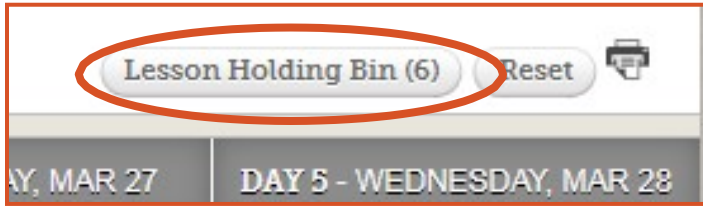
- Or select **Move to Holding Bin** from the lesson's Tools menu.



- You can always click the **Reset** button to undo anything you placed into the **Lesson Holding Bin**.

Move From the Lesson Holding Bin

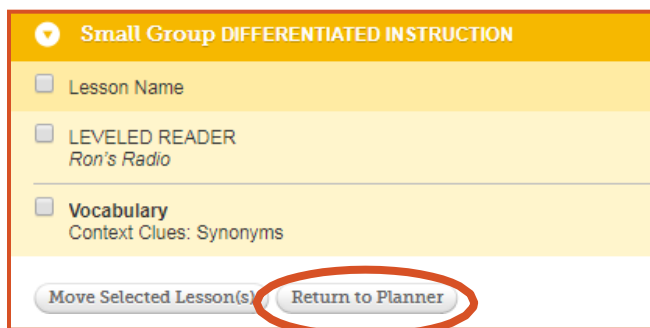
Click the Lesson Holding Bin button.



The lessons in the **Lesson Holding Bin** are organized by unit, day, and then group order.

Lessons		
Lesson Bank Lessons		
Please select the lessons that you want to move either back to their original locations or to a new location.		
UNIT 4		
Whole Group READING		
Lesson Name	Original Location	Action
<input type="checkbox"/> Vocabulary Strategy READING/WRITING WORKSHOP Context Clues	Unit 4 / Week 3 / Day 2	Move
<input type="checkbox"/> Phonics Words with /ū/, /ū/, and /ū/	Unit 4 / Week 3 / Day 3	Move
<input type="checkbox"/> Phonics Consonant + /e Syllables	Unit 4 / Week 3 / Day 3	Move
<input type="checkbox"/> Close Reading LITERATURE ANTHOLOGY <i>The Moon Over Star</i>	Unit 4 / Week 3 / Day 4	Move
Small Group DIFFERENTIATED INSTRUCTION		
Lesson Name	Original Location	Action
<input type="checkbox"/> LEVELED READER <i>Ron's Radio</i>	Unit 4 / Week 3 / Day 3 APPROACHING LEVEL	Move
<input type="checkbox"/> Vocabulary Context Clues: Synonyms	Unit 4 / Week 3 / Day 3 ON LEVEL	Move

Click the **Return to Planner** button to return to the **Weekly Planner**.



Move an Individual Lesson

- To move an individual lesson from the **Lesson Holding Bin**, click **Move** next to the lesson name under **Action**.

Whole Group READING		
Lesson Name	Original Location	Action
<input type="checkbox"/> Vocabulary Strategy READING/WRITING WORKSHOP Context Clues	Unit 4 / Week 3 / Day 2	Move
<input type="checkbox"/> Phonics Words with /û/, /û/, and /û/	Unit 4 / Week 3 / Day 3	Move

- In the **Move Selected Lesson(s)** pop-up, select where you want to move the lesson.
 - Original Location** moves the lesson back to its original week and day.
 - New Location** moves the lesson to the Unit, Week, Day, and Group you select.
 - New Location By Date** moves the lesson to the date and Group you select.

Move Selected Lesson(s) ✕

SELECTED LESSONS

Phonics Words with /û/, /û/, and /û/	Unit 4 / Week 3 / Day 3	Whole Group Reading
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MOVE TO

Original Location (The selected lessons will be moved to their original location, or to the nearest available day if you have condensed your week.)

New Location (The selected lessons will be moved to the selected location.)

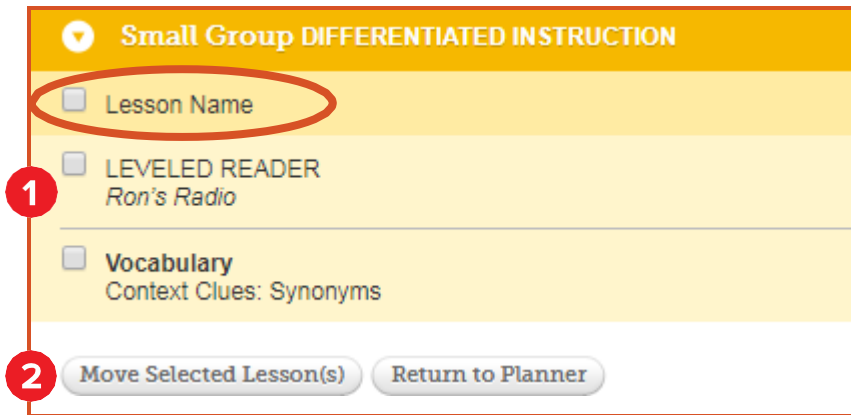
New Location By Date (The selected lessons will be moved to the selected date.)

Move
Cancel

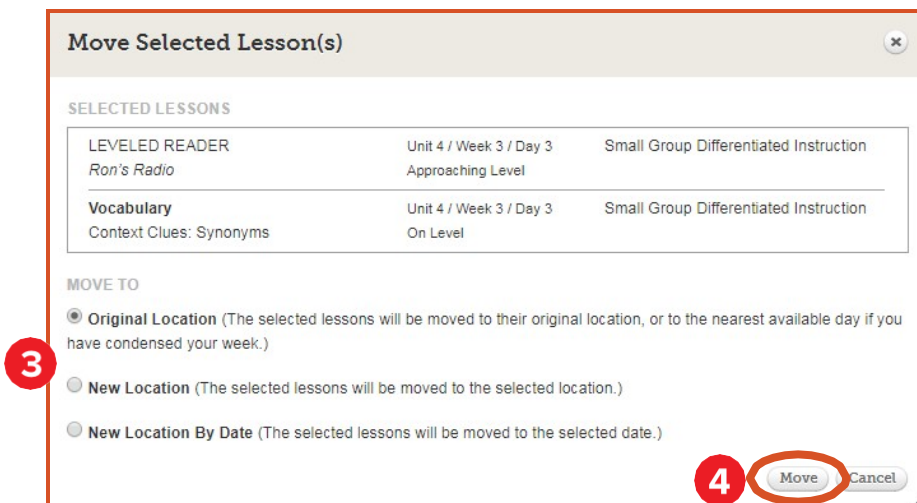
- Click the **Move** button.

Move a Group of Lessons

- To move a group of lessons, select the checkboxes next to lesson names.
 - Select **Lesson Name** to select all the lessons in a group.



- Click the **Move Selected Lesson(s)** button.
- In the **Move Selected Lesson(s)** pop-up, select where you want to move the lesson.
 - Original Location** moves the lesson back to its original week and day.
 - New Location** moves the lesson to the Unit, Week, Day, and Group you select.
 - New Location By Date** moves the lesson to the date and Group you select.

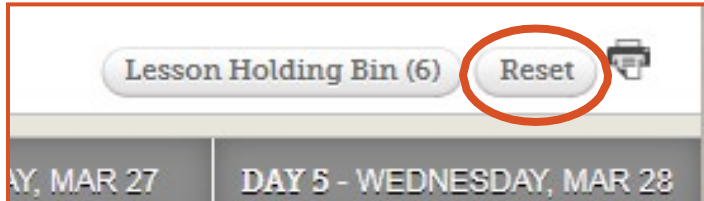


- Click the **Move** button.

Additional Options

Reset Weekly Planner

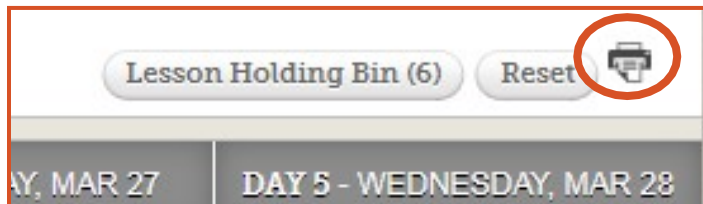
Click the **Reset** button to remove all your changes and return your **Weekly Planner** to the recommended McGraw-Hill Education lesson plan order.



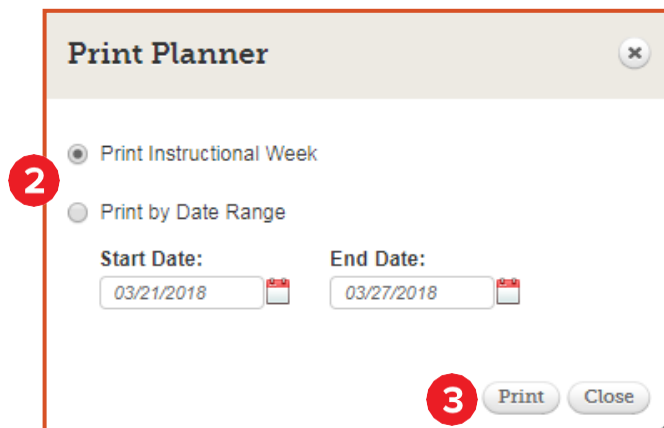
- All changes you made to your planner are eliminated.
- Any lessons you added to your planner are moved to the **Lesson Holding Bin**.

Print Planner

1. Click the Print icon to print your planner.



2. You can print the current instructional week, or specify a date range.
3. Click the **Print** button to create a printable PDF of your planner.



District Planner

Your district may elect to create a district planner, to be used by teachers in the district.

In this case, you will be prompted to select the District Planner or to create your own when you create a new class.

SET-UP WIZARD

How would you like to create your class?

Pre-defined District Planner *(Recommended)*
Use a pre-defined class calendar and planner created by your district Curriculum Administrator.

Customized Planner
Customize your class calendar and select planner template.

If you choose the District Planner, you are still able to modify it as you wish, such as moving lessons to a different day, or adding non-teaching days.

Your district may differ from what is shown above. Please contact your district administrator with questions about how your district uses the planner.