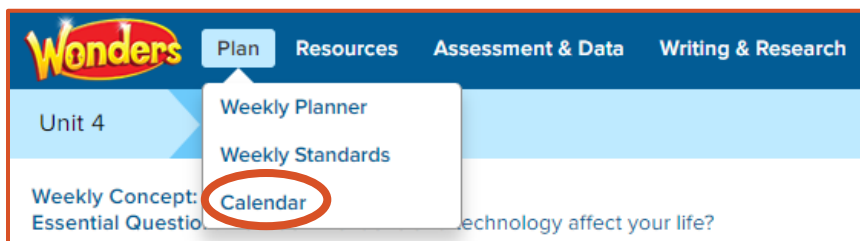


Calendar

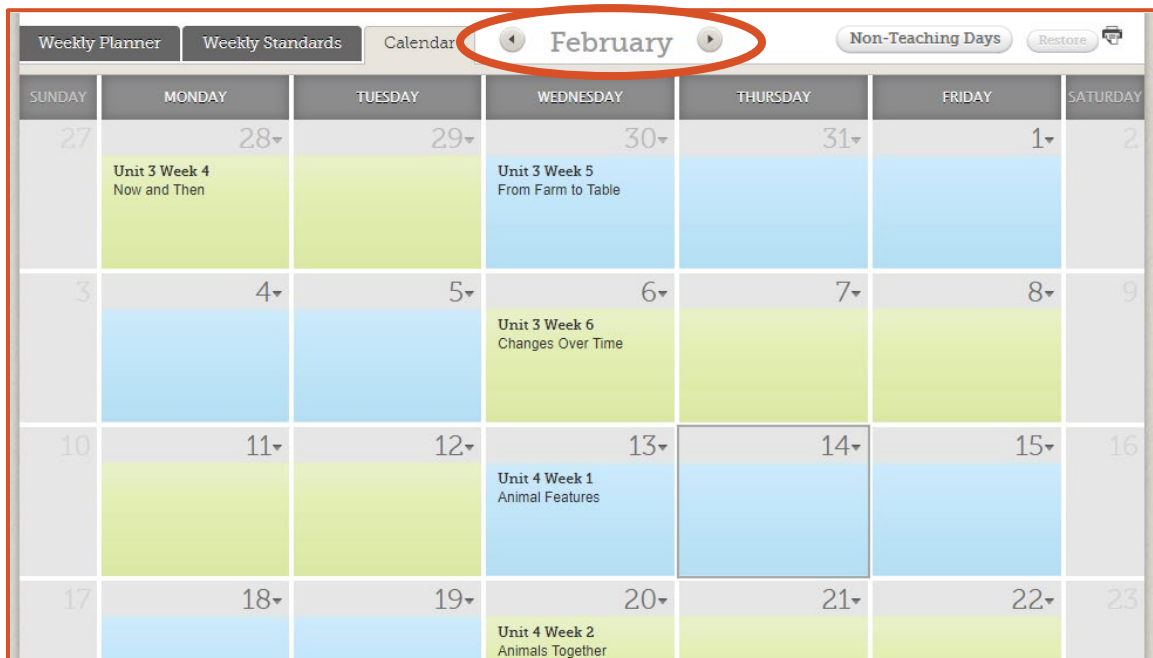
Overview

The Calendar lets you view your lesson plan blocks on a monthly calendar.

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



Lesson plans are displayed as lesson blocks to show you the teaching schedule for the month. Use the arrows to move to a different month.



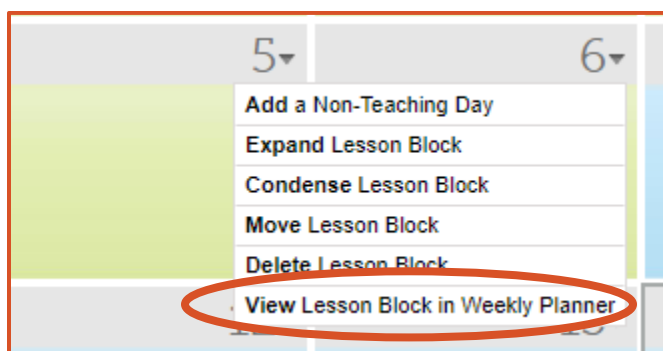
Note that in **Grades K and 1**, lesson blocks always correspond to **one week**.

In **Grades 2 and up**, lesson blocks can be one or two weeks.

February						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 Unit 4 Week 5 POETRY	29	30	31	1 Unit 4 Week 6 REVIEW, EXTEND, AND ASSESS	2
3	4	5	6	7	8 Unit 5 Week 1 NARRATIVE NONFICTION: BIOGRAPHY	9
10	11	12	13	14	15 Unit 5 Week 2 NARRATIVE NONFICTION: BIOGRAPHY	16
17	18	19	20	21	22 Unit 5 Week 3 FAIRY TALE	23

View Lesson in Weekly Planner

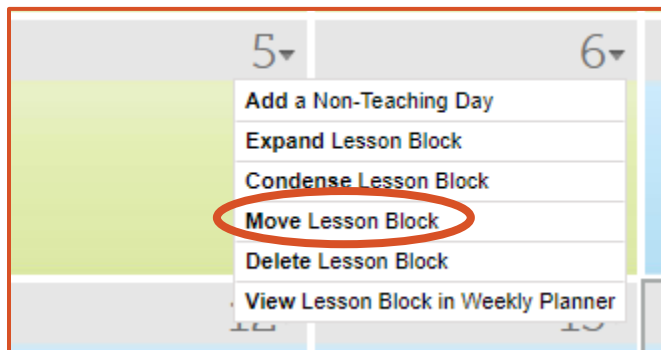
To view any lesson block on your Weekly Planner, click the arrow next to any date in the block, and select **View Lesson Block in Weekly Planner**.



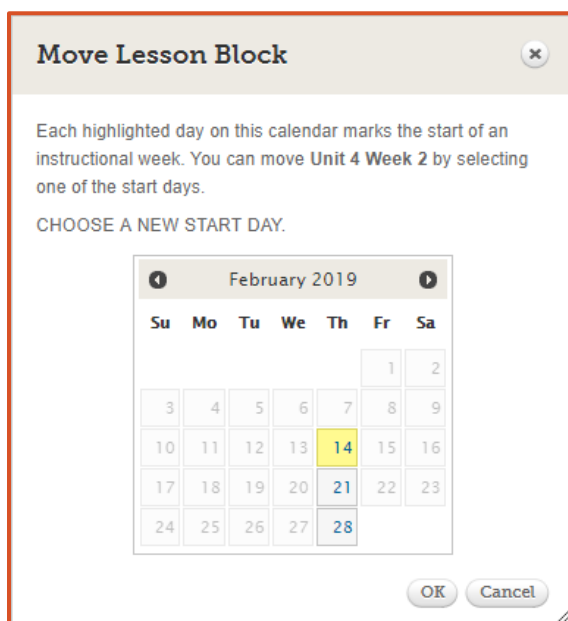
Move Lesson Block

You may wish to move a lesson block of instruction.

1. Click the arrow next to any date in the lesson block.
2. Select **Move Lesson Block**.



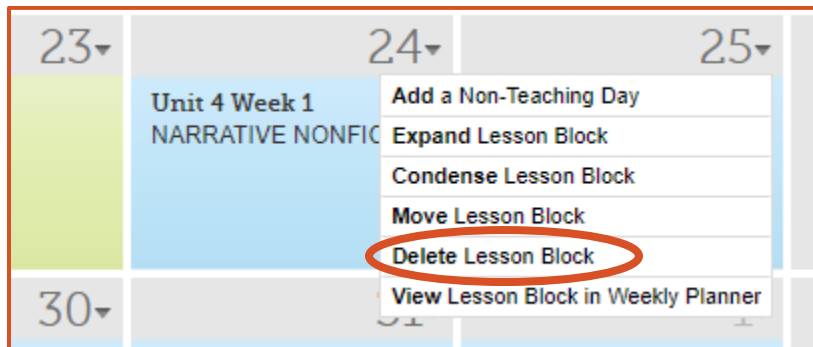
3. Select an applicable highlighted day in the **Move Lesson Block** pop-up.
 - Each highlighted day on the calendar marks the start of an instructional period. You can only move a lesson block to those highlighted days.
4. Click the **OK** button.



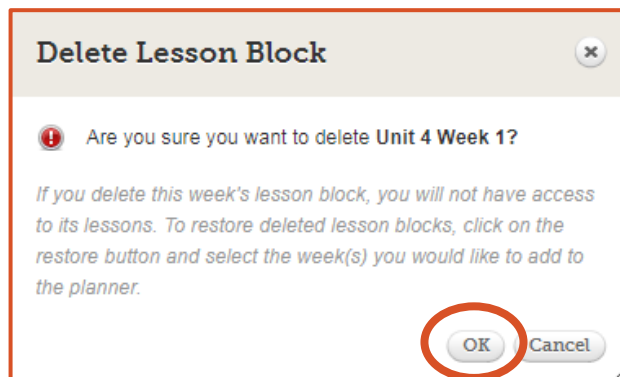
Delete a Lesson Block

You also have the option to delete an entire lesson block. This will remove a selected lesson block from the **Calendar**.

1. Click the **arrow** next to any date in the lesson block.
2. Select **Delete Lesson Block**.



3. Click the **OK** button confirm.



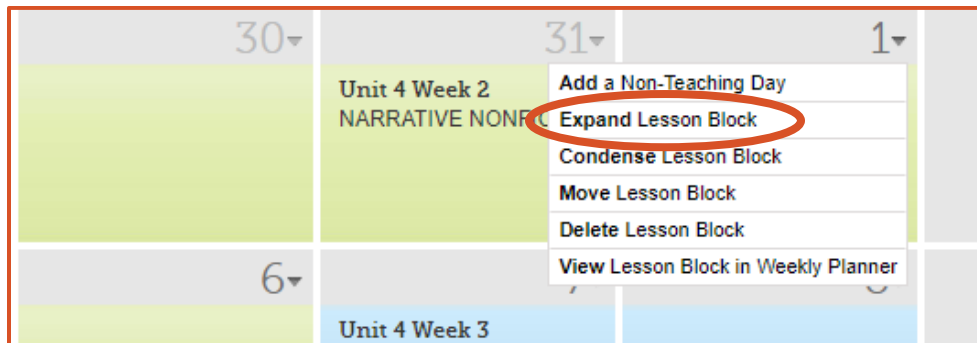
- You can click the **Restore** button in the upper-right corner of the Calendar to retrieve lesson blocks that you deleted.



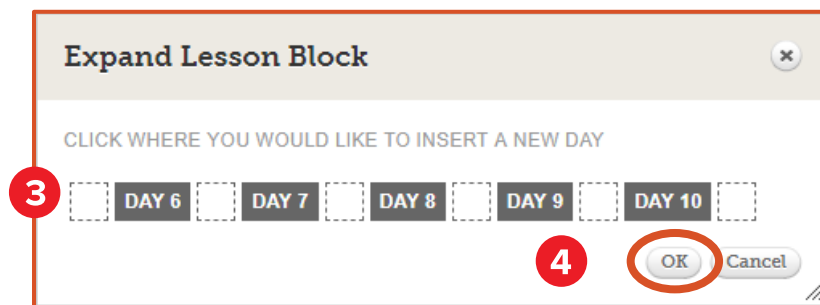
Expand a Lesson Block

You may wish to expand a lesson block to include another day.

1. Click the arrow next to any date in the lesson block.
2. Select **Expand Lesson Block**.



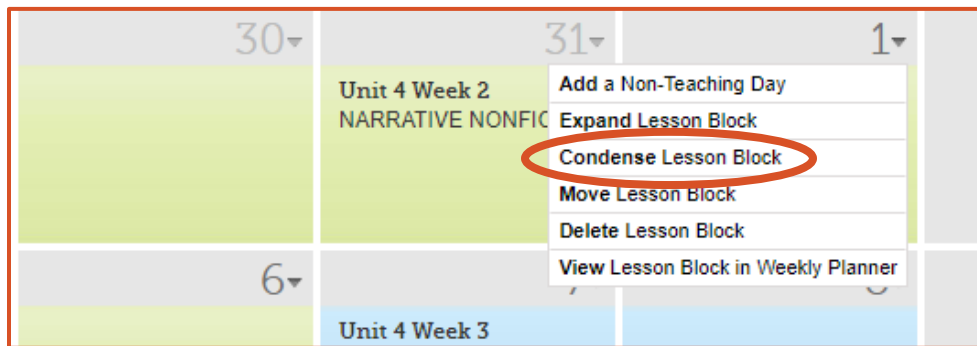
3. In the **Expand Lesson Block** pop-up, select the check box where you want to add the extra day.
4. Click the **OK** button.



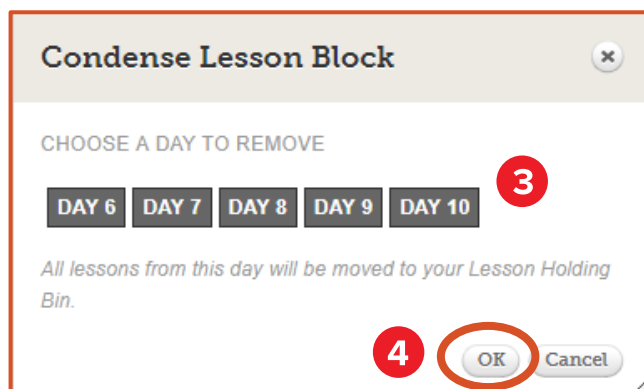
Condense a Lesson Block

You may wish to condense that lesson block.

1. Click the arrow next to any date in the lesson block.
2. Select **Condense Lesson Block**.



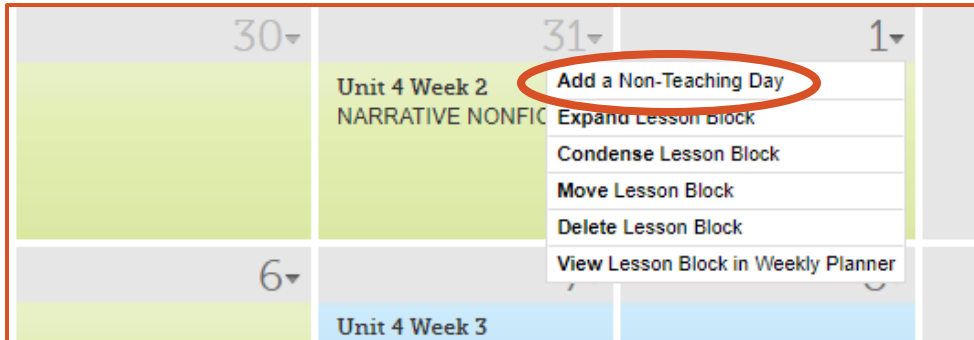
3. Click a day to remove on the **Condense Lesson Block** pop-up.
 - The day you select to remove is not deleted, but is moved to your **Lesson Holding Bin**.
4. Click the **OK** button.



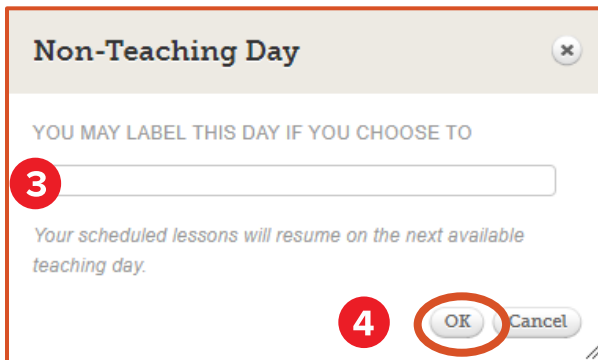
Add a Non-Teaching Day

You may need to add a non-teaching day to the **Calendar**, such as for a snow day or a field trip.

1. Click the arrow next to the date on the **Calendar**.
2. Select **Add a Non-Teaching Day**.

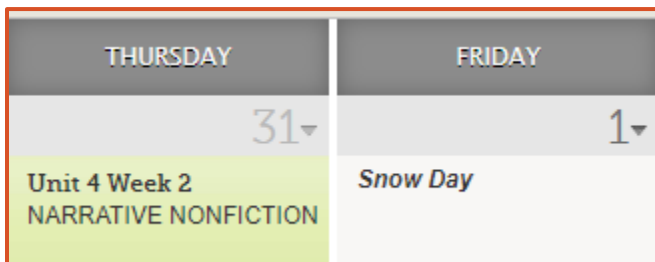


3. You can add a label to your non-teaching day, but it is not required.

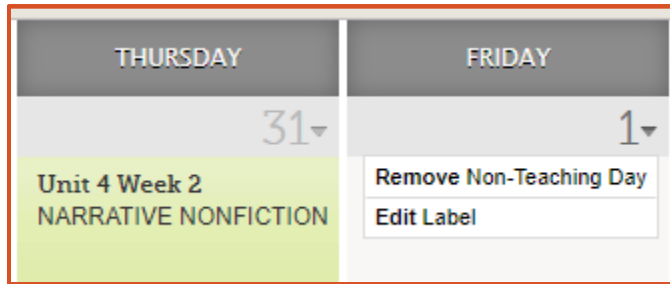


4. Click the **OK** button.

When you add a non-teaching day, all of your lessons shift to the next available teaching day.

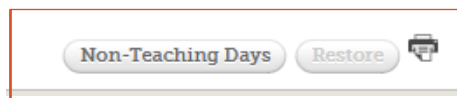


- Select **Remove Non-Teaching Day** to remove it from the Calendar.
- Select **Edit Label** to change the label.

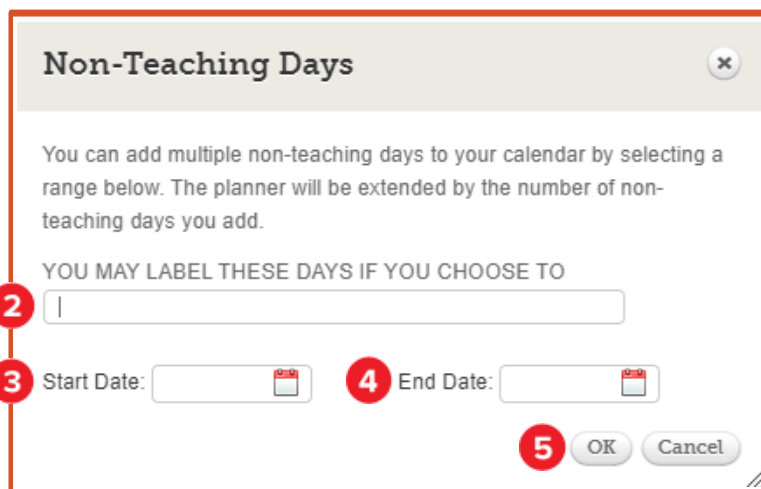


Add Multiple Non-Teaching Days

1. To add multiple non-teaching days, select **Non-Teaching Days** at the top of the Calendar.



2. On the **Non-Teaching Days** pop-up, enter a **Label** for the series of non-teaching days if you wish.
3. Enter a **Start Date**.
4. Enter an **End Date**.
5. Click **OK**.



Non-Teaching Days [X]

You can add multiple non-teaching days to your calendar by selecting a range below. The planner will be extended by the number of non-teaching days you add.

YOU MAY LABEL THESE DAYS IF YOU CHOOSE TO

2 [Label Field]

3 Start Date: [Calendar Icon] 4 End Date: [Calendar Icon]

5 [OK] [Cancel]