

QUICK START DIRECTIONS FOR PLANBOOK

YEAR

- Click year in upper left hand corner to change it to the current year.
- Click “Add a Year”.
- Fill in “School Year”, “First Day” & “Last Day” (you can click on calendar to do days).
- Select the classes you want to import from last year, if you put classes in last year.
- Select the information you want to import.
- Click apply- all your classes will now appear in the current school year.
- If you didn’t add classes last year, you will do that next.

ADDING OR EDITING CLASSES

- Click “Go To” in the right corner.
- Click “Classes” in the drop down menu.
- Click the class you need to edit & select “Edit” in the drop down menu.
- Enter your new days & times here, change class color if you want & click “Apply”.
- If you need to add classes, select “Add Class” on the top left.
- Fill in Class Name.
- Dates will be entered already.
- Pick a Class Color.
- Fill in Class Days, Start Time, End Time (easiest to use clocks). If times are the same for several/all days fill in Monday & click “Copy” & then go back & change any that aren’t the same.
- Click “Apply” when done.
- Click “Go To” in the top right corner.
- Click “Plans” from the drop down menu.
- You should now have your class schedule.

ADD PLANS, HOMEWORK, AND NOTES (TWO WAYS)

Plan Mode

- Make sure you have the right week. Default is the current week.
- Click on the class you want to plan.
- A box will pop up.
- Click the “Lesson Tab” & type in your lesson. Some people like to type their homework in this box also & then they skip the Homework Tab.
- Click the “Homework Tab” & add your homework if you chose to use the Homework Tab.
- Click “Notes” if you want to add any reminders or notes about the lesson.
- My List & School List only apply if you have added your own standards.
- Click “Standards” and “Add Standards”.
- Select State-Nebraska, Grade Level, Class & Category.
- Select the standard or standards you need & click “Apply”.

Class Mode (I prefer this method)

- Select “Go To” and pick classes from the drop down menu.
- Select the class you want to plan for and click “Lessons”.
- You will see a calendar. Click the date you want to plan & the box you used in Plan Mode will pop up. Continue with the “Plan Mode” instructions above.
- To return to the Plan view, click “Go To” , select Plans, change Month to week, & 1 class to all classes.

Using Bump & Extend

- If you need to bump a lesson ahead, pick the number of days (below Bump) & click “Bump”. This will move your lessons ahead.
- If you want to extend a lesson, pick the number of days (below Extend) & click “Extend”. This will extend your lesson into those days.