

Getting Started

Setting up your schedule (i.e. creating classes/subjects)

As a new user, your first task is to create the classes you will teach. Creating classes is how you define your schedule in planbook.com. Note that we use the term "class" to define what you teach, not to define a group of students. It may help you to think of a class as a "subject" or "period".

To create a class, click Go To -> Classes -> Add Class

Creating Lessons

Once you create a class, you can then add lessons to the class.

To create lessons for a class, click Go To -> Plans, and then click on the class name under any day of the week.

Creating Events

Planbook.com also allows you to create events for the school year. Events can be used to specify "no school" days (holidays, school improvement days, etc.) when lessons will not be taught, as well as teacher specific events such as field trips and student birthdays.

To create an event, click More -> Add an Event

To import this year's VCS calendar events, go to:

events-> import -> type muscarellar@victorschools.org -> teacher key: musc -> choose year 2013-14

Navigating your plans

Planbook.com provides a variety of ways to view your plans, using the following controls:

- **Date Buttons:**
The date buttons allow you to go to today's date, select a specific date, or jump forward and back one week/day/month (depending on your view) at a time.
- **View Bar:**
The view bar allows you to control what information is displayed in your plans, and has 3 components:
 - **Timeframe** - Select Day, Week, Month or List view for your plans.
 - **Items** - Select the items (e.g. lesson, homework, notes, standards) to show in your plan view.
 - **Classes** - Select the classes to show in your plan view

- **Go To Button:**
The Go To button allows you to switch between the different pages in planbook.com, such as your plans, classes, events, templates, school years, etc.

Printing/Saving/Emailing your plans

Planbook.com allows you to create a PDF file of your plans. The PDF file can then be printed, saved, and/or emailed to an administrator.

To create a PDF file of your plans, click More -> Print to PDF

Classes and Schedule

Planbook.com uses classes as the core structure of your plans. By creating classes, including when each one is taught, you will define your schedule. Before you can add any lessons to your plans, you must first create one or more classes that will hold these lessons.

Create a Class

To create a class, click Go To -> Classes -> Add Class.

- **Class Name - Enter a name for the class.**
- **Start Date - Enter a start date for the class. The default is the First Day of School Year.**
- **End Date - Enter an end date for the class. The default is the Last Day of School Year.**
- **Class Color - Select a color for the class. Note that multiple classes can use the same color.**
- **Class Days - Select the days of the week that the class will be taught. At least one day must be selected.**
- **Start/End Times - Enter start and end times for each day. Class start and end times are not required, but if provided are used to sort lessons in the Week and Day views.**

Edit a Class

To edit a class, click Go To -> Classes, select a class (click on it), and select Edit.

Delete a Class

To delete a class, click Go To -> Classes, select a class (click on it), and select Delete. Note that this will delete your class and ALL lessons associated with the class.

Import/Export Class Lessons

To import or export lessons, click Go To -> Classes, select a class (click on it), and select Import or Export.

Lessons

Create a Lesson

To create a lesson, click on the class name under the date you plan to teach the lesson. In the List view, click anywhere on the row of the date you plan to teach the lesson. Use the lesson editor tabs to enter each section of your lesson (Lesson, Homework, Notes, etc.)

Edit a Lesson

To edit a lesson, click on the lesson. Make your changes, then click "Apply" to save, or "Cancel" to exit without saving.

Custom Lesson Times

On certain days you may want to adjust your typical class times. This could include half days, early dismissals, late starts, field trips, assemblies, school improvement days, etc. To adjust your times, check the "Custom times" box when editing a lesson, and enter in a unique start and end time. This custom start and end time will ONLY be used for the class on that day, and will not impact your typical schedule.

Copy/Paste a Lesson

To copy lesson information from one lesson to another, right click on the lesson you want to copy from, and select "Copy", then right click on the lesson you want to copy to and select "Paste".

Bump a Lesson

Bumping a lesson allows it to be taught on the next day, such as when a teacher is unable to get to a lesson planned for a day. To bump a lesson, you can right click on the lesson and select "Bump", or open the lesson and click the "Bump" button. The lesson will be moved to the next day, and all future lessons for the class will then shift out one day. To bump a lesson multiple days, select the number of days below the Bump button. Click "Cancel" to exit without bumping the lesson.

Insert a Lesson

To insert a lesson, click on the lesson where you want to insert a new one, and click "Bump" to move this lesson to the next day. You can then click on the empty lesson to add your new one.

Extend a Lesson

Extending a lesson allows it to be taught on two consecutive days, such as when a lesson is started but not completed, and will be continued the next day. To extend a lesson, you can right click on the lesson and select "Extend", or open the lesson and click the "Extend" button. The lesson will be continued on the next day, and all future lessons for the class will then shift out one day. To extend a lesson multiple days, select the number of days below the Extend button. Click "Cancel" to exit without extending the lesson.

Delete a Lesson

To delete a lesson, right click on the lesson and select "Delete", or open the lesson and click the "Delete" button. All future lessons for the class will shift back one day. Click "Cancel" to exit without deleting the lesson.

Monday 04/08/2013	Tuesday 04/09/2013	Wednesday 04/10/2013	Thursday 04/11/2013	Friday 04/12/2013
D	E	F	A	B
<p>SOAR SOAR - Bring a book of your choice to read for the first 20 minutes of each week! Great way to start the week!</p>	<p>Build-A-Bear 8:28am - 8:28am  Complete vocab sheet #2. ELA Test practice Homework: Quiz on chapter 1-10 in Tom Sawyer on Wednesday Standards: 7.L.4 Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7 reading and content, choosing flexibly from a range of strategies.</p>	<p>Planning 7:30am - 8:28am Starbucks 8:32am - 9:30am In class we will: 1. take a quiz on chapters 1-10 2. book talk 11-13; write summaries 3. listen to ch 14 TODAY'S NOTES Homework: Read chapter 15, write a summary and complete study guide page(s). Standards: 7.RL.1 Cite several pieces of textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. 7.RL.2 Determine a theme or central idea of a text and analyze its development over the course of the text; provide an objective summary of the text. 7.RL.3 Analyze how particular elements of a story or drama interact (e.g., how setting shapes the characters or plot).</p>	<p>Lego 7:30am - 8:28am In class we will: 1. read "In Huck's Shoes." 2. complete the worksheets for the story Attachments: in_hucks_shoes_booklet.pdf Team Meeting 8:32am - 9:30am  Starbucks 10:36am - 11:34am In class we will: 1. go over chapters 14 and 15 2. book talk chapter 16 3. listen to chapter 17; summarize </p>	<p>Build-A-Bear 8:28am - 8:28am In class we will: 1. go over chapters 14 and 15 2. book talk chapter 16 3. listen to chapter 17; summarize </p>
<p>Lego 7:30am - 8:28am  ELA Test practice Team Meeting 8:32am - 9:30am  Starbucks 10:36am - 11:34am  Complete vocab sheet #2. ELA Test practice Homework: Quiz on chapter 1-10 in Tom Sawyer on Wednesday Standards: 7.L.4 Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on grade 7 reading and content, choosing flexibly from a range of strategies.</p>	<p>Digital Photography 8:32am - 9:30am  Meet in Room 284, carts 3 & 4. Lego 9:34am - 10:32am In class we will: 1. go over ELA packet 2. read "In Huck's Shoes." Attachments: in_hucks_shoes_booklet.pdf</p>	<p>Build-A-Bear 9:34am - 10:32am In class we will: 1. take a quiz on chapters 1-10</p>	<p>Homework: Read chapter 18 and 19 and complete summaries and study guide. Make sure you are caught up on all study guide pages. Standards: 7.RL.1 Cite several pieces of textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. 7.RL.2 Determine a theme or central idea of a text and analyze its development over the course of the text; provide an objective summary of the text. 7.RL.3 Analyze how particular elements of a story or drama interact (e.g., how setting shapes the characters or plot).</p>	<p>Homework: Read chapter 18 and 19 and complete summaries and study guide. Make sure you are caught up on all study guide pages. Standards: 7.RL.1 Cite several pieces of textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text. 7.RL.2 Determine a theme or central idea of a text and analyze its development over the course of the text; provide an objective summary of the text. 7.RL.3 Analyze how particular elements of a story or drama interact (e.g., how setting shapes the characters or plot).</p>