


Copy Features

 **PURPOSE:** To copy repetitive items, thereby freeing up more time to improve planning

You can copy a Plan or a Course. When copying, all associated Standards, Strategies, uploaded files, etc. will be included in the copy. Any copied Plan (done individually or as an entire Course) can be modified as needed. As for any new Plan, its status is *Building* until you submit it for review.

Copy A Plan

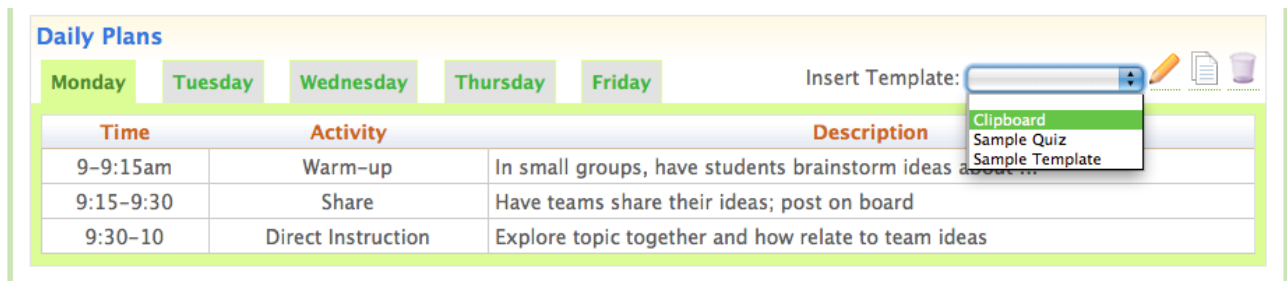
Copying a Plan can be useful when:

- school day scheduling changes.
- you want to re-use a Plan you created earlier in the year or in previous years for the same or a different Course.
- you and one or more other teachers worked together to develop an exemplar Plan, which you can then copy into your own Course.

HOW TO: To copy a Plan, find it in a Plans list, either using the **Plans** tab either in the Global or Course tab set. The Copy icon will display on the right-hand side in that table row, within a string of other icons. Click the Copy icon, and then use the Setup form to modify the Course Association and Plan Information, as desired.





Copy A Daily Plan

Copying a Daily Plan can be useful when a day's plan needs to be moved to sometime in the future – for example, due to a snow day, unexpected assembly, or just didn't get to everything during the week.



Daily Plans


Monday Tuesday Wednesday Thursday Friday

Insert Template:    

Time	Activity	Description
9-9:15am	Warm-up	In small groups, have students brainstorm ideas a
9:15-9:30	Share	Have teams share their ideas; post on board
9:30-10	Direct Instruction	Explore topic together and how relate to team ideas

Clipboard
Sample Quiz
Sample Template

HOW TO:

1. Go to the Daily Plan you want to copy.
2. Click  just to the top-right of the Daily Plans table. This copy is automatically labeled *Clipboard* in your list of Templates.
3. Navigate to the Daily Plan view where you want to paste in the Clipboard copy.
4. Insert and save the Template titled, *Clipboard*, just as you would a regular Template.

Copy A Course

This feature can be useful when wanting to copy an entire Course that you used during a previous School Year. If a collaborative group of teachers has developed an exemplar Course together, each group member can then copy the Course to their own Course List. Course Summary will note what Course it was “modeled after”, along with the original creator’s name. Any Plan in a copied Course can be modified or deleted, as needed.

HOW TO: To copy a Course, find it in a Course list, using the **Courses** tab in the Global Tab set or by clicking **Course List** from your Dashboard. The Copy icon will display on the right-hand side in that table row, within a string of other icons. Click the Copy icon, and then use the Setup form to modify the Course’s Name, Grades, School, and Content Area, as desired.

Copied Plans will be scheduled the **same week** as they were in the original, regardless if the specific week’s starting date changes. Also, every copied Plan will have the status of *Building*, by default, until each is Submitted to the Reviewer.