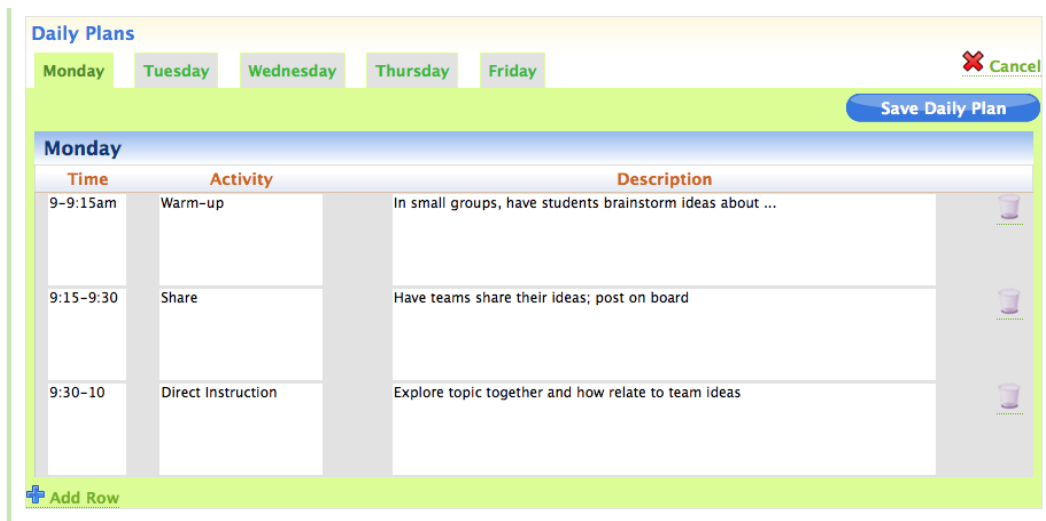


Daily Plans


 **PURPOSE:** To construct your daily schedule with finer-grained details




The screenshot shows the 'Daily Plans' interface. At the top, there are tabs for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. A 'Cancel' button with a red 'X' icon is in the top right. Below the tabs is a 'Save Daily Plan' button. The main area is a table for 'Monday' with three columns: 'Time', 'Activity', and 'Description'. The table contains three rows of data. At the bottom left of the table is an '+ Add Row' link.

Time	Activity	Description
9-9:15am	Warm-up	In small groups, have students brainstorm ideas about ...
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

HOW TO:

1. In Daily Plans section, click Day tab for which you want to add a Daily Plan.
2. Click the  Edit icon on right-hand side to open Daily Plan form.
3. Click into first field, under Time heading. Type either a time frame or number of minutes.
4. Use your mouse or keyboard tab to move to the Activity field. Type in a name or general description.
5. Move to the Description field. Type in details of this activity for this timeframe.
6. Move to the next row and repeat process.
 - If do not need all three rows displayed, leave blank what is not needed.
 - If need more than three rows, then use +Add Row link at bottom of table.
7. Click **Save Daily Plan** button to save your work.

To re-order your rows of activities, drag-and-drop a row up or down to rearrange it in the Daily Plan table.

 For days you have created a Daily Plan, the Daily Plan icon will display in the left-hand side day tabs on the Plan Details page.

See *Advanced Features > Daily Plan Templates* and *Copy Features* for related tools