

Daily Scheduling

PURPOSE: To organize your Plan at a day-by-day level

You can easily assign Standards, Instruction Strategies, Assessment Strategies and Custom Items to one or more specific weekdays. Scheduling is indicated on your Plan Details.

HOW TO: On the main Plan page, notice the series of 5-day boxes, referred to as the “Quick Cal” and marked for M-T-W-T-F, that display to the left of each item on the Plan. Place computer cursor over day to assign that item. Click once to select that day. Selection will highlight in yellow.

The screenshot shows two sections: "Instruction Strategies" and "Assessment Strategies". Each section has a row of five boxes labeled M, T, W, T, F. In the "Instruction Strategies" section, the first two boxes (M and T) are highlighted in yellow. The items listed are "Saxon - New Concept [5] Lesson 26" and "Saxon - Written Practice [5] Lesson 26". In the "Assessment Strategies" section, the first three boxes (M, T, W) are highlighted in yellow. The items listed are "My New Resource [5] 159 KB (Lisa Teacher)" and "Item Bank Assessment for E&C-4 [5] [5] Anch". A mouse cursor is pointing at the 'F' box in the second row.

On PDF of Plan, selected days will display **black** (versus gray).

