
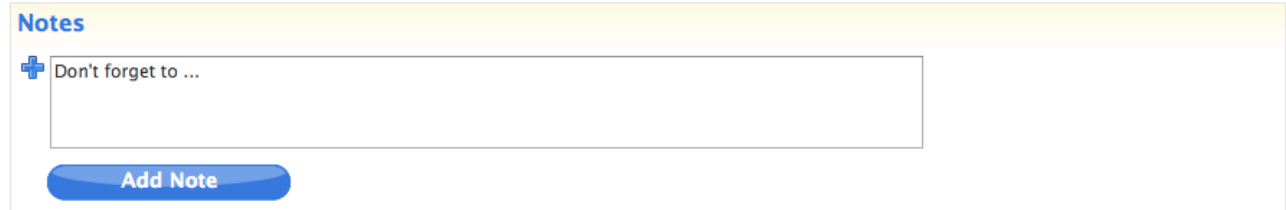


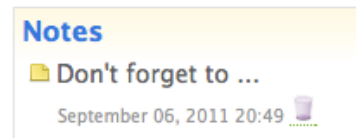
## Plan Notes

 **PURPOSE:** To include a brief note as reminders, any general instructions for the week, etc.



**HOW TO:** On the main Plan page

After saving, individual Notes will display with timestamp in Plan section and can be deleted.



## Print Your Plan

 **PURPOSE:** To obtain a printer-friendly Plan to keep and follow during instruction time.


You can either print an entire week for one Course or one Daily Schedule across all Courses.

- **For Entire Week by Course**



**HOW TO:** On the Plan Details page, click the PDF icon at the bottom of the left-side day tabs. This will generate a PDF of your entire Plan, organized by each day.

- **For Entire Day Across Multiple Courses**

**HOW TO:** On your Dashboard in the Quick Links box, click  Daily Schedule. Select week and day to display schedule. Click PDF icon to obtain printable version.

*NOTE: Order of course display is driven by Period(s) selected on each Course's Setup.*