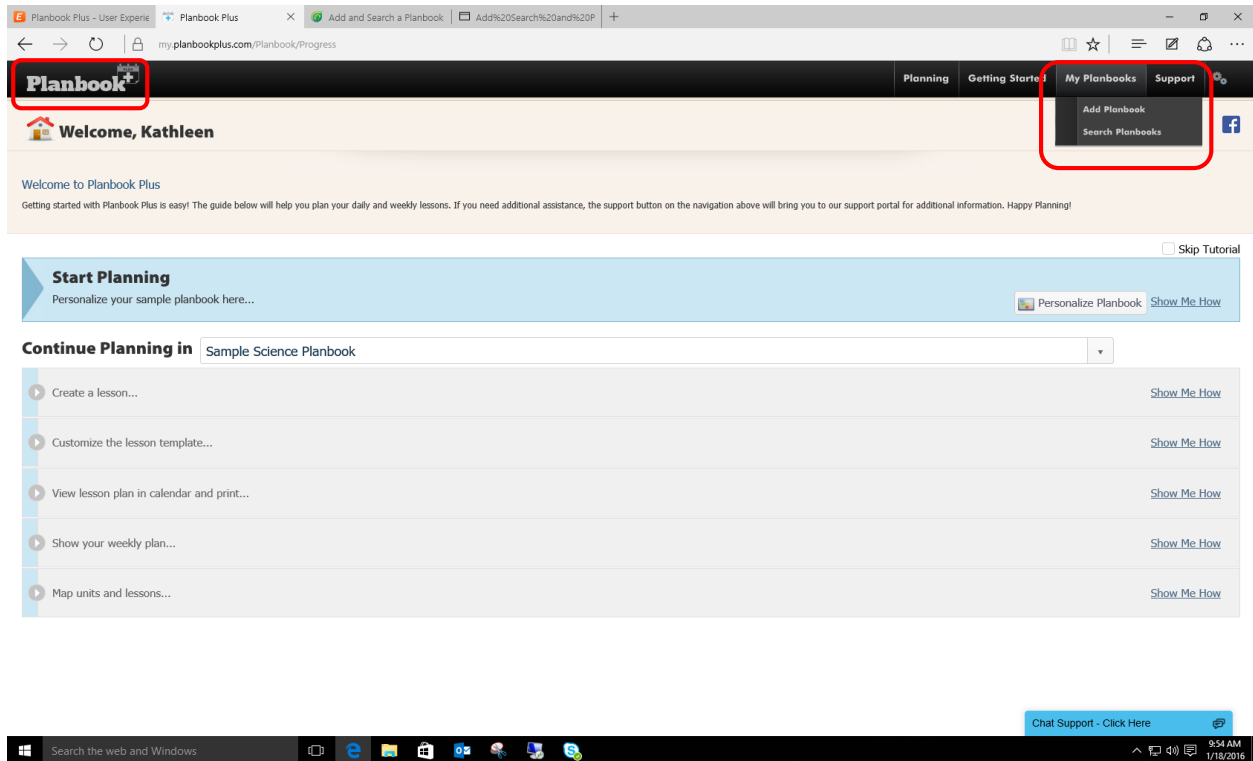


Planbook Plus User Guide: Add and Search a Planbook

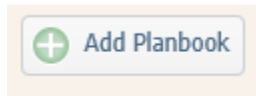
Planbook Plus makes the daily task of lesson planning intuitive and more effective by combining powerful tools for organization with ease of use. Designed by educators to seamlessly create or import lesson elements and map activities to curriculum and standards.

Add a Planbook

Once you login, you will land on the Planbook Welcome page. To create your Planbook, click on the 'Add Planbook' button.



You can also click the “Planbook +” on the top left of the screen. From there then select “Add Planbook” on the top right hand side of the screen.



- 1) Select the School Year from the drop down menu.
- 2) Enter the Name of your Planbook.
- 3) Click the Calendar icon to select your Start Date.
- 4) Click on the 'Create' button.
- 5) Element Design Option
- 6) Scheduling Type



Add Planbook

[Return to Planbook Search](#)

School Year

2015-2016

Name

Start Date

Copy Element Design [Help](#)

(Blank)

[View Design](#)

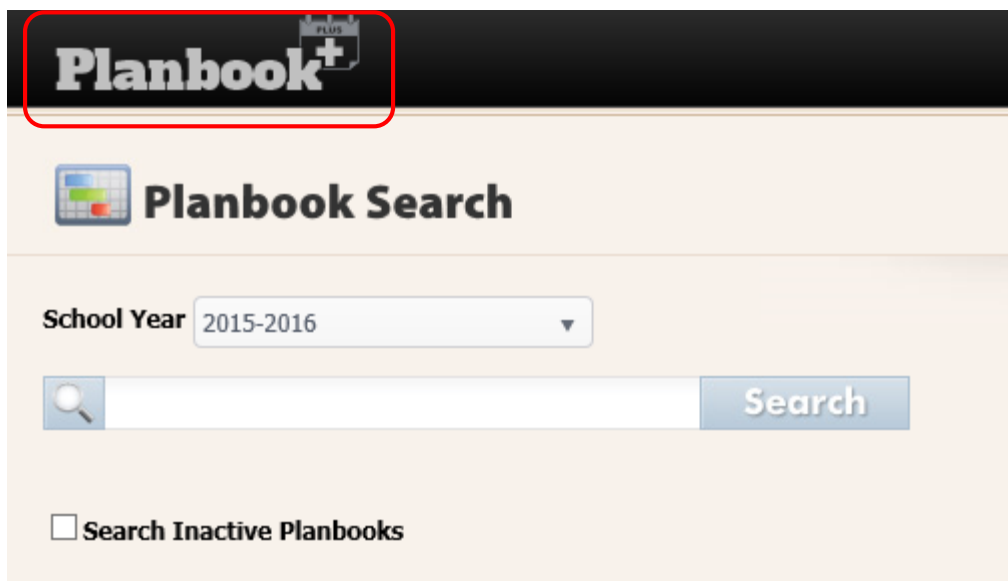
Scheduling Type

None

Search Planbooks

When you login, you have the ability to search your Planbooks. Select “Search Planbooks” dropdown from the “My Planbook” menu and all active Planbooks for the selected year will display.

You can return to the Planbook Search page at any time, by clicking on the Planbook Plus icon from any page. Again, select the year and click the search button to see all the active Planbooks created.



You will also be able to page through your active planbooks

Planbook Search

School Year: 2015-2016

Search

Search Inactive Planbooks

Planbooks

ID	Name	Start Date	Scheduling Type	Actions
11317	Science 101	Mon, Jan 11 2016	Weekday	
11315	Stuff to do	Mon, Jan 11 2016		
16761	temporary planbook	Fri, Jan 15 2016		

6 - 8 of 8 items

Specials

Add New Special

Name	Scheduling Type	Actions
music	None	
gym	None	

Chat Support - Click Here

Search the web and Windows

10:39 AM 1/18/2016

You can work on the Planbook by selecting an action from the group of icons on the right.

Planbooks

ID	Name	Start Date	Scheduling Type	Actions
11317	Science 101	Mon, Jan 11 2016	Weekday	
11315	Stuff to do	Mon, Jan 11 2016		
16761	temporary planbook	Fri, Jan 15 2016		

6 - 8 of 8 items

Actions Menu

Calendar

Timeline

Weekly Planner

Planbook Settings

Reporting (PDF)

Copy