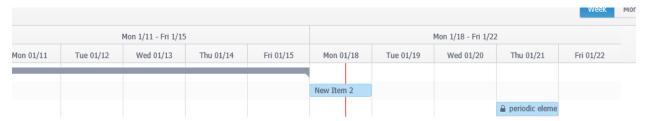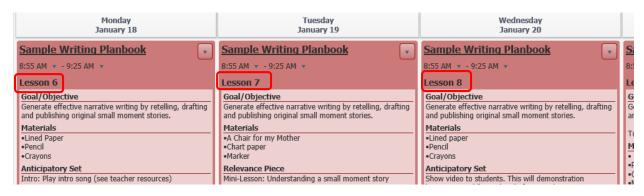# Planbook Plus User Guide: Planbook Item Edit

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.

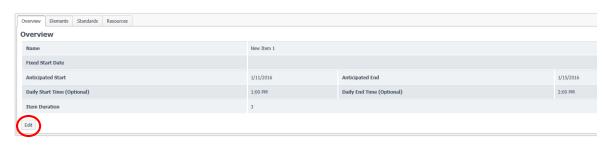## *Enter Planbook Item Edit*

To enter Planbook item edit, first go to timeline view and double click on one of the blue item blocks on the right side of the screen.

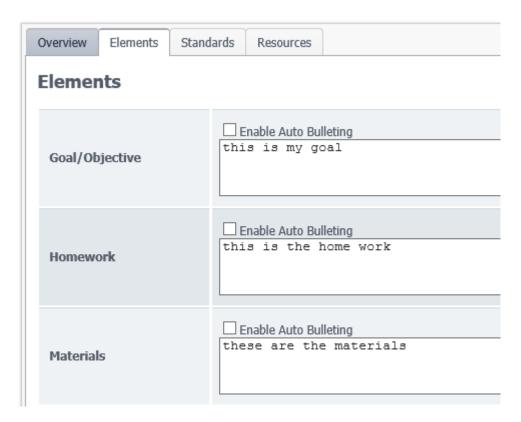You can also access planbook item edit by clicking on the Item/lesson from the calendar view.

Overview

Clicking edit will enable you to change the Fixed start date, time of start and end time, duration of days. You can also add or change the name of the Item.

Elements

This page will permit you to enter the data needed in each category. You can enter the data one category at a time and the data is Auto-saved.

Customize Element Design

You have the ability to Rename, Remove, or Add a field. You can also drag and drop topics in the order you'd like them to appear.

When you add a new field, you have the ability to select the Type and options. The options are

Multiline text, Drop down list, Number, Check box for yes or no, Date, and Radio Button list.
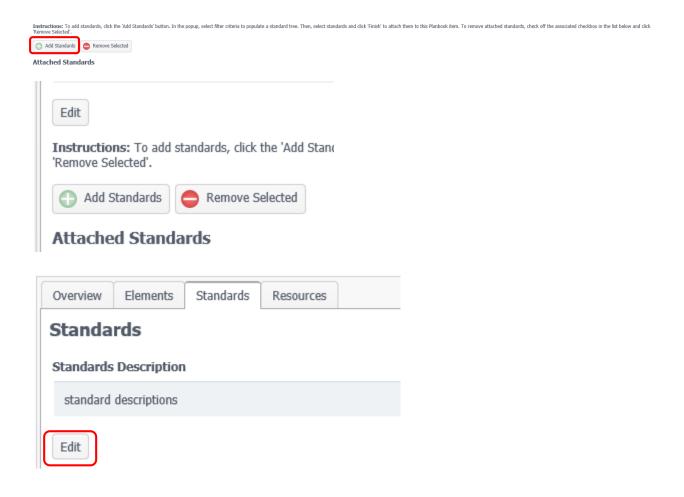
Append a design

If you have another planbbok set up and you would like to have the same format, you have the option of appending the design.

Append Design

Planbook

Use the dropdown below to select a Planbook's design that you would like to add to the end of the sequence above. Any elements from the design being copied which have the same name as an element in the current design will not be added.

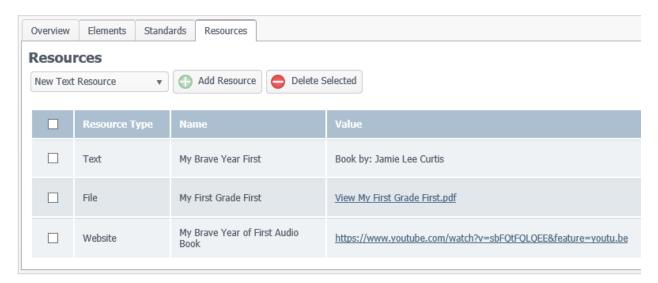Select a Planbook ▾   View Design

⊕ Append

Standards

On the standards tab you have the ability of choosing standards that are already uploaded in planbook plus or copy and paste your own. To add pre-existing standards already in Planbook click "Add Standards". To add your own click the Edit button. Add your context then click save. You can also remove standards by checking off the boxes of the items you wish to remove then click "remove selected"

Instructions: To add standards, click the 'Add Standards' button. In the popup, select filter criteria to populate a standard tree. Then, select standards and click 'Finish' to attach them to this Planbook item. To remove attached standards, check off the associated checkbox in the list below and click 'Remove Selected'.

⊕ Add Standards   ⊖ Remove Selected

Attached Standards

Edit

Instructions: To add standards, click the 'Add Stan'Remove Selected'.

⊕ Add Standards   ⊖ Remove Selected

Attached Standards

Overview	Elements	Standards	Resources

Standards

Standards Description

standard descriptions

Edit

Resources

You have the ability of referencing your resources. You can reference a web site and include a URL, Text reference, or a file.

You also have the option of deleting or editing once they have been added. To delete check the box next to the one you want to remove then select "delete selected". To edit, see the pencil on the right side of the screen in row with the resource item.