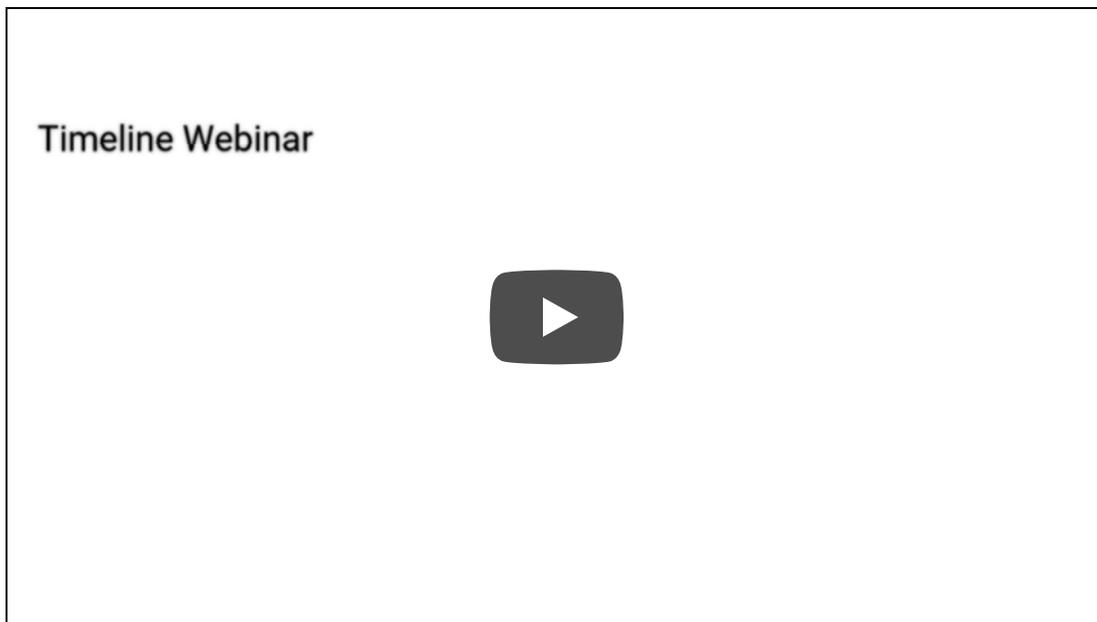


Timeline View: Planbook Plus User Guide

Modified on: Fri, 6 Apr, 2018 at 9:39 AM



Planbook Plus User Guide

Timeline View 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 standard.

Once you have created your plan book, you can choose the planbook view using the "view buttons." The timeline will allow you to quickly outline/scope and sequence your units and lessons to provide for better common planning.

Add Item (Unit)

To add an Item to your Planbook, click the 'Add Item Below' button. Double click the highlighted item to add/edit the text and press enter to save it.



+ Add Item Below					+ Add Sub-Item	✓ Restore Items	+ Copy Item	** This day is set :
Title	Expand All	Collapse All	Start	End	Duration			
New Item 1			01/11	01/16	3	Details		
New Item 2			01/18	01/19	1	Details		

Add Sub-Item (Sub-Unit)

Highlight the Item you want to add the Sub-Item (Sub-Unit) to and click the 'Add Sub-Item'. You can add multiple Sub-Items to an Item as long as the Item is highlighted. You can add SubItems to Sub-Items as long as the Sub-Item is highlighted.

Double click the highlighted item to add/edit the text and press enter to save it.



✓ Added Item Successfully.

+ Add Item Below

+ Add Sub-Item

✓ Restore Items

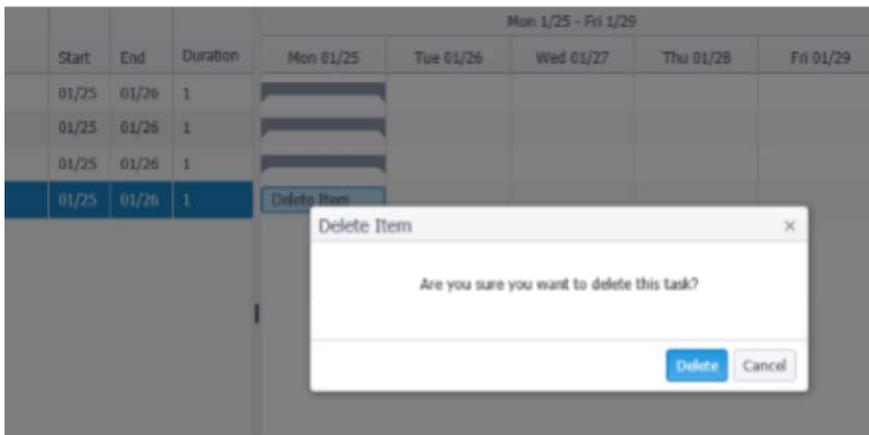
+ Copy Item

** This day is set

Title	Start	End	Duration	
▾ New Item 1	01/11	01/16	3	Details
New Item 1	01/11	01/16	3	Details
New Item 2	01/18	01/19	1	Details

Delete an Item or Sub-Item

To delete an Item or Sub-Item, hover over the Item or Sub-Item in the Gantt Chart and click the x.



Expand or Collapse the Items or Sub-Items

You can expand or collapse the Items and Sub-Items by clicking on the triangle preceding each Item or Sub-Item with multiple items. There is also the ability to 'Expand All' or 'Collapse All' by clicking on the links listed next to the Title.

+ Add Item Below + Add Sub-Item ✓ Restore Items ** This day is set as a holiday				
Title	Start	End	Duration	
Expand All Collapse All				
▾ New Item 1	01/25	01/26	1	
⊞ New Item 1	01/25	01/26	1	
New Item 1	01/25	01/26	1	Ne

Move an Item or Sub-Item

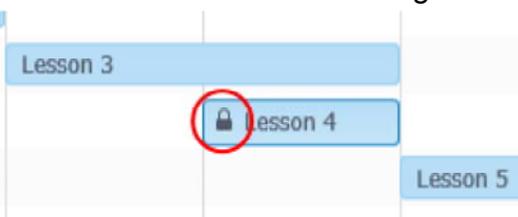
You may want to change the order of your Items and Sub-Items. To do this, you will click on the Item or Sub-Item and drag it to the new position. You will notice 3 horizontal bars that will show you the placement of the Item you are moving. The longest line designates exactly where the Item will drop.

You will notice a + if you are moving an Item or Sub-Item to a new Item.

Title	Start	End	Duration	
▾ New Item 1	01/11	01/16	3	
New Item 1	01/11	01/16	3	
New Item 2	01/18	01/19	1	
New Item 3	01/20	01/21	1	

Fixed Start Date

Once your data has been entered, you may need to make some changes. Some Items may need to have a fixed start date. There are two options to set the fixed start date. The first option is to click and drag the leading edge or ending edge of the blue rectangle in the Gantt Chart. Your cursor will change to a double arrow and you can drag it to the date you want the lesson to start or end. Once you do this, you will see a 'Lock' icon to let you know this Item is locked and the date will not be changed if any Items listed before it are changed.



You have the ability to overlap two items if you will be covering two items in one day. Drag the ending edge of the rectangle into a specific day (ending that day) and take the item below it and drag the leading edge of the rectangle into the same day (starting that day).

The other option to manipulate the fixed date is to double click on the blue rectangle in the Gantt Chart, Then select Overview, Then Edit

Overview	
Name	Lesson 3
Fixed Start Date	
Anticipated Start	1/13/2016
Daily Start Time (Optional)	8:55 AM
Item Duration	2

Restore an Item or Sub-Item

Click on the Restore button. A Box will populate with your deleted items. Select the item you want to restore by checking the box next to it, then press the Restore Button

Name	Unit's Name Upon Deletion	Time Deleted
<input type="checkbox"/> Delete Item	New Item 1	1/18/2016 11:34:58 AM

Now that your outline is done, it is time to add the details by adding/editing Elements, Standards and Resources.

Add Narratives/Lesson Plan Details

To add the Details of your lesson plan, click on the 'Details' button next to the lesson name.