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.

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Welcome, Kathleen	Add Planbook Search Planbooks
Welcome to Planbook Plus Getting started with Planbook Plus is easy! The guide below will help you plan your daily and weekly lessons. If you need additional assistance, the support button on the navigation above will bring you to our support portal for additional information.	Happy Planning!
	Skip Tutorial
Start Planning Personalize your sample planbook here	Personalize Planbook Show Me How
Continue Planning in Sample Science Planbook	×
Create a lesson	Show Me How
Customize the lesson template	Show Me How
View lesson plan in calendar and print	Show Me How
Show your weekly plan	Show Me How
Map units and lessons	Show Me How
	Chat Support - Click Here
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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

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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.

Planbook	
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School Year 2015-2016 🔻	
	Search
Search Inactive Planbooks	

You will also be able to page through your active planbooks

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11317	Science 101		Mon, Jan 11 2016	Weekday		🔳 📓 🔪	* .	. [
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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		🔳 💽 🔪 🗶 🗅		
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Actions Menu

Calendar

Timeline

Weekly Planner

Planbook Settings

Reporting (PDF)

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