

## Print Your Lesson Plans

You can print your lesson plans by month, week, or day.

To print your lesson plans, on the Home screen, click **Lesson Plans**. On the toolbar, click **Print**, and make a selection from the drop-down list.

If you want to access more options for viewing and printing your lesson plans, you can print a report.

1. On the Home screen, click **Reports**.
2. Click to expand the Lesson Plans list, and click a report.
3. Select the report options, and enter a date.
4. On the toolbar, click **Print**.