

## Reschedule Lesson Plans

Teachers can edit lesson plans and change the start date of a single plan or all plans. For example, a teacher is running behind schedule completing a section. The teacher can adjust the dates for the lesson plan and the following weeks.

At the beginning of a new school year, the school administrator must set the dates of the school calendar for the new school year, or if a calendar already exists and has been reset for the new dates.

1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Select the lesson plan you want to reschedule.
4. Click **Reschedule**.
5. Select the plans you want to reschedule.
6. Click **Next**.
7. Under Step 1, select **Shift Forward** or **Shift Backward**.
8. Click **Next**.
9. Under Step 2, click **Shift One Day**, **Shift Entire Year**, or **Shift Entire Year To Date**.



### Note

**Shift One Day** – Shifting one day will reschedule the selected plan to the next day. If a plan already exists on that day, the two lesson plans will be merged to prevent data loss.

**Shift Entire Year** – Shifting the entire year will reschedule the selected plan to the next day while shifting all other lesson plans ahead one day.

**Shift Entire Year To Date** – Shifting the entire year to date will reschedule the selected plan to a specific day. All other lesson plans will shift accordingly.

10. Click **Finish**.



To reschedule more lesson plans, repeat steps 3-10.