What is Weekly View?

The Common Core Studio presents a new Instruction Planner feature — **Weekly View**. This powerful feature is crucial for "just right" instruction.

**Weekly View** allows teachers to:

* Create lesson plans within the context of the week; allowing you to view the weekly progression of your lessons.
* Print a section or an entire daily/weekly lesson in PDF or Word format; never has it been easier to print lessons for administrators, substitutes, or even for personal reflection.
* Print and email plans from any computer with internet access.

Before you set up the system, users will see:

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| **Administrative User** — A link to the templates to select an element for teachers and administrators to view in the Weekly View. *Please* ***click here*** *to set up* ***Weekly View*** *settings for the template.* |  |
| **Teacher User** — A message on each Weekly View day indicating a plan has been created and no element has been selected for the Weekly View option. *Contact your Administrator to set up the template for Weekly View.* |  |

**Administrative User** —Setting Up Weekly View

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| 1. In an Administrative account, go to the School Templates and Elements menu.
2. Select your default template or the template you wish to assign a Weekly View element. \*\*Only text box elements may be selected and each template may have their own unique element.
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| 1. Go to the Daily Plan of your template.
2. A dropdown menu will appear with all of your text box elements.
3. Select the element from the dropdown you wished displayed in the Weekly View feature; save the template.
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**Teacher User** — How do I use Weekly View?

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| 1. Select Weekly View from your menu.
2. You will be brought to the current calendar week.
3. Select the calendar on the left side of the page to navigate to another week in your planner.
4. Use the arrows in the center of the screen to move forward or backward by week in your planner.
5. The **“This Week”** link will return you to the current week.
6. Selecting one of the magnifying glasses navigates you to your complete daily plan for that calendar day.
 | **General Features**   |
| 1. Click in any of the element boxes and enter information.
2. When finished, select a new day. **Your information will be auto-saved.**
 | **Entering Data** |
| 1. If you have created a Content, Skills, and Assessment block, it will appear below your elements.
2. Check off skills you will cover on this day. Your check marks will save in your Daily Plan as well.
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| 1. Select the type of document you wish to produce.
2. Click on the printer icon and your document will be created showing the element information displayed.
 | **Printing Your Weekly View** |

**Teacher User** – Go to your Daily Plan (Selecting the Magnifying Glass)

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| 1. From the Weekly Viewscreen, select the magnifying glass for the day you wish to view or add additional information. You will be brought to the Daily Plan window.

**\*\*** The Calendar Bar at the top of the Daily Plan may now be hidden **(Hide)** allowing more of your plan to be viewed. | **\*\*New** **to Instruction Planner**  |
| 1. **Hide** the Calendar Bar with the link in the right hand corner.
2. The data entered in the **Weekly View** feature will be visible, allowing you to plan each individual day while viewing the element selected by your administrator.
3. Selecting a different day from the Weekly View bar navigates you to the Daily Plan for that day, providing fast navigation for comparison or entering additional data.
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