

Teacher Site / Planning Tab

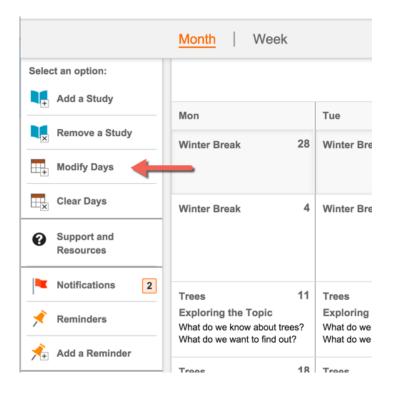
### **Customizing Your Calendar**

#### How do I customize my monthly calendar?

In *GOLDplus*<sup>®</sup>, you can modify your monthly calendar to account for holidays, school closures, or any other deviations from your typical schedule. You can also clear any days you have modified if there is a change.

#### **Modifying Days**

1. Select or tap "Modify Days" on the left side of the screen; then select a day on the calendar you wish to customize.







2. Type in the modification you wish to make (e.g., Thanksgiving, Professional Development Day, Snow Day), choose how many days this customization affects, and then select "Confirm."

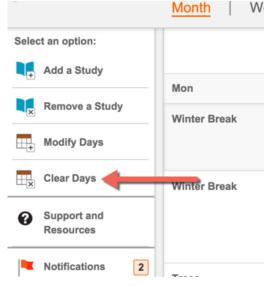
	<	January 2016	>
Modify Days:			
What kind of modification ar	re you making?		
Snow Day			
How many days does this n	nodification apply to?	•	
1	nodification apply to? t auto-shift when I make addi		
This modification should not			

3. Your customized day now appears on the calendar. What was originally planned on that day has now automatically moved to the next day.

		JODS? What tools do they us	se?	JODS? What tools do they use?
Trees	12	Trees	13	Trees
Exploring the Topi	с	Exploring the Top	ic	Exploring the Topic
What do we know abo What do we want to fir		What do we know abo What do we want to fi		What do we know about to What do we want to find c
Trees	19	Snow Day	<u>20</u>	Trees
Investigation 1		./		Investigation 1
What are the characte the trees in our comm				What are the characteristi the trees in our communit
Trees	26	Trees	27	Trees
Investigation 2		Investigation 2		Investigation 2
Who lives in trees?		Who lives in trees?		Who lives in trees?

#### **Clearing Days**

1. To remove any modified days on your calendar, select "Clear Days" on the left side of the screen.



2. Select the day you wish to clear in your calendar; then select "Save."

Select the day you wish	Cancel Save			
Mon	Tue	Wed	Thu	Fri
Winter Break 2	8 Winter Break 29	Winter Break 30	Winter Break 31	Winter Break
Winter Break	4 Winter Break 5	Music Making 6 Investigation 5 Who works with music for their jobs? What tools do they use?	Music Making 7 Investigation 5 Who works with music for their jobs? What tools do they use?	Trees Exploring the Topic What do we know about trees? What do we want to find out?
Trees 1 Exploring the Topic What do we know about trees? What do we want to find out?	Exploring the Topic	Trees 13   Exploring the Topic What do we know about trees?   What do we want to find out? What do we want to find out?	Trees 14 Exploring the Topic What do we know about trees? What do we want to find out?	Trees 1 Investigation 1 What are the characteristics of the trees in our community?
Trees 1 Investigation 1 What are the characteristics of the trees in our community?	8 Trees 19 Investigation 1 What are the characteristics of the trees in our community?	Snow Day 20	Trees 21 Investigation 1 What are the characteristics of the trees in our community?	Trees 2 Investigation 1 What are the characteristics of the trees in our community?
Trees 2 Investigation 2 Who lives in trees?	5 Trees 26 Investigation 2 Who lives in trees?	Trees 27 Investigation 2 Who lives in trees?	Trees 28 Investigation 2 Who lives in trees?	Trees 2 Investigation 2 Who lives in trees?



3. The modified day is now removed from your calendar. Any planned days that were moved to a future date to accommodate the original modification will now automatically get shifted back.

the Topic know about trees? want to find out?	Exploring the Topic What do we know about trees? What do we want to find out?	Exploring the To What do we know a What do we want to
19 on 1 characteristics of our community?	Trees20Investigation 1What are the characteristics of the trees in our commune, 2	Trees Investigation 1 What are the charac the trees in our com
26 on 2 trees?	Trees 27 Investigation 2 Who lives in trees?	Investigation 2 Who lives in trees?



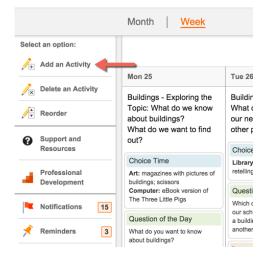


#### How do I customize my weekly calendar?

In *GOLDplus*<sup>®</sup>, you can modify your weekly calendar to add additional activities beyond what is coming from your weekly template. You can also delete any additional activities and reorder a particular week's schedule.

#### **Adding Activities**

1. To add additional activities to your weekly calendar, select "Add an Activity" from the left side of the screen.



2. Select the days of the week you wish to add activities to; then select "Next."

Choose the Day(s) you wish to add activities to, then click next				Cancel Next
Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
Buildings - Exploring the Topic: What do we know about buildings? What do we want to find out?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?
	Choice Time	Choice Time	Choice Time	Choice Time

#### 3. Select either "Custom Activity" or "Intentional Teaching Experience/Opportunity."

Add an activity	Cancel
Custom Activity	Intentional Teaching Experience



4. If you select "Custom Activity," use the Custom Activity form to create an activity and then select "Add to Plan."

Use the form to add your Custom Activity to the selected days	
Custom Activity	
(Select children, name your activity and a note, click to save to add to calendar)	
	ity Type:
Ch	oice Time 🗘
What You Do:	
B I <u>U</u> ≔ ≔	
Activity Library +	
Select Children +	
Objectives and Dimensions: +	
Mon Tue Wed Thu Fri	
Save to my library	
	Cancel Add to Plan

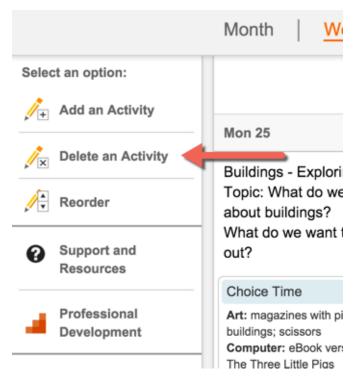
5. If you select *"Intentional Teaching* Experience," follow the step-by-step instructions on how to purposefully use the Class Profile to plan for *Intentional Teaching* experiences.





### **Deleting Activities**

1. To delete an activity you have added to your weekly calendar, select "Delete an Activity" from the left side of the screen.

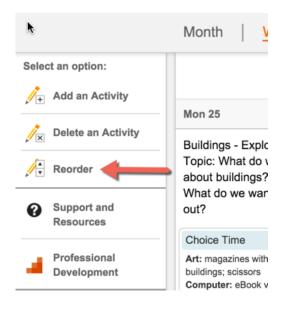


 Choose any activities from your weekly calendar you wish to delete and then select "Save." NOTE: Times of day that are automatically populated from *The Creative Curriculum*<sup>®</sup> can not be deleted.



#### Reordering Times of Day

1. To reorder times of day in weekly calendar, select "Reorder" on the left side of the screen.



2. Drag and drop times of day to reflect the order that you want them in, then select "Save."

You can now reorder the Time Of Day Activities for each day				Cancel Save
Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
Buildings - Exploring the Topic: What do we know about buildings? What do we want to find out?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?	Buildings - Investigation 1: What do the buildings in our neighborhood and in other places look like?
	Choice Time		Choice Time	Choice Time
Choice Time	Library: props and materials for	Question of the Day	Blocks: props related to	Library: books with pictures of
Art: magazines with pictures of buildings; scissors	retelling The Three Little Pigs	How many buildings do you How many buildings do you How many buildings do you How we have building books, Boog and that shifting how	buildings in your neighborhood, e.g., if you saw a fire station on the walk yesterday, add fire helmets; if you saw a farm, add	buildings in other places Computer: eBook version of
Computer: eBook version of The Three Little Pigs	Question of the Day			Buildings, Buildings, Buildings

