# Customizing Your Calendar

How do I customize my monthly calendar?

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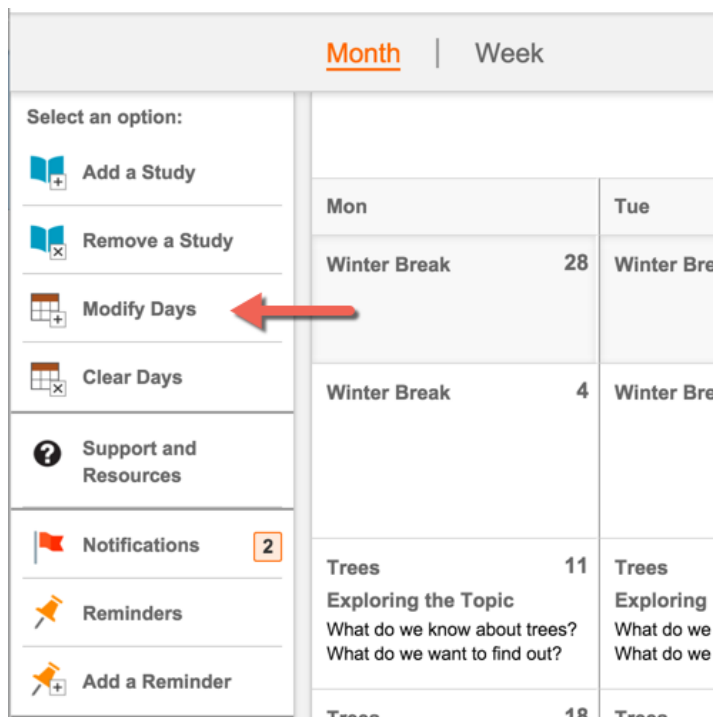
2. Type in the modification you wish to make (e.g., Thanksgiving, Professional Development Day, Snow Day), choose how many days this customization affects, and then select "Confirm."

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

Clearing Days

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

    Month | W

    Select an option:

    📘➕ Add a Study

    📘✖ Remove a Study

    Mon

    Winter Break

    ⊞➕ Modify Days

    ⊞✖ Clear Days ⬅

    Winter Break

    ❓ Support and Resources

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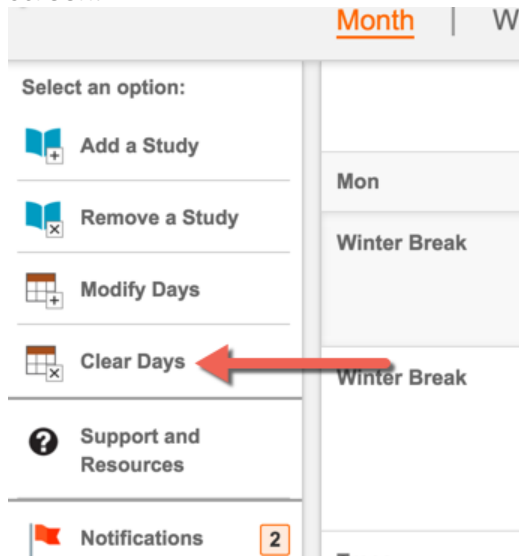
2. Select the day you wish to clear in your calendar; then select "Save."

    | Select the day you wish to clear in your calendar, then click save. | | | | Cancel | Save |

Mon	Tue	Wed	Thu	Fri
Winter Break 28	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 11 Exploring the Topic What do we know about trees? What do we want to find out?	Trees 12 Exploring the Topic What do we know about trees? What do we want to find out?	Trees 13 Exploring the Topic What do we know about trees? 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 18 Investigation 1 What are the characteristics of the trees in our community?	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 25 Investigation 2 Who lives in trees?	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	Exploring the Topic	Exploring the To
know about trees? want to find out?	What do we know about trees? What do we want to find out?	What do we know a What do we want to
19 on 1 characteristics of our community?	Trees **20** Investigation 1 What are the characteristics of the trees in our community?	Trees Investigation 1 What are the charac the trees in our com
26 on 2 trees?	Trees **27** Investigation 2 Who lives in trees?	Trees Investigation 2 Who lives in trees?

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How do I customize my weekly calendar?

In *GOLDplus*®, 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.
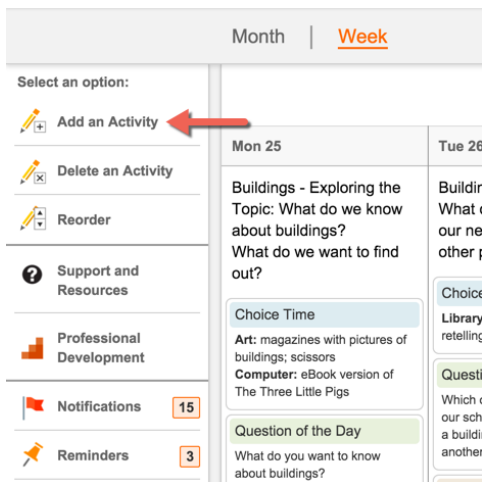
2. Select the days of the week you wish to add activities to; then select "Next."
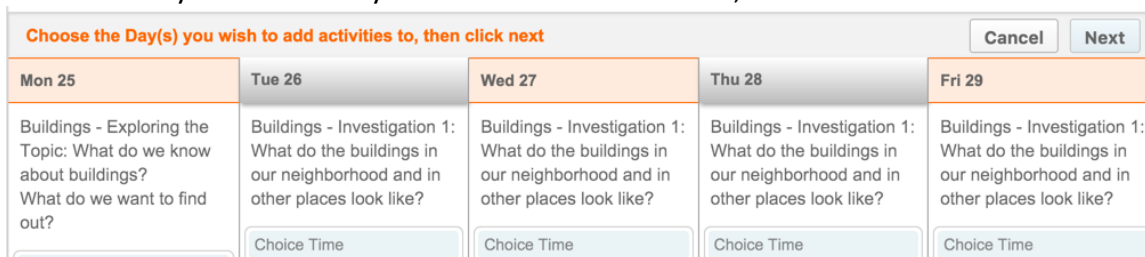
3. Select either "Custom Activity" or "*Intentional Teaching* Experience/Opportunity."

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)

Activity Name: Activity Type:

[   ]   [Choice Time   ▼]

What You Do:

B *I* 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.

Step 1: Select an area of development and learning.

Select Objectives/Dimensions from Class Profile: -

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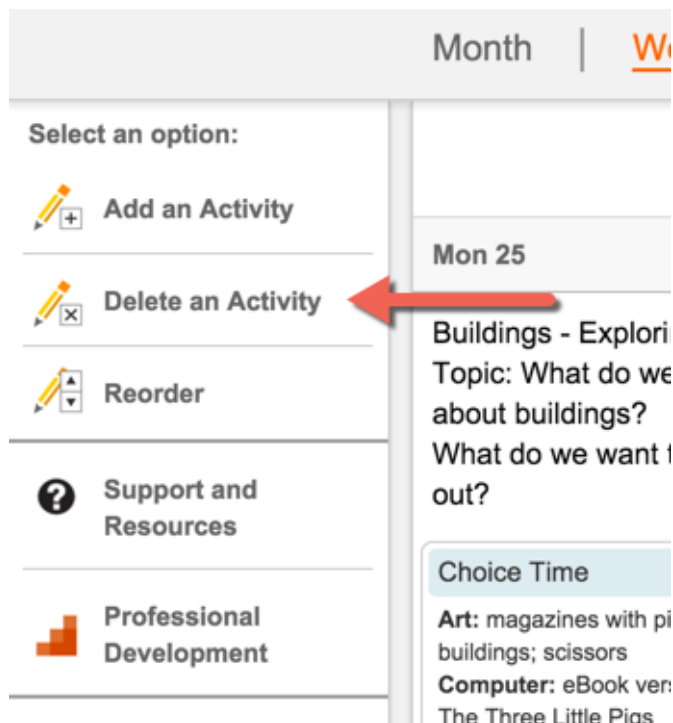
2. Choose any activities from your weekly calendar you wish to delete and then select "Save." NOTE: Times of day that are automatically populated from *The Creative Curriculum*® can not be deleted.

Reordering Times of Day

1. To reorder times of day in weekly calendar, select "Reorder" on the left side of the screen.
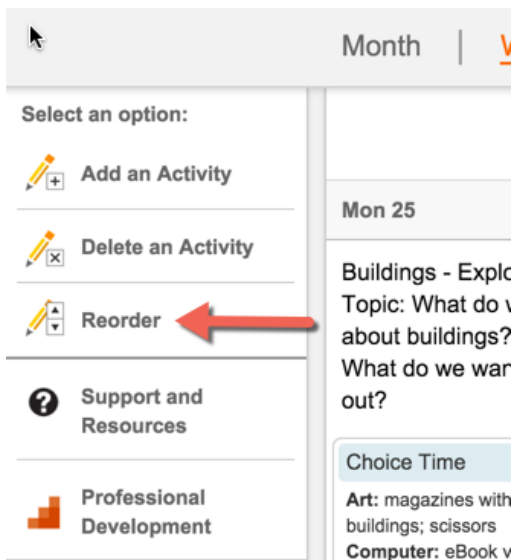
2. Drag and drop times of day to reflect the order that you want them in, then select "Save."