Copy Team Lesson Plans to Your Personal My Planner

- Make sure you have opened and highlighted your team planner
- Click on the calendar icon in the upper right
- Choose View Weeks Plans

(Day 99) Wednesday, January 30, 2019

- A Copy Wizard Icon now Appears in upper right, click on it and choose Copy to My Planner

January 28

- A new blue screen will appear on the right margin, choose to copy a single day or week and click next in the bottom right
- You will now be asked to highlight what day(s) to copy, click next
- Next you will be asked to highlight what day(s) you want to copy those plans to, click next
- A summary of what you are requesting will appear, if correct click Finish at bottom right