

My plans, Week view and plan backups

Lesson 05 · Planning · Watch the video and take the quiz online:

lessonplanner.info/training/05-my-plans-week-view/

Where to find it: Lesson Plan Maker → My plans and Week view

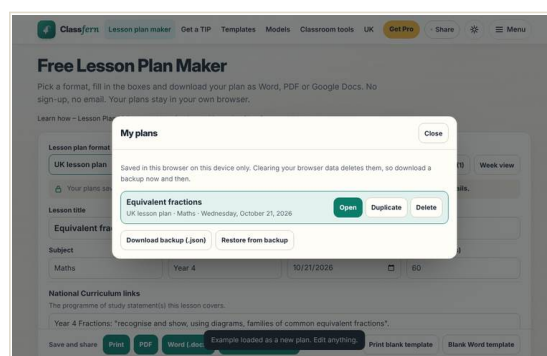
What you'll learn

- How to open, duplicate or delete a plan in My plans
- How to see a week of plans in Week view
- How to print a week or copy it to next week
- How to download a backup of every plan

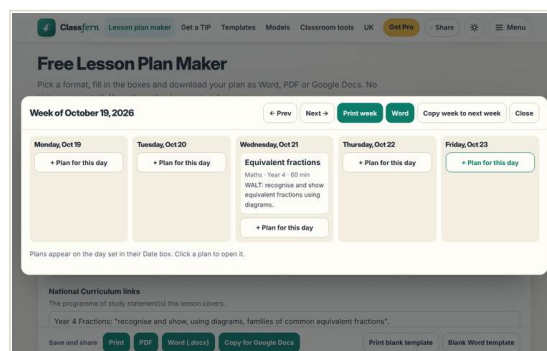


Step by step

- 1 Open My plans.** Press **My plans**. It lists every plan you have made in this browser.
- 2 Open, duplicate or delete.** Press **Open** to carry on with a plan, **Duplicate** to reuse a lesson that went well, or **Delete** to remove one you don't need.
- 3 See your week.** Press **Week view** to see your plans on their dates. Move between weeks with the arrows (**Next** →).
- 4 Plan a new day.** Press **+ Plan for this day** to start a new plan on that date.
- 5 Print or copy a week.** Press **Print week** to print the whole week in one go, or **Copy week to next week** as a starting point.
- 6 Back up.** In My plans, press **Download backup (.json)**. It saves every plan in one small file.



My plans: Open, Duplicate and Delete for every plan.



Week view shows a week of plans, with Plan for this day under each date.

Tips

- Keep your backup on your school drive or email it to yourself.
- Pro members can also sync lesson plans to every device.

Try it

Duplicate one of your plans, move it to next Monday in Week view, then print the week.

Check what you know

1. A lesson went well and you want to reuse it. What do you press?

- A Duplicate
- B Delete
- C Print blank template

2. In Week view, how do you start a new plan on a particular date?

- A** Press Plan for this day
- B** Type the date in My plans
- C** You can't

3. What does Download backup save?

- A** Only the plan you have open
- B** Every plan, in one small file
- C** Your browser settings

Answers: 1 A · 2 A · 3 B (turn the page round to check)