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.

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

<table>
<thead>
<tr>
<th>the Topic</th>
<th>Exploring the Topic</th>
<th>Exploring the Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>know about trees?</td>
<td>What do we know about trees?</td>
<td>What do we want to find out?</td>
</tr>
<tr>
<td>on 1</td>
<td>Trees Investigation 1</td>
<td>20 Trees Investigation 1</td>
</tr>
<tr>
<td>characteristics of our community?</td>
<td>What are the characteristics of the trees in our community?</td>
<td>What are the characteristics of the trees in our community?</td>
</tr>
<tr>
<td>on 2</td>
<td>Trees Investigation 2</td>
<td>26 Trees Investigation 2</td>
</tr>
<tr>
<td>trees?</td>
<td>Who lives in trees?</td>
<td>Who lives in trees?</td>
</tr>
</tbody>
</table>
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.”

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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 calendar)

Activity Name: ___________________________ Activity Type: ___________________________

What You Do:

Activity Library +
Select Children +
Objectives and Dimensions: +

☐ ☐ ☐ ☐ ☐
Mon Tue Wed Thu Fri

☐ Save to my library

Cancel Add to Plan
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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.

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Step 1: Select an area of development and learning.

Select Objectives/Dimensions from Class Profile: -
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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.”