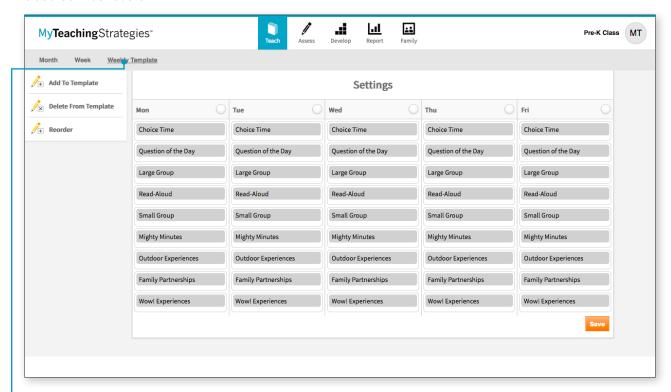
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Setting Up Your Weekly Template

By setting up your weekly template you can automatically populate your weekly plans with your classroom schedule. You can add, delete, or reorder times of day within the template to reflect your classroom schedule.

When you first access the Teach area, your calendars will be blank. Follow the steps below to customize your calendars.



From the sub-navigation, select WEEKLY TEMPLATE.

If your classroom has additional digital curriculum resources, the template will already include times of day coming from the At-a-Glance section of the *Teaching Guides*. Otherwise, the template will be blank and can be customized as needed.

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Adding Times of Day to Your Weekly Template

To add times of day to the Weekly Template, follow these steps:

Select ADD TO TEMPLATE.

Select one or more days of the week that you wish to modify, then select **NEXT**.

Select a time of day from the drop-down menu, and then select DONE.

The time of day that you selected will now appear on the Weekly Template for the day(s) selected.

If you select the "Custom" time of day, you can click into the title of that time of day and rename it.

Select **SAVE** to recalibrate your template.

Deleting Times of Day from Your Weekly Template

To delete times of day from your Weekly Template, follow these steps:

Select DELETE FROM TEMPLATE.

Choose the desired times of day to remove and select DONF.

Select SAVE to recalibrate your template.

Note for The Creative Curriculum®, Digital Resources users: Times of day that are automatically populated from The Creative Curriculum® cannot be deleted.

Reordering Times of Day in Your Weekly Template

To reorder times of day in your Weekly Template, follow these steps:

Select REORDER.

Drag and drop times of day to where you'd like them to appear on your schedule and select DONE.

Select SAVE to recalibrate your template.

