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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.

The screenshot shows the 'MyTeachingStrategies' interface. At the top, there's a navigation bar with 'Teach', 'Assess', 'Develop', 'Report', and 'Family' tabs. The 'Teach' tab is active. On the right, it says 'Pre-K Class' and 'MT'. Below the navigation bar, there's a sub-navigation bar with 'Month', 'Week', and 'Weekly Template' tabs. The 'Weekly Template' tab is selected. On the left, there's a sidebar with three options: 'Add To Template' (with a plus icon), 'Delete From Template' (with a minus icon), and 'Reorder' (with a plus icon). The main area is titled 'Settings' and contains a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri) and rows for different activities. Each cell in the table has a radio button and a text box. The activities listed are: Choice Time, Question of the Day, Large Group, Read-Aloud, Small Group, Mighty Minutes, Outdoor Experiences, Family Partnerships, and Wow! Experiences. A 'Save' button is located at the bottom right of the table.

Mon	Tue	Wed	Thu	Fri
<input type="radio"/> Choice Time	<input type="radio"/> Choice Time	<input type="radio"/> Choice Time	<input type="radio"/> Choice Time	<input type="radio"/> Choice Time
<input type="radio"/> Question of the Day	<input type="radio"/> Question of the Day	<input type="radio"/> Question of the Day	<input type="radio"/> Question of the Day	<input type="radio"/> Question of the Day
<input type="radio"/> Large Group	<input type="radio"/> Large Group	<input type="radio"/> Large Group	<input type="radio"/> Large Group	<input type="radio"/> Large Group
<input type="radio"/> Read-Aloud	<input type="radio"/> Read-Aloud	<input type="radio"/> Read-Aloud	<input type="radio"/> Read-Aloud	<input type="radio"/> Read-Aloud
<input type="radio"/> Small Group	<input type="radio"/> Small Group	<input type="radio"/> Small Group	<input type="radio"/> Small Group	<input type="radio"/> Small Group
<input type="radio"/> Mighty Minutes	<input type="radio"/> Mighty Minutes	<input type="radio"/> Mighty Minutes	<input type="radio"/> Mighty Minutes	<input type="radio"/> Mighty Minutes
<input type="radio"/> Outdoor Experiences	<input type="radio"/> Outdoor Experiences	<input type="radio"/> Outdoor Experiences	<input type="radio"/> Outdoor Experiences	<input type="radio"/> Outdoor Experiences
<input type="radio"/> Family Partnerships	<input type="radio"/> Family Partnerships	<input type="radio"/> Family Partnerships	<input type="radio"/> Family Partnerships	<input type="radio"/> Family Partnerships
<input type="radio"/> Wow! Experiences	<input type="radio"/> Wow! Experiences	<input type="radio"/> Wow! Experiences	<input type="radio"/> Wow! Experiences	<input type="radio"/> Wow! Experiences

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 **DONE**.

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.

MyTeachingStrategies®

Teach Assess Develop Report Family

Pre-K Class MT

Month Week Weekly Template

Add To Template

Delete From Template

Reorder

### Settings

Mon	Tue	Wed	Thu	Fri
Choice Time	Choice Time	Choice Time	Choice Time	Choice Time
Question of the Day	Question of the Day	Question of the Day	Question of the Day	Question of the Day
Large Group	Large Group	Large Group	Large Group	Large Group
Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud
Small Group	Small Group	Small Group	Small Group	Small Group
Mighty Minutes	Mighty Minutes	Mighty Minutes	Mighty Minutes	Mighty Minutes
Outdoor Experiences	Outdoor Experiences	Outdoor Experiences	Outdoor Experiences	Outdoor Experiences
Family Partnerships	Family Partnerships	Family Partnerships	Family Partnerships	Family Partnerships
Wow! Experiences	Wow! Experiences	Wow! Experiences	Wow! Experiences	Wow! Experiences

Save