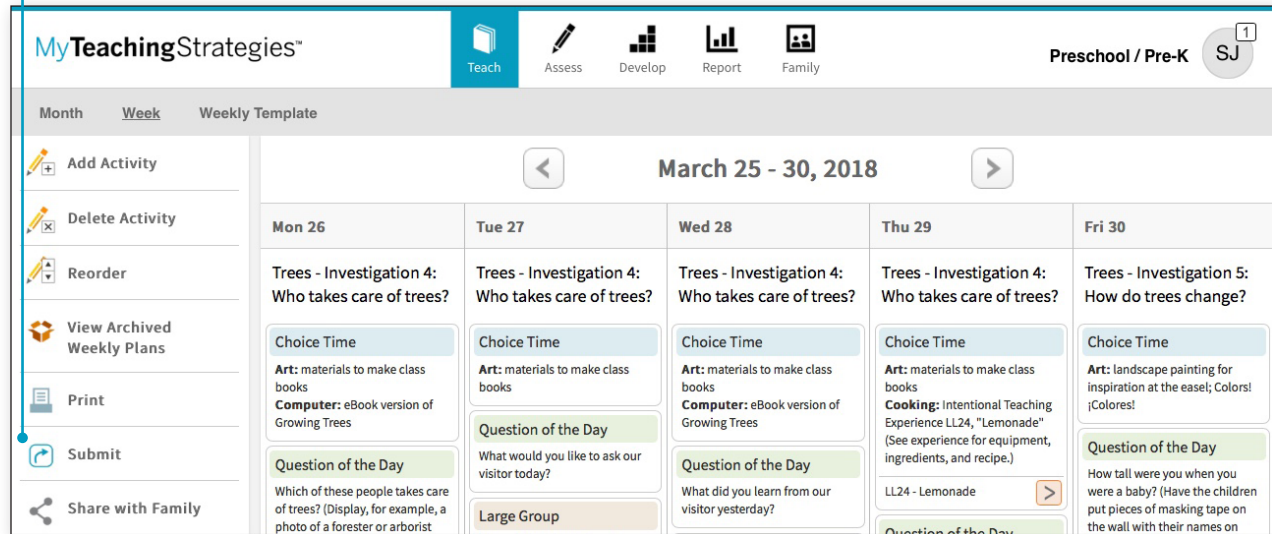


> Back to **Teach** table of contents

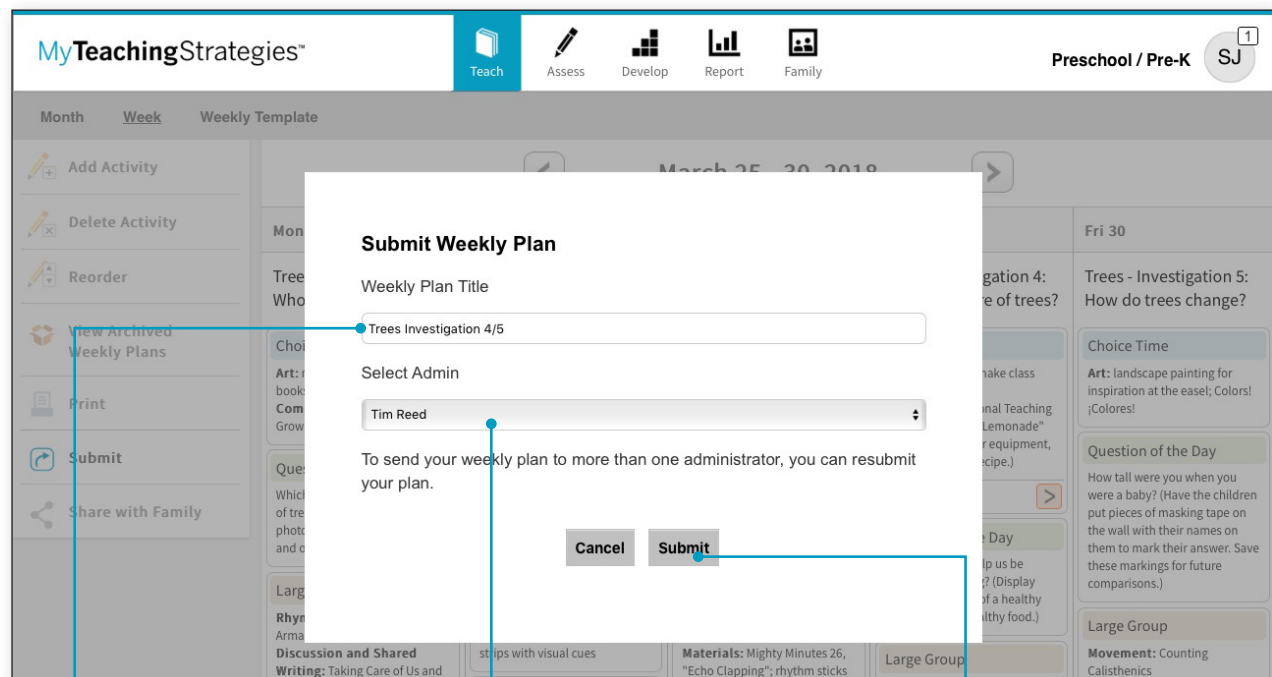
Submitting Weekly Plans

Once you've added plans to your weekly calendar, you can submit your plans to an administrator.

In the Week view, select **SUBMIT** from the left-hand navigation bar.



A new screen will appear asking you to provide a title for your weekly plan.



1 Add a title for your weekly plan.

2 Select the administrator you'd like to share the plan with. You can only share your plan with one administrator at a time. If you'd like to share your plan with more than one administrator, please follow these steps again.

Click **SUBMIT** to share your weekly plan with your administrator.