## Overview

Planbook gives you the opportunity to set dates for your calendar when <u>creating your Planbook file</u>. Sometimes, things change. For example, snow days extend a school year. Planbook now has features to let you modify your existing calendar without starting over.

## **Extending Your School Year**



Planbook lets you extend your school year by one week at a time. Planbook does its best to match the extended days to your existing schedule. If you have a rotating or block schedule, you may need to <u>convert</u> <u>days</u> in the added week to match the new days with your schedule.

To extend the school year:

1. Choose the Schedule-->Extend Year By One Week menu item

## Inserting a Week at the Beginning of the Year



Similarly, Planbook can also insert a week before the current start of your file. Planbook again does its best to match the added days to your existing schedule but you may need to use the <u>convert days</u> feature to match the new days into your schedule.

To insert a week at the beginning of the year:

1. Choose the Schedule-->Insert Week At Beginning of Year