

Setting_the_Meeting_Times_For_Your_Classes

While not required, many teachers like to set the meeting times for their classes. This is especially important if you plan on [syncing your lessons to iCal](#). There are several ways to set meeting times, but we'll start with the most flexible.

Using the Schedule Menu to set Meeting Times

The easiest way to assign times to your classes is to use the Schedule-->Assign Course Times menu item.



Upon selecting the menu item, you'll be presented with a window showing your classes and the days that they meet.

A screenshot of a window titled 'Enter the times that your courses meet below'. The window contains a table with columns for Course Name, Mon. Start, Mon. End, Tue. Start, Tue. End, Wed. Start, Wed. End, Thu. Start, Thu. End, and Fri. Start. The table lists four courses: AP Physics, Physics, Chemistry, and Homeroom. AP Physics, Physics, and Chemistry all have meeting times from 7:00 AM to 8:00 AM on all days. Homeroom has 'No Class' on Monday, Tuesday, and Thursday, and meeting times from 7:00 AM to 8:00 AM on Wednesday and Friday. At the bottom of the window are 'Cancel' and 'Apply Changes' buttons.

Course Name	Mon. Start	Mon. End	Tue. Start	Tue. End	Wed. Start	Wed. End	Thu. Start	Thu. End	Fri. Start
AP Physics	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM
Physics	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM
Chemistry	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM	8:00 AM	7:00 AM
Homeroom	No Class	No Class	No Class	No Class	7:00 AM	8:00 AM	No Class	No Class	No Class

You can click on any time and type a new time to make changes. Planbook 3.0 is much more flexible in the time formats it accepts. You can enter 12 or 24 hour time and Planbook is now smart enough to parse entries like 9, 10 or 130 properly as 9:00 am, 10:00 am and 1:30 pm respectively. If you need to force Planbook to use 9 pm rather than the default of 9 am, simply write 9p.

You'll notice that classes that don't meet on a particular day are shown as *no class* and this can't be edited. If you need to completely add or remove a course from your schedule, please read up on [adding and removing courses from your schedule](#).

Using the Settings pane to adjust course times



The schedule menu only allows for changing **all** of the meeting times for a given class. Teachers are always adjusting schedules to accommodate assemblies, field trips and other events that impact our days. Planbook can also help with this.

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To modify the meeting time for a single instance of a class you'll first need to locate the lesson in question. Once located, click the small gear icon at the bottom right of the lesson plan view (as indicated to the left).

Start Time	7:00 AM
End Time	8:00 AM

Once you've clicked on the gear icon, the lesson entry pane on the right side of the screen will shift to reveal a number of different settings that can be changed. To change the times for the course, we're interested only in the Start Time and End Time text fields.

Once you change the time that this class meets, a you will be presented with a dialog box asking if you'd like to change this lesson only, or all lessons like it. Click the appropriate button to make your choice. If you choose to change *only* that lesson, the day containing that lesson will become a custom day.

