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Overview

Teachers often need to print, email or otherwise share their lesson plans with others. Planbook includes features to generate PDF reports in a variety of formats. These PDF reports can be printed, emailed or saved directly to disk. The most commonly used report is the Weekly Report which tries to replicate the view generated in the Week mode of the application.

Reports	Format	Window
Weekly	Report	
Daily Le	esson Plan	Report

Generate a Weekly Report

To generate a weekly report, use the *Reports-->Weekly Report* menu item. After pressing this menu item, the main planbook view will be replaced with a view representing the weekly report (as seen below).

Weekly_Report

Mon. Oct 4, 2010	Tue. Oct 5, 2010	Wed. Oct 6, 2010	Thu. Oct 7, 2010	Fri. Oct 8, 2010
AP Physics 9:20 AM - 11:10 AM	AP Physics 9:20 AM - 11:10 AM Projectle Motion Lab What we did today: Projectle Motion Lab	AP Physics 9:20 AM - 11:10 AM Relative Motion What we did today: Discussed relative motion Assigned: 1) A#8 due on Thu Oct 7, 2010:35-43 odd on page 78-9	AP Physics 9:20 AM - 11:10 AM Projectile Practice What we did today: Practice problems on projectiles. Test Monday. Due: 1) Ar8 assigned on Wed Oct 6, 2010:35-43 odd on page 78-9	
Physics 11:15 AM - 12:05 PM Motion				>
What we did today: Discussion of relative notion, speed and welotity. What we did todi What we did todi weloticy. What we did todi weloticy. What we did todi	Physics 11:15 AM - 12:05 PM Go Over Quizzes What we did today: We went over your guizzes.			e Day
1) Chapter 4 Issignment due on Tue. Oct 5, 2010: Page 62, Iroblems 1-6, 20-21, 16-30. Read 4.4	you corrected them. Short period because of Due: 1) Chapter 4 Assignment assigned on Mon Oct 4, 2010; Page 62, Problems 1-6, 20-21, 26-30, Read 4.4 Advanced Physical	Physics 11:15 AM - 12:05 PM Plat Track Lab What we did today: We did the flat track lab Assigned: 1) Flat Track Lab due on Thu - Oct 7, 2010: Complete the data collection and graphing.	Physics 11:15 AM - 12:05 PM Conclude Fail Track Lab What we did today: Graph data from the flat track lab. Due: 1) Flat Track Lab assigned on Wed Oct 6, 2010: Complete the data collection and graphing.	ervice
Advanced Physical Science 12:10 PM - 1:00 PM				Ins
What we did today: Talked about the 11 relationships between Disc voltage, current and Wha resistance (review). Iearn Assigned: circu Whith Uom's Law whith Worksheet due on Tue circu	Science 12:10 PM - 1:00 PM	Advanced Physical		÷
	What we did today: We learned about Parallel circuits and used whiteboards to practice circuit analysis.	12:10 PM - 1:00 PM Continued work with parallel circuits What we did today: Parallel Circuits	Advanced Physical Science 12:10 PM - 1:00 PM Parallel Circuits What we did today:	Schoo
-	-	Deter	Header	
Show Course Colors		did today: 🗹	Custom 1 Custom 2	Standards
Font Size:	Public Inf	ormation:	Custom 3	Attachments

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Default weekly report with colors turned off Modifying the Weekly Report

Changing the Week

To change the week displayed in the weekly report, it's easiest to use the calendar found at the bottom left of the screen. It is, however, possible to use any of the <u>| methods described in the Navigation section</u>.

As soon as you change selection in the lower-left calendar, the weekly report will refresh to represent the newly selected date.

Changing the Fields Displayed



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Choosing the fields to show in the Weekly Report

In the lower section of the weekly report, you'll see a set of checkboxes that control the fields that are displayed when generating the weekly report.

You can choose to show any (or all) of the six text entry fields. If a field is selected to be shown, but a lesson does not have information entered into that field, the field will not be shown. You can also choose to show the Standards applied to a lesson, the keywords that a lesson has been tagged with, and the file/web link attachments.

Always Visible Fields

The lesson title and assignments are **always** visible in the weekly report.

Modifying the Report Format



Formatting options for the Weekly Report The weekly report has three formatting options.

- 1. The *fix lesson size* checkbox forces all the lesson boxes to be the same size in the weekly report. This forces each and every box to be the same size as the lesson occupying the most space.
- 2. The show course colors checkbox applies the color assigned to a course to each lesson box.
- 3. The *font size* slider allows you to make the font bigger or smaller to enhance readability or to fit the report on fewer pages.

Adding a Header to the Weekly Report



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Applying a header to the weekly report

You can also add a customized header to the weekly report using the *header* tab. You can enter any text into the header field.

You can change the font or font size of the report header by bringing up the Font panel using the keyboard shortcut *command-T*.

Sharing the Weekly Report



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Sharing Options for the Weekly Report.

Planbook offers three choices for sharing your weekly report with peers, administrators or others.

- ♦ The *Print* button brings up the standard Mac OS print dialog and lets you print directly to any printer accessible from your computer.
- ◊ The Send as Email button generates a PDF of the currently visible report and opens a new Mail message with the PDF as an attachment. Apple's Mail application is the only supported Mail program. Only Available on Mac OS 10.6+.
- ♦ The *Save as PDF* button generates a PDF of the currently visible report and lets you choose a name and location for the file. This file can be attached to a non Apple Mail message,

shared via USB drive or otherwise manipulated in the same manner as any other file on your computer. **Only Available on Mac OS 10.6+**.

Pagination in the Weekly Report

The weekly report is not setup to allow single lessons to take more than a single page. If a lesson takes more space than one full page, it will be truncated. If you need to print lessons that take more than a single page, you can use the <u>daily report</u>.

Returning to Planning Mode

When you are done with the Weekly Report, click the *Return to Planning* button to return to the editing mode you were using previously.