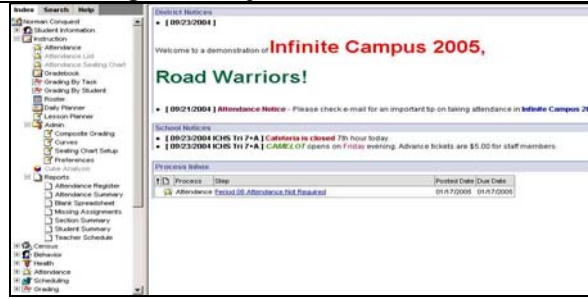





### Window

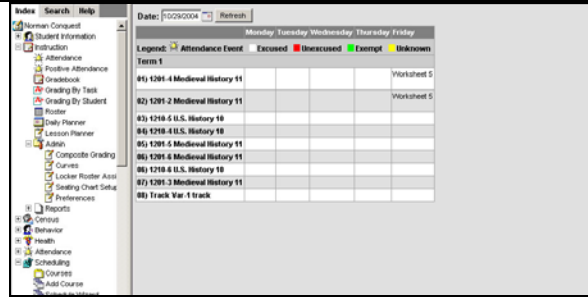
### Information

#### Accessing the Daily Planner



1. Select the **School** and **Section** for which to view the daily detail by choosing from the drop-down list that appears above the welcome screen.
2. From the **Index** tab, expand the **Instruction** folder icon (  ) by clicking the plus (+) sign or by clicking on the word **Instruction**.
3. Select the **Daily Planner** option.

#### Viewing the Daily Planner



The Daily Planner is provided as a quick view of the assignments that have been created in the Lesson Planner. Teachers can use this screen as a reminder of the assignments that are due on that date.

Also listed here is a summary of attendance events for the class.

To view the daily planner for a previous or future date, refresh the date field to the date that is to be viewed. It will always be defaulted to the current date.