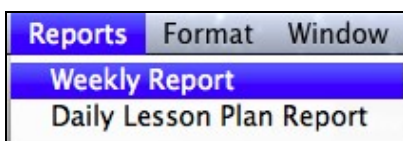


## Contents

- [1 Overview](#)
- [2 Generate a Weekly Report](#)
- [3 Modifying the Weekly Report](#)
  - ◆ [3.1 Changing the Week](#)
  - ◆ [3.2 Changing the Fields Displayed](#)
    - ◇ [3.2.1 Always Visible Fields](#)
  - ◆ [3.3 Modifying the Report Format](#)
  - ◆ [3.4 Adding a Header to the Weekly Report](#)
- [4 Sharing the Weekly Report](#)
- [5 Pagination in the Weekly Report](#)
- [6 Returning to Planning Mode](#)

## 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.



## 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).

Mr. Hellman's Lesson Plans				
Mon. Oct 4, 2010	Tue. Oct 5, 2010	Wed. Oct 6, 2010	Thu. Oct 7, 2010	Fri. Oct 8, 2010
<b>AP Physics</b> 9:20 AM - 11:10 AM <b>Physics</b> 11:15 AM - 12:05 PM Motion <b>What we did today:</b> Discussion of relative motion, speed and velocity. <b>Assigned:</b> 1) Chapter 4 Assignment due on Tue. - Oct 5, 2010: Page 62, Problems 1-6, 20-21, 26-30. Read 4.4 <b>Advanced Physical Science</b> 12:10 PM - 1:00 PM Ohm's law <b>What we did today:</b> Talked about the relationships between voltage, current and resistance (review). <b>Assigned:</b> 1) Ohm's Law Worksheet due on Tue. -	<b>AP Physics</b> 9:20 AM - 11:10 AM Projectile Motion Lab <b>What we did today:</b> Projectile Motion Lab <b>Physics</b> 11:15 AM - 12:05 PM Go Over Quizzes <b>What we did today:</b> We went over your quizzes, you corrected them. Short period because of <b>Due:</b> 1) Chapter 4 Assignment assigned on Mon. - Oct 4, 2010: Page 62, Problems 1-6, 20-21, 26-30. Read 4.4 <b>Advanced Physical Science</b> 12:10 PM - 1:00 PM Discuss Parallel Circuits <b>What we did today:</b> We learned about Parallel circuits and used whiteboards to practice circuit analysis.	<b>AP Physics</b> 9:20 AM - 11:10 AM Relative Motion <b>What we did today:</b> Discussed relative motion <b>Assigned:</b> 1) A#8 due on Thu. - Oct 7, 2010: 35-43 odd on page 78-9 <b>Physics</b> 11:15 AM - 12:05 PM Flat Track Lab <b>What we did today:</b> We did the flat track lab <b>Assigned:</b> 1) Flat Track Lab due on Thu. - Oct 7, 2010: Complete the data collection and graphing. <b>Advanced Physical Science</b> 12:10 PM - 1:00 PM Continued work with parallel circuits <b>What we did today:</b> Parallel Circuits	<b>AP Physics</b> 9:20 AM - 11:10 AM Projectile Practice <b>What we did today:</b> Practice problems on projectiles. Test Monday. <b>Due:</b> 1) A#8 assigned on Wed. - Oct 6, 2010: 35-43 odd on page 78-9 <b>Physics</b> 11:15 AM - 12:05 PM Conclude Flat Track Lab <b>What we did today:</b> Graph data from the flat track lab. <b>Due:</b> 1) Flat Track Lab assigned on Wed. - Oct 6, 2010: Complete the data collection and graphing. <b>Advanced Physical Science</b> 12:10 PM - 1:00 PM Parallel Circuits <b>What we did today:</b>	School - Inservice Day
<div> <input type="checkbox"/> Fix Lesson Size  <input type="checkbox"/> Show Course Colors            Font Size: <input type="text"/> </div> <div> <input checked="" type="checkbox"/> What we did today:  <input checked="" type="checkbox"/> Homework:  <input checked="" type="checkbox"/> Public Information:         </div> <div> <input checked="" type="checkbox"/> Custom 1  <input checked="" type="checkbox"/> Custom 2  <input checked="" type="checkbox"/> Custom 3         </div> <div> <input checked="" type="checkbox"/> Standards  <input checked="" type="checkbox"/> Tags  <input checked="" type="checkbox"/> Attachments         </div> <div> <input type="button" value="Save as PDF"/> <input type="button" value="Send as Email"/> <input type="button" value="Print"/> <input type="button" value="Return to Planning"/> </div>				



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 [methods described in the Navigation section](#).

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

☒ What we did today:  
☒ Homework:  
☒ Public Information:

☒ Custom 1  
☒ Custom 2  
☒ Custom 3

☒ Standards  
☒ Tags  
☒ Attachments



Choosing the fields to show in the Weekly Report

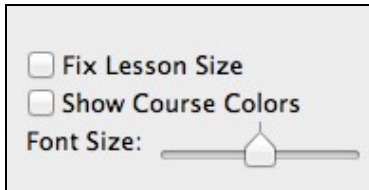
In the lower section of the weekly report, you'll see a set of checkboxes that control the fields that are displayed when generating the weekly report.

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



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



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,

## Weekly\_Report

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 [daily report](#).

### 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.