

Moving a Lesson One Day Forward in Eduphoria

"I had an unexpected change to my schedule today. All of my Math plans need to be pushed ahead one day and I need to delete those plans from today's schedule. How?"

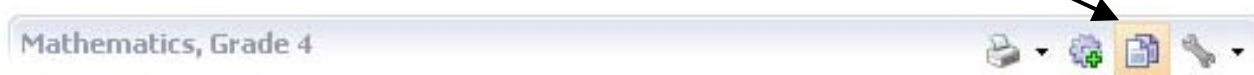
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30	31	1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31	1	2			
3	4	5	6	7	8	9			

The solution:

You'll need to copy your Math plans from one day to the next and then delete the original day's Math plans.

The how-to:

1. Click within the Math plan that you want to move to the next day.
2. In the lesson tool bar (across from Mathematics, Grade 3), click on the **Send Lesson To** icon (it looks like 2 sheets of paper.)



3. Select the day you want to copy to, the subject area, **OK**, and then **OK** again. The lesson is now copied. If something was already on that day, the lesson is copied in addition to the existing lesson.
4. Now you'll want to return to the previous day's lesson to delete the lesson for that day. Click on that day in the calendar.
5. Click inside the lesson. Click on one of the Learning Standards to select it. Click on the **More Lesson Options** icon (the "wrench") and select **Remove from Day's Plans**. This will remove that particular lesson and its Learning Standards from that day's plans.

