# Copy Plans by Week (from a team or shared planner)

1. **Navigate to the team or shared planner that you want to copy the week’s plans from.** Click on the calendar icon and select View Week’s Plans.

2. **Click the Copy Week button.**

3. **A pop-up will warn you that the action will copy the whole week into your planner.** Click the OK button.

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**Lesson plans from courses that are similar in the team or shared planner with those in your planner will be copied. If you do not have any similar courses (i.e.: Algebra I in both your planner and the team or shared planner), no copy will be made.**