"Send Lesson To" Button

1. Click in the course in which you want to copy the plan. In the grey box that includes the course name, a new menu of icons appears. Click the Send Lesson To icon.

2. Select the day that you want to send the lesson to.

3. A list of similar courses will appear for you to choose to add the lesson to. Select one or more of those courses and click the OK button.

4. A pop-up will warn you that sending this lesson to another day will append the lesson to the target date’s plan. Click the OK button.

5. If you navigate to the date you selected to send to, you will see the lesson appended to the bottom of your existing plans.