#RAWKINPLANNER

digital edition

WELCOME!

Hey, Rawkin' Educators!

Thank you for dropping by to download the digital "Quarantine Edition" of the #RAWKINPLANNER.

In light of the Rona I have gone DIGITAL with my Rawkin Education Planner for this upcoming school year!

My gift to all of my stressed out teacher/school friends is my planner for FREE! No strings attached. I just want you to feel relaxed about something this year and not have to worry.
This planner will be available for a limited time for FREE...so grab it while you can.
After that your teacher friends can purchase it on TPT.

The planner works in your Google Drive and will provide a space to attach links to files in your drive. It is also has the ability to change fonts and colors - totally customizable! You can also PRINT your files if you would like and put them in a binder.

This is a very easy way to share your plans with your administrator and/or your PLC groups.
The Yearbook Ladder can even be shared with your Editorial staff.

What does the planner contain?

Here are a few things that are included:
* July-June Monthly Calendar
* Year at a glance
* YB LADDER for all my Yearbook peeps out there.
* 45 weeks of lesson plan pages or they can be used as weekly plans if you aren't in the classroom
* Monthly Meeting Notes Pages
* Student Rosters
* Bill Tracker
* Birthday Tracker
* EdTech Info
* Special Ed Meeting Conference Notes
* Wishlist/Inventory Pages
* PLC Meeting Note Pages
* Parent/student Contact Logs
* and so much more!

DREAM IT * FILL IT * KEEP IT * LIST IT

How does it work?

You will be directed to a link on the next page. Click the link and then you will be prompted to download a **COPY** of the document.
SAVE this document in a safe spot on your **GOOGLE DRIVE** and then you can duplicate the file to begin planning your year.

I highly suggest to **MAKE A COPY** of the document for the upcoming 2020-2021 school year.
This way you will always have the **MASTER COPY** to use for other years.

I ask that if a friend wants a copy that you direct them to this GOOGLE FORM to request a copy directly from me. Thank you for respecting my intellectual property.

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Here's what you've been waiting for!

https://tinyurl.com/rawkinplanner

School Year
2020-2021

QUARANTINE
COVID-19
COVID-19
COVID-19
COVID-19
QUARANTINE
QUARANTINE

MASKS REQUIRED
THANK YOU FOR
YOUR COOPERATION

Quarantine Edition

Step by Step download!

1. You will be prompted to make a copy of the document. Choose **"Make a Copy."** Rename the document and it will be stored in your Google Drive.
2. If you have difficulty finding the planner after initially opening it, please check which account you are signed into. Sometimes people have multiple accounts. Trick here is share the planner will all of your accounts and you'll have access from all of them.
3. All of your changes will be automatically saved, however sometimes you may want to review your history. To do so, search "Version History" in the HELP tab of Google Sheets.

PRO TIP!
Planner looks better viewed from computer.
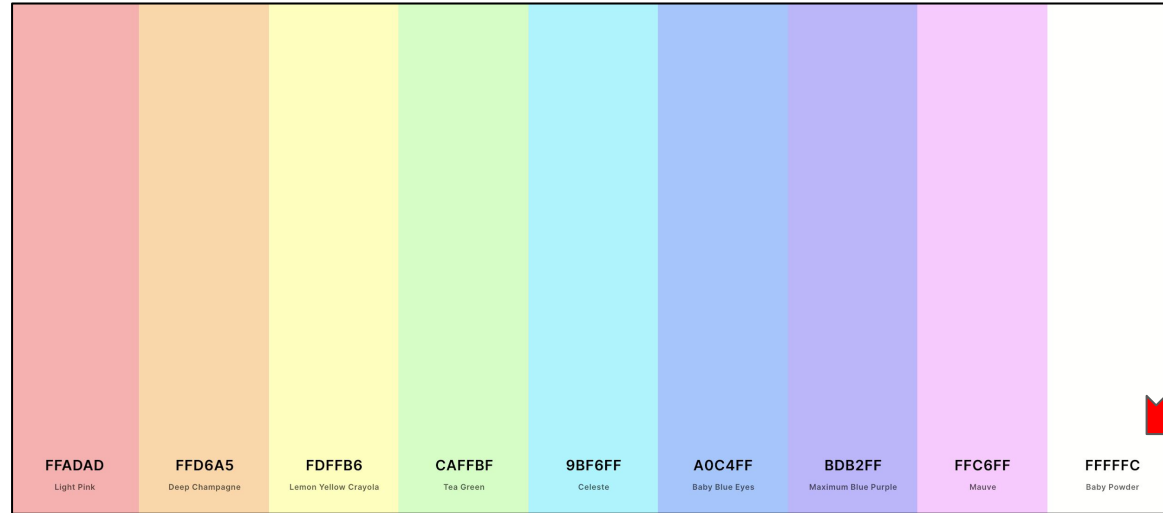*Viewing on phone loses the look of the fonts.*

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Setting up your digital planner!

1. Make a copy of the "master sheets planner document" and copy it into a new sheets document. Rename document school year 2020-2021 or something you will remember for your classroom needs.

2. Set your "SHARE" settings to "View Only" for everyone other than you. You can find this by clicking "Advanced" in "SHARE." You also want to set it so "everyone on the web" can view and so "anyone with link can view" (If you want admin or colleagues to be able to access the document(s).

3. You can also get a sharable link in the share settings. I would suggest copying the pages you want to share so that you aren't sharing your personal calendar as well.

4. A Google account is necessary for accessing this planner. If you do not have a Google account you can create a free account without needing a @gmail.com email. ALL FOR FREE RIGHT HERE!

5. I have used specific colors for the planner but you can change the colors by clicking on the area in color and create custom colors if you choose to change them. I suggest checking out COOLORS.CO website for literally thousands of palettes to choose from. You can choose a custom color by using the #HEXCODE given on the website!

Setting up your digital planner!
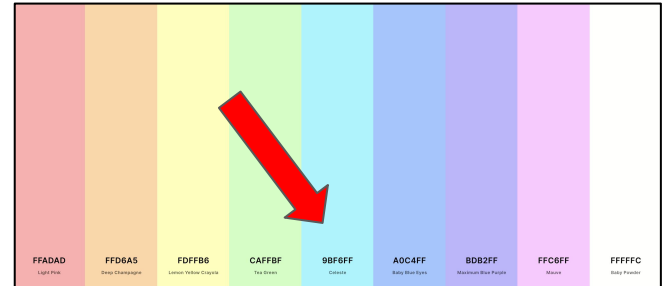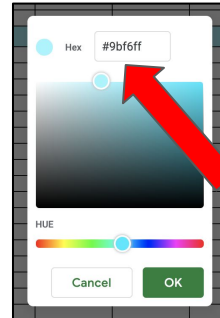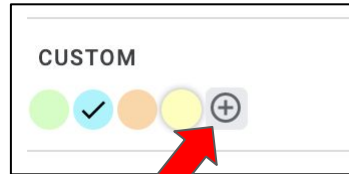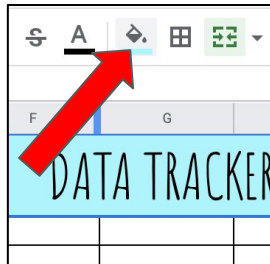
FFADAD	FFD6A5	FDFFB6	CAFFBF	9BF6FF	A0C4FF	BDB2FF	FFC6FF	FFFFFC
Light Pink	Deep Champagne	Lemon Yellow Crayola	Tea Green	Celeste	Baby Blue Eyes	Maximum Blue Purple	Mauve	Baby Powder

This is a HEXCODE!

This palette and many more can be found at COOLORS.CO!

Font used in planner is a Google Font: ✓ Amatic SC

Setting up your digital planner...continued!

6. If you do not need a particular sheet...**HIDE or DELETE IT!** I suggest you HIDE in case you need it later!

DATA TRACKER

Delete
Duplicate
Copy to ▶
Rename
Change color ▶
Protect sheet
Hide sheet
View comments

Move right
Move left

LADDER ▾   STUDENT ROSTER ▾   **DATA TRACKER** ▾
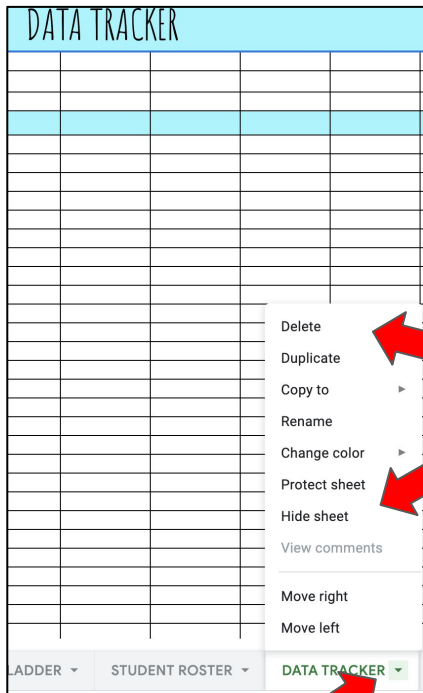
Click here FIRST!

Then Hide, Delete, Duplicate for more of the same page...etc.), Rename, change colors (for more of the same page...etc.)

Access Planner Here!

https://tinyurl.com/rawkinplanner

Setting up your digital planner...continued!

7. If you need more rows or want to add more sections...add as many rows as you need to meet the section. Otherwise it DEFAULTS to 1000 rows! Holy smokes! That's a lot.
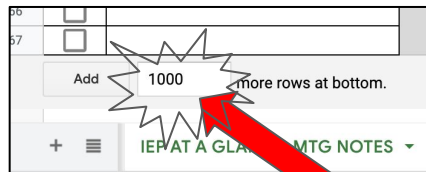
HOLY SMOKES 1000 ROWS!

Count your rows you need...this is line 46-67...so you need 22 new rows. Add those in below.

Then copy/paste the section you want to copy into the first space in your new 22 rows.
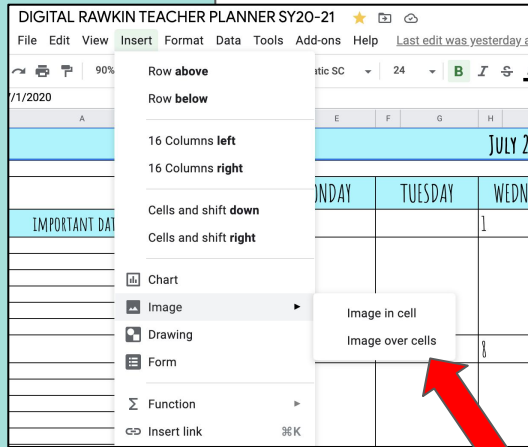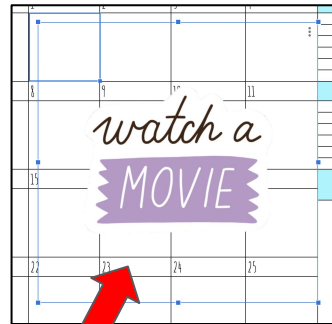
Using your digital stickers!

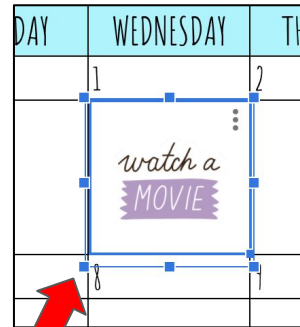8. Download the .PNG digital sticker files below!

GET STICKERS HERE!

9. To add the digital stickers follow prompts below!

Choose if you want the sticker embedded in the cell or to sit on top! I prefer to use ON TOP.

This is what it looks like when "IMAGE OVER CELLS" is clicked.

Resize your stickers using the bounding boxes...drag from the corners!

Click off of the sticker and you have a sticker in place!

Keep on Rawkin' Education!

Do you have any questions?
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