



**Collaborative Learning Inc. is excited to announce an enhancement to  
Instruction Planner™**

*This enhancement is now available*

### **Convert to PDF: New Feature and Functionality**

Where is this feature located?

- Convert to PDF function is located on the Unit Plan and Daily Plan pages under Actions located on the far right of the screen.

How can this new feature be utilized?

- Suggestions for using "Convert to PDF" include:
  - **Print** a Unit Plan or Daily Plan.
  - **Choose Date Ranges:** Daily Plans can be converted to PDF as a specific day, a range of dates, or the entire set of Daily Plans within a Unit.
  - **Select** all elements or select only those for special review. E.g. Procedures.
  - **Save & send** instruction plans to anyone (overcomes software/platform differences).
  - **Share** instructional plans being developed for purposes of building units and lessons collaboratively.
  - **Post** a Unit Plans to a website to make access easier.
  - **Archive** Unit Plans or Daily Plans. Build a portfolio based on subject, standards, themes, etc.
  - Run **reports** for use in **Professional Learning Community meetings** in order to reflect on current practices and support strategy discussions and student achievement.
  - **Communicate with parents** about future instruction planned.

Please visit [www.clihome.com](http://www.clihome.com) or call 800-318-4555 for more information.