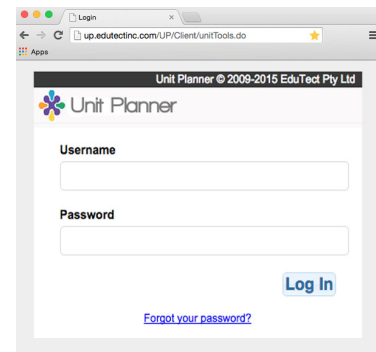# EduTect

UnitPlanner

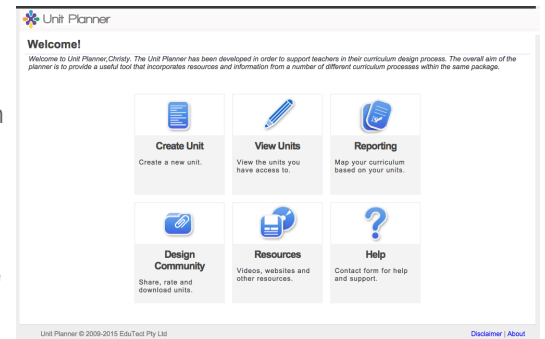# Quick Start Guide

Starting your Unit Planner Trial

If you haven't already per-registered for your free trial of the Unit Planner please follow the steps below:

1. Please visit **edutect.com/Chiangmai2016** to register for your free trial.

2. You will receive an email containing your username and password.

3. To login to Unit Planner go to **edutect.com**. On the right hand side of the menu bar click *Login.*

4. You will then be prompted to enter your username and password.

Creating your First Unit

1. Once logged into the Unit Planner the welcome page will be displayed, which includes 6 menu options. Click on *Create Unit.*

2. The Unit Planner is based on the UbD® 2.0 template. Move through each stage of the UbD® design process by clicking on the *Next Page* button, which is located in the bottom right hand corner of the page.

3. As you progress though the design process, please be sure to save your work by clicking the *save* button located at the top of the page.

Using Unit Planner on your iPad

The EduTect Unit Planner is also available as a native iPad Application, which is free to download from the App Store. Please follow the steps below to download and login. Please note your Unit Planner login credentials will work for both the web-based and iPad app versions of the Unit Planner and the native iPad app synchronizes your units with the web-based Unit Planner.
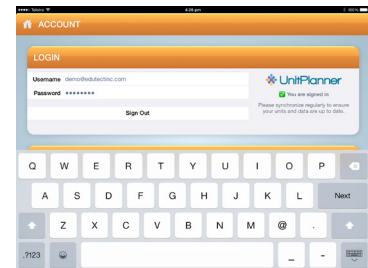
Downloading the iPad Application

1. After you have registered for a free trial please visit the Apple App Store.

2. Search for Unit Planner.

3. Tap *Get* then *Install* to download the application.

4. Once downloaded please open the application.

Logging into Unit Planner on your iPad

1. Once you open the application, the home screen will display six menu options to choose from, to sign into your account please tap *Account.*

2. Please enter your Unit Planner username and password then tap *Sign In*.

Synchronizing Your Unit Planner Units with the iPad Application

1. To synchronize Unit Planner on your iPad tap *Account* from the home screen.

2. On the bottom half of the page you will see the Group section, please tap on your school.

3. On the right hand side of the screen two options will appear: Quick Synchronize and Full Synchronize. Please tap on *Quick Synchronize.*

4. A sync progress bar will start at the bottom of the page.