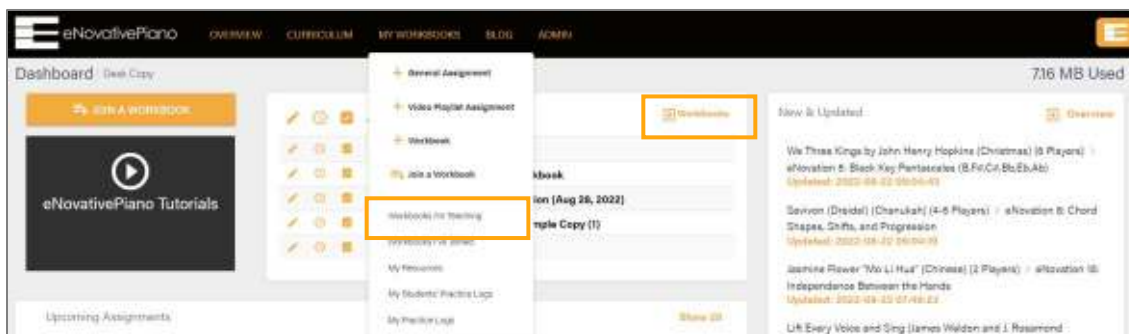
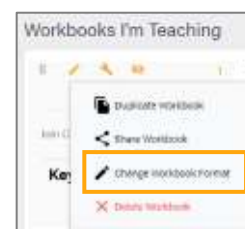


Changing Workbook Formats.

1. From the dashboard, access your list of Workbooks by selecting either of the highlighted links.



2. From the Workbook Toolbox, choose 'Change Workbook Format.' You have the option to change from a date format to a unit/subject format (and vice-versa). You cannot change to an eNovativePiano format.



Changing formats copies all the lessons in the original workbook but will remove all lesson dates (date format Workbook) or all units/subject headings (unit/subject format Workbook). You will be given the opportunity to populate your new Workbook with the number of unit/subject headings or with your desired date schedule. Changing formats will require extensive editing as all your lessons will now be unscheduled (Date format) or unassociated (Unit/Subject format).

Change Workbook Format

Workbook Title: MUS 500 New Format

Course Number: Hide Workbook

Current Workbook Format: Date Format

New Workbook Format: ☒ Unit/Subject Format

Number of Units/Subjects: 0

This action will duplicate your Workbook to the newly selected format. Your original Workbook will be preserved.

SAVE **SAVE & GO TO NEW WORKBOOK**

Date Format to Unit/Subject Format

Change Workbook Format

Workbook Title: MUS 500 New Format

Course Number: Hide Workbook

Current Workbook Format: Unit/Subject Format

New Workbook Format: ☒ Date Format

Start Date: 00/06/2020

End Date: 00/06/2021

☒ Weekly Schedule: Sun Mon Tue Wed Thu Fri Sat ☐ 7 days a week

This action will duplicate your Workbook to the newly selected format. Your original Workbook will be preserved.

SAVE **SAVE & GO TO NEW WORKBOOK**

Unit/Subject to Date Format

3. When you select 'SAVE' the new Workbook will appear in your Workbook list with a new join code, ready for editing. The Workbook will show as "in progress" until you move all the lessons into a Unit/Subject heading or Date.

Your original Workbook will not be affected.

