

## Planning

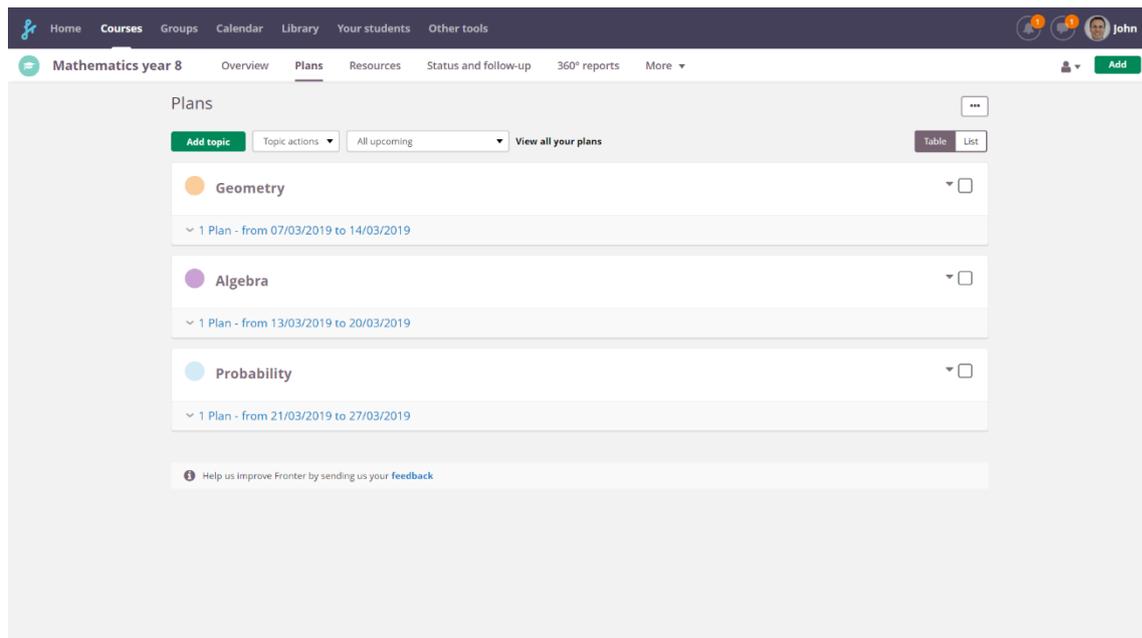
Frontier 19 comes with a new planning feature that makes it easy for teachers to organise their teaching. It also lets students know what to do and when to do it. You can add resources from wherever you want: computer, cloud storage or web.

### Plan settings

The planning tool allows you to adjust plans to fit your needs. You will find the settings in *Plans*, in the right-hand menu. **Note:** You will find more information about plan settings further down in this tutorial.

### Topics

*Topics* are activated by default but can be deactivated in the plan settings. Topics can be a time period - like a week or a month; or a specific area within a subject - like *Geometry* in *Mathematics*. A great function of topics is that for every topic, there will be a folder under Resources with the name of the topic. All the resources that you add under a topic will be organized automatically in the relevant topic folder.



The screenshot shows the 'Plans' section of the Frontier 19 interface. At the top, there is a navigation bar with 'Home', 'Courses', 'Groups', 'Calendar', 'Library', 'Your students', and 'Other tools'. Below this, a sub-navigation bar shows 'Mathematics year 8' with tabs for 'Overview', 'Plans', 'Resources', 'Status and follow-up', '360° reports', and 'More'. The main content area is titled 'Plans' and includes an 'Add topic' button, a 'Topic actions' dropdown, and a filter set to 'All upcoming'. There are three topics listed: 'Geometry' (with 1 plan from 07/03/2019 to 14/03/2019), 'Algebra' (with 1 plan from 13/03/2019 to 20/03/2019), and 'Probability' (with 1 plan from 21/03/2019 to 27/03/2019). Each topic has a dropdown arrow and a checkbox icon. At the bottom, there is a feedback prompt: 'Help us improve Frontier by sending us your feedback'.

## Plans

Under each *Topic* you create *Plans*. A plan can be, for example, a lesson plan or a specific part of a topic - like *Area* under *Geometry*. The columns in your plan may differ from what you see in this example, but as mentioned above, you can edit a plan's settings.

1. Start by adding a **title** to your plan and set dates for the plan. If dates are not relevant to your plans in the course, you can hide this column under the plan settings.
2. **Add resources** to your plan. These could be files already in the course, in the Library or on your computer. If you have moved content from your Fronter room to your Fronter 19 course, you can add them to the plan by choosing *Add from – Course*.

Plans

Geometry and measures

Plan	Date	Description	
Perimeter	6 Mar - 11 Mar	We will calculate and measure the perimeters of different shaped object.	<a href="#">Add resource</a>
Area	12 Mar - 20 Mar	Click to add text	<a href="#">Add resource</a>

3. You can also **create new** resources. In the first view you can choose between *Task*, *Assignment* and *Test*.

Under **Show all** you will find more resources to add to your plan. Later in this tutorial you will find descriptions of the most common features.

Resources

- Folder: Organize content to create a tidy course structure.
- Excel: Create new Excel document.
- File: Add files and images to your course or share them in the library.
- Link: Add into to your course or share them in the library.
- Note: Create notes for simple text or information.
- Page: Create pages with rich-text and interactive content.
- PowerPoint: Create new PowerPoint presentation.
- SCORM or AICC link: Add links to external SCORM or AICC content.
- Word: Create new Word document.

Activities

- Assignment: Let participants submit answers individually or in groups.
- Discussion: Create a written, structured debate.
- Learning path: Create a progress-based sequence of responses.
- Registration: Create events to which users can register.
- Survey: Collect information from a group of respondents.
- Task: Create homework or tasks that are not supported to be 'harold' in - for example, lap activities and 'show and tell' evaluations.
- Test: Test knowledge with a wide variety of question types.

4. Continue to add resources to your plan. You can change the order by dragging and dropping by the three dots to left of the title. Students will find the resources in the order they are placed, top to bottom.

Resources and activities

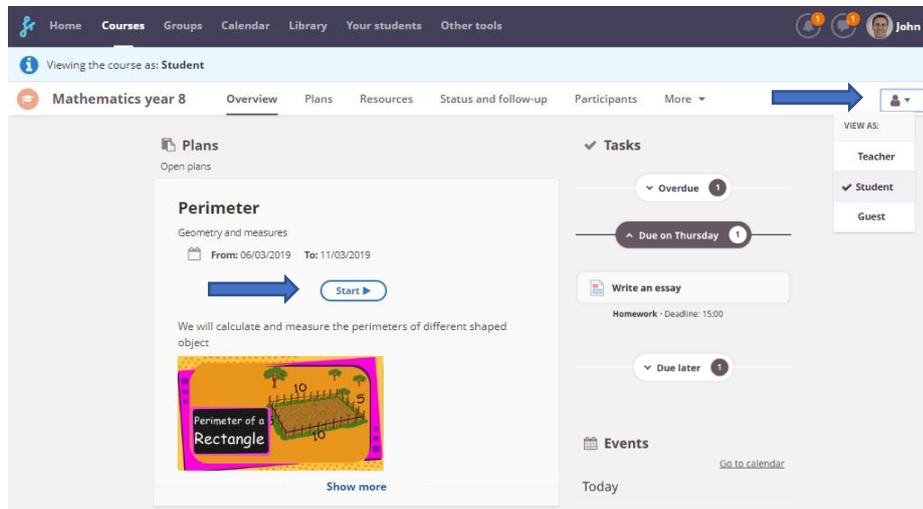
- Video - perimeter
- Perimeter - definition
- Perimeter - Test yourself

**Note:** Resources in *italics* are not visible to students and need to be activated.

If there are dates defined in a plan, the relevant plan will be displayed on top of the course start page, *Overview*.

Students will have a **Start** button that takes them to the resources in the plan.

You can see this by switching to **student view** in the role selector to the right.



The screenshot shows the course overview page for "Mathematics year 8". The page is viewed from the "Student" perspective. The main content area displays a plan titled "Perimeter" under the topic "Geometry and measures". The plan is active from 06/03/2019 to 11/03/2019. A blue arrow points to a "Start" button. Below the plan title, there is a diagram of a rectangle with side lengths of 10 and 5, and the text "Perimeter of a Rectangle". To the right of the plan, there is a "Tasks" section with a "Write an essay" task and a "Due later" section. At the bottom right, there is an "Events" section with a "Go to calendar" link. In the top right corner, there is a "VIEW AS:" dropdown menu with options for "Teacher", "Student" (selected), and "Guest". A blue arrow points to this menu.

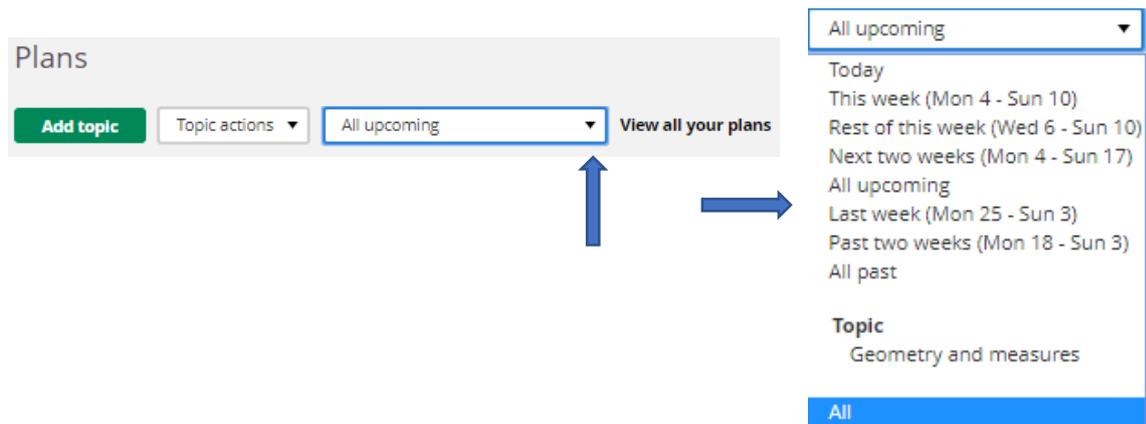
## Plans for students

When students click on a resource in a plan, or the Start button described above, it opens in full screen with a navigation bar. The menu to the upper-right gives students access to resources in the order in which the teacher arranged them in the plan. Students can view an index of all resources and go back and forth as they wish. If you want to lock the order, you can create a *Learning Path*.



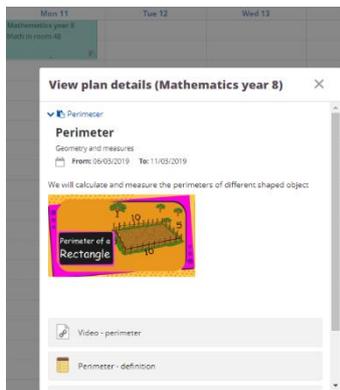
The screenshot shows a video player interface. The video content shows a person writing on a whiteboard. The text on the whiteboard says "Find the perimeter." and shows a rectangle with side lengths of 2.0 in. and 2.5 in. The video player has a navigation bar in the top right corner with a list of resources: "Description", "Video - perimeter", "Perimeter - definition", and "Perimeter - Test yourself". A blue arrow points to the navigation bar.

Plans are filtered by dates, so you may have to change the filter to see a specific plan.



## Plans and calendar

If you have an event in the course calendar when a plan is active, there will automatically be a link to the plan from the calendar.

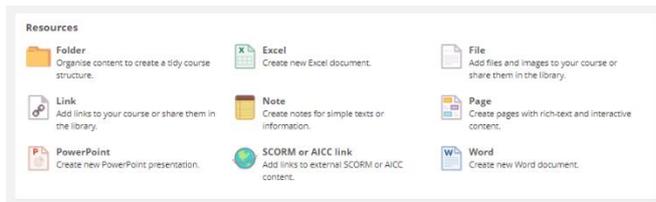


## More resources

When adding resources to a plan, you will find useful items to add or create. Under the link **Show all** there are more great tools to add. Below are descriptions of some of the most common tools. You will find a detailed description of **Task**, **Assignment** and **Test** on the support page.

The resources are organised in two blocks: resources and activities. Activities usually mean interactions or responses from students.

## Resources



### File

Add a file from your computer, Google Drive or Microsoft OneDrive.

### Microsoft Word, Excel and PowerPoint

Create Office files directly in Fronter. After creating them, you can give students the right to edit.

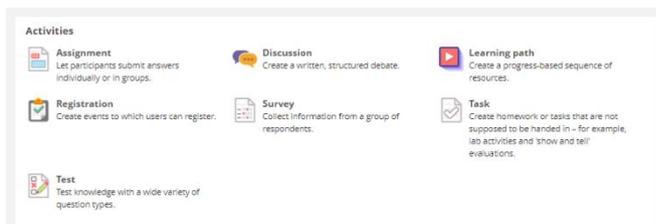
### Page

Like a *Page* in the previous Fronter. A web document where you can blend text, images, audio, video and embedded web content.

### Link

Add a link to a web page and choose if the content should be embedded (if supported).

## Activities



### Learning path

Create a sequence of steps that lead the student forward. It is possible to use assessments to create different branches within the same path.

### Registration

Teachers may create a list of options, for which participants may register.

### Survey

To gather information on a subject from a group of respondents. Surveys may be sent to users within a course or **externally**.

## Plan settings

In the plan settings, teachers can customise plans to fit their need. If you have created a course from a template, there may be settings for plans that you are not supposed to change. Ask your supervisor about your school's recommendations.

**Note!** Under the plan settings you set up the structure of all plans in your course.

You'll find the plan settings in the menu on the upper-right.

The screenshot shows the 'Plans' page for 'Mathematics year 8'. The page has a navigation bar at the top with 'Home', 'Courses', 'Groups', 'Calendar', 'Library', 'Your students', and 'Other tools'. Below the navigation bar, there are tabs for 'Overview', 'Plans', 'Resources', 'Status and follow-up', '360° reports', and 'More'. The 'Plans' tab is active. The main content area shows a list of topics: 'Geometry', 'Algebra', and 'Probability'. Each topic has a dropdown arrow and a link to '1 Plan - from [start date] to [end date]'. A dropdown menu is open for the 'Geometry' topic, showing options: 'Print', 'Find topic or plan', 'Share', 'Import/Export', and 'Plan settings'. Two blue arrows point to the 'Plan settings' option and the 'More' menu icon.

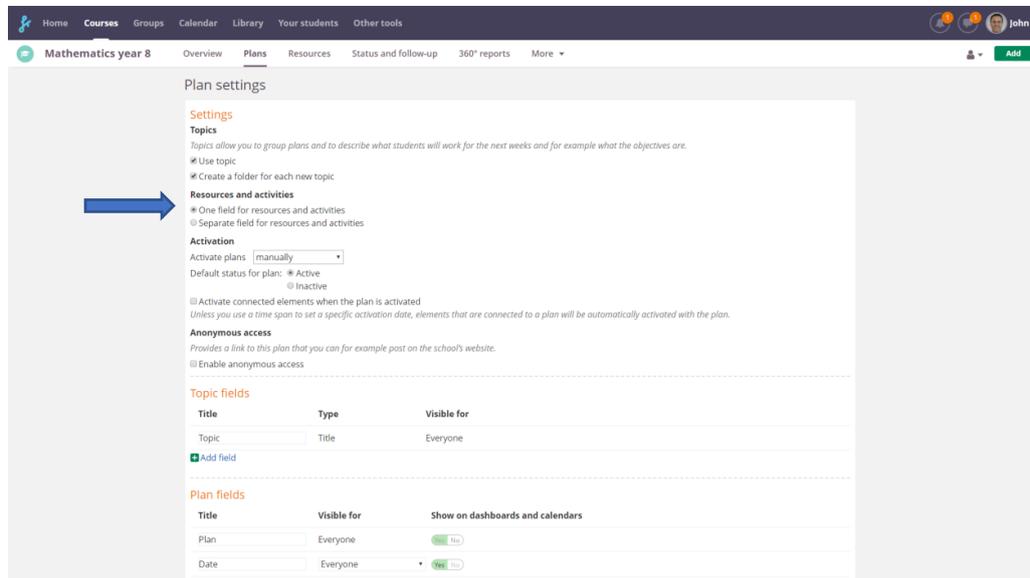
## Topics

The first option is whether to use topics or not. You can also decide if there should be a folder created for each topic or not. If you set up your course from the planning feature, this will save you time since all your resources will be neatly organised in relevant folders.

The screenshot shows the 'Plan settings' page for 'Mathematics year 8'. The page has a navigation bar at the top with 'Home', 'Courses', 'Groups', 'Calendar', 'Library', 'Your students', and 'Other tools'. Below the navigation bar, there are tabs for 'Overview', 'Plans', 'Resources', 'Status and follow-up', '360° reports', and 'More'. The 'Plans' tab is active. The main content area shows the 'Plan settings' page. The 'Settings' section is highlighted with a blue arrow. The 'Settings' section includes: 'Topics' (with a description: 'Topics allow you to group plans and to describe what students will work for the next weeks and for example what the objectives are.'), 'Use topic' (checked), 'Create a folder for each new topic' (checked), 'Resources and activities' (with options: 'One field for resources and activities' selected, 'Separate field for resources and activities' unselected), 'Activation' (with options: 'Activate plans' set to 'manually', 'Default status for plan' set to 'Active'), and 'Anonymous access' (with option: 'Enable anonymous access' unselected). Below the 'Settings' section, there are two tables: 'Topic fields' and 'Plan fields'. The 'Topic fields' table has columns 'Title', 'Type', and 'Visible for'. The 'Plan fields' table has columns 'Title', 'Visible for', and 'Show on dashboards and calendars'.

## Resources and activities

You can choose if you want separate fields for resources and activities. *Resources* are materials that students read, listen to or watch, like documents, audio tracks or videos. *Activities* are more interactive and usually involve engagement from the students.



The screenshot shows the 'Plan settings' page for 'Mathematics year 8'. The 'Resources and activities' section is highlighted with a blue arrow. The settings are as follows:

- Settings**
- Topics**
  - ☑ Use topic
  - ☑ Create a folder for each new topic
- Resources and activities**
  - ☑ One field for resources and activities
  - ☐ Separate field for resources and activities
- Activation**
  - Activate plans: manually
  - Default status for plan: ☑ Active
  - ☐ Inactive
  - ☐ Activate connected elements when the plan is activated
- Anonymous access**
  - ☐ Enable anonymous access
- Topic fields**

Title	Type	Visible for
Topic	Title	Everyone
<a href="#">Add field</a>		
- Plan fields**

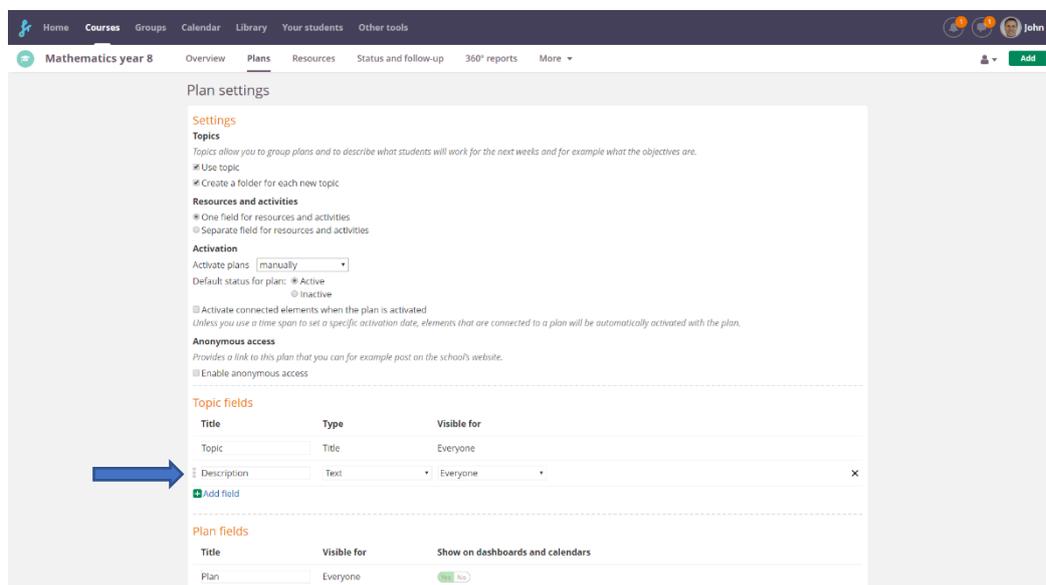
Title	Visible for	Show on dashboards and calendars
Plan	Everyone	<input checked="" type="checkbox"/>
Date	Everyone	<input checked="" type="checkbox"/>

## Activation

You can let the planning feature automatically activate plans and their content. This is an advanced feature, so we recommend that you start by setting this to *manually*, and that the default status for plans is *Active*.

## Topic fields

You can add fields to the topic, for example a description. If you add Learning objectives, make sure you change the *Type* to Learning objectives.



The screenshot shows the 'Plan settings' page for 'Mathematics year 8'. The 'Topic fields' section is highlighted with a blue arrow. The settings are as follows:

- Settings**
- Topics**
  - ☑ Use topic
  - ☑ Create a folder for each new topic
- Resources and activities**
  - ☑ One field for resources and activities
  - ☐ Separate field for resources and activities
- Activation**
  - Activate plans: manually
  - Default status for plan: ☑ Active
  - ☐ Inactive
  - ☐ Activate connected elements when the plan is activated
- Anonymous access**
  - ☐ Enable anonymous access
- Topic fields**

Title	Type	Visible for
Topic	Title	Everyone
Description	Text	Everyone
<a href="#">Add field</a>		
- Plan fields**

Title	Visible for	Show on dashboards and calendars
Plan	Everyone	<input checked="" type="checkbox"/>

## Plan fields

You can add or hide plan fields. For example, if you want to hide dates, you choose *Visible for Nobody*.

The screenshot shows the 'Plans' configuration page for 'Mathematics year 8'. It includes sections for 'Topic fields' and 'Plan fields'. In the 'Plan fields' section, the 'Date' field is highlighted with a blue arrow pointing to its 'Visible for' dropdown menu, which is currently set to 'Nobody'. Other fields like 'Plan', 'Description', 'Resources and activities', 'Learning objectives', and 'Class hours' are also listed with their respective visibility settings and 'Show on dashboards and calendars' options.

Title	Visible for	Show on dashboards and calendars
Plan	Everyone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	Nobody	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Description	Everyone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resources and activities	Everyone	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Learning objectives	Nobody	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Class hours	Nobody	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

You can also add fields that only teachers see, for instance teacher notes for each plan.

**Remember** that the plan settings are general for all plans in the course. So, you shouldn't add topic specific field titles like *Basic algebra* since that would also create a field in other topics like *Geometry*.