Planning

Fronter 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.
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.

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.

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.

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.

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**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.*
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.

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.
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.

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

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.