

Setting Up the Planner

[Overview](#)
[Plans](#)
[Resources](#)
[Follow-up and reports](#)
[360° reports](#)
[More ▾](#)

Before You Start

Before you start using the planner, there are some considerations to be made.

| Question | Why would I want to do this? | Preparation |
|---|--|---|
| Do I want/need to connect learning objectives/standards to my plan? | You want to make clear to your students on what learning objectives or (state) standards they will be working on, or this is even mandatory by school management or inspection. | Add the objectives/standards from the repository to your course under <i>Settings</i> >> <i>Learning objectives</i> . |
| Do I want to use topics? | Commonly each subject is divided into a list of topics or key concepts that will be taught in the course. For instance the <i>Second world war</i> for History. Multiple plans will be spent talking about this topic. Quite often a test will close of this specific part of the course. If you like to build up a plan around topics for yourself, or you like to make it clear to students on what topic they are working on, you want to use topics. | When setting up the plan, enable topics and define the fields you want to use. |
| Do I want to create a folder for each topic? | When creating elements - such as an assignment - directly from the planner, they are added to the tree menu as well. You can choose to create a folder for each topic to save elements created this way in this folder. | Ensure the setting <i>Create folder for each new topic</i> is checked when setting up the plan. |
| Do I want to work on a weekly or | What is the 'time span' of each step in the plan? The most common use is | When setting up the plan, consider renaming the <i>Plan</i> field if |

daily basis?

either a week plan - where you describe what will be done per week - or a day plan, where you describe for each individual (lesson) day what you will do.

you decide to work on a weekly basis.

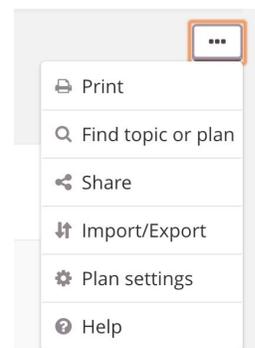
Do I want to connect my plan to the timetable?

If you've decided to work with a daily based plan, you can connect timetable lessons to the plan. This will make the content of the planner available to yourself and students in the itslearning Calendar. In addition, changes to these lessons are automatically processed in the planner.

Create recurring events for this course in the itslearning Calendar.

Setting Up the Planner

You can access the planner settings via the ellipsis in the top right corner.



These are the generic settings of the planner:

- **Topics** - you can choose to work with or without topics. If you work with topics, you can also choose to have a folder created for each new topic you add. Resources and activities that are created through plans within this topic will end up in this folder
- **Resources and activities** - you can have one column for resources and activities, or separate columns for each.
- **Activation** - decide what the default status is for plans.
- **Anonymous access**- allows you to get a unique link for the planner in the course that can be made available outside itslearning.

Default topic and plan fields

The planner in a new course will have the following default fields:

- **Topic** - short (plain text) label or description of the topic.
- **Plan** - short (plain text) title or description of the plan.
- **Date** - the moment in time that applies to this plan. This can be selected with the date picker.
- **Class hours** - the number of hours that will be spent in class.
- **Description** - long (rich text) description of the plan. You can add markup by clicking on the plan title (which opens a form to edit this plan)
- **Learning objectives** - the objectives (or standards) that apply to this plan. These can be selected from the available objectives in the course.
- **Resources/Activities** - the resources/activities relevant for this plan. These can be selected from the available elements in the course.

Settings

Topics

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
- 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

Default status for plan: Active
 Inactive

Activate connected elements when the plan is activated

Unless you use a time span to set a specific activation date, elements that are connected to a plan will be automatically activated with the plan.

Anonymous access

Provides a link to this plan that you can for example post on the school's website.

Enable anonymous access

Topic fields

| Title | Type | Visible for |
|------------------------------------|-------|-------------|
| <input type="text" value="Topic"/> | Title | Everyone |

[+ Add field](#)

Plan fields

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

[+ Add field](#)