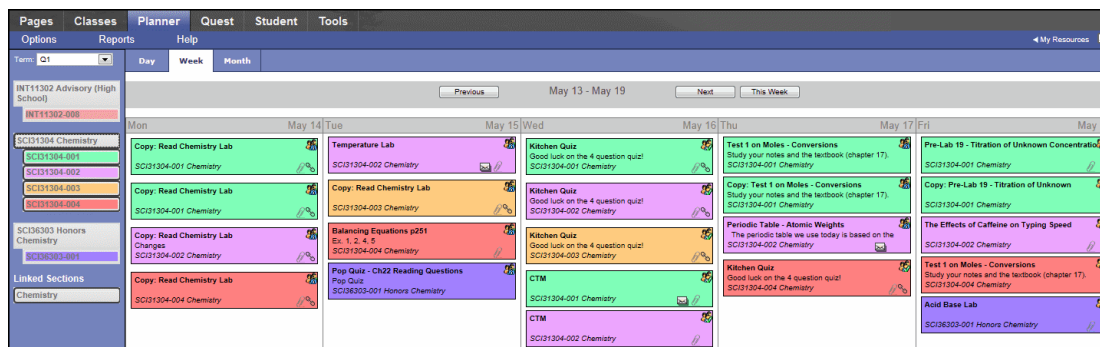


Using the Planner

The **Planner** tab Aspen IMS is an online teacher plan book. On this page, you can create, view, and edit assignments for your sections, as well as manage personal appointments:



If your district or department has created curriculum maps for your classes, you can also view the curriculum maps.

Your Planner contains three views:

- **Curriculum View:** See which map topics (units) and lesson plans to cover each day, according to the curriculum map defined for this course.
- **Event View:** Create and view your assignments and personal appointments.
- **Lesson View:** Create and view lesson plan notes and resources you create for lessons outside of a district curriculum map.

Before you use your Planner:

- Define your [Planner settings](#), which include the colors you want to use to identify your classes.
- Determine the information that displays on the Planner, such as which [classes](#) and which [dates](#).

Define Your Planner Settings

Define your Planner settings to determine how your classes appear on your Planner.

Note: Changes to the Planner settings will affect the appearance of the Planner widget.

To define your Planner settings:

1. Click the **Planner** tab.
2. On the **Options** menu, click **Planner Settings**. The Settings page appears:

Name	Color	Options
My Events	[Green Box]	
Follett Schools	[Pink Box]	
Crow Point High School	[Pink Box]	
DUTY-040 Duty	[Green Box]	All categories
INT11302-008 Advisory (High School)	[Red Box]	All categories
PREP-031 PREP	[Yellow Box]	All categories
SCI1304-001 Chemistry	[Green Box]	All categories
SCI1304-002 Chemistry	[Purple Box]	All categories
SCI1304-003 Chemistry	[Orange Box]	All categories
SCI1304-004 Chemistry	[Red Box]	All categories
SCI1303-001 Honors Chemistry	[Purple Box]	All categories

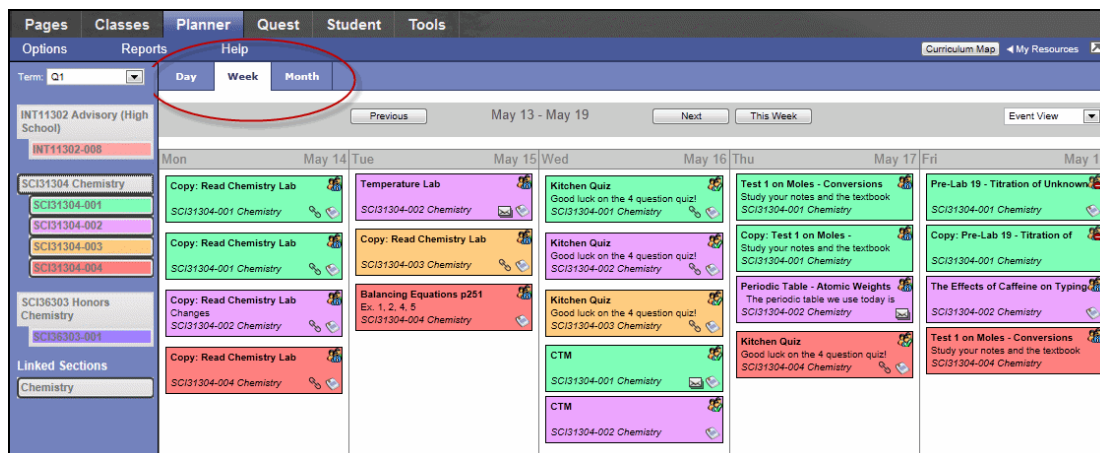
3. Use the following table to define your Planner settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your planner.
Activate Reminders	<p>Select this checkbox if you want to display a single line reminder for each date within the date range of an assignment (date assigned through date due). The reminder line is a lighter color on the days the assignment is not due, and darker for the date the assignment is due.</p> <p>For example, if the date due is three days after the date assigned, a reminder line appears on the calendar for all three days.</p> <div style="background-color: #4a86e8; color: white; padding: 5px; border: 1px solid #4a86e8;"> <p>Note: If you select this checkbox and you view information for all of your sections on your Planner, your Planner could contain many assignment reminder lines for each date.</p> </div> <p>This function is primarily intended for students to remind them that they are supposed to be working on something.</p>
Color	<p>Determine the highlighter colors that represent your sections and appointments on your Planner.</p> <p>In the Color column, click the color box next to the item. The Color Chooser appears. Click a color, and click OK.</p> <p>Within each class section, you can click All Categories to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class.</p> <div style="background-color: #4a86e8; color: white; padding: 5px; border: 1px solid #4a86e8;"> <p>Note: The colors for appointments is set by the My Events color.</p> </div>

4. Click **Save**.

Determine the Calendar View on Your Planner

When using your Planner, click the tabs at the top of the page to change the timeframe to view:

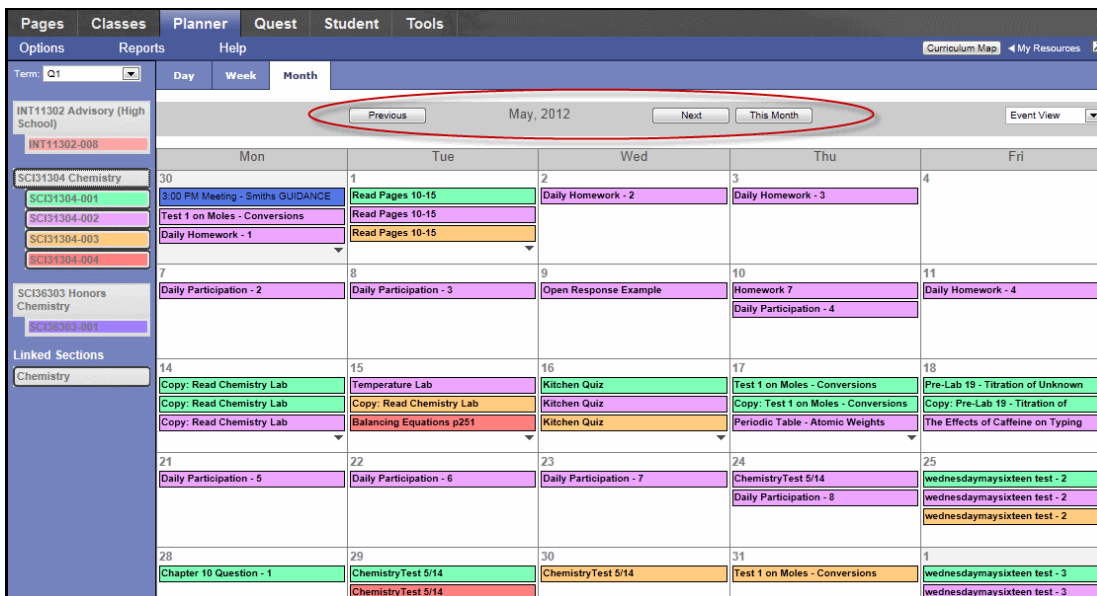


To determine which dates you view information for:

- Click one of the following:
 - Day** to view assignments and appointments for one day
 - Week** to view assignments and appointments for one week
 - Month** to view assignments and appointments for one month

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:

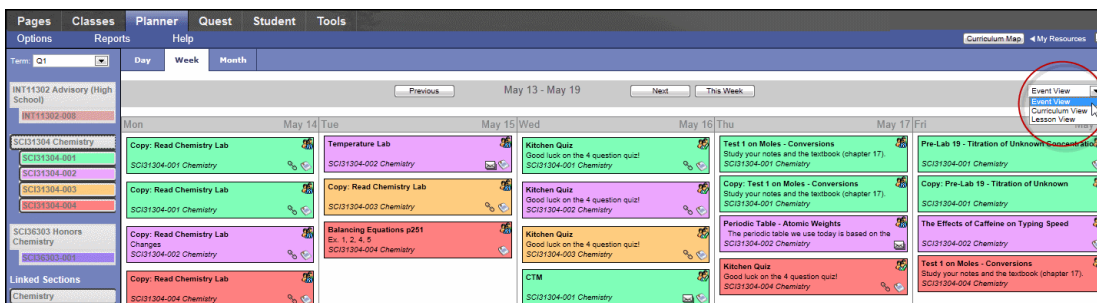


2. Do the following to move between dates:

- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.
- Click **This Week** to view the current week.

Use the Event View on Your Planner for Assignments

Use the Event View on your Planner to plan and create assignments by day, week, or month:









You can create the following:

- [assignments](#)
- [appointments](#)

Open [My Resources](#) to drag and drop resources to assignments.

The following icons appear for assignments on the **Day** and **Week** tabs:

Icon	Description
	The Envelope icon indicates that this assignment has information you can download and review.
	The Chain Link icon indicates that this assignment applies to other linked sections .
	The Attachments icon indicates that the assignment has an attachment.
	The assignment is private; it does not appear in the Student and Family portals.
	The assignment is public, and its grades and details appear in the portals.
	The assignment details are public, but the grades do not appear in the portal

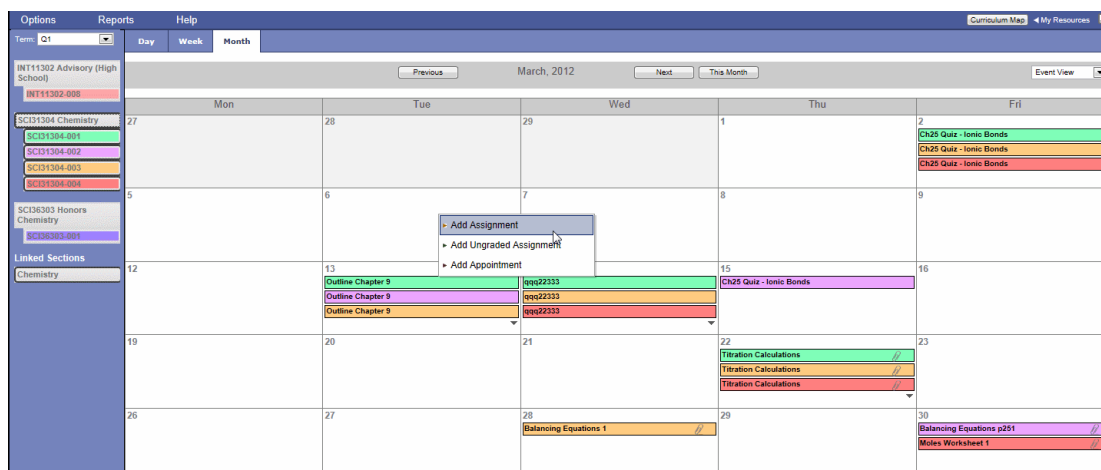
Create and Add an Assignment on Your Planner

You can create and add assignments for your classes directly on your planner. You can add the following:

- [Assignments](#)
- [Ungraded Assignments](#)
- [Appointments](#)

There are two ways to add graded and ungraded assignments:

1. Click on the date you want to assign the assignment or create the appointment for in your calendar. A menu appears:



Select the type of assignment or appointment you want to create for that date. The corresponding page appears.

2. Open **My Resources**, and click, drag and drop an assignment template to a date on your calendar. The New Assignment page appears.
3. [Enter the assignment information](#).

You can attach files, links, [online quizzes](#), and [Google Docs](#) to your assignments by dragging and dropping them from My Resources.

If any of the files are Google Docs, you can make the document editable by the student. To do so, click **Make Student Editable** to the right of the document title:

Note: When you make a Google Doc student editable, it creates student-specific versions of that document.

To edit an assignment or appointment, click the assignment or appointment on the calendar.

To delete an assignment, click the assignment or appointment on the calendar. On the **Options** menu, click **Delete Calendar** Item.

[If you create an assignment for a section that is linked to other sections, you can link the assignments.](#)


Create Appointments on Your Planner

Appointments are personal reminders that only appear in your Planner. They can only be created on the **Planner** tab. Appointments appear as a single line.

Note: Go to [Planner Settings](#) to change the color that represents appointments on your Planner.

To create an appointment:

1. Click the **Planner** tab.
2. Click the date you want to make the appointment for. A menu appears.
3. Click **Add Appointment**.
4. Use the following table to enter information in the fields:

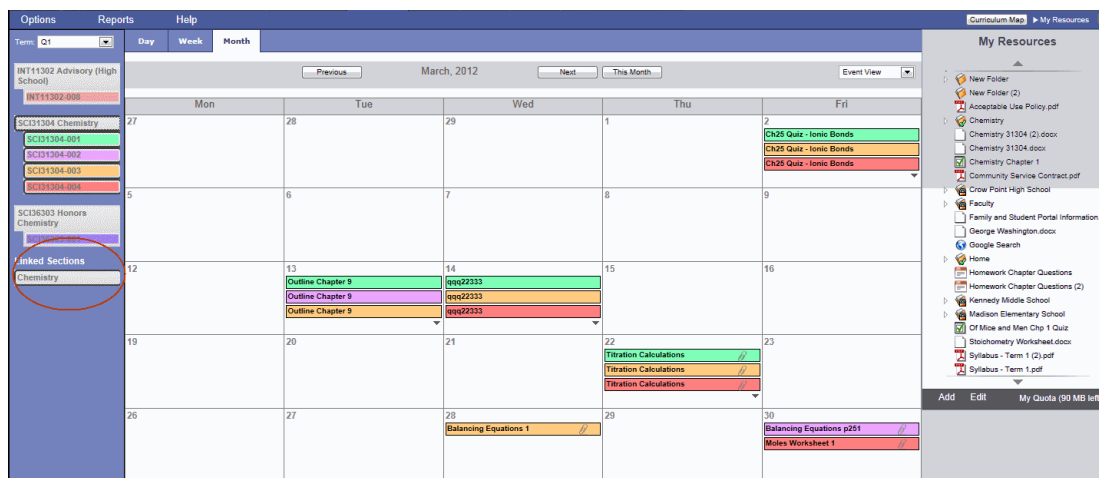
Field	Description
Name	Type the name of the appointment. This is the name that appears on your Planner.
Start Date	Type the date on which the appointment begins, or click  to select the date.
Start Time	Type the start time of the appointment.
Description	Type a description of the appointment.

5. Click **Save**.

Work with Linked Sections

If you create an assignment for a section that is [linked to other sections](#), you can link the assignments.

In your Planner, linked sections appear in the list of classes on the left side of the page:



Click the **Planner** tab. The label for the linked sections now appears:



Click the linked section's name to include all assignments for all the sections within the link.