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:

Pages Classes	Planner Quest Student	Tools			
Options Report	ts Help				
'erm: Q1 💌	Day Week Month				
INT11302 Advisory (High School)		Previous	May 13 - May 19 Next	This Week	
INT11302-008	Mon May 14	Tue May 15	Wed May 16	Thu May 1	7 Fri May
SCI31304 Chemistry SCI31304-001 SCI31304-002	Copy: Read Chemistry Lab	Temperature Lab	Kitchen Quiz Good luck on the 4 question quiz! SCI31304-001 Chemistry 00%	Test 1 on Moles - Conversions Study your notes and the textbook (chapter 17). SC/31304-001 Chemistry	Pre-Lab 19 - Titration of Unknown Concentration
	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz Good luck on the 4 question quiz! SCI31304-002 Chemistry // ⁰ 0	Copy: Test 1 on Moles - Conversions Study your notes and the textbook (chapter 17). SC/31304-001 Chemistry	Copy: Pre-Lab 19 - Titration of Unknown
SCI36303 Honors Chemistry SCI36303-001	Copy: Read Chemistry Lab	Balancing Equations p251	Kitchen Quiz Good luck on the 4 question quiz! SCi31304-003 Chemistry	Periodic Table - Atomic Weights The periodic table we use today is based on the SCI31304-002 Chemistry	The Effects of Caffeine on Typing Speed I SCI31304-002 Chemiatry II
nked Sections	Copy: Read Chemistry Lab	Pop Quiz - Ch22 Reading Questions	стм 🥵	Kitchen Quiz Cod luck on the 4 question quiz! SC/31304-004 Chemistry //%	Test 1 on Moles - Conversions Study your notes and the textbook (chapter 17). SCI31304-004 Chemistry
initial y	SCI31304-004 Chemistry		SCI31304-001 Chemiatry D		Acid Base Lab SCI36303-001 Honora Chemistry
			SCI31304-002 Chemistry		10-

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 <u>classes</u> and which <u>dates</u>.

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:



Settings							
	Save Cancel						
	alendars						
Na	ame					Color	Options
My	y Events						
Fol	Follett Schools						
Gre	Crow Point High School						
DU	DUTY-040 Duty			All categories			
INT	INT11302-008 Advisory (High School)			All categories			
PR	REP-031 PREP						All categories
sc	CI31304-001 Chemistry						All categories
sc	CI31304-002 Chemistry						All categories
sc	CI31304-003 Chemistry						All categories
sc	CI31304-004 Chemistry						All categories
sc	Cl38303-001 Honors Chemistry						All categories
	Save Cancel						
* P	Please note that changes to the	e Planner settings will affec	t the appearance of the Tea	cher Classes widget.			

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	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. For example, if the date due is three days after the date assigned, a reminder line appears on the calendar for all three days.
Reminders	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.
	This function is primarily intended for students to remind them that they are supposed to be working on something.
	Determine the highlighter colors that represent your sections and appointments on your Planner.
	In the <i>Color</i> column, click the color box next to the item. The Color Chooser appears. Click a color, and click OK.
Color	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.

4. Click Save.

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Instructional Management System

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:

Pages Classes Options Repo	Planner Quest rts Help				Curriculum Map.
Term: Q1	Day Week Mon	nth			
INT11302 Advisory (High School)		Previous	May 13 - May 19	Next This Week	k Event View
INT11302-008	Mon	May 14 Tue	May 15 Wed	May 16 Thu	May 17 Fri May
SCI31304 Chemistry	Copy: Read Chemistry Lab SC/31304-001 Chemistry	SC/31304-002 Chemistry	Kitchen Quiz Good luck on the SC/31304-001 C/	4 question quiz! Study your r	toles - Conversions and the textbook Pre-Lab 19 - Titration of Unknown 101 Chemistry SCi31304-001 Chemistry
SCI31304-002 SCI31304-003 SCI31304-004	Copy: Read Chemistry Lab SC/31304-001 Chemistry	Copy: Read Chemistry Lat SC/31304-003 Chemistry	Kitchen Quiz Good luck on the SC/31304-002 CP	4 question quiz! SC(31304-0	1 on Moles - Copy: Pre-Lab 19 - Titration of notes and the textbook 01 Chemistry SC/31304-001 Chemistry
SCI36303 Honors Chemistry	Copy: Read Chemistry Lab Changes SC/31304-002 Chemistry	Balancing Equations p251 Ex. 1, 2, 4, 5 SC/31304-004 Chemistry	Kitchen Quiz Good luck on the SC/31304-003 C/	4 question quiz! The period SC/31304-0	ble - Atomic Weights The Effects of Caffeine on Typingle ic table we use today is SC/31304-002 Chemistry 02 Chemistry Control of the second sec
SCI36303-001	Copy: Read Chemistry Lab		CTM SC/31304-001 C/	Kitchen Qu Good luck o SC/31304-0	iz Test 1 on Moles - Conversions 2 n the 4 question quizt 04 Chemistry % <
Chemistry		0	СТМ	8	
			SC/31304-002 C	emistry 📎	

To determine which dates you view information for:

- 1. 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:



Pages Classes	Planner Quest S	tudent Tools			
Options Repo	orts Help				Curriculum Map My Resources 2
erm: Q1	Day Week Month				
NT11302 Advisory (High School)	<	Previous Ma	ay, 2012 Next	This Month	Event View
INT11302-008	Mon	Tue	Wed	Thu	Fri
CI31304 Chemistry	30	1	2	3	4
SCI31304-001	3:00 PM Meeting - Smiths GUIDANCE	Read Pages 10-15	Daily Homework - 2	Daily Homework - 3	1
SCI31304-002	Test 1 on Moles - Conversions	Read Pages 10-15			
SCI31304-003	Daily Homework - 1	Read Pages 10-15			
SCI31304-004		•	T		
50131304-004	7	8	9	10	11
CI36303 Honors	Daily Participation - 2	Daily Participation - 3	Open Response Example	Homework 7	Daily Homework - 4
hemistry				Daily Participation - 4	
SCI36303-001					
inked Sections					
	14	15	16	17	18
Chemistry	Copy: Read Chemistry Lab	Temperature Lab	Kitchen Quiz	Test 1 on Moles - Conversions	Pre-Lab 19 - Titration of Unknown
	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz	Copy: Test 1 on Moles - Conversions	Copy: Pre-Lab 19 - Titration of
	Copy: Read Chemistry Lab	Balancing Equations p251	Kitchen Quiz	Periodic Table - Atomic Weights	The Effects of Caffeine on Typing
		•	•	•	·
	21	22	23	24	25
	Daily Participation - 5	Daily Participation - 6	Daily Participation - 7	ChemistryTest 5/14	wednesdaymaysixteen test - 2
				Daily Participation - 8	wednesdaymaysixteen test - 2
					wednesdaymaysixteen test - 2
	28	29	30	31	1
	Chapter 10 Question - 1	ChemistryTest 5/14	ChemistryTest 5/14	Test 1 on Moles - Conversions	wednesdaymaysixteen test - 3
		ChemistryTest 5/14			wednesdaymaysixteen test - 3

- 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:

Pages Classes	Planner Quest Student	Tools			
Options Repo	rts Help				Curriculum Map My Resources 🏓
Term: Q1	Day Week Month				\bigcirc
INT11302 Advisory (High School)		Previous	y 13 - May 19 Next Th	is Week	Event View
INT11302-008	Mon May 14	Tue May 15	Wed May 16	Thu May 17	
SCI31304 Chemistry	Copy: Read Chemistry Lab	Temperature Lab	Kitohen Quiz 80 Good luck on the 4 question quiz!	Test 1 on Moles - Conversions	Pre-Lab 19 - Titration of Unknown Soncentratio
SCI31304-001 SCI31304-002	SCI31304-001 Chemistry 🛛 🗞 🍥	SC/31304-002 Chemistry 🔤 📎	SCI31304-001 Chemistry % %	SCI31304-001 Chemistry	SCI31304-001 Chemistry 📎
SCI31304-003	Copy: Read Chemistry Lab	Copy: Read Chemistry Lab	Kitchen Quiz	Copy: Test 1 on Moles - Conversions	Copy: Pre-Lab 19 - Titration of Unknown 🏾 🌋
SCI31304-004	SCI31304-001 Chemistry 🗞 🍥	SC/31304-003 Chemistry 🛛 % 🍥	Good luck on the 4 question quiz! SCI31304-002 Chemistry % %	SCI31304-001 Chemiatry	SCI31304-001 Chemistry
SCI36303 Honors	Copy: Read Chemistry Lab	Balancing Equations p251	Kitoben Quiz 15	Periodic Table - Atomic Weights 25	The Effects of Caffeine on Typing Speed
Chemistry	Changes SCI31304-002 Chemistry % (*)	Ex: 1, 2, 4, 5 SC/31304-004 Chemistry	Good luck on the 4 question quiz! SC/3/1304-003 Chemistry % %	SCI31304-002 Chemistry	SCI31304-002 Chemistry
SCI36303-001				Kitchen Quiz	Test 1 on Moles - Conversions 55
Linked Sections	Copy: Read Chemistry Lab		стм	Good luck on the 4 question quiz! SCI31304-004 Chemiatry % %	SCI31304-004 Chemistry
Chemistry	SCI31304-004 Chemistry 🗞 🍥		SCI31304-001 Chemistry SCIS1304-001 Chemistry		

You can create the following:

- assignments
- appointments

Open <u>My Resources</u> to drag and drop resources to assignments.

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





lcon	Description
	The Envelope icon indicates that this assignment has information you can download and review.
°0	The Chain Link icon indicates that this assignment applies to other <u>linked</u> <u>sections</u> .
<u></u>	The Attachments icon indicates that the assignment has an attachment.
Æ	The assignment is private; it does not appear in the Student and Family portals.
<i>8</i> 6	The assignment is public, and its grades and details appear in the portals.
8 6	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, <u>online quizzes</u>, and <u>Google Docs</u> 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:

Options Rep	orts Help				Curriculum Map My Resources 🎽
Save Cancel Delete					My Resources
Ceneral Portal Classes * Category * GB Column Name * Assignment Name * Date assigned * Date due * Total points * <u>Online submission</u>	Description 130-01 (selected) T If Isst test test 4/13/2012 10.0	Options Extra credit * Extra credit points * Sequence number * Score not droppable Private Entry mode * Grade Scale	V 10.0 22 V V Numeric Only V DHS Standard A-F T4	Q, X	Content Folder Civil War Battles 133_hamitor_1.pdf
Open date Close date		Grade Term *			
	G A Conspiracy of Decency	X 🗳	Student Editable		
Attachments	G Civil War Battles	X 🛎	Make Student Editable		
Save Cancel Delete					Add Edit Using 1 MB of your 1000 MB (0%)

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.

