Daily Planner

July 2011

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Daily Planner

Overview | Printing the Daily Planner | Activities | Assignment Editor

Information on this page relates to features released with the Release Pack .1126 (June 2011).

Overview

PATH: *Instruction > Daily Planner*

The Daily Planner displays all of the activities, assignments, attendance records, and district controlled calendar entries (e.g., in-service days, holidays) for all sections to which the teacher is assigned.

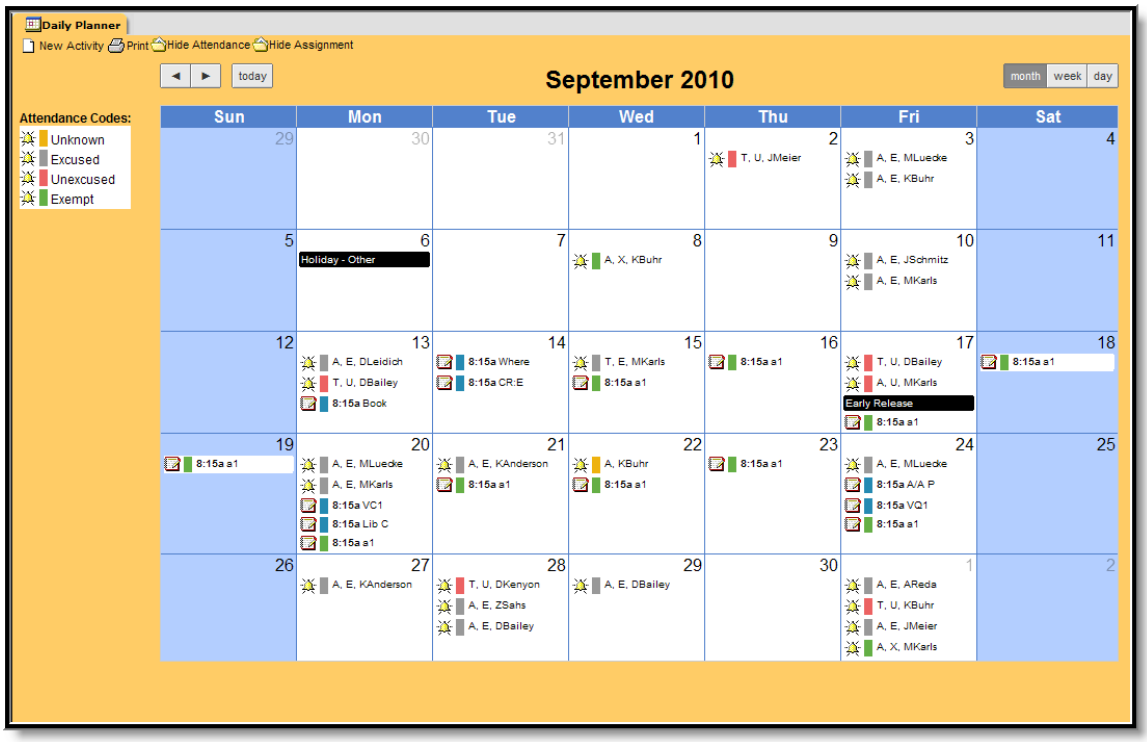

Image 1: Daily Planner Example

Image	Description
	Assignment Clicking an assignment displays the Assignment Editor where users can edit assignment details.
	Activity Clicking an activity displays the Activity Editor where users can edit activity details.
	Attendance Hovering over an activity displays the attendance code and the student's name.
Other	Black calendar items indicate a district controlled calendar entry.

Printing the Daily Planner

Printing the Daily Planner creates a PDF that includes the teacher's assignments and activities.Teachers may use this feature if they want to print a copy of their schedule or provide information to a substitute teacher. Attendance information is not included in the PDF.

1. Click the **Print** button. The **Print Detail Editor** appears.
2. Select the **Start Date** and **End Date**. Dates can be entered in *mmddyy* format or by clicking the calendar icon and selecting a date. Default dates are not provided.
3. Select the checkboxes next to the course/sections to print.
4. Select whether the **Descriptions**, **Objectives**, and **References** will print for Assignments and Activities. These options are selected by default.
5. Click the **Print** button. Campus creates a PDF copy of the Daily Planner based on the selected options.

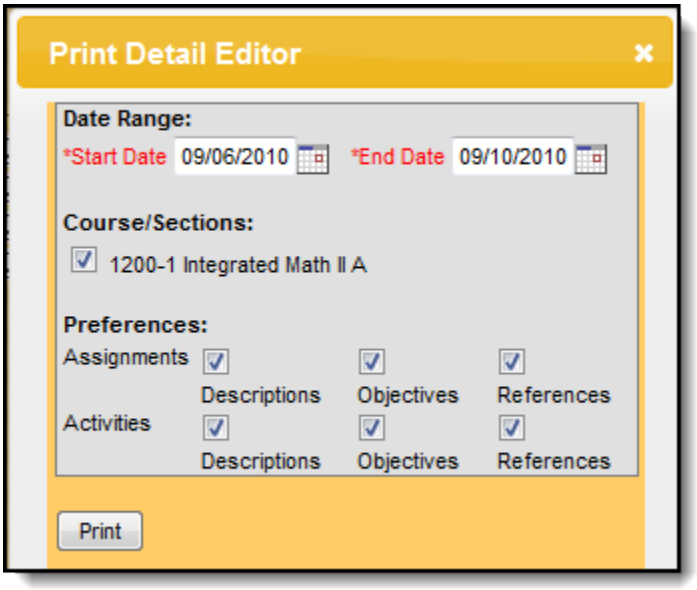

Image 2: Daily Planner Print Detail Editor

Daily Planner Print

Dates: 09/06/2010 - 09/10/2010
Teacher: Lifelearn, Alan

Course/Sections: 1200-1 Integrated Math II A

Preferences: Assignments: [x] Descriptions [ ] Objectives [ ] References

Activities: [x] Descriptions [ ] Objectives [ ] References

Date: 08/28/2010

Period 1

Course/Section: 1200-1 Integrated Math II A

Assignment(Assigned): Workbook 1

Description: Review of functions and solving for different variables.

Assignment(Assigned): Workbook 1

Description: Review of functions and solving for different variables.

Date: 08/29/2010

Period 1

Course/Section: 1200-1 Integrated Math II A

Assignment(In Progress): Workbook 1

Description: Review of functions and solving for different variables.

Assignment(In Progress): Workbook 1

Description: Review of functions and solving for different variables.

Image 3: Printed Daily Planner PDF Example

Activities

Activities may be used to schedule field trips, special projects, or other events. The Daily Planner allows teachers to add and edit activities. Clicking the Activity on the calendar displays the Activity Editor which allows users to edit the details.

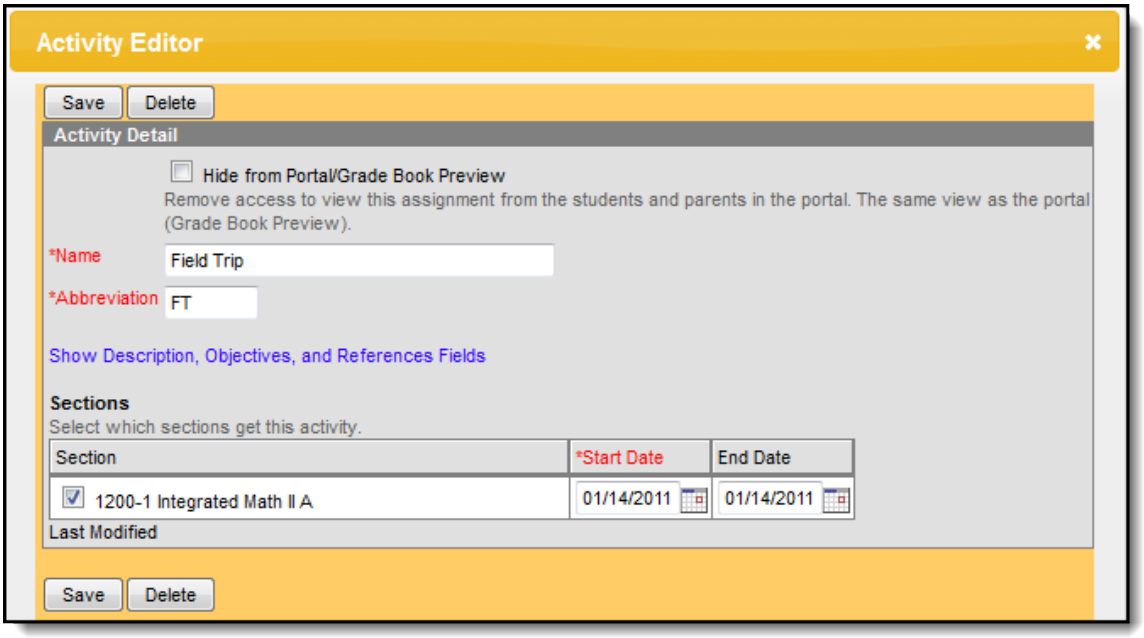

Image 4: Activity Editor

Adding a New Activity

1. Click the **New Activity** button. The **Activity Editor** displays.
2. Type a descriptive name for the activity in the **Name** field.
3. Type an abbreviation for the activity in the **Abbreviation** field.
4. Click **Show Description, Objectives, and Reference Fields** to display these fields and enter detailed information about the activity.
5. Select the checkbox next to the sections to which the Activity belongs.
6. Select the **Start Date** for each Section.
7. Select the **End Date** for each Section.
8. Click **Save**.

Assignment Editor

Clicking an assignment on the calendar displays the Assignment Editor where teachers may edit and score an existing assignment.

> To create a new Assignment, see the procedure for creating assignments on the Managing Assignments page.

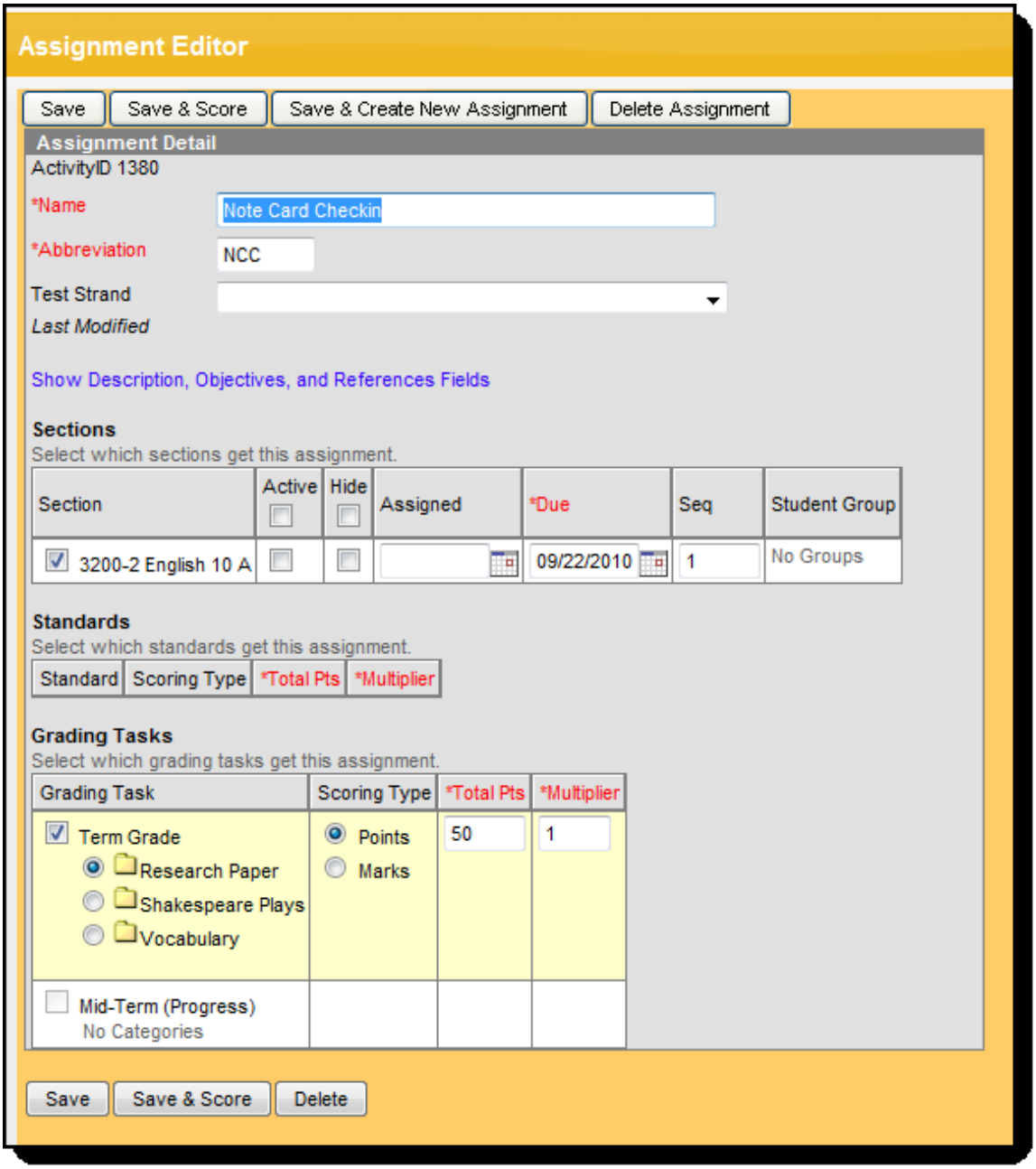

Image 5: Assignment Editor

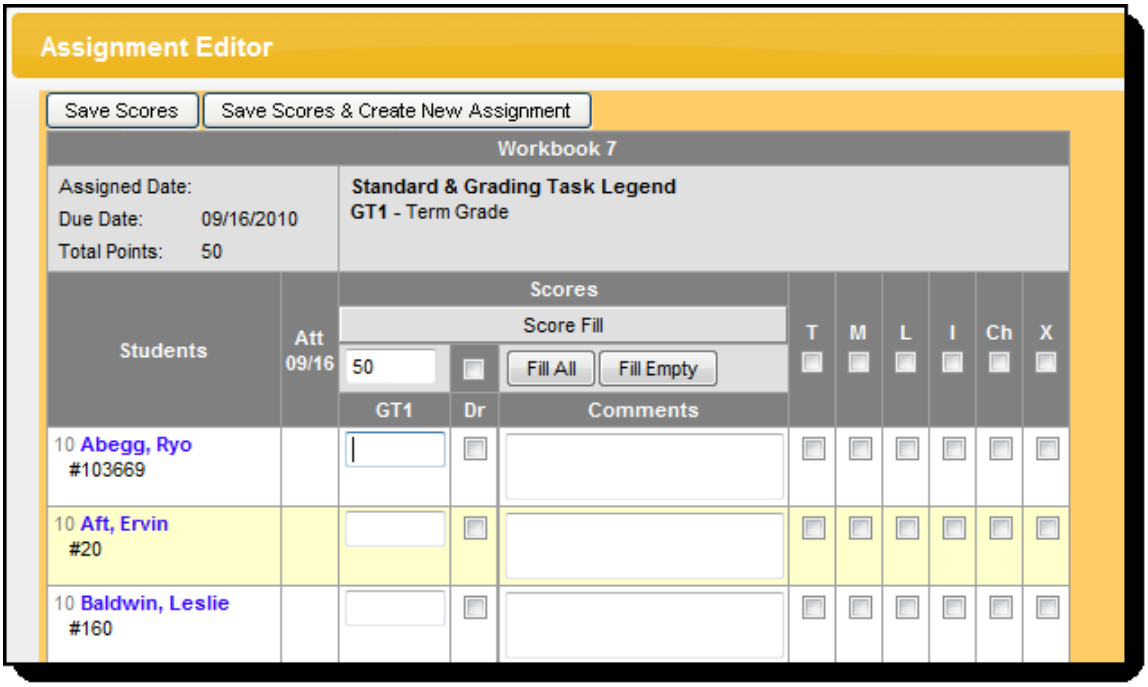

Image 6: Scoring in the Assignment Editor

Editing an Assignment

For specific information about the Assignment Editor fields, see the Managing Assignments page.

1. Click the assignment icon on the calendar. The **Assignment Editor** displays.
2. Update the Assignment details.
3. Complete one of the following options.

Option	Result
Save	Saves changes and returns the user to the Calendar. Clicking **Save** saves changes to all selected sections.
Save & Score	Saves changes and allows the user to edit scores for the assignment. In order to score an assignment, the section must be selected in the toolbar. Enter or update scores for the assignment and click **Save Scores** to return to the calendar.
Save Scores & Create New Assignment	Saves changes and opens a screen to create a new assignment without returning to the assignment listing.