

# Daily Planner

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May 2011



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# Daily Planner

Overview | Printing the Daily Planner | Activities | Assignment Editor

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (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.

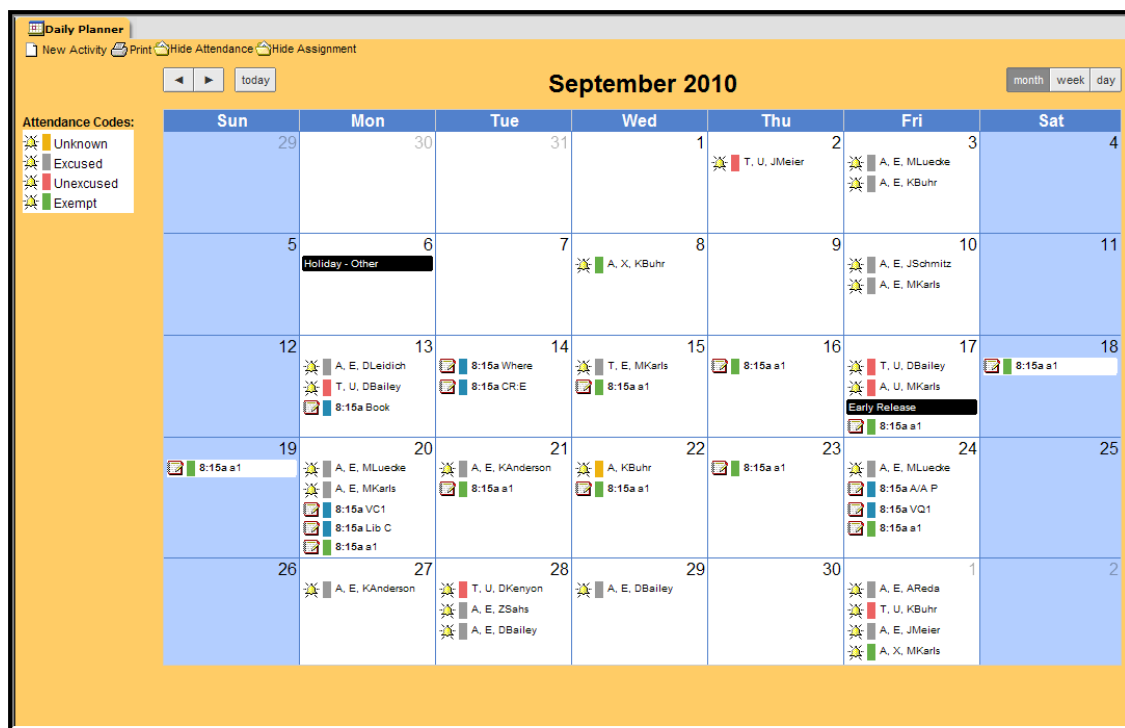


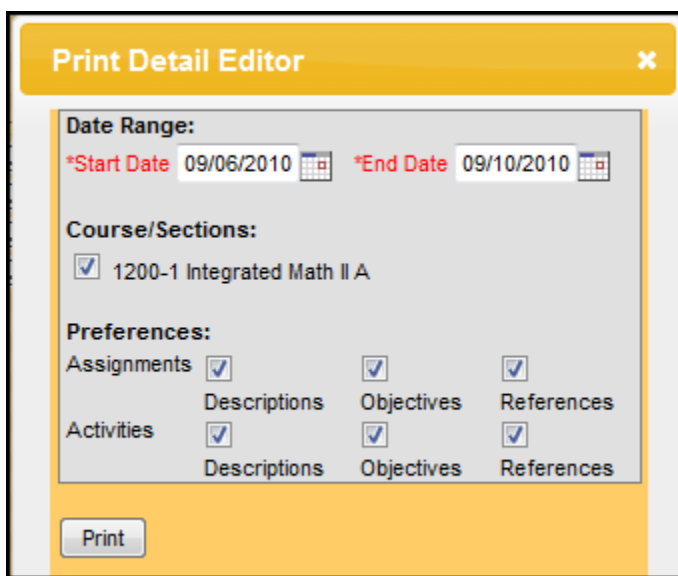
Image 1: Daily Planner Example

Image	Description
	<b>Assignment</b> Clicking an assignment displays the Assignment Editor where users can edit assignment details.
	<b>Activity</b> Clicking an activity displays the Activity Editor where users can edit activity details.
	<b>Attendance</b> Hovering over an activity displays the attendance code and the student's name.
	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.



The screenshot shows a dialog box titled "Print Detail Editor" with a close button (X) in the top right corner. The dialog is divided into three main sections:

- Date Range:** This section contains two date input fields. The first is labeled "\*Start Date" and has the value "09/06/2010" with a calendar icon to its right. The second is labeled "\*End Date" and has the value "09/10/2010" with a calendar icon to its right.
- Course/Sections:** This section contains a single checkbox labeled "1200-1 Integrated Math II A", which is checked.
- Preferences:** This section is organized into two rows. The first row is for "Assignments" and the second is for "Activities". Each row has three checkboxes: "Descriptions", "Objectives", and "References". All six checkboxes are checked.

At the bottom left of the dialog, there is a "Print" button.

Image 2: Daily Planner Print Detail Editor

**Daily Planner Print**  
Dates: 09/06/2010 - 09/10/2010  
Teacher: Lifellearn, Alan

**Course/Sections:** 1200-1 Integrated Math II A

**Preferences:**

Assignments:	<input checked="" type="checkbox"/> Descriptions	<input type="checkbox"/> Objectives	<input type="checkbox"/> References
Activities:	<input checked="" type="checkbox"/> Descriptions	<input type="checkbox"/> Objectives	<input type="checkbox"/> 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.

**Activity Editor**

Save Delete

**Activity Detail**

Hide from Portal/Grade Book Preview  
Remove access to view this assignment from the students and parents in the portal. The same view as the portal (Grade Book Preview).

\*Name Field Trip

\*Abbreviation FT

Show Description, Objectives, and References Fields

**Sections**  
Select which sections get this activity.

Section	*Start Date	End Date
<input checked="" type="checkbox"/> 1200-1 Integrated Math II A	01/14/2011	01/14/2011

Last Modified

Save Delete

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.

**i** To create a new Assignment, see the procedure for creating assignments on the [Managing Assignments](#) page.

### Assignment Editor

**Assignment Detail**  
 ActivityID 1380

\*Name

\*Abbreviation

Test Strand

Last Modified

[Show Description, Objectives, and References Fields](#)

**Sections**  
 Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 3200-2 English 10 A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	09/22/2010	1	No Groups

**Standards**  
 Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Points	50	1
<input type="checkbox"/>	<input type="radio"/> Marks		

**Grading Tasks**  
 Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> Term Grade	<input checked="" type="radio"/> Points	50	1
<input type="checkbox"/> Research Paper	<input type="radio"/> Marks		
<input type="checkbox"/> Shakespeare Plays			
<input type="checkbox"/> Vocabulary			
<input type="checkbox"/> Mid-Term (Progress) No Categories			

Image 5: Assignment Editor

**Assignment Editor**

Save Scores

Workbook 7

Assigned Date:	09/16/2010	<b>Standard &amp; Grading Task Legend</b>	
Due Date:	09/16/2010	GT1 - Term Grade	
Total Points:	50		

Students	Att 09/16	Scores		T	M	L	I	Ch	X
		Score Fill							
		GT1	Dr						
10 <b>Abegg, Ryo</b> #103669		50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <b>Aft, Ervin</b> #20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 <b>Baldwin, Leslie</b> #160			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Image 6: Scoring in the Assignment Editor

### Editing an Assignment

**i** 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.

Click...	To save changes made to the assignment and...
<b>Save</b>	return to the Calendar. Clicking <b>Save</b> saves changes to all selected sections.
<b>Save &amp; Score</b>	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 <b>Save Scores</b> to return to the calendar.