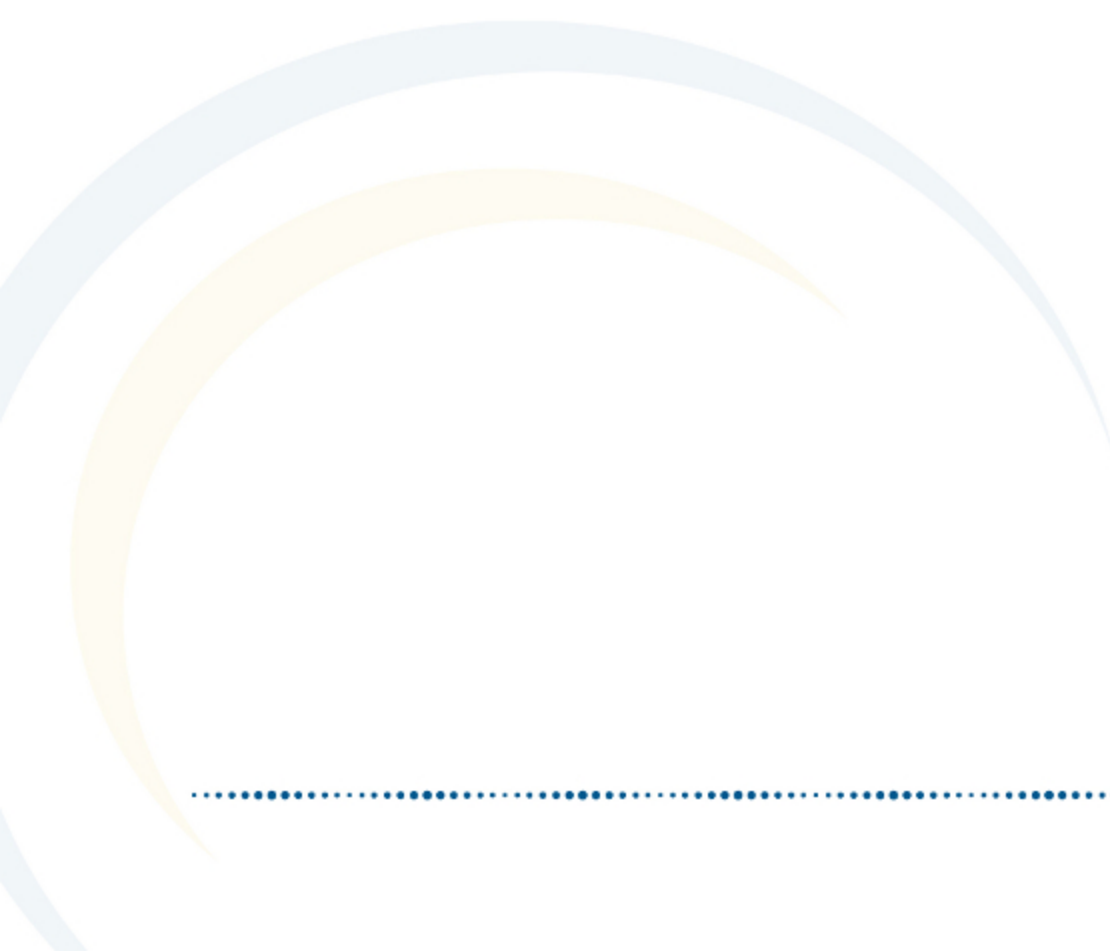


Daily Planner

August 2011



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Daily Planner

[Overview](#) | [Printing the Daily Planner](#) | [Activities](#) |

i 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.

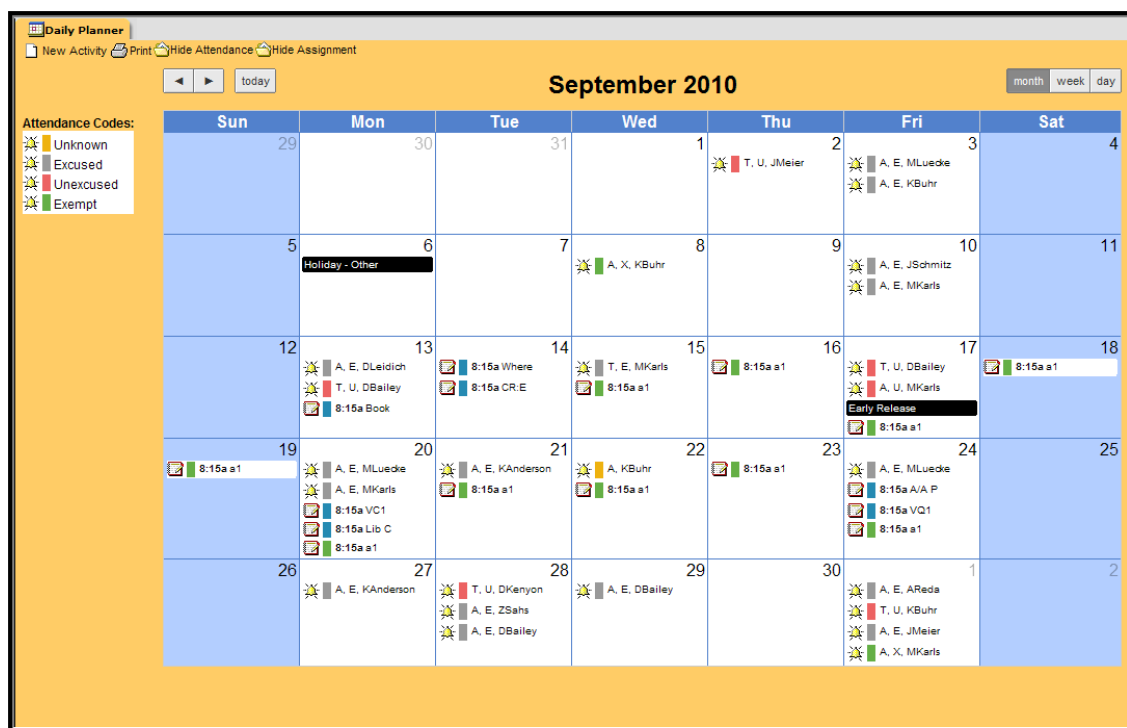


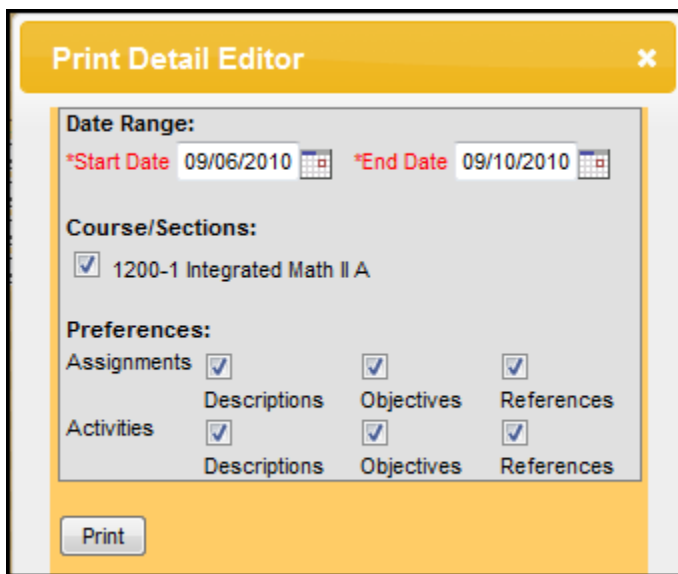
Image 1: Daily Planner Example

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 attendance event displays the type of attendance event, the student's name, the status and the period in which the event took place. When multiple attendance events appear on a single day, records are sorted by student last name, student first name and then period sequence.
	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 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 divided into two rows of options, each with a checked checkbox:
 - Row 1: "Assignments" (checked), "Descriptions" (checked), "Objectives" (checked), and "References" (checked).
 - Row 2: "Activities" (checked), "Descriptions" (checked), "Objectives" (checked), and "References" (checked).

At the bottom left of the dialog 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**.

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

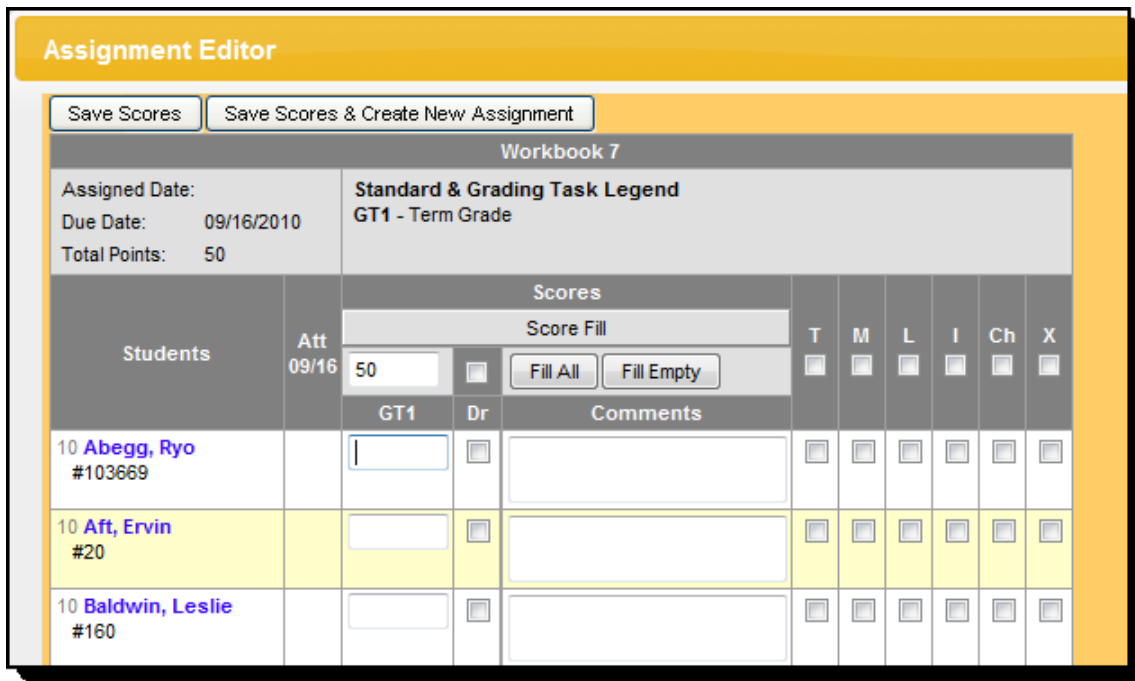


Image 6: Scoring in the Assignment Editor

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.

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. <div style="background-color: #ffffcc; padding: 5px; border: 1px solid #ccc;"> <p>! As of the 1130 Release Packs, the Campus Toolbar will update the Section automatically if an assignment from a different section is selected to be scored.</p> </div>
Save Scores & Create New Assignment	Saves changes and opens a screen to create a new assignment without returning to the assignment listing.

