

## **Planner Overview**

Last Modified on 10/22/2022 9:31 am CDT

Calendar Options | Planner Settings | School Calendar Selection | To Do List

This tool is available as part of the Campus Learning premium offering. Visit What is Campus Learning? to learn more.

#### **PATH:** Campus Instruction > Planner

This article describes the Settings that control the appearance of the Planner and the To Do List, with separate articles describing the Schedule view and Curriculum view.

The School Calendar or the To Do List or both can be minimized to increase the space of the schedule.

Message Center	My Curricu	lum My Schedule	Other Schedules				
Planner	Print	Print Settings					
Grade Book	Weekly	/ Planner: We	ek 26				≫ School Calendar ▼
Attendance	Today	< >	Decen	nber 23 - 27, 20	)13	Month Week Da	
Roster		Mon 12/23 126/261	Tue 12/24 127/261	Wed 12/25 128/261	Thu 12/26 129/261	Fri 12/27 130/261	<ul> <li>○ All My Schools</li> <li>○ Buchanan Elementary</li> <li>○ T F Riggs High School</li> </ul>
Seating Charts	All Day						12-13
Student Groups	9AM	AP Calculus (A) Period 02 Students: 15	▲ 11-12 ● 10-11 ● 09-10				
Class Serve	10AM	Latin I (A) Period 03 Students: 12	08-09 07-08				
Post Grades	11AM						To Do List 👻
Assignment Overview	(07)	Advanced Mathen Period 05	- Advanced Mathem Period 05	Advanced Mathem Period 05	Advanced Mathem Period 05	Advanced Mathema Period 05	Tasks (2) Completed
Lockers	12PM	Students: 0	Students: 0	Students: 0	Students: 0	., Students: 0	Alg - Prepare Wed. activity
Standardized Test	1PM						
Course Requests	2PM	Algebra I (B)					
Student Course Recommendations	3PM	Period 07 Students: 0	- Add Task				

Viewing Options in the Planner

Any day events entered for the school appear in your calendar, such as holidays.

Wed 12/25	Thu 12/26 127/259
Holiday - Christmas	
	AP Calculus (A) Period 01 Students: 8/9
	AP Calculus (A) Period 02 Students: 15

Day Events in the Planner

# **Calendar Options**

The calendar options in the header appear above both views of the planner.

Weekly Planner: Week	( 26			
Today 🖌 🖌	Decer	mber 23 - 27, 201	3	Month Week Day
Mon 12/23 126/261	Tue 12/24 127/261	Wed 12/25 128/261	Thu 12/26 129/261	Fri 12/27 130/261

Calendar Header in the Planner

When in **week view**, the week of the school year displays at the top of the calendar. The day of the school year also displays for each day.

In the top right of the calendar, you can change the view to **Month**, **Week**, or a single **Day**. Use the arrows at the left to advance or go back from your current view.

Click the calendar icon to select a specific day to view. Click **Today** to return to the current day from wherever you are.

## **Planner Settings**

The planner **Settings** allow you to choose the color and sequence of each course in your schedule, as well as display preferences for how the schedule appears and curriculum preferences.

Curriculum Planner: V Planner Settings	Veek 49		>	School Calenda	ΓŤ	
Course Colors and Sequenc	es					-
Sequence Curriculum Week	View					
Sequence Curriculum Day	/iew					
American & British Literature						
AP Literature	4					
English 10						1
English 9						
Activity: Volleyball						
Display Preferences						
Auto-expand when select	ting Planner					
Show EMPTY periods in s	schedule views					
Show Saturday/Sunday (	does not affect month	view)				
Work day start time 7:00 AM	•					
Curriculum Preferences						
			_			
				Save	Cancel	1

Infinite Campus

**Sequence** selections apply to **Week View** and/or **Day View**. Sequence fields for each section display when a setting is marked.

<ul> <li>Sequence Curriculum Week View</li> <li>Sequence Curriculum Day View</li> </ul>				
Course	Color	Section	Sequence	
American & British Literature		3700-2	4	
AP Literature		3600-4	5	
English 10		3200-12	2	
		3200-13	3	
English 9	-	3100-11	1	
Pre-Calculus A	4	1800-3	6	

Enter sequence numbers for each section.

**Color** choices apply to each course, so multiple sections of the same course are the same color.

The **Display Preference** logic is as follows:

Option	Logic
Auto-expand when selecting Planner	Marking this preference causes the planner to auto-expand when you open it to fully utilize screen space.
Show EMPTY periods in schedule view	Marking this preferences displays all periods you don't have a section to the default color. Change color as desired.
Show Saturday/Sunday	Marking this preference adds Saturday and Sunday to the week view.

Option	Logic
Work day start time	Select the default earliest time that should appear in the schedule.

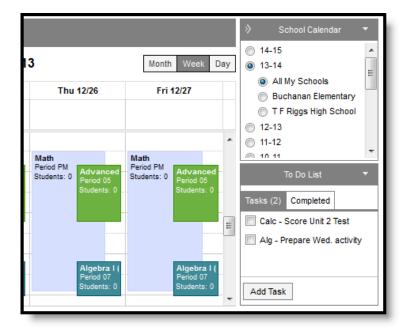
The **Curriculum Preferences** only appear if you have the the 'Library and Other Curriculum'tool right.

Option	Description
Default Unit, Lesson Plan, and Assignment Template	The template applied by default to all new units, lesson plans, or assignments. Templates apply to the Teacher Notes and Portal Description fields. The list is based on the Curriculum Templates available to you.
Allow the selected sections to be visible to other users	Marking a section makes it available for other teachers to add to their Other Curriculum view.
Average number of minutes spent per day	The length, in minutes, of the section on an average day. This value is used in calculating the duration value used in the Curriculum Library. This option only displays for sections in non-instructional periods or periods that do not have a duration entered in the period schedule.

## **School Calendar Selection**

Each year and calendar that you have rights to display in the School Calendar list. Select which schedule you'd like to view. Select **All My Schools** to view all of your sections across schools. If you have sections in multiple schools, you may want to choose a different color scheme in Settings for each school (such as light and dark, warm and cold, etc).

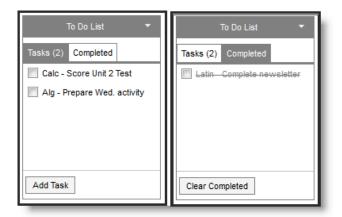




Multiple Schools in the Schedule

#### To Do List

The To Do List allows you to list tasks you'd like to remember and mark them off as you complete them.



To Do Lists, Current and Completed

To add items, click **Add Task**, enter the reminder and hit Enter.

Once you've completed a task, mark the checkbox to move the task to the **Completed** list. To move a task back to the active list, mark the checkbox for the task in the Completed tab. Click **Clear Completed** to remove all completed items from that list.