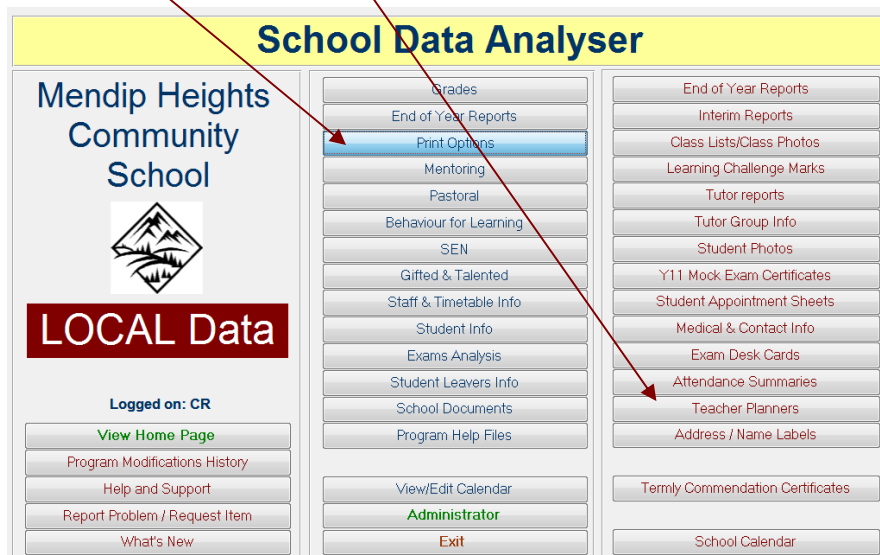


Using Teacher Planners in School Data Analyser

Teacher Planners are available in **School Data Analyser** to allow staff to enter appointments, do lesson & homework summaries, student issues, reminders etc. They could also be used as Science technician sheets.

There are 4 types of planner available (see below) – each planner already has details of timetabled lessons and non-contact periods together with school calendar items pre-entered.

Click on **Print Options** then **Teacher Planners**



The **Print Teacher Planner Sheets** form appears:

To print a planner you need to decide three things:

1. The teacher name
2. The date range - choose the FROM week and the TO week
3. Which version of the planner you require.

There are four types - you can see which is which by clicking a button.

Click this button to add additional activities, homework items and student issues to your own Teacher Planner reports

NOTE:

1. Some planner types do not display all these items due to lack of space.
2. Timetable info & school calendar items are added automatically.

Teacher: **CR**

Week FROM which planner runs				Week TO which planner runs			
Week	1/2	Begins	Day	Week	1/2	Begins	Day
5	2	05/10/2009	Mon	6	2	05/10/2009	Mon
6	1	12/10/2009	Mon	7	1	12/10/2009	Mon
7	2	19/10/2009	Mon	8	2	19/10/2009	Mon
8	1	02/11/2009	Mon	9	1	02/11/2009	Mon
9	2	09/11/2009	Mon	10	2	09/11/2009	Mon
10	1	16/11/2009	Mon	11	1	16/11/2009	Mon
11	2	23/11/2009	Mon	12	2	23/11/2009	Mon
12	1	30/11/2009	Mon	13	1	30/11/2009	Mon
13	2	07/12/2009	Mon	14	2	07/12/2009	Mon
14	1	14/12/2009	Mon	15	1	14/12/2009	Mon
15	2	04/01/2010	Mon	16	2	04/01/2010	Mon
16	1	11/01/2010	Mon	17	1	11/01/2010	Mon
17	2	18/01/2010	Mon	18	2	18/01/2010	Mon
18	1	25/01/2010	Mon	19	1	25/01/2010	Mon
19	2	01/02/2010	Mon	20	2	01/02/2010	Mon
20	1	08/02/2010	Mon	21	1	08/02/2010	Mon
21	2	22/02/2010	Mon	22	2	22/02/2010	Mon

FROM Week: **6**

Current Week: **6**

Select your planner:

-
-
-
-

To print a planner you need to decide three things:

- Teacher name** – the default is the logged on teacher
NOTE: you can **view** planners for other staff but can only **edit** your own planner sheets
- Date range**
 - click on the week FROM which the planner will start in the left hand table
 - click on the week TO which the planner will run in the right hand table
 NOTE: click **Show Whole Year** to view dates earlier than the current week

c) The **Planner version** required from the 4 types available:

- **Day Planner 1** : 1 day per page – shows lesson info, calendar items, teacher activities
- **Day Planner 2** : 1 day per page – as Day Planner 1 PLUS homework items & student issues
- **Week Planner** : 1 week per page – shows lesson info, calendar items, teacher activities
- **Long Term Planner** : up to 4 weeks per page – lesson info & calendar items only

Day Planner for COLIN RIDDINGTON (CR)	
Monday: 6 October 2009	Week: 2
Before School	LT
Registration	
Period 1	11:27H - 12:11L A02 - Management - last lesson w/ WFL
Period 2	
Break	
Period 3	Now/PC Next/PC
Period 4	LT
Lunch	
Period 5	
Period 6	WFL 20 Task A02 - start Design method for
After School	Governors G.O. meeting
All Day Activities	
Calendar Items	YS Org. Form V01 to 12/10, Y7 School Council Election Week

Day Planner 1

Day Planner for COLIN RIDDINGTON (CR)			
Monday: 6 October 2009	Week: 2	Home: term	Student: term
Before School	LT		
Registration			
Period 1	11:27H - 12:11L A02 - Management - last lesson w/ WFL	Comp. Etc. WFL L. term	Disc. P. etc. for S. WFL L. term
Period 2			
Break			
Period 3	Now/PC Next/PC		
Period 4	LT		
Lunch			
Period 5			
Period 6	WFL 20 Task A02 - start Design method for	Gov. time for WFL	
After School	Governors G.O. meeting		
All Day Activities			
Calendar Items	YS Org. Form V01 to 12/10, Y7 School Council Election Week		

Day Planner 2

Planner for COLIN RIDDINGTON (CR) : Week Commencing 05/10/2009 - Week 2										
Week	Day	Time	Lesson	Lesson	Lesson	Lesson	Lesson	Lesson	Lesson	Calendar Item
Week 2	Monday	6 Oct	LT	A02 - The Management - last lesson w/ WFL	LT					YS Org. Form V01 to 12/10, Y7 School Council Election Week
Week 2	Tuesday	7 Oct	EX	EX	EX	EX	EX	EX	EX	
Week 2	Wednesday	8 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	
Week 2	Thursday	9 Oct	LT	LT	LT	LT	LT	LT	LT	
Week 2	Friday	10 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	

Week Planner

Long Term Planner for COLIN RIDDINGTON (CR)										
Week	Day	1	2	3	4	5	6	7	8	9
Week 2	Mon 5 Oct	LT								
Week 2	Tue 6 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Wed 7 Oct	LT								
Week 2	Thu 8 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Fri 9 Oct	LT								
Week 2	Sat 10 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Sun 11 Oct	LT								
Week 2	Mon 12 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Tue 13 Oct	LT								
Week 2	Wed 14 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Thu 15 Oct	LT								
Week 2	Fri 16 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Sat 17 Oct	LT								
Week 2	Sun 18 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Mon 19 Oct	LT								
Week 2	Tue 20 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Wed 21 Oct	LT								
Week 2	Thu 22 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Fri 23 Oct	LT								
Week 2	Sat 24 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Sun 25 Oct	LT								
Week 2	Mon 26 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Tue 27 Oct	LT								
Week 2	Wed 28 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	
Week 2	Thu 29 Oct	LT								
Week 2	Fri 30 Oct	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	Now/PC	Next/PC	

Long Term Planner

d) **Edit Teacher Planner**

If you wish to add additional items to the day or week planner sheets, click the **Edit Teacher Planner** button

NOTE: Due to lack of space, it isn't possible to add extra items to the long term planner

The **Edit Teacher Planner Items** screen is shown below:

Session	Description	Class	Room	Activity	HW	Issues
1	Before School			LT		
2	Registration					
3	Period 1	11J/It1	S11	A01 - file management - last lesson on Unit 1	Complete Unit 1 tasks	Detentions for Sam/Robbie/Charlotte
4	Period 2					
5	Break					
6	Period 3	Mon/R		Meet RW		
7	Period 4	LT				
8	Lunch					
9	Period 5					
10	Period 6	11R/It1	L12	Unit 20 Task A02 - start Design animation	Continue for HAW	
11	After School			Governors CLQA meeting		
12	All Day Activities					

Enter additional activities, homework items or student issues in the spaces provided
 If you make a mistake, highlight the text you want to remove & press delete on the keyboard

NOTE: The number of characters available has been restricted to ensure all text fits in the available space on the planner sheet.

Possible future development:

Currently it is **NOT** possible to import calendar items from external calendars such as:

Outlook / Groupwise / iCal

However, it **MAY** be possible to provide this feature in the future if there is sufficient demand for any of these programs to be linked.