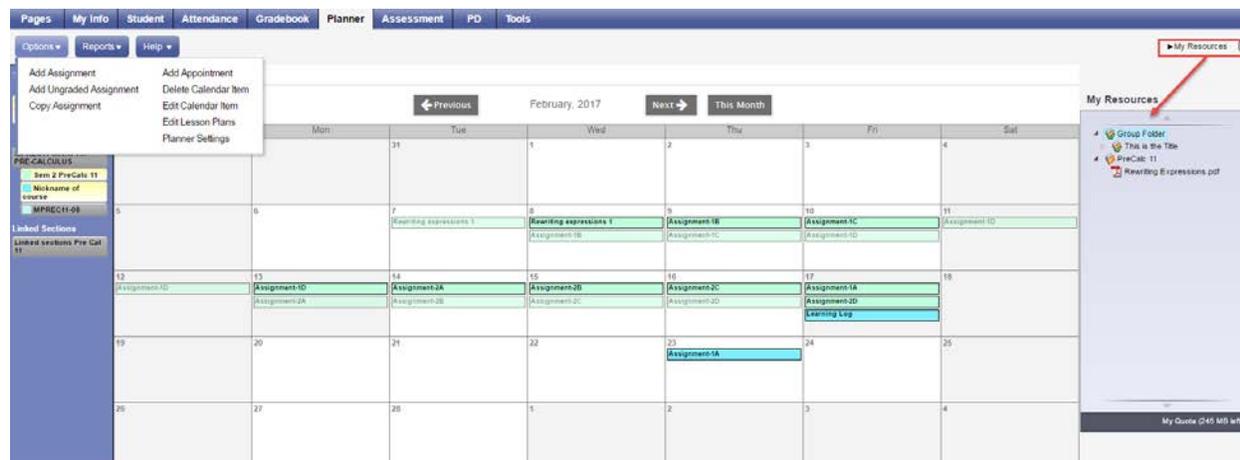# 10.0 The Planner

The Planner is a useful visual calendar of upcoming class related items and appointments. Class assignments and tests can be viewed from the Planner and filtered for a particular class and/or term.

The **Planner** displays student assignment dates as set in Gradebook > Assignments. Assignments can also be added from the Planner either by clicking on a date and opening up an options menu including; **Add Assignment**, **Add Ungraded Assignment** or **Add Appointment**. The Options menu includes these items as well as **Edit Calendar Item**, **Delete A Calendar Item, Edit Lesson Plans, Copy Assignment** and accessing **Planner Settings**. Selecting My Resources will add a window with your saved resources for easy drag and drop access for assignments.

If using Group > Events, these also will display within the Planner.

11.0 Tools

Provided in the Staff View for teachers is the availability of **Special Codes** and **Footnotes** which offer further methods of notating information to student assignments. It is under the Tools top tab that teachers can also build their banked **Comments**.

11.1 Special Codes

Tools top tab > **Special Codes** side tab

> Teachers can create special gradebook codes to exempt an assignment score from a student's average or to count as a zero (0). For example, you might create the MED (medical) code to explain why a student did not complete an assignment, and then determine that the score does not affect the student's average.

Note: Be careful not to create a code that is already represented in your grade scale. For example, you do not want to create a cheating code C if your grade scale contains a C grade.