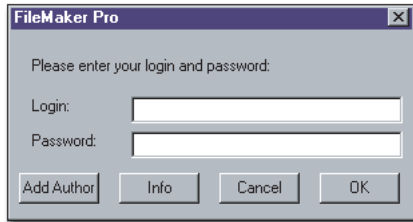




Login and Password



When using the *Planner* for the first time, you must create a login using the **Add Author** button.

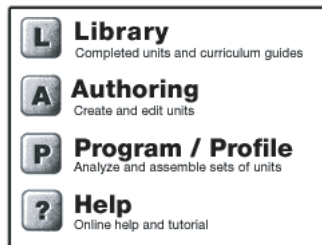
Fill in the necessary information, identify your panel and school system, and create a login and password.

Remember (record) your Login and Password. You will need them to re-enter the *Planner* and view your personal work to date.

Go to the Help section to change your preferences in order to:

- ◆ establish another password;
- ◆ set a particular grade as your default to save time working in certain screens;
- ◆ toggle the AutoBackup feature on/off;
- ◆ set your export/import preferences.

Main Menu



Explore the Main Menu of the *Planner* by clicking each of the main buttons. Each section contains particular features and tools, which will soon become familiar.

Return to the Help section whenever needed.

From the Help section, you can view authoring guides, print offline resources, and link to the *Planner* website for training materials, FAQs, and downloadable units and profiles.

Designing Instruction

The structure of the *Planner* reflects the elements of effective performance-based design to help authors address the following questions:

- ◆ What do you want students to learn?
- ◆ What evidence would you accept of that learning?
- ◆ How can you design effective performance tasks or activities to provide evidence of that learning?
- ◆ What criteria will you use to assess and evaluate the learning?

The *Planner* is designed to highlight a particular model of the planning process:

- ◆ The **initial assessment** determines student readiness to begin the work of a unit. It assesses the key knowledge/skills that students need to have to begin to engage successfully in the work of a unit.
- ◆ **Subtasks** are the building blocks of the unit. A subtask describes a series of closely related lessons or activities in which students learn and practice new skills and knowledge which are generally applied in the culminating task of the unit.
- ◆ The **culminating task** is the summative assessment by which students can demonstrate the achievement of the skills and knowledge related to the expectations that they have practised and learned throughout the work of a unit. The culminating task is often an authentic, complex, and purposeful performance task that may take the form of a portfolio, performance demonstration, test, or exam.

The *Planner* can accommodate other ways to develop learning tasks. Performing an initial assessment to determine the level of students' knowledge and skill may be appropriate only for the first unit of a program or course. Sometimes the final unit of a program or course is a culminating activity on its own, so there is no need for a culminating activity at the end of every unit. Activities throughout the unit may be evaluated at any time, so there may not be a need for summative evaluation in the form of a culminating task for a particular unit.

In these cases, erase the titles and instructions in the initial assessment and culminating activity fields of the *Planner* and treat these, and the subtasks, as a series of sequential activities developed for the unit. Then develop culminating activities when appropriate (e.g., in the next unit, in the second-to-last task when the last task is reflective.)



Navigation



The **Done** button completes a specific operation and returns to your previous screen.



The **Down Arrow** opens a menu of drop-down items to select. In the Lite environment, click on the Down Arrow to display the content of the bottom of the current page.



The **exit** button enables you to exit the *Planner*. Do not use the close icon on the FileMaker window to exit.



The **profile return** button will take you back to the profile from a unit which is attached to that profile.



The **linked** icon indicates that a unit has been attached to a program or profile. If the *link is broken*, the unit has been deleted.



The **right and left arrow** allows the user to access either the next or the previous subtask. The **Select Subtask** button brings up the list of subtasks allowing you to jump directly to the desired subtask.



The **scroll** button allows you to see and move the entire text in a text box. Click inside a box to activate the scroll button.



The **P/O toggle** button allows you to switch between the course profile layout and the course outline layout.



The **E/S toggle** and **U/P toggle** buttons allow you to switch between the elementary and secondary panels and between the unit and profile layouts.

Selection



The **add** symbol allows you to add items to the unit you are writing, letting you access databases of expectations, achievement indicators, exemplars, lists of strategies, and resources. Continue to click the add symbol until the trash can symbol or check mark appears.



The **trash can** symbol allows you to remove items from your subtasks or unit. Click the trash can to remove the item. Units and Profiles can also be deleted in this manner from the Manage My Units/Profiles sections.



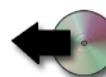
The **Assess** button allows you to select an expectation for assessment. To merely introduce an expectation, leave the box unchecked.



The **bookmark** symbol indicates that a document or a specific place in a document has been saved for later retrieval. Bookmarking allows you to save the location of a page in the Companions.



The **web** icon imports the selected unit or profile from the web. The file is downloaded, extracted, and then imported into your *Planner*.



The **CD-ROM** icon imports the selected unit or profile from the CD. The file is copied from the disk, extracted, and then imported into your *Planner*.



The **Go** button allows you to view the unit or profile in the full unit or program/profile interface.



The **find** button allows you to search within the expectations, Teacher Companions or Licensed Software.



Authoring



The **double add** symbol allows you to copy subtasks from either the same or another unit. It also allows you to copy resources from the same or another unit.



The **new** icon indicates new unit/profile entries in the Web catalogs as well as new entries in the Licensed Software catalog.



The **advanced** icon reminds you of the presence of an advanced feature (either an extra button or a CTRL+SHIFT click feature). You can show this as a user preference.



The **locked icon** is attached to a locked unit. This type of unit cannot be modified unless unlocked.



The **unlocked icon** is attached to a unlocked unit. This type of unit can be modified.



The **Scratchpad** button brings up a scratchpad on which you can compose ideas, toggle to your personal bookmarks, or copy text from another application (e.g., an older word-processing file).



The **Spell** button allows users to spell check the current page.

Help



The **help** button brings up selected help screens, depending on the authoring environment you are in. This might include terms, maps of where you are in the process and suggestions about what to do.



From the Help section, you can view authoring guides, print offline resources, and link to the *Planner* website for training materials, FAQs, and downloadable units and profiles that can act as samples of effective instruction.

Resources



The Teaching Companions button will access databases and printable documents about teaching/learning strategies, assessment strategies, special education, ESL/ELD, and explanatory notes.



The **PDF symbol** launches documents that are prepared in the Adobe Acrobat format. These documents can be easily browsed and printed.



The **extra** icon indicates that additional information is available. Some exemplar rubrics contain correlations with expectations (in the criteria column).

Website and CD Indexes:



The **Update Web Index** button downloads an up-to-date, indexed list of the latest units on the *Planner's* OCUP website which were written by teachers for teachers and reviewed by the Ontario Curriculum Centre. The *Planner* allows for the downloading of units from the OCUP website using the Web Index in the Library/Web Catalog.



The **Add CD** Index button adds an indexed list of the units on the CD-ROM currently in your CD drive (e.g., Ministry units which were written by teachers for teachers and reviewed by the Ontario Curriculum Centre). The *Planner* allows for the importing of units from the CD-ROM using the CD_Index in the Library/CD Catalog.

