

Planner Overview

Last Modified on 01/30/2026 2:57 pm CST

This tool is available as part of the [Campus Learning](#) premium offering.

Tool Search: 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.

Today March 6 - 10, 2023 Month Week Day

AP Literature (Period 1, Students: 10)
American & British Lite (Period 3, Students: 10)
Creative Writing (Period 5, Students: 23)
English 10 (Period 6)
English 10 (Period 6)
English 10 (Period 6)
English 10 (Period 6)
English 10 (Period 6)

School Calendar

- 24-25
- 23-24
- 22-23 (selected)
- Harrison High
- 21-22
- 20-21
- 19-20
- 18-19
- 17-18
- 16-17

To Do List

Tasks (3) Completed

- Finalize syllabus
- Materials request
- Newsletter

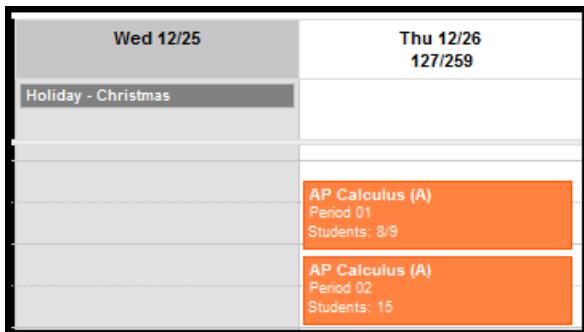
Add Task

Use the available options to determine what displays in your Planner.

See the [Instruction Tool Rights](#) article for information on available tool rights.



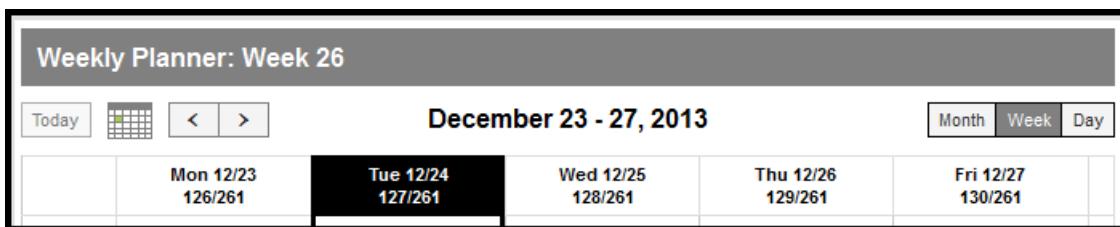
Any Day Events entered for the school appear in your calendar, such as holidays.



Day Events in the Planner

Calendar Options

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



Calendar Header in the Planner

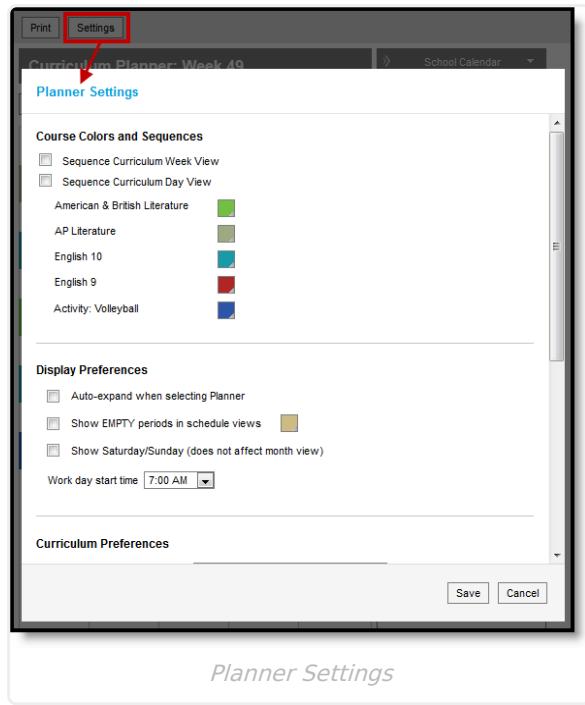
When in **week view**, the week of the school year displays at the top of the calendar. The day of the school year also displays for each day.

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.



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

<input checked="" type="checkbox"/> Sequence Curriculum Week View			
<input checked="" type="checkbox"/> Sequence Curriculum Day View			
Course	Color	Section	Sequence
American & British Literature		3700-2	<input type="text" value="4"/>
AP Literature		3600-4	<input type="text" value="5"/>
English 10		3200-12	<input type="text" value="2"/>
		3200-13	<input type="text" value="3"/>
English 9		3100-11	<input type="text" value="1"/>
Pre-Calculus A		1800-3	<input type="text" value="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
Show EMPTY periods in schedule view	Marking this preference 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.
Work day start time	Select the default earliest time that should appear in the schedule.

The **Curriculum Preferences** logic is as follows:

Option	Description
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.

School Calendar Selection

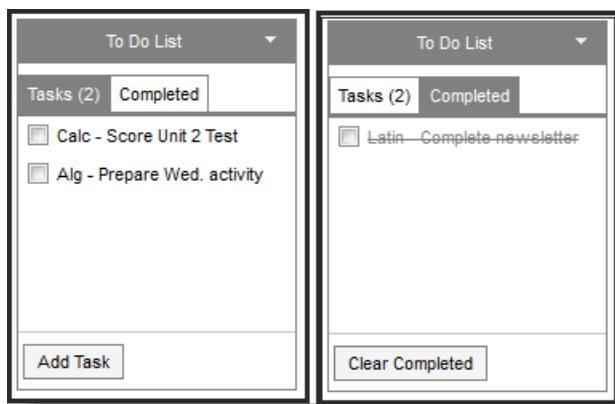
Each year and calendar that you have rights to display in the School Calendar list. Select which schedule you'd like to view. Select **All My Schools** to view all of your sections across schools. If you have sections in multiple schools, you may want to choose a different color scheme in Settings for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

The screenshot shows a user interface for managing school calendars. On the left, a grid displays class schedules for two days: Thursday, December 26, and Friday, December 27. Each day has two periods: Math (Period PM) and Advanced (Period 05). Below these are Algebra I (Period 07) and Algebra II (Period 07). Each class entry shows 'Students: 0'. On the right, a sidebar is open. The 'School Calendar' section shows a list of years: 14-15, 13-14 (selected), 12-13, 11-12, and 10-11. It also includes a 'Schools' section with 'All My Schools' (selected) and two specific schools: Buchanan Elementary and T F Riggs High School. The 'To Do List' section shows two tasks: 'Calc - Score Unit 2 Test' and 'Alg - Prepare Wed. activity', both marked as 'Completed'. There is also a 'Add Task' button.

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.
