

# Planner Overview

Last Modified on 04/26/2026 2:40 pm CDT

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.

*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.

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	 <span>&lt;</span> <span>&gt;</span>		<b>December 23 - 27, 2013</b>		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*

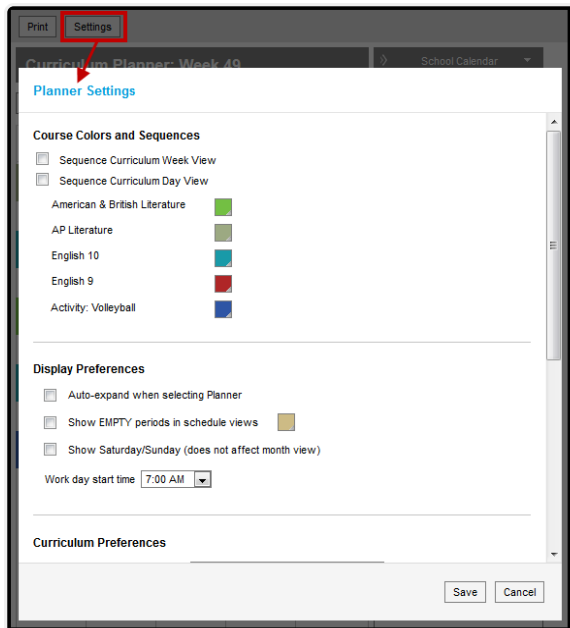
When in **week view**, the week of the school year displays at the top of the calendar. The day of the school year also displays for each day.

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.



*Planner Settings*

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

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:

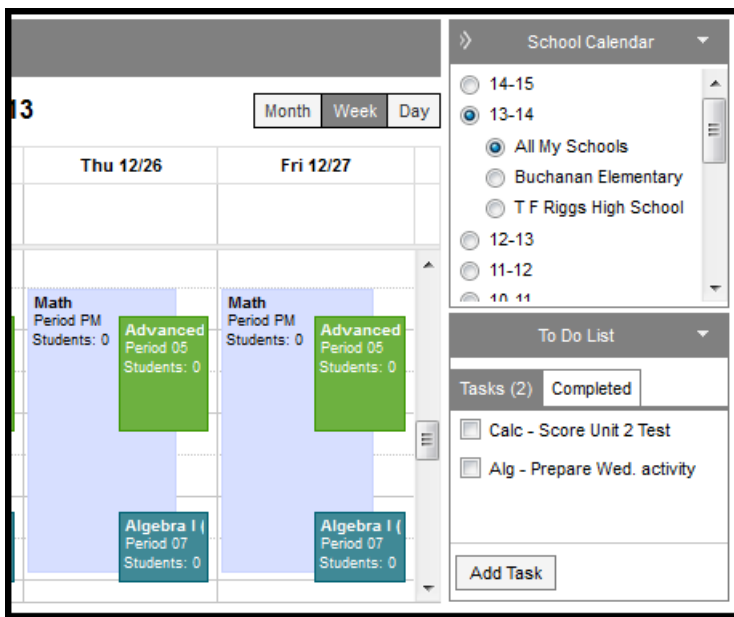
Option	Logic
Show EMPTY periods in schedule view	Marking this preferences displays all periods you don't have a section to the default color. Change color as desired.
Show Saturday/Sunday	Marking this preference adds Saturday and Sunday to the week view.
Work day start time	Select the default earliest 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 <a href="#">Other Curriculum</a> view.

## School Calendar Selection

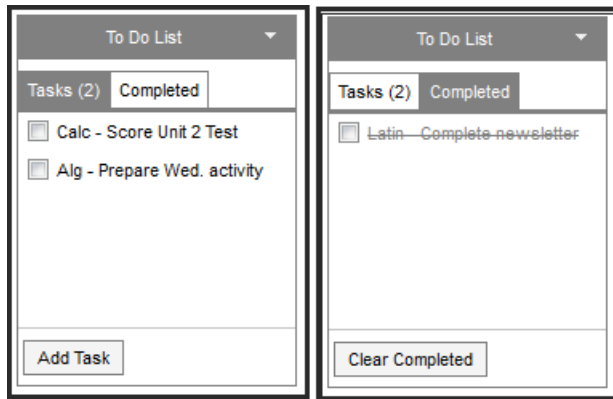
Each year and calendar that you have rights to display in the School Calendar list. Select which schedule you'd like to view. Select **All My Schools** to view all of your sections across schools. If you have sections in multiple schools, you may want to choose a different color scheme in Settings for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



*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.

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