Planner Overview

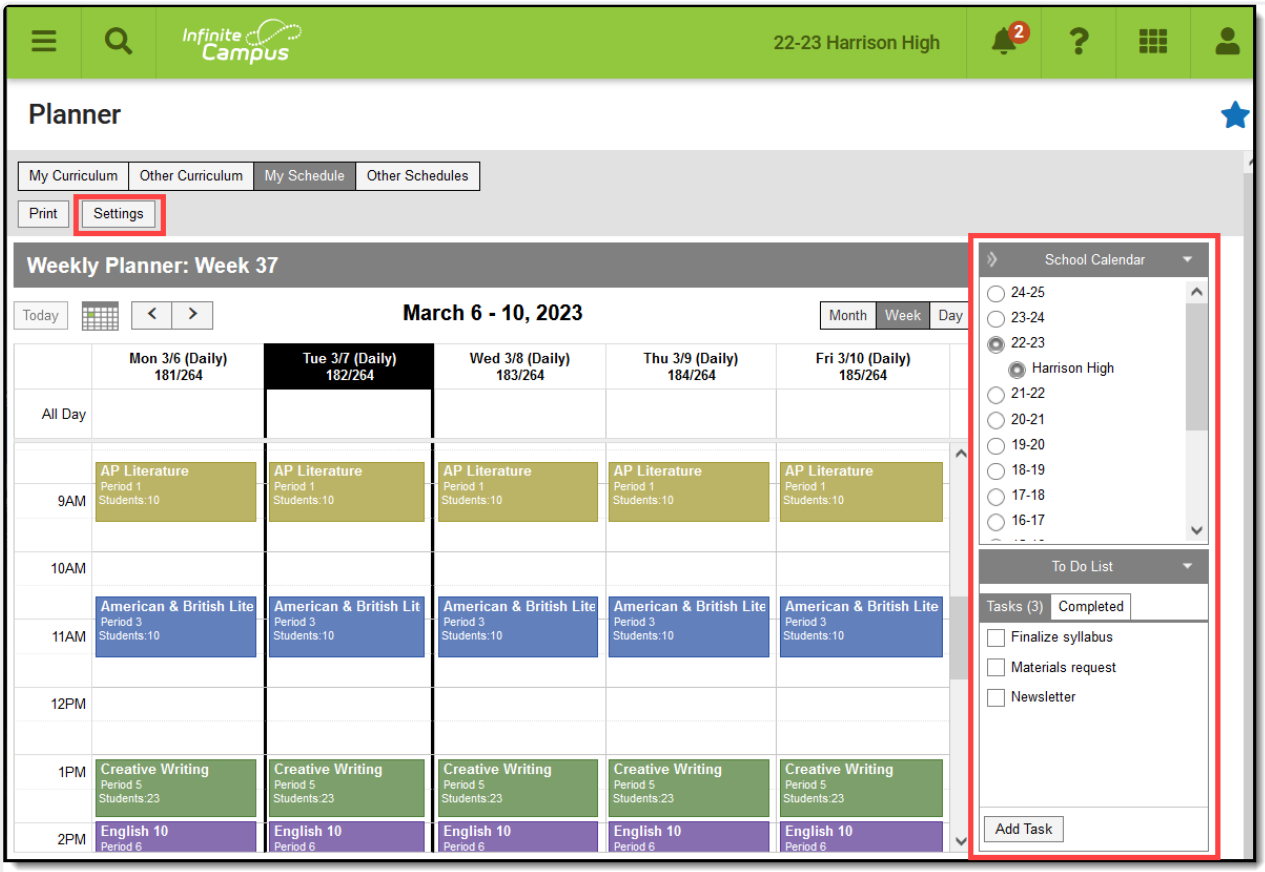
Last Modified on 10/28/2026 2:48 pm CDT

This tool is available with Campus Learning Suite.

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.

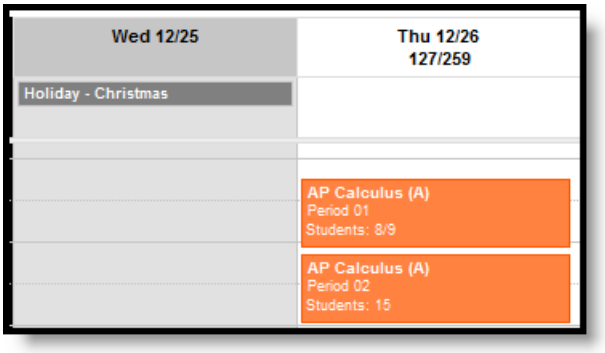
The School Calendar or the To Do List or both can be minimized to increase the space of the schedule.



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

See the Instruction Tool Rights article for information on available tool rights.

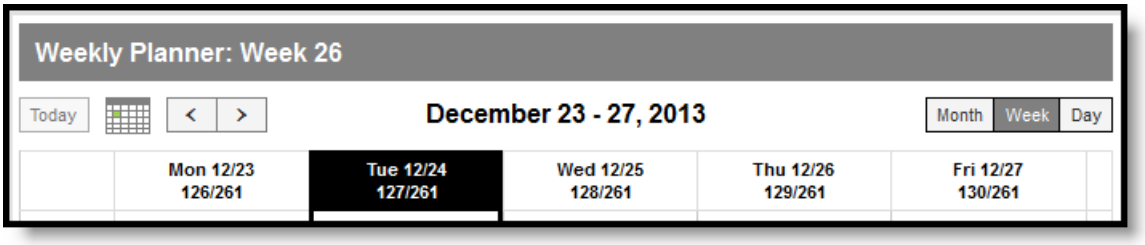
Any Day Events entered for the school appear in your calendar, such as holidays.



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

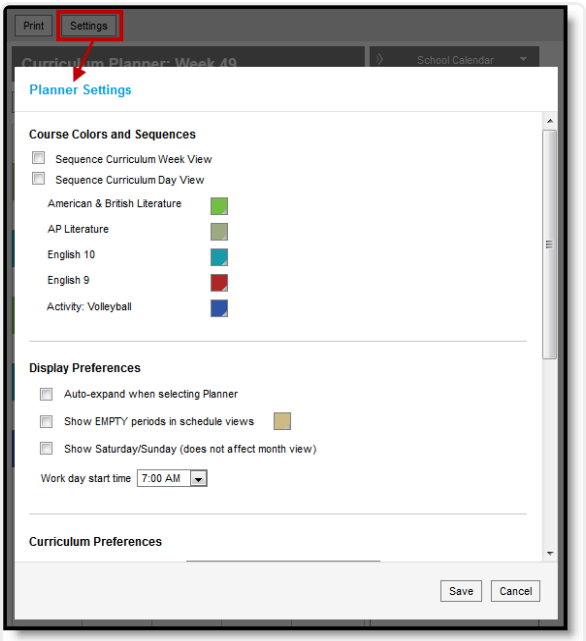
When in **week view**, the week of the school year displays at the top of the calendar. The day of the school year also displays for each day.

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.

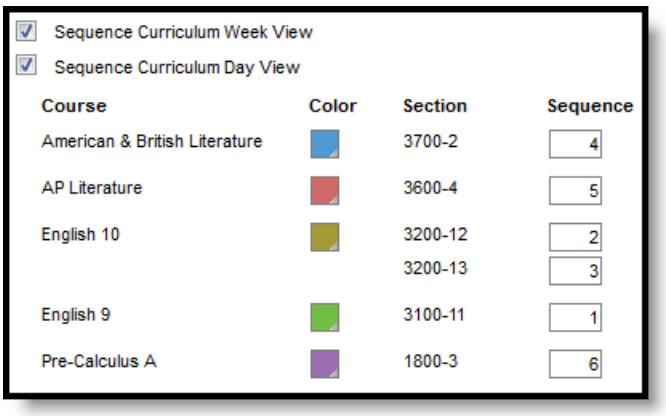
Planner Settings

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.



Planner Settings

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



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:

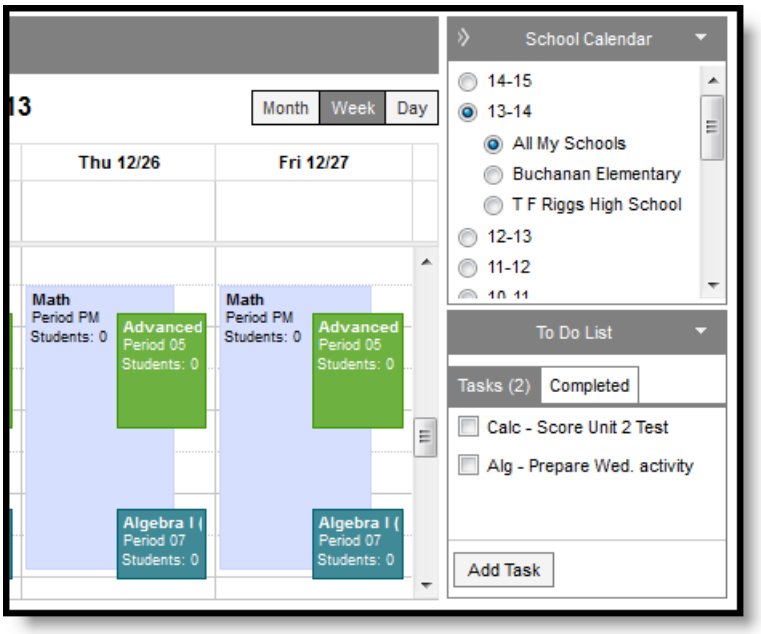
Option	Logic
Show EMPTY periods in schedule view	Marking this preferences displays all periods you don't have a section to the default color. Change color as desired.
Show Saturday/Sunday	Marking this preference adds Saturday and Sunday to the week view.
Work day start time	Select the default earliest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

School Calendar Selection

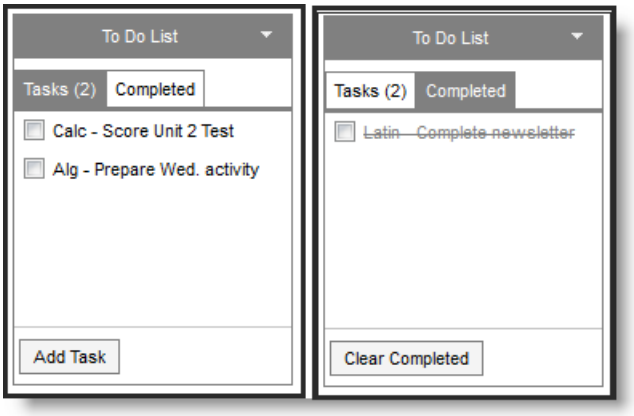
Each year and calendar that you have rights to display in the School Calendar list. Select which schedule you'd like to view. Select **All My Schools** to view all of your sections across schools. If you have sections in multiple schools, you may want to choose a different color scheme in Settings for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



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.