



PERSONAL  
LEARNING TIME

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STUDENT SIGN-UP INSTRUCTIONS

# HOW DO STUDENTS LOGIN?

1. Go to  
[rcpalmer.myweeklyplanner.net](http://rcpalmer.myweeklyplanner.net)

2. What is my User ID?

- Students will use their Richmond School District ID (The same as ms teams)
  - Ex. [dp00142@sd38.bc.ca](mailto:dp00142@sd38.bc.ca)



3. What is my password?

Default Password:

**usual first name last name  
initials (upper case) and student  
Number**

Students will be prompted to  
change their password upon first  
login.

# How to Sign-Up for a Session

- Use the buttons at the top of the screen to toggle to the week of PLT you want to attend
- All of your unselected sessions have a yellow background. These are available for you
- All of your selected sessions will change to a green background.

- Click on a session with a yellow background.
- A pop-up window will appear asking you for a plan. **You MUST enter a plan**
  - I.e. Work on Social Studies, ask math teacher for help, work independently in this space on my Science project, etc.
- Pay attention to the date and the location

The screenshot displays a web interface for managing a weekly plan. At the top, there are three green buttons: "Previous Week", "Current Week", and "Next Week". Below these is the text "Nov 2, 2021 - Nov 3, 2021". The main content area consists of four yellow rectangular boxes, each representing a session. The first two boxes are for "Nov 2, 2021 (PLT: 1)" and "Nov 2, 2021 (PLT: 2)". The next two boxes are for "Nov 3, 2021 (PLT: 1)" and "Nov 3, 2021 (PLT: 2)". Below this is a grey "Daily Plan" pop-up window with a close button (X). The pop-up window shows the date "Sep 21, 2021 - Day 1 - PLT1 PLT2 A B" and a "Plan" label above a large empty text input field. Below the input field is a "Staff:" label and three buttons: "Set Staff Person", "Save", and "Close".

# Selecting a Learning Space

- After writing a plan, click Set Staff Person
- All available staff members for that particular PLT time will appear in this list.
- Click on the blue 'i' to see additional details for this space
  - There may be specific information like 'lab support' or 'fitness room access'.
- Click on the green check mark to add yourself to that session. Note that the number of available spots will adjust as students sign up.
- If the learning space you want to attend is full, you will need to find another learning space.

Staff		
<input checked="" type="checkbox"/> A. Cheng -- 118	15	<a href="#">i</a>
<input checked="" type="checkbox"/> J. Dhari -- GYM LARGE	15	<a href="#">i</a>
<input checked="" type="checkbox"/> A. Erfan -- 113	15	<a href="#">i</a>
<input checked="" type="checkbox"/> T. Fensom -- 208	15	<a href="#">i</a>
<input checked="" type="checkbox"/> O. Gavsie -- 209	15	<a href="#">i</a>
<input checked="" type="checkbox"/> H. Ghaug -- Palmer Lounge student work area	40	<a href="#">i</a>
<input checked="" type="checkbox"/> S. Glover -- 133 ART	15	<a href="#">i</a>

When you have signed up for a teacher or teachers it should look like this:

**Nov 2, 2021 - Nov 3, 2021**

**Nov 2, 2021** (PLT: 1)

work on my math 9 project

**Staff: H. Ghaug (Palmer Lounge student work area)**

**Nov 2, 2021** (PLT: 2)

review of science unit on balancing equations

**Staff: J. Shim (106)**

**Nov 3, 2021** (PLT: 1)

**Nov 3, 2021** (PLT: 2)

# How far in advance can I sign-up?

- Schedules will be available by the month.

Month	Schedule Publish Date to students
October	September 28
November	October 26
December	November 23
January	December 10

- Although the system may allow you to sign up for the future months, staff schedules will not be final. All 'sign-up's prior to the publish date will be removed.

# How do I reset my password?

Please send an email to [Palmer@sd38.bc.ca](mailto:Palmer@sd38.bc.ca) with your name, grade, and student number.

- This password does not connect to any other credentials. Resetting this password will only reset the password for your PLT.

