



PERSONAL LEARNING TIME

STUDENT SIGN-UP INSTRUCTIONS

HOW DO STUDENTS LOGIN?

1. Go to
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

*Scan to access
the online sign-
up for PLT*



3. What is my password?

Default Password:

palmerplt

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

Previous Week

Current Week

Next Week

Nov 2, 2021 - Nov 3, 2021

Nov 2, 2021 (PLT: 1)

Nov 2, 2021 (PLT: 2)

Nov 3, 2021 (PLT: 1)

Nov 3, 2021 (PLT: 2)

Daily Plan

Sep 21, 2021 - Day 1 - PLT1 PLT2 A B

Plan

Staff:















Set Staff Person

Save

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		
 A. Cheng -- 118	15	
 J. Dhari -- GYM LARGE	15	
 A. Erfan -- 113	15	
 T. Fensom -- 208	15	
 O. Gavsie -- 209	15	
 H. Ghaug -- Palmer Lounge student work area	40	
 S. Glover -- 133 ART	15	

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 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.

