

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



3. What is my password?

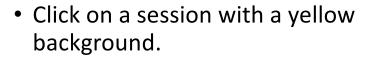
Default Password:

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.



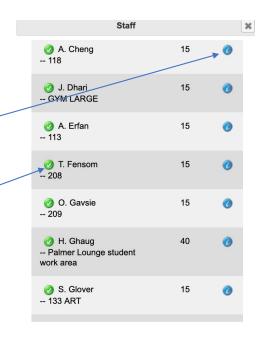
- A pop-up window will appear asking you for a plan. You MUST enter a plan
 - Ie. Work on Social Studies, ask math teacher for help, work independently in this space on my Science project, etc.
- Pay attention to the date and the location



Daily Plan	
Sep 21, 2021 - Day 1 - PLT1 PLT2 A B	
Plan	_
Staff:	

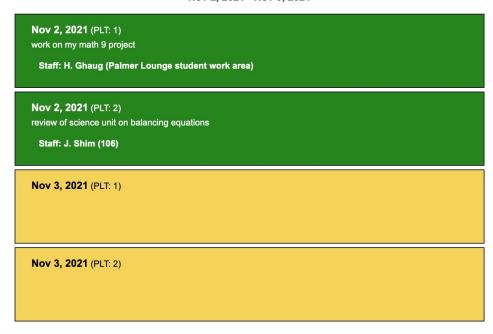
Selecting a Learning Space

- 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.



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

Nov 2, 2021 - Nov 3, 2021



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 signup for the future months, staff schedules will not be final. All 'signup'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.

