

PLT – How do I sign up?

HOW DO STUDENTS LOGIN?

1. Go to rcpalmer.myweeklyplanner.net

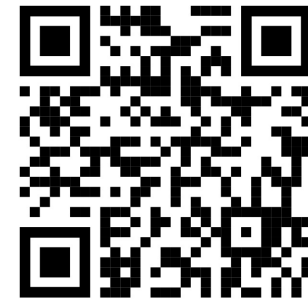
2. What is my User ID?

- Students User Id is their Student ID

3. What is my Password?

- Students Password is their usual Names First two initials followed by their student ID
- Harry Potter's Password would be HP1234567

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



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 shows 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 labeled "Nov 2, 2021 (PLT: 1)" and "Nov 2, 2021 (PLT: 2)". The last two boxes are labeled "Nov 3, 2021 (PLT: 1)" and "Nov 3, 2021 (PLT: 2)". Below this is a grey header for a "Daily Plan" pop-up window, which includes a close button (X). The pop-up window is titled "Sep 21, 2021 - Day 1 - PLT1 PLT2 A B" and contains a "Plan" section with a large empty text box. Below the text box 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	i
<input checked="" type="checkbox"/> J. Dhari -- GYM LARGE	15	i
<input checked="" type="checkbox"/> A. Erfan -- 113	15	i
<input checked="" type="checkbox"/> T. Fensom -- 208	15	i
<input checked="" type="checkbox"/> O. Gavsie -- 209	15	i
<input checked="" type="checkbox"/> H. Ghaug -- Palmer Lounge student work area	40	i
<input checked="" type="checkbox"/> S. Glover -- 133 ART	15	i

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.

