



## An Introduction to K12Planet


Training for Teachers

### **Trainer's Notes**

Introduce yourself and the session.

Ensure that participants have the Quick Reference Card for Teachers.

Copies of all user documents are available for download at [www.k12planet.com/Implement](http://www.k12planet.com/Implement) (enter Support User Name and Password).



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STUDENT MANAGEMENT SOLUTIONS


## What Can Teachers Do?

- Post messages, homework, grades, rosters, class schedules, and class resources
- View school and student information
- View demographic information

### **Trainer's Notes**

Make sure you've gone through the Introduction orientation *before* you start these Parents' orientation slides.

(overview)



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## How Do I Post Homework?

### ● Assignments

Homework frequency:

One-time assignment

Due:  mm/dd/yyyy

Due next school day: Aug 01, 2002

Repeating assignments

Daily - Due every weekday

Weekly - Due every:

Monthly - Due the:   of each month

Repeating period:

Starting:  mm/dd/yyyy

Ending:  mm/dd/yyyy

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Post:  Now

Later

days before due date

### Trainer's Notes

Show My Students > My Classes > Homework.

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## How Do I Post Grades?

- Report Card grades
- eClass Grades

Source of Grades:

K12Planet (collect grades using K12Planet)

Publish - allows students to view these grades

Note

eClass Grades (use exported eClass grades)

Publish - allows students to view these grades

Note 1

Note 2

Categories

Only for this class and term

### Trainer's Notes


Show My Students > My Classes > Grades.

Describe eClass Grades and how it fits into K12Planet.

Describe the difference between eClass Grades and Report Card.

Show how to choose whether K12Planet or eClass Grades gets published, or both.

Show how to create, edit, and post K12Planet Grades.



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## What Else Can I Post?

- Alerts, messages, activities, events
- Class schedule
- Online resources

Post to: 
Term:

\*Recipient:  121

classes:  Algebra, 1, Equations, 11, Section 1, Period 1- 8:30  
 Algebra, 1, Equations, 11, Section 2, Period 4- 11:30

Select one or more classes.

Message is high priority

\*Subject:

Message:

To add a URL, type the address and click Add.  
To delete a URL, select it in the list and click Remove.  
The URL is the address of a web page (e.g. <http://www.K12Planet.com>).

New URL:

URL List:

### Trainer's Notes

Show My Students > Announce > Alerts, Messages, Activities, and Events.

Describe how to add, edit, and delete using these pages.

Show My Students > My Classes > Class Schedule, Online Resources.

Describe how to view student rosters, create a class schedule (only elementary school teachers), and work with online resources.

The Class Schedule overrides the Mac School or Win School schedule.



## How Can I View Students' Information?

- Announcements
- Homework
- Schedule
- Attendance
- Grades

**Homework & Schedule**

[<<](#)
[Jan 2003](#)
[>>](#)

| January 2003              |    |    |    |    |    |    | February 2003 |                           |    |    |    |    |    |    |    |
|---------------------------|----|----|----|----|----|----|---------------|---------------------------|----|----|----|----|----|----|----|
| S                         | M  | T  | W  | T  | F  | S  | S             | M                         | T  | W  | T  | F  | S  |    |    |
| <a href="#">View Week</a> | 29 | 30 | 31 | 1  | 2  | 3  | 4             | <a href="#">View Week</a> | 26 | 27 | 28 | 29 | 30 | 31 | 1  |
| <a href="#">View Week</a> | 5  | 6  | 7  | 8  | 9  | 10 | 11            | <a href="#">View Week</a> | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| <a href="#">View Week</a> | 12 | 13 | 14 | 15 | 16 | 17 | 18            | <a href="#">View Week</a> | 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| <a href="#">View Week</a> | 19 | 20 | 21 | 22 | 23 | 24 | 25            | <a href="#">View Week</a> | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| <a href="#">View Week</a> | 26 | 27 | 28 | 29 | 30 | 31 | 1             | <a href="#">View Week</a> | 23 | 24 | 25 | 26 | 27 | 28 | 1  |

You have **1** date with homework for the date range shown  
 Homework last updated: 07/31/2002

| Day                 | Period Time   | Classes and Homework Due | Room |
|---------------------|---------------|--------------------------|------|
| Monday<br>Jan 20    | 8:30 - 9:25   | Algebra, 1               | 101  |
| Tuesday<br>Jan 21   | 8:30 - 9:25   | Physical Education, 22   | 102  |
|                     | 10:30 - 11:25 | Algebra, 1               | 100  |
|                     | 14:30 - 15:25 | Biology Lab, 5           | 103  |
| Wednesday<br>Jan 22 | <b>Today</b>  |                          |      |
|                     | 9:30 - 10:25  | Math, 19                 | 101  |

[▼ Fractions Questions](#)  
 #21-45

### Trainer's Notes

Show My Students > Find Student.

Teacher's see exactly what the student sees.

Demonstrate how to find a student.

Show My Info > Today, Classes, Attendance, Grades, and Conduct (optional).



## How Can I View School Information?

- General information
- Announcements
- Staff directory
- Course catalog
- Online resources

### **Trainer's Notes**


Show the My School > General Info, Activities, Events, and Staff.

These are the general pages every user can view.

Show the Planning > Courses.

Demonstrate how to show course details.

Show the Resources > My Libraries, and Research.



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## How Can I View My Information?

- Class rosters
- Name, address, and phone number

**Class Roster**

Choose a Term Tuesday, February 01, 2000 - Friday, June 16, 2000

To display students for a roster, click a class name.

| Roster Type | Class Name   |
|-------------|--|
| CLASS       | <a href="#">Math Principles, 3110, 11, Section 3</a> |
| CLASS       | <a href="#">Math Principles, 3110, 11, Section 5</a> |

**Class Roster > Students**

To view a student's pages, click their name.

▶ To view a student's contact information, click the Contact icon.

| Number | Name                            | Street Address                               | Phone          | Contact                            |
|--------|---------------------------------|--|----------------|------------------------------------|
|        |                                 | #405 - 2119<br>Bellevue Avenue               | (200) 555-1212 | <span style="color: red;">▶</span> |
| 600537 | <a href="#">Hela Baradarani</a> | #2245 W, 4th<br>Avenue                       |                |                                    |
| 699012 | <a href="#">Kendra Belsheim</a> | 6179 Eastmont<br>Drive 3242 Wilson<br>Street | (200) 555-1212 | <span style="color: red;">▶</span> |

**Trainer's Notes**

Show My Students > My Classes > Rosters.

Demonstrate how to drill down into the details.

Show My Students > My Info.

Demographic information they can view in K12Planet is the information that already exists in the school's database. View it for confirmation purposes only.



## What Else Can Teachers Do?

- Post school-wide announcements
- View class rosters
- View what students view
- View your information

**Trainer's Notes**  
(summarize)