

# Daily Planner

November 2014

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[Unscored Activities](#) | [Printing the Daily Planner](#)



The Daily Planner displays all of the activities, assignments, attendance records, and district controlled calendar entries (e.g., in-service days, holidays) for all sections to which the teacher is assigned.

Image 1: Daily Planner Example

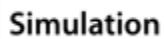






Image	Description
	<b>Scored Assignment</b> Clicking an assignment will open the Assignment editor, where the assignment can be scored or modified.
	<b>Unscored Activity</b> Clicking an activity will open the Assignment editor, where the assignment can be modified.
	<b>Attendance</b> Hovering over an attendance event displays the type of attendance event, the student's name, the status and the period in which the event took place. When multiple attendance events appear on a single day, records are sorted by student last name, student first name and then period sequence.
	<b>Other</b> Black calendar items indicate a district-controlled calendar entry, such as a holiday or an early release.

## Unscored Activities

Unscored Activities may be used to schedule field trips, special projects or other events. These activities were previously created in the Daily Planner, but are now managed in the [Assignments](#) tool. Assignments are designated as *Unscored Activities* or *Scored Assignments*, which will determine which icon will appear for the assignment. Clicking **New Assignment** from the action bar will open the Assignment tool to [create a new assignment](#). Clicking on any assignment will open the [Assignment](#) editor, where assignments can be [modified](#) or [scored](#).



If the validation process is required because of a change to staff in the section, users will have to run the validation process before creating or modifying an assignment from the Daily Planner. See the [Validating Assignments Section](#) of the Managing Assignments article for more information.

## Printing the Daily Planner



Simulation



Video

Printing the Daily Planner creates a PDF that includes the teacher's assignments and activities. Teachers may use this feature if they want to print a copy of their schedule or provide information to a substitute teacher. Attendance information is not included in the PDF.

1. Click the **Print** button. The **Print Detail Editor** appears.
2. Select the **Start Date** and **End Date**. Dates can be entered in *mmddyy* format or by clicking the calendar icon and selecting a date. Default dates are not provided.
3. Select the checkboxes next to the course/sections to print.
4. Select whether the **Descriptions**, **Objectives**, and **References** will print for Assignments and Activities. These options are selected by default.
5. Click the **Print** button. Campus creates a PDF copy of the Daily Planner based on the selected options.

**Print Detail Editor** [X]

**Date Range:**

\*Start Date [Calendar Icon] \*End Date [Calendar Icon]

**Course/Sections:**

- ☒ 580301-12 Advanced Mathematical Conc (A)
- ☒ 580222-321 Algebra I (B)
- ☒ 580511-1 AP Calculus (A)
- ☒ 580511-1000 AP Calculus (A)
- ☒ 541011-3 Latin I (A)
- ☒ 1100-1 Pre-Algebra

**Assignment Preferences:**

<input checked="" type="checkbox"/> Descriptions	<input checked="" type="checkbox"/> Objectives
<input checked="" type="checkbox"/> References	<input checked="" type="checkbox"/> Notes

Image 2: Daily Planner Print Detail Editor

<b>Daily Planner Print</b> Dates: 09/06/2010 - 09/10/2010 Teacher: Lifellearn, Alan			
<b>Course/Sections:</b>	1200-1 Integrated Math II A		
<b>Preferences:</b>	Assignments:	<input checked="" type="checkbox"/> Descriptions	<input type="checkbox"/> Objectives <input type="checkbox"/> References
	Activities:	<input checked="" type="checkbox"/> Descriptions	<input type="checkbox"/> Objectives <input type="checkbox"/> References
<b>Date: 08/28/2010</b>			
<b>Period 1</b>			
Course/Section: 1200-1 Integrated Math II A			
Assignment(Assigned): Workbook 1			
Description: Review of functions and solving for different variables.			
Assignment(Assigned): Workbook 1			
Description: Review of functions and solving for different variables.			
<b>Date: 08/29/2010</b>			
<b>Period 1</b>			
Course/Section: 1200-1 Integrated Math II A			
Assignment(In Progress): Workbook 1			
Description: Review of functions and solving for different variables.			
Assignment(In Progress): Workbook 1			
Description: Review of functions and solving for different variables.			

Image 3: Printed Daily Planner PDF Example