

Set up your teaching plan

This guide contains an overall run-through of how to set up and works with plans.

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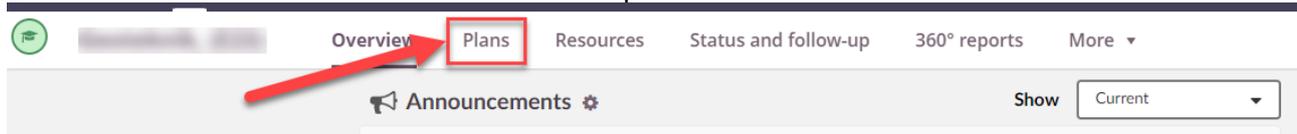
1. Intro to plans
2. Create plan
3. Fill out plans
4. Add resources and activities to plans
5. Where are plans?

1. Intro to plans

Plans in itslearning are an essential tool for you as a teacher. This is where you build the course structure, break it down into lessons and add teaching materials etc. Hence, it is a good investment to spend some time setting up your teaching plan in itslearning. It is also easy to copy and adapt the plans in case you will be teaching a similar course in the future (see the guide Copy teaching materials). A well-built teaching plan will also make it easy for students to access preparation, materials etc., since the plans are integrated with the calendar in itslearning.

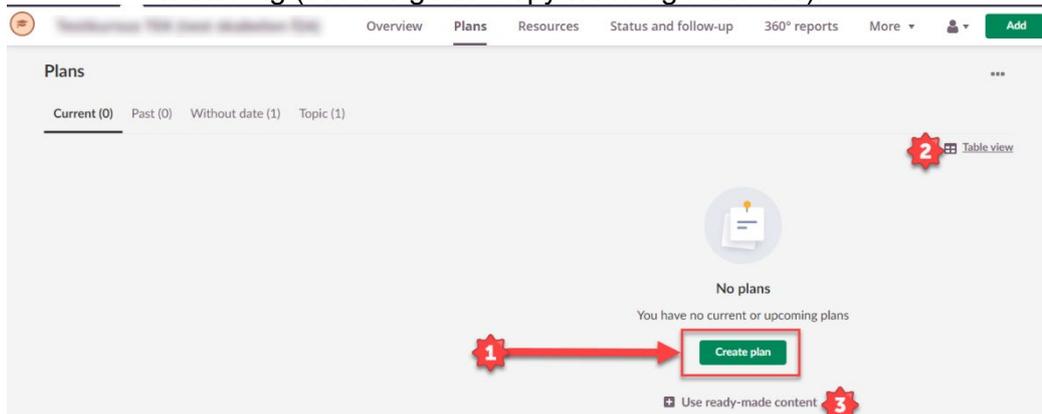
2. Create plan

Choose a course room and click Plans in the top menu.



Create a plan

1. If you would like to set up a single plan, choose "Create plan".
2. In "Table view", you can work with an overview of all the plans in the course.
3. In "Use ready-made content", you can import plans from your other course rooms in itslearning (see the guide Copy teaching materials).



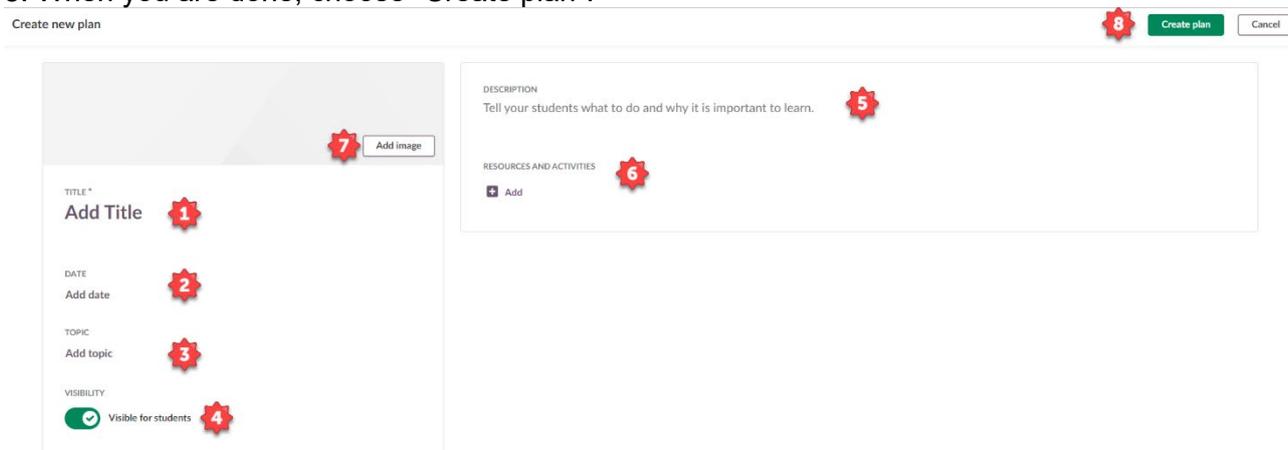
3. Fill out plans

After creating a plan, fill out:

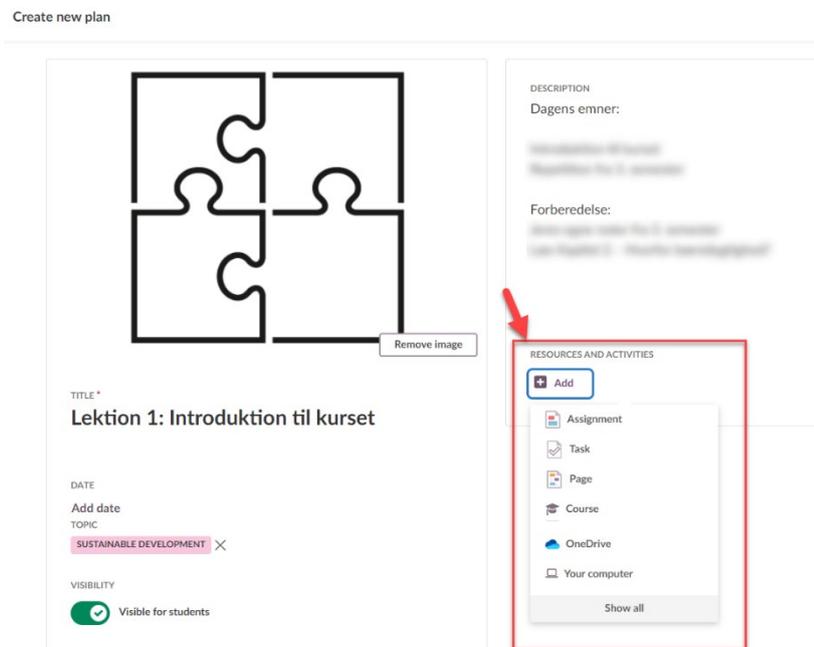
1. Plan title. This could fx be "Lesson 1: Introduction to the course".
2. Date for when the teaching activity will take place.

Please note that if you connect a plan to a calendar event, you must remember to change that connection in case the teaching is cancelled or moved. See the guide "Adding date and time to plans".

3. A topic for the plan. A topic is an element which can contain several plans. A topic could be a time period (e.g. a teaching week), a theme or a sequence with sub elements. Please note that while it is possible to add a plan without a topic, it is not recommended, as Topics help structure plans and provide an overview.
4. Whether the plan is visible for students.
5. Description: A brief description of the teaching activity.
6. Under "Add", you can add documents and activities (e.g. assignments, tests or surveys), which are relevant to the teaching activity.
7. You can add an image to the plan. The image should be e.g. 600*420 pixel (H = 0,7*B). SDU is working on setting up a bank of standardized images. If you do not add an image, an automatic placeholder will appear. The placeholder will have the same colour as the topic under which the plan is added.
8. When you are done, choose "Create plan".



4. Add resources and activities



When you choose "Add" under

"Resources and activities", you can add:
 An assignment
 A task

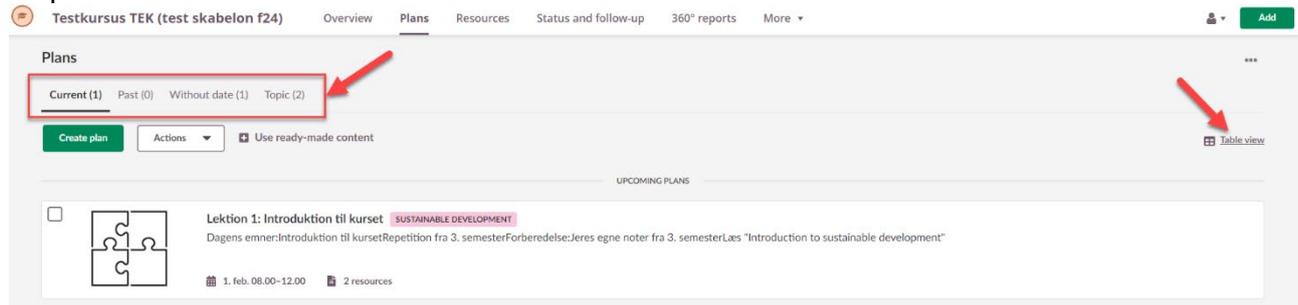
- A content Page with e.g. video, images and text
 - A document from the Resources tab in the course ("Course")
 - A document from your OneDrive
 - A document from your computer
- Under "show all", you can find other activities, e.g. discussion board, survey and test.

5. Where are plans?

When you have set up your plan, it will be placed chronologically under the tabs "Current", "Past" or "Without date".

Moreover, all plans are set up under Topics in the tab "Topic".

All plans can also be viewed in "Table view".



Bonus info:

If you click the coloured beam with the topic name in any plan, it will take you directly to the topic fan containing all plans for the topic in question.

