Setting a time for *Plans*

This guide is relevant for:
1. Teachers
2. Administrative staff

The Faculty of Health

SUND recommends the use of *Events* (begivenheder) when setting a time for *Plans*.

Further guide on how to connect *Plans* and the itslearning *Calendar* is available in the SUND added guides under the menu "E-learn / itslearning".

The Faculty of Humanities / The Faculty of Business and Social Sciences / The Faculty of Engineering

The time for a *Plan* must cover a specific time, day or week during which the plan is relevant. In case of an asynchronous activity, the plan may cover several weeks.

The students must use the calendar to get an overview of when the teaching takes place, while the plan gives them an overview of what to do when. Therefore, it is not necessary to have a 1:1 time setting between plans and scheduled lessons.

Recommendations

- If you only have **one lecture per week**, it is a good idea to note the week. If you need to move the lecture (within the same week), the plan and the calendar will still connect.
- If you have **several lectures per week**, it is as a minimum a good idea to set the day, so the current plan is shown on the correct event spot in the calendar.
- If you have a **course with several groups** who have both shared and group-specific activities, it is a good idea to connect the plan to the relevant calendar event. This ensures that the plan is only shown in the calendar to the group for which it is relevant. (The *Topic* within the course will, however, be visible to all groups). => Please see the guide Setting a time for Plans in courses with groups.

The Faculty of Science

Basic recommendations

The time set for a *Plan* must cover the briefest possible stretch of time during which a plan is current for the students. The set time should not cover a full semester or several weeks, as such a set time will overshadow more current materials which are relevant here-and-now. Materials which may be relevant for the whole course can be set to start before and up until course start,
and include a description which states that it is always possible to return to this information during the course.

It is recommended that you set the time to cover the whole week during which a lecture, exercise or laboratory lesson takes place. All materials used in the week in question will thus be easily available to students in their calendar and their overall plan across courses (calendar => plans).

If there are several lectures, exercise or lab lessons during the same week, and hence there is a need to distinguish between which materials are relevant to which lessons, a running number may be added to the title of the individual plans. The students can then use the running number to distinguish between whether materials are relevant to exercise lesson 1 or 2 in the relevant week.

The advantages of using weeks for time setting materials are that you as a teacher need not worry about schedule changes as long as the changes are within the same week. Only in those cases where you move lessons from one week to another will you need to update your plan. Furthermore, you need not worry whether students have been added to groups or if they are re-taking the course, as these students will also have access to plans and materials using the method described above.