



.plan - .planif Elementary and Secondary Curriculum Planner

Questions :

- 1- What is **.plan**® ?
- 2- Should I use the downloadable version or work online?
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1- What is **.plan**®

It is a bilingual interactive curriculum planner that was created to help teachers design learning situations based on the Québec Elementary and Secondary Cycle 1 Education Programme. It guides you in the planning process by providing a structure that includes all the elements of the QEP (BAL, CCC, Subject competencies, processes, essential knowledges, strategies and evaluation criteria).

2- Should I use the downloadable version or work online?

Working with the downloaded application is for people who:

- Work mostly, though not exclusively, on the same computer
- Have easy access to that same computer
- Have limited or uncertain access to Internet

Working on line should only be used by people who:

- Work on computers with “Deep Freeze” or other programs that do not permit writing on the hard drive
- Work on computers that only allow saving on a network and not on the hard drive.
- Want anytime, anywhere access to their projects from any computer with good internet access.

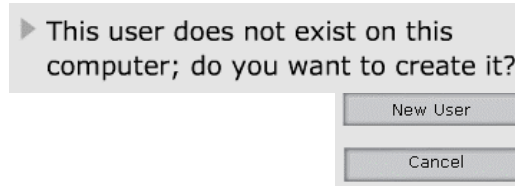
NOTE: We recommend that, unless impossible to do otherwise, users work with the downloadable version of the application.

In both situations, users will be able to save their project online as a security precaution against losing work. You will also be able to share projects with other **.plan**® users via the Internet.

3- How do I begin?

a- The first time you use **.plan**®, whether on the Web or from your local application, enter your Email address and a password. Select your language and click on **Login**.

b- If this is the first time you login using that particular computer, you will be considered a “new user” and will see:



c- Click on the “New User” button. This will register you as a user on your computer and bring you to the entry page.

d- The next time you open the application, enter the same Email and password. You will be identified and will be able to return to any projects you may have begun whether on-line or on your computer. NOTE: any time you use a different computer to login, you will be considered a new user ON THAT COMPUTER. It’s normal.

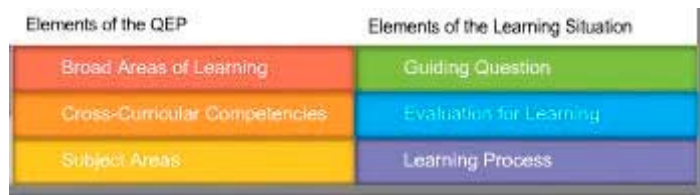
4- How do I create a project plan

The first time, you begin by answering the questions regarding your profile. Then you select:

You will be asked to name your project and to select the level and language.



To complete, select the elements of the QEP (on the left) and the elements of the learning situation (on the right) by clicking on the coloured buttons. Fill in the information that each section calls for.



Note that the order in which these buttons are presented corresponds to the order we generally follow when making decisions. But you can navigate these menus any way you prefer and you can always come back to rethink your choices.

5- Why should I “Save to Web”?

“Save to Web” is an **important** feature both for the **online Web user** and for the **local computer user**.

If you are a **user of the online Web version**, your projects are **NOT** automatically saved to the Web. You **MUST** save each project you create or edit to the Web before you exit the application.

If you are a **user of the local computer version**, saving to Web makes a “back-up” copy of your project in the **.plan**® database in case your computer should malfunction. It also lets you to retrieve your projects should you need to work on another computer.

To save to Web, you must first be in the window that shows you all your learning situations.

- a- Click on the “Show Learning Situations” button
- b- Select the learning situation you want to save.



- c- Click on the button



6- How do I share my projects with colleagues?

Our hope is that by giving you access to a Web database to save your project, you will consider sharing your project with colleagues and contribute to creating a professional community. Your projects can be shared easily. BUT, you can only share with someone who is also a **.plan**® registered user. One becomes a registered user as soon as one saves a project to the Web. The process for sharing begins as with saving to Web. Then:

- c- Enter the Email address of a registered user in the Share text box and click on “Share”.

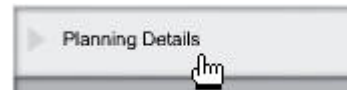


- d- The next time your colleague logs into **.plan**® on a computer connected to the Internet, he/she can ask to “View” the **Learning Situations Available Online**. Your project will be listed and he/she will have the option to get it and add it to his/her list of projects.

7- How do I print my plan

You can obtain a paper copy of you project plan.

- a- First click on the “Planning details button”



- b- Then simply click on the “Print” button.

If your computer has the capability, you can choose to print to a printer or to print to a PDF file. This creates an electronic version that looks like a paper document you can print at any time.

