



## A glossary for Plan-it

### Overview

This glossary is provided to support new users to the system who are likely to come into contact with a number of terms relating to Plan-it and the internet for the first time.

<b>Term / phrase</b>	<b>Explanation</b>
Browser	A screen or 'window' (see below) which allows you to access the Internet
Co-ordinator	The person(s) in your Educational Establishment (see below) who is organising the delivery of Plan-it. There may be more than one co-ordinator. (Also see EEA below)
Educational Establishment	A school, college, PRU or other establishment using Plan-it
EEA - Educational Establishment Administrator	Referred to as 'Administrator'. The person in your school who has permission on the IT system to perform a number of administrative tasks required to set up and run the system. Usually this person is also the co-ordinator for your school. You may have more than one Administrator (EEA)
Log in	Signing yourself into your own secure area on Plan-it.
Log out	Sign yourself out of your secure area.
Password	You will require a password to log in to Plan-it. Your initial password (your 'placeholder password' – see below) will be provided to you by your school co-ordinator.

Placeholder / placeholder details	<p>All users of Plan-it (learners and staff) need to be set up on the system before they can access it. The initial step in this process involves the system generating a temporary password to give you access to the system ON THE FIRST VISIT ONLY. These temporary details are called 'placeholder details'.</p> <p>NOTE – placeholder details will not work on subsequent visits to the site.</p>
Pop-up	<p>A screen or window (see below) that opens up in front of the screen or window that you are using at the time. In Plan-it, pop-ups are used for the careers library and for supporting information on many of the student screens.</p> <p>When you have used a pop up, click on "Close window" or on the 'x' in the top right hand corner to close the pop up and return to the original screen that you were working on.</p>
Register / Registration	<p>To become a user of the system you need to register online, providing answers to a number of questions, additional details and change to a new password for future access. When you use your 'placeholder details' (see above) the system will automatically take you through registration.</p>
School support team	<p>The group of people in your region who are supporting schools in the process of delivering Plan-it. Your co-ordinator will know who the School Support Team is.</p>
Staff	<p>A general term sometimes used in the handbook to describe those users who are supporting learners through the system. Includes administrators, co-ordinators and supervisors.</p>

Supervisor	A member of staff who has been given access to students details on Plan-it by the co-ordinator.
url	This is the jargon name for a website address or web address. Usually this will start with www. This is typed into the address space at the top of the browser (see above) screen.
Username	This is your first name and surname as they appear on the school register.
Web address or website address	Usually this will start with www. This is typed into the address space at the top of the browser (see above) screen.
Window	A page or screen on your computer. You can often have more than one 'window' open at one time, each looking at different websites or applications e.g. Excel or Word.