

Plan-it coordinator's checklist



Before using Plan-it for the first time with learners, you need to:

Action	Completed
Attend a Coordinators' Training Event or access 'Coordinators' Training Power Point'.	
Work with Senior Managers to identify the expected learning outcomes for each year group who will use Plan-it.	
Send new learners' registration details to School Support Team.	
Send staff registration details to School Support Team.	
Set up the admin area of your school's Plan-it site: New Schools: Assign supervisors to groups, set up the subjects your school offers and assign learners to versions. Existing schools: Review admin area: supervisors, subjects, learners' groups.	
Devise/review a scheme of work that will deliver the expected learning outcomes for each year group using Plan-it.	
Arrange training for your delivery team and Connexions PA.	
Timetable IT rooms, ensuring there is one computer per learner.	
Print out login details for all students and ensure delivery team have a copy. Passwords for all learners will be as follows: <ul style="list-style-type: none"> New learners - temporary password, as set out in the import template. Existing learners will use their previous password. 	
Print out learner cards with the website address and Plan-it details.	
Prepare learners for the first online Plan-it session so that they know what it's about and how to use it.	
Familiarise yourself with 'Forgot password?' and 'Learner Username Report' functions, and ensure delivery staff are familiar with these functions.	

You should also:	
Work with the Senior Manager to discuss how the reports from Plan-it will be used to inform appropriate people and processes in the school and to timetable when reports will be extracted and distributed and by whom.	
Meet with the Connexions PA to discuss and agree how students might be referred as a result of their Plan-it work, by whom, when and how the PA should respond (Include in Partnership Agreement).	