

P–10 Planning app

Accessing the app

Transcript

This recording session is designed to provide **support for users of the P–10 Planning app**.

P–10 Planning app: Accessing the app

Welcome to this P–10 planning app instructional video.

The P–10 Planning app is a free online tool to support Queensland teachers to plan curriculum and assessment using the Australian Curriculum Version 9.0.

This video will provide an explanation on how to access the planning app.

How do I access the app?

The app is hosted in the QCAA Portal. Each school or organisation has an account that is unique to them. Only those who have been granted access to a particular school planning app account can enter that account.

How do I access the app?

The first step required to gain access to the QCAA Portal, is to submit a request for access.

You can use the QR code on screen to request access to the QCAA Portal.

How do I access the app?

Once access to the QCAA Portal has been granted, the teacher will receive an email confirmation.

You must then ask the School Organisation administrator to assign you a role within the P–10 Planning app.

Once you have been assigned a role, the P–10 planning app tile will appear in your QCAA Portal.

The Home page

The **Home** page contains important information.

The Home page

The ribbon, running across the top of the page, contains the tabs for each section of the app for which you have access.

The Home page

The teacher ribbon contains the **My subject** tab allowing teachers to select the learning areas, subjects, year levels or bands that they are teaching.

The Application administrator can also assign learning areas and year levels for all teachers across the school.

A teacher who works in a number of schools, such as a specialist music teacher, may be granted access to the app within several schools. However, as each school has a unique account, the teacher cannot share files between schools.

The Home page

The ribbon also contains tabs for year level/ band plans, unit plans and assessment tasks.

The Home page

The Application administrator ribbon contains more tabs than the teacher ribbon. This allows Application administrators to complete a number of additional functions.

The Home page

Application Administrators will have access to tabs to allow them to configure the:

- School terms /weeks
- School learning areas/subjects
- Teacher allocations.

The Home page

Like the teacher role, Application Administrators have **Year level/band plans**, **Unit plans** and **Assessment task** tabs. However, they do not need a **My subjects** tab as this role has access to all learning areas, subjects, year levels and bands within their school.

The Home page

The Data Summaries Viewer is a separate role. If you are allocated this role, an additional tab, called **Data summaries**, will be displayed.

The Home page

The **Resources** section lists what is available from within the **Help** section at the top right of the **Home** page.

Help contains user guides for all applications within the QCAA portal as well as a *Frequently asked questions* document for the P–10 Planning app.

The Home page

Further down the **Resources** section, you can see a hyperlink to the Learning Hub. This link will be active if you have requested and been given access to the Learning Hub through your school Organisation administrator.

The Home page

The **Contacts** section displays a school-specific list of application administrators and details of how to make enquiries about this planning app or the QCAA Portal in general.

Further information

The Queensland curriculum and assessment authority Portal provides user guides and FAQs.

Use the QR code to visit the Australian Curriculum in Queensland website for more resources to support planning.



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