

P–10 Planning app

Administration of the app roles

Transcript

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

P–10 Planning app: Administration of the app roles

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 explain the administration roles for users in the planning app and the responsibilities of each role holder.

P–10 Planning app: Roles

There are four roles associated with the P–10 Planning app. Organisation administrator, Application administrator, Teacher and Data summaries viewer.

P–10 Planning app: Organisation administrator

The Organisation Administrator uses the Access Management tile within the Queensland Curriculum and Assessment Authority (QCAA) Portal to allocate access to and roles within the P–10 Planning app.

P–10 Planning app: Organisation administrator

At least two Application administrators should be appointed to manage the routine administration of the app.

Teachers and curriculum leaders who have not been given the Application Administrator role should be assigned the Teacher role.

In addition, those staff who use data to inform whole school planning should be assigned the Data summaries viewer role.

P–10 Planning app: Organisation administrator

The Organisation administrator is also responsible for revoking the roles of staff when they leave the school and uploading the school logo for use on documents created within the app.

P–10 Planning app: Application administrator

The planning Application administrator (app admin) role manages the app.

P–10 Planning app: Application administrator

The app admin must first configure the school before teachers can begin planning. This involves selecting the start and finish weeks for each term within the implementation year, ...

P–10 Planning app: Application administrator

... nominating the year levels for their school, for example, Prep to Year 6, and nominating the learning areas and subjects delivered at the school.

Bear in mind that, for Technologies, both the subjects and the Learning area must be selected.

App Admins may select any number of individual Arts subjects. However, if they wish to select 'The Arts' learning area, at least two Arts subjects must also be selected.

P–10 Planning app: Application administrator

The app admin allocates year levels, learning areas and subjects to each teacher. Teachers can also manage this themselves by using the My Subject tab on their ribbon.

P–10 Planning app: Application administrator

The app admin manages all plans and assessment tasks within the app as required.

P–10 Planning app: Application administrator

They can reassign all plans as needed, for example when a teacher leaves the school or changes their teaching role.

They can also delete any plans and tasks. However, there is no retrieval of deleted documents, so careful consideration should be given before selecting delete.

P–10 Planning app: Application administrator

App admins can, of course, plan within the app, using the same functionalities as a teacher.

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 your planning.



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