

P–10 Planning app

Roles and responsibilities

Transcript

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

P–10 Planning app: Roles and responsibilities

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 four 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.

P–10 Planning app: Teacher

As previously mentioned, teachers can manage their own year level and learning area allocations using the **My subjects** tab on the home page ribbon.

P–10 Planning app: Teacher

They can search for, view and copy any year level/band plans, unit plans or assessment tasks created within the app. Once copied, they can rename and edit these for their own use.

P–10 Planning app: Teacher

They can create their own year level/band plans and complete the details in unit plans and assessment tasks and create task-specific marking guides for any learning area they teach.

P–10 Planning app: Teacher

Teachers have the option to send year level/band plans for review.

P–10 Planning app: Teacher

They can send year level/band plans and assessment tasks for approval. Unit plans do not go through either the review or the approval process.

P–10 Planning app: Teacher

When sending year level/band plans for review, and year level/band plans and tasks for approval, teachers may edit the autogenerated emails to add comments for the reviewers and approvers.

P–10 Planning app: Teacher

Teachers may review year level/band plans from other teachers. Requesting a review is an optional step. Teachers can approve their own and other teachers' plans.

P–10 Planning app: Teacher

They can approve their own and other teachers' assessment tasks with task-specific marking guides.

P–10 Planning app: Teacher

Teachers may delete their own plans. They may delete assessment tasks from their teaching area, remembering that, once deleted, plans, tasks and marking guides cannot be retrieved.

P–10 Planning app: Teacher

At any stage of development, teachers can export year level/band plans, unit plans, assessment tasks and their associated task-specific marking guides. Marking guides can be exported as a PDF attached to the assessment task, or separately, as a CSV file.

P–10 Planning app: Data summaries viewer

Data summaries viewers can use filters to select the data summaries they wish to view.

P–10 Planning app: Data summaries viewer

They can interact with the dashboard to view summaries and follow links to view individual year level/band plans and assessment tasks.

P–10 Planning app: Data summaries viewer

They can export dashboard as PDF or CSV files and data summaries as PDF.

P–10 Planning app: Data summaries viewer

Please note, in order to follow the links to view individual year level/band plans and assessment tasks, data summaries viewers must also have either the Teacher or Application Administrator role in the app.

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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