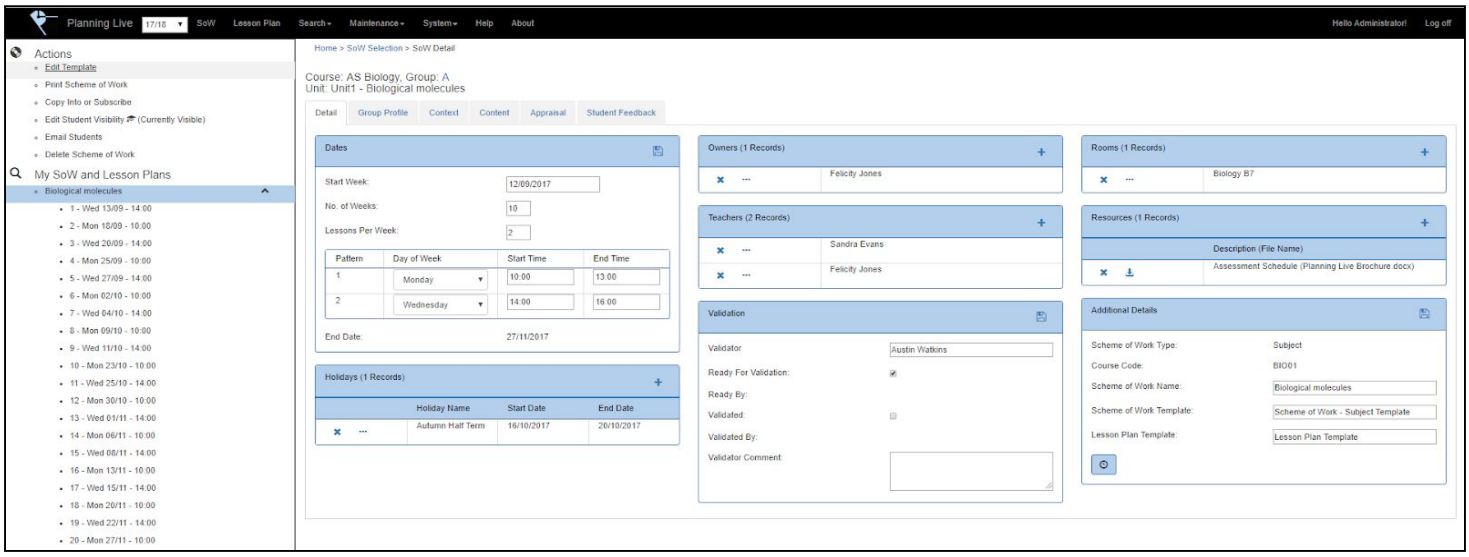
Planning Live

For Scheme of Work and Lesson Planning

Manage, Create, Share, Improve your College's Lesson Planning...

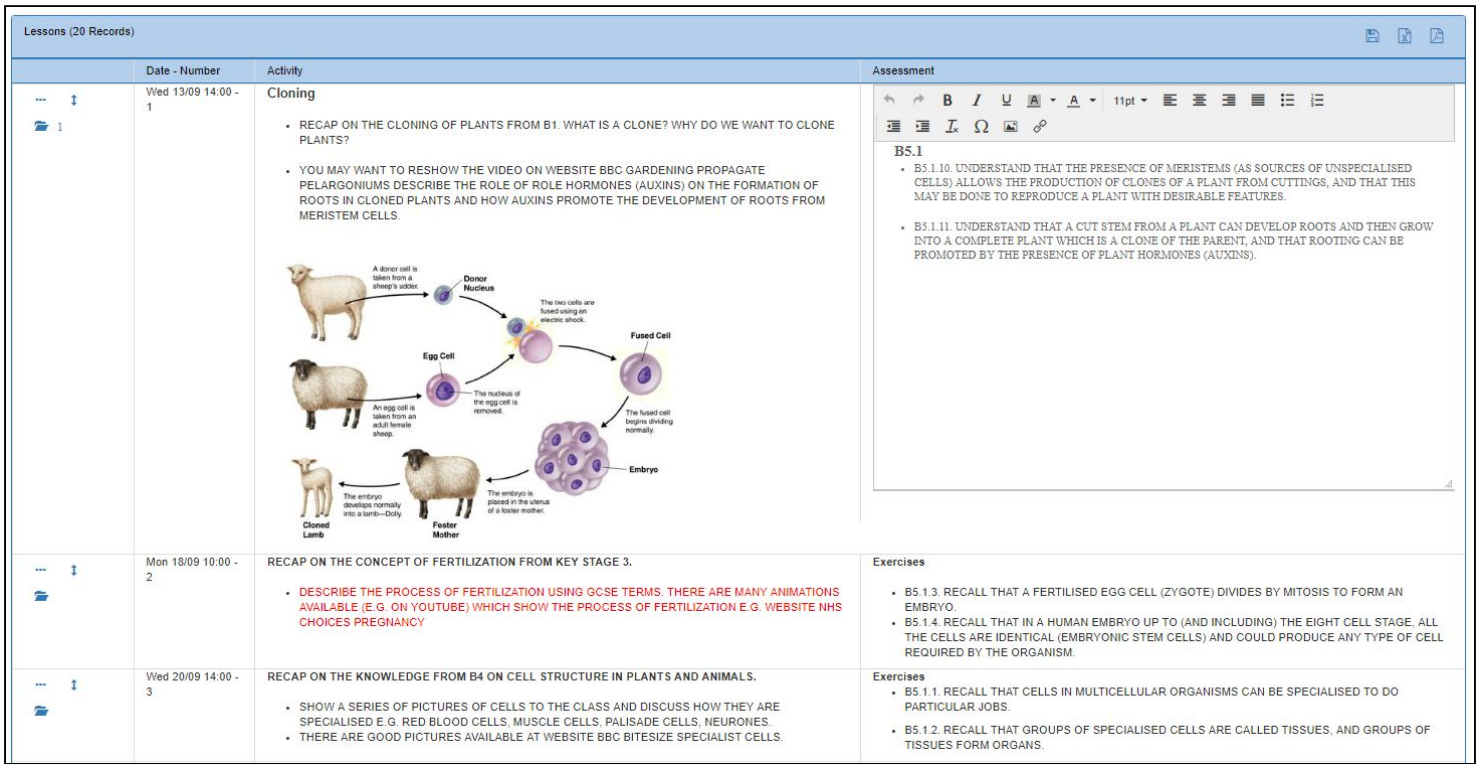
Planning Live has been built from the ground up with the help of teachers and OFSTED inspectors to enhance your college's Scheme of Work and Lesson Planning process. It allows teachers to create Schemes of Work for their subjects and tutorials, and detailed Lesson Plans for each of their lessons.

Schemes of Work



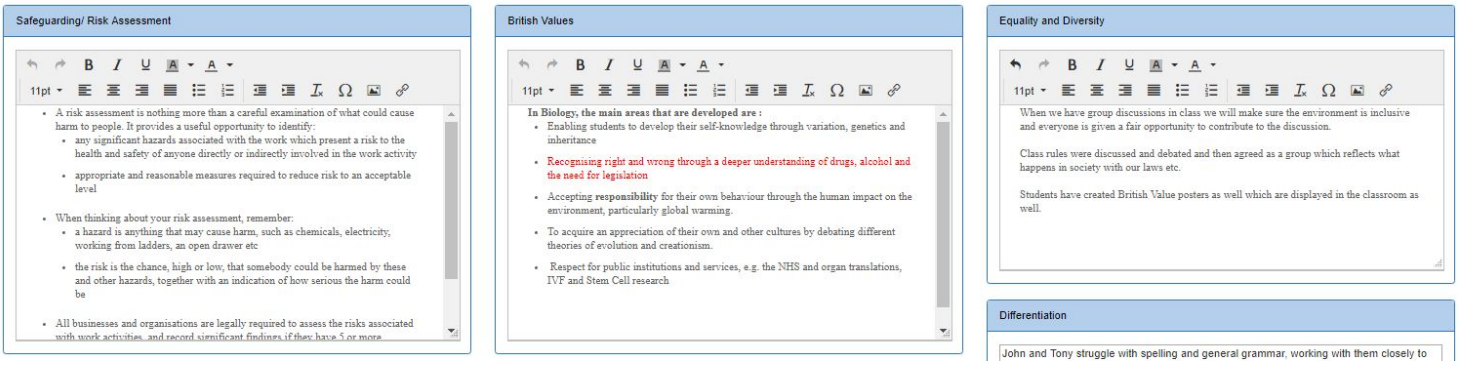
Teachers can create new Schemes of Work and add themselves to existing Schemes of Work. Teachers can:

- Specify the Start Week, Number of Weeks and Lesson Per Week and the Holiday patterns. This will automatically create a Lesson Schedule.

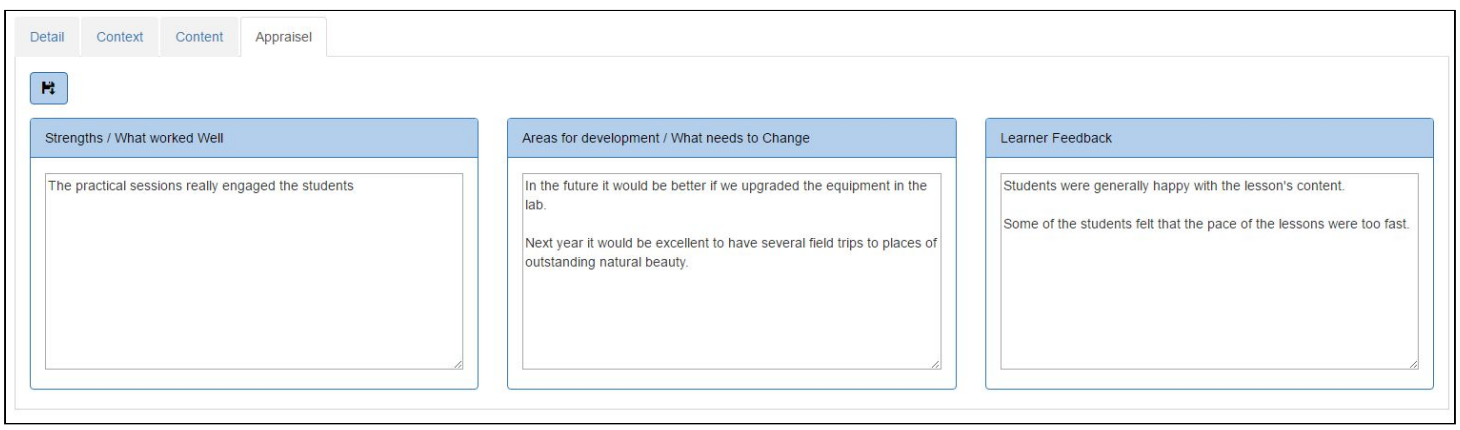


- Upload resources and documents.

- Allocate rooms.
- Assign the staff member who will validate the Scheme of Work.
- Place the Scheme of Work within its context. For example how will they embed English and Maths into the unit, or how will they safeguard learners.

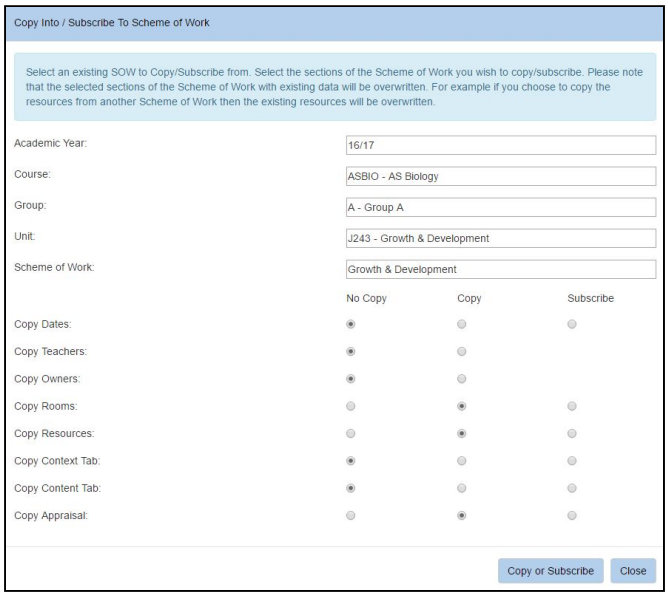


- In the future Appraise their Scheme of Work.

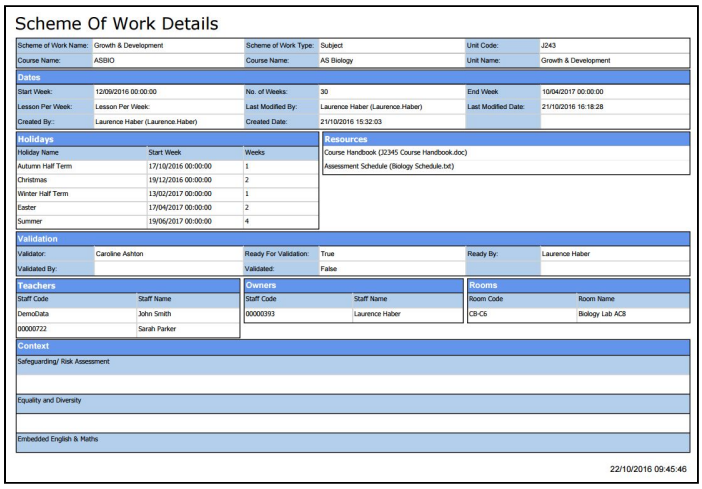


- Quickly copy from another Scheme of Work. This could be last year's Scheme of Work or from a similar course within the college. The copy facility allows the user to select certain elements to copy, for example just the context and lesson plans but not the dates or teachers.
- Print their Scheme of Work and/or all their Lesson Plans. Various sections of the Scheme of Work or Lesson Plans can be chosen to be printed.

Copy



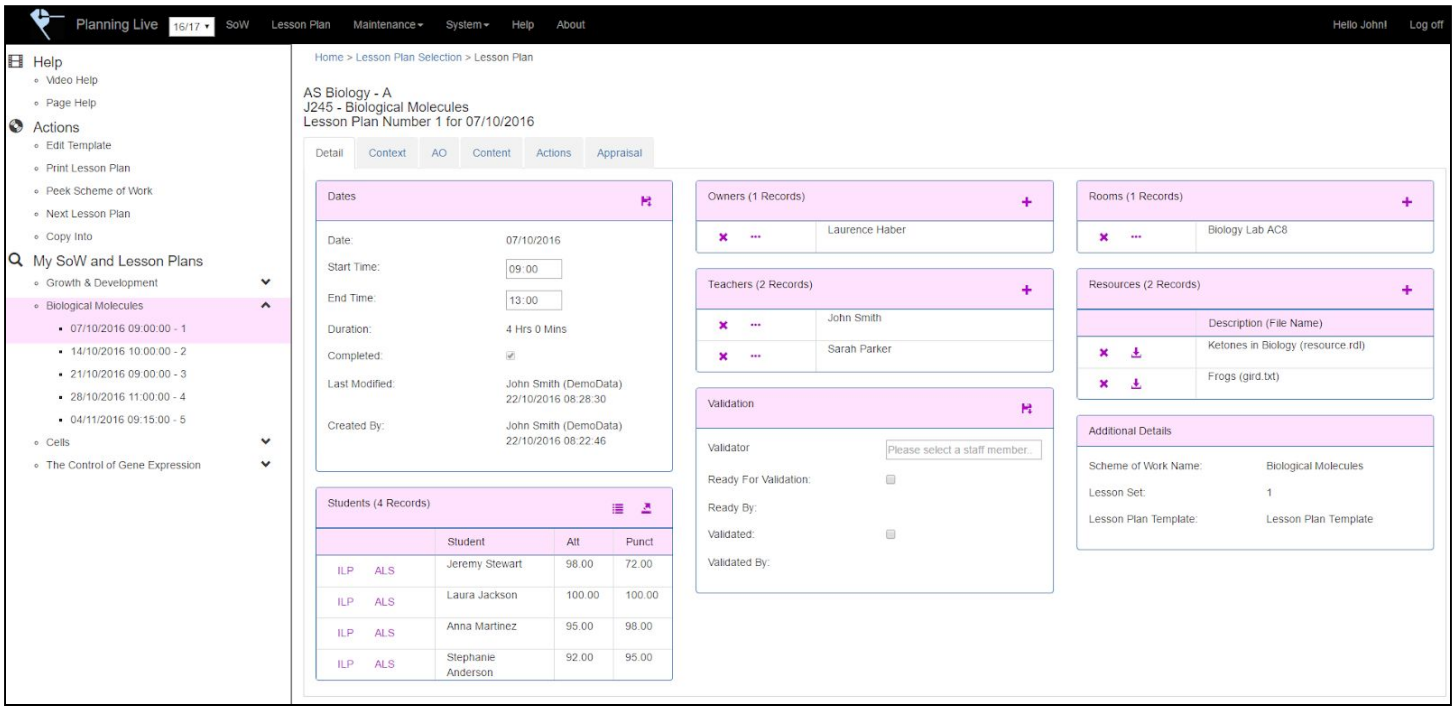
Print



Administrators can;

- Completely configure the Scheme of Work ‘template’ to tailor it to their college. Labels can be renamed, text boxes can be added/removed, rich text formatting features can be applied, dropdown lists can be configured. Tabs can be renamed/removed. Column headings can be renamed/removed. ‘Skeleton’ Schemes of Work can be created.
- Multiple ‘templates’ can be created. This could tailor to different departmental needs or the curriculum based template could be different to a tutorial based template.

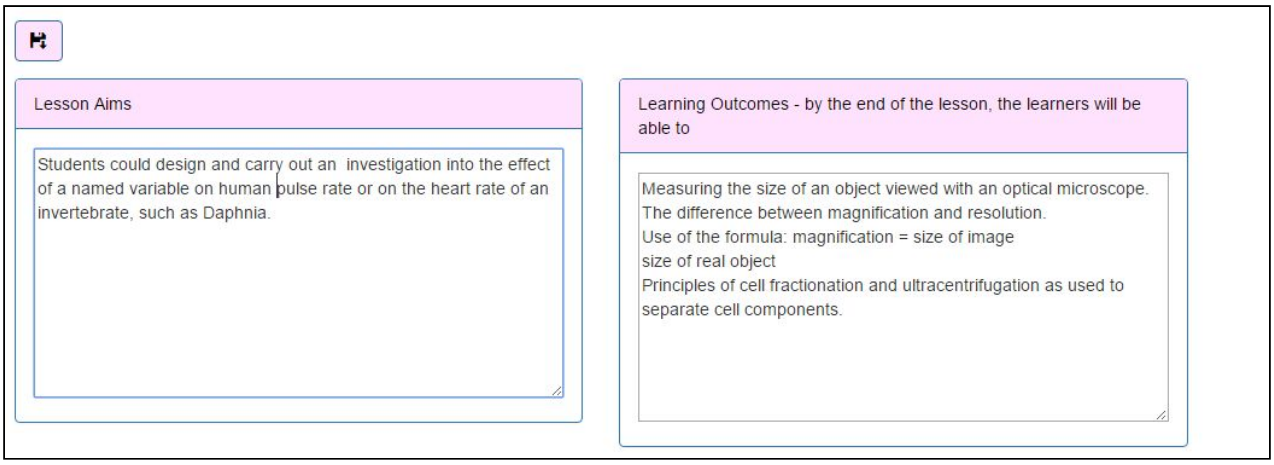
Lesson Planning



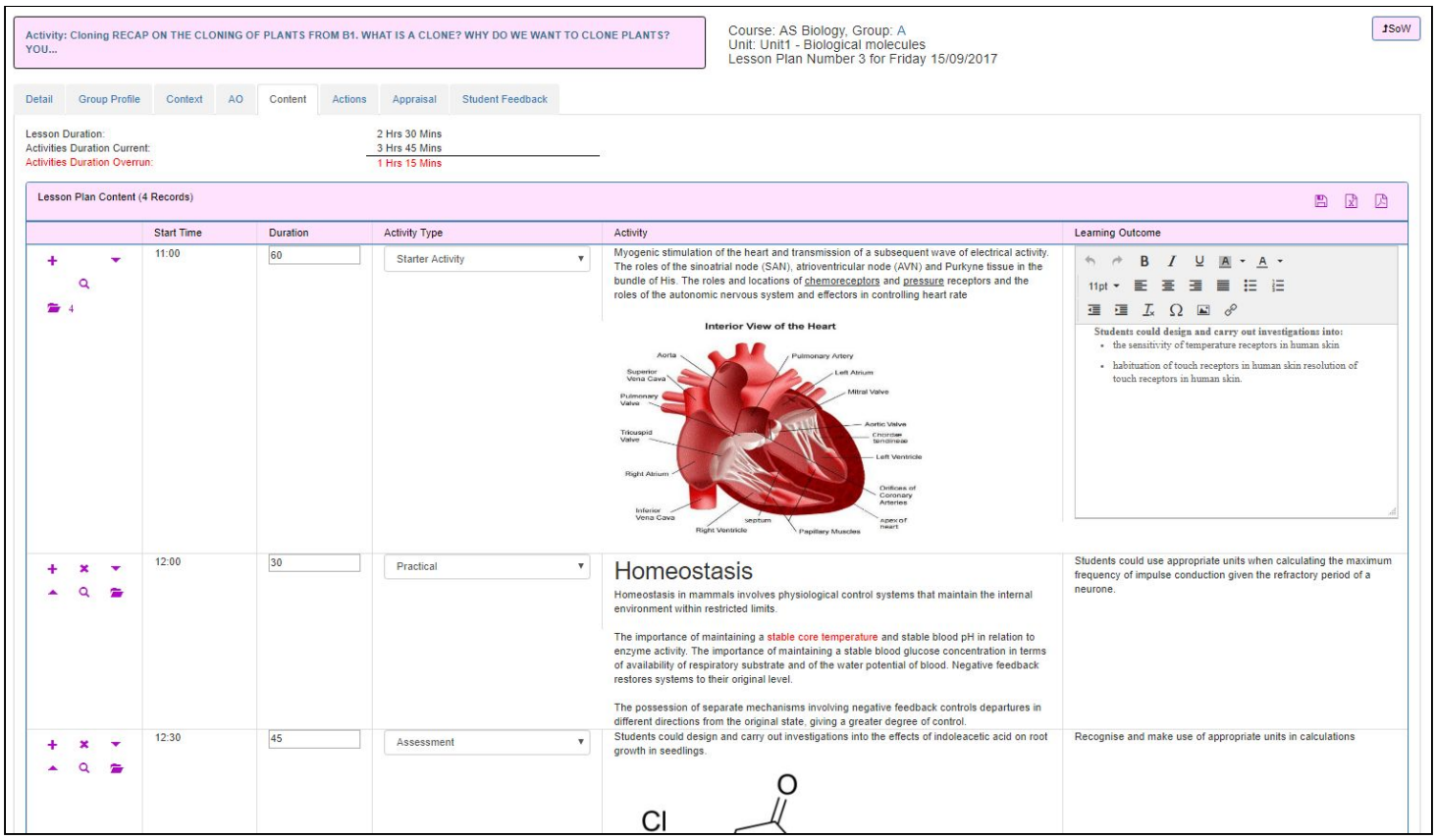
Once the lesson schedule is created within the scheme of work teachers can create a detailed Lesson Plan.

Teachers can:

- Specify the start and end time of the lesson, add resources and rooms.
- See the students in their lesson with punctuality and attendance data. Links can be set up to an online ILP or ALS system such as ProMonitor.
- View a Group Profile of the students in their group for example looking at learning difficulties or gender splits of their learners to help to plan their lesson in more details.
- Place the Lesson Plan within its context and later appraise the lesson.
- Add Aims and Objectives.

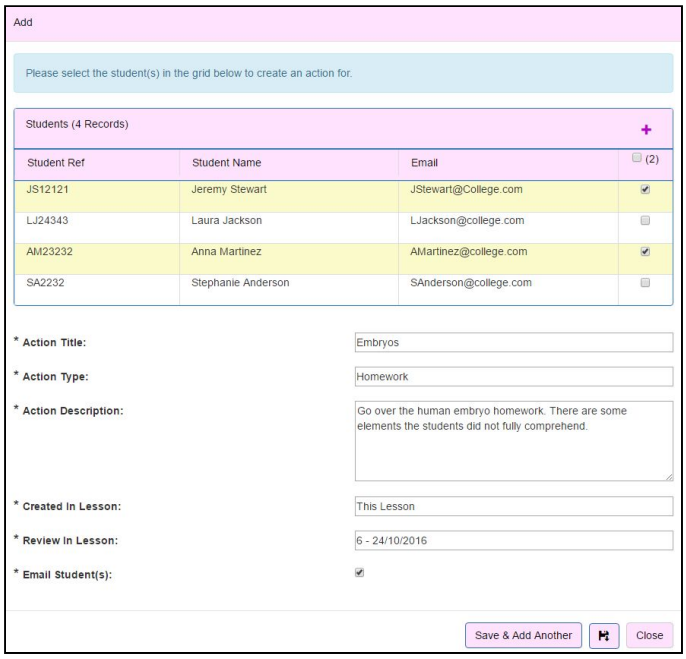


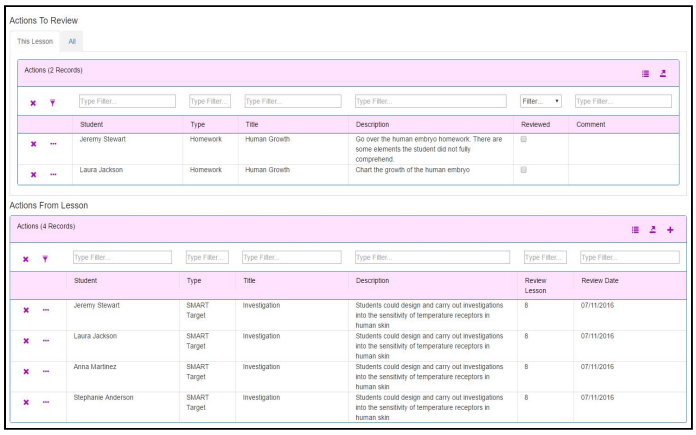
- Plan the activities of the lesson in detail for each specific time. Activities can be easily swapped around, added and deleted as the teacher sees fit. Default activities can be added to the system for teachers to select to easily auto-populate the content. Attachments can be added to each activity. Teacher can search for existing activities to add to their lesson.



- Add actions for each of their learners in a lesson to be reviewed in a subsequent lesson and see the actions due for each lesson. Students can receive emails when these actions are created. Actions can be later reviewed. Upcoming actions can be quickly accessed from the homepage.

- Actions can be created as a reminder for the teacher in a subsequent lesson or an action can be created for another member of staff.

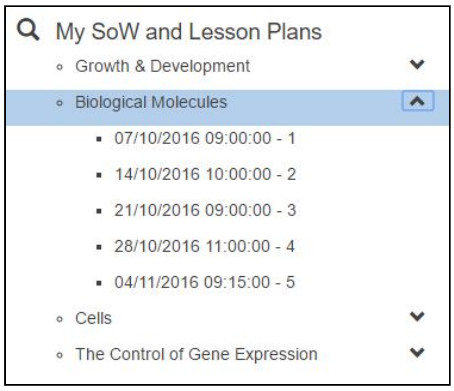


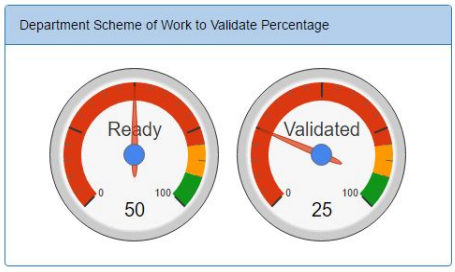


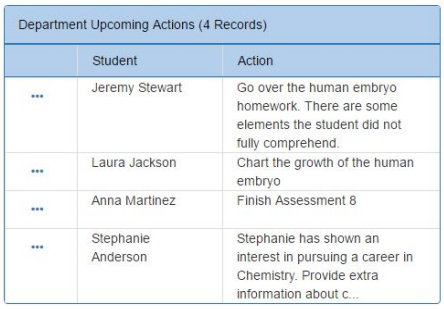
- Print their Lesson Plan to take to their lesson (including the Scheme of Work it is associated with).
- Copy their Lesson Plan from an existing Lesson Plan.

Dashboard

The dashboard is the landing page of Planning Live. The content of the page depends upon the type of user.







- The Head of Department will see an overview of the Schemes of Work and Lesson Plans. For instance the percentage ready or validated, as well as compliance for example how many schemes of work do not have a lesson plan. This allows Heads of Departments to be fully in control of their area.
- A Quality Manager in charge of overall lesson planning in the college can see an overview of the entire college, for example how many users are actually using the system. This gives a top down overview of the entire college.
- A teacher will see an overview of just their Schemes of Work and Lesson Plans. They will see the next 10 upcoming lessons and upcoming learner actions resulting from lessons. On the side panel they will see all their Schemes of Work and be able to expand these to see the Lesson Plans within them. These are all links for easy access to the Scheme of Work and Lesson Plans they are interested in. They will be able to see notices set up by their Head of Department.

Head of Departments

Heads of departments have full control over their area. They can:

- Add Courses and Staff to their department.
- Change the Scheme of Work and Lesson Plan Templates for their area. The templates are fully configurable allowing most of the labels to be renamed and turned on/off. Guide text can be added to help users to fill in parts of their Scheme of Work. For example if the Head of Department wishes to add a new text box on the Appraisal tab of the Scheme of Work or the Head of Department wants to alter how the Lesson Plan Content is set up.
- Add notices to appear on the homepage for their staff to see informing them of Lesson Plan related information.
- Quickly see all their Schemes of Works and Lesson Plans in their department.
- See an overview of their department on the homepage so they can view compliance and overall progress.

Student Module

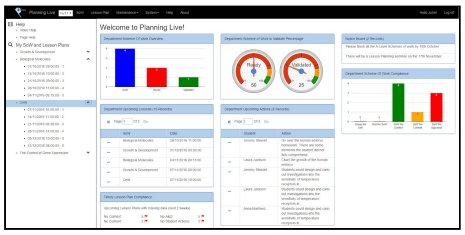
The Student Module is an optional and purchasable module for Planning Live.

- The module allows for Schemes of Work and Lesson Plans to be made available for students and parents. Students and parents can be given their own accounts for Planning Live to see this information within the Planning Live website.
- The college has full flexibility about which areas of the Scheme of Work and Lesson Plans will be available for students and parents to view.
- The college and teacher can decide when to make each individual Scheme of Work and Lesson Plan available to the student. For example a college could make all the schemes of work available or allow teachers to decide when the scheme of work should be available to students.
- In addition students can be given the ability to feedback on their Schemes of Work and Lesson Plans. The nature of the feedback is entirely configurable by the college.

Other Features

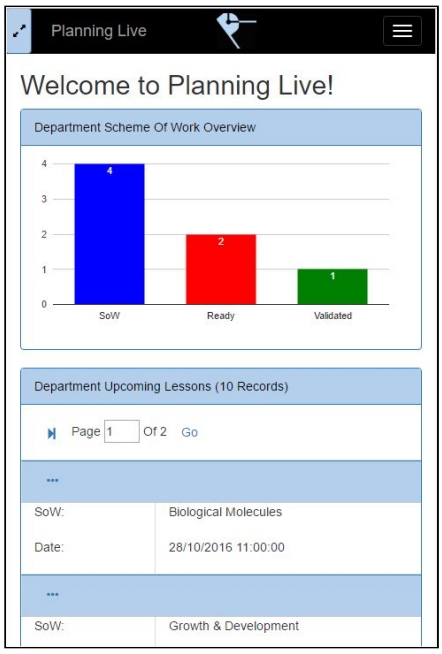
- Planning Live is a web based platform allowing ease of deployment and the ability to access the system anywhere. The system has been created from the ground up to create an outstanding user experience. The system works fully on PCs, Macs, Tablets and Phone formats. The system reconfigures itself to look different on different devices in line with modern web technology. The system uses cutting edge web technologies to minimise loading and allow for a seamless user experience.

PC



Tablet

Phone



- Colleges with ProMonitor can set up the system very quickly. The system has the ability to import a variety of data from ProMonitor including students, enrolments, courses, staff, units, teachers etc. These imports can be configured to automatically import nightly which means that all the data is up to date and the college does not have to undertake any complex data management. For colleges that do not use ProMonitor links can still be created with other systems and scheduled to be imported.
- Users can be setup to access the system with a username and password or using single sign on so the system will automatically log them in.
- Permission Groups can be set up allowing different access privileges to the system. For example an administrator can see different pages to the Head of a Department or a teacher.

Upcoming Products for 2018

Observation Live

At System Live we realise that Lesson Planning and Lesson Observations go hand in hand. Imagine an observer goes into Planning Live and views the plan for the lesson that the teacher has generated.

The observer then creates an observation and attaches it directly to the lesson.

Observation Live will allow...

- Observations to be planned. For example plan observations for teachers who have not been observed for a while or for courses with poor results.
- Fully flexible template system for designing Lesson Observations.
- Reporting on Lesson Observation. Cutting the data in a myriad of different ways e.g. comparing lesson observations between departments.

Please register your interest at observation.live@system-live.com

Journey Live

Journey Live aims to analyse a student throughout their college life and look at interventions which might lead to improved or worsening student performance. For example following attendance and grades over the year compared with meetings. A meeting followed by improved attendance might signify that the meeting resulted in the approved attendance.

The graph will allow the information to be zoomed in and out so the data can be viewed on a day by day basis across the entire year. Sections of interest can be zoomed in to analyse in more detail. Interventions e.g. comments, meetings and smart targets can be clicked which will take the user directly to the source of the data. If comments are stored in ProMonitor this will provide a direct link so the user can click the comment and be taken to the relevant comment in ProMonitor.

Please register your interest at journey.live@system-live.com

About us

Planning Live has been created by System Live.

Our other services include:

- Bespoke Software Development.
    - We design and develop software to the highest quality identifying your needs and fulfilling them.
    - We develop solutions for both the web and windows.
- Report Writing.
- ProMonitor Consultancy and Training.

For more information please email us at info@system-live.com or telephone us on 01253 462 352, or visit our website at www.system-live.com. We very much look forward to hearing from you!