



HUB Planner to Maximize Instructional Time



Quick steps to organize units and lessons in the HUB planner while managing the resources section of the HUB, and collecting student achievement data.



Step	Instructions
<input type="checkbox"/> Create Topic/Unit	<div><div><div>1. Select the course you want to work in by clicking courses in the purple toolbar and finding your course</div><div></div></div><div><div>2. In the HUB course click on the plans button in the white toolbar at the top.</div><div></div></div><div><div>3. Click Add Topic to add a Unit</div><div></div></div><div><div>4. Title Your Unit and Click Save</div><div></div></div></div>
<input type="checkbox"/> Add Lesson	<div><div><div>1. Click into your new Unit, you may have to click the blue title that says 0 plans. After clicking into the Unit click "Add Plan" to add your first lesson for the unit.</div><div></div></div><div></div></div>

2. In the fields fill out the Title for the lesson, the date the lesson will be given, description of student expectations, and select your TEKS. [Your categories may be different than what is displayed, some schools have special categories. You can edit your categories under planner settings (ask your campus technologist for help). If you are missing standards ask your campus technologist for help adding your correct TEKS to your courses.]

Unit 1 - Introduction

Hide plan

Add plan

Action

Select

Plan	Date	Description	Learning objectives	Resources and activities
<div>Class Introduction</div>	8/27 8:00 AM - 8/30 9:00 AM	Students will examine classroom procedures and create their first project based learning team agreements.	Add learning objectives	Add resource



Add Resources

Your resources and activities should be combined, if they are separate, talk to your campus technologist to combine them.

- Click add resources to add an activity, assignment, or test. You can re-order the assignments by holding down the three dots to the left and moving the assignments up or down.

Resources and activities

Do Now

Assignment 1

Add resource



Deactivate Future Lessons

If you create lessons or units ahead of time click on the check boxes next to the lesson then click action, then deactivate plan. This will keep students from working ahead, just make sure to re-activate the lesson when it is time for students to use it.

Unit 1 - Intro

Hide plans

Add plan

Action

Activate

Deactivate

Set date

Copy

Add plan

Action

Select

Plan	Date
Class Introduction	8/27 8:00 AM - 8/30 9:00 AM
Lesson 2	8/27 8:00 AM - 8/30 9:00 AM



Copying Resources from other courses

If you see a folder or lesson from another course click the box next to the item and then click action, then copy to your planner in your course. You can resort the order in your planner.

Up one level

Add

Action

TYPE	TITLE
<input checked="" type="checkbox"/>	Share Your Team Building
<input checked="" type="checkbox"/>	Activity

Up one level

Add

Action

Reorganise

Select the element

Copy to

Move to

Delete

Activate

Deactivate

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Contact

Contact your campus technologist for more support & also visit support.itslearning.com for How-To guides