The Planner Tool - A Guide for Tutors

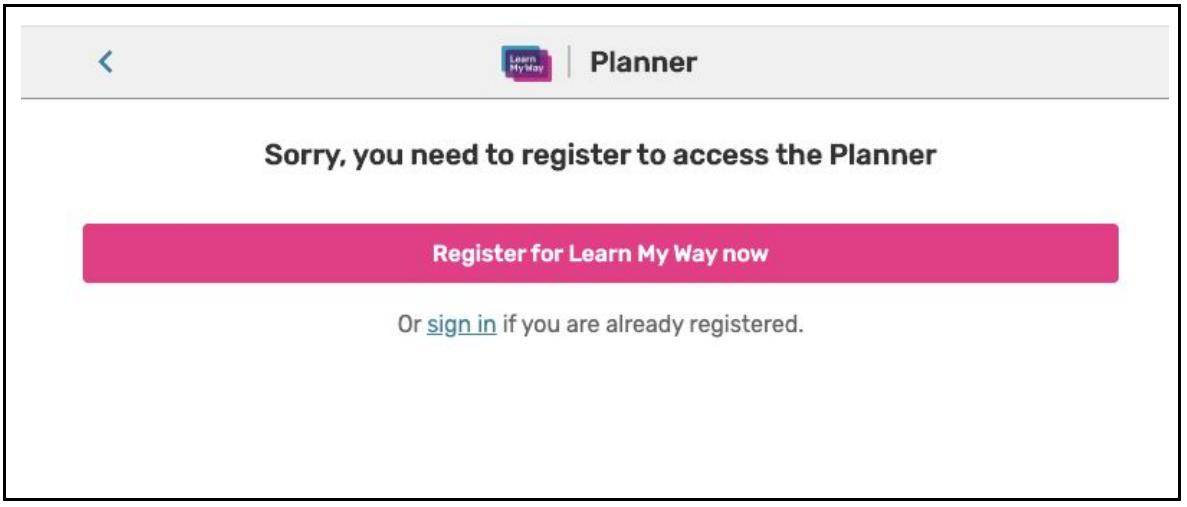
You can find The Planner on the Learn My Way website
https://www.learnmyway.com/planner/

Preparation

The Planner is a tool to help learners get a list of suggested courses that best fit their needs. The more honest they are, the more appropriate the suggestions will be. You may wish to read the resource **Using The Planner - a Delivery Guide** to prepare for using The Planner with learners to best effect. The delivery guide considers how to prepare for use both in your centre and remotely.

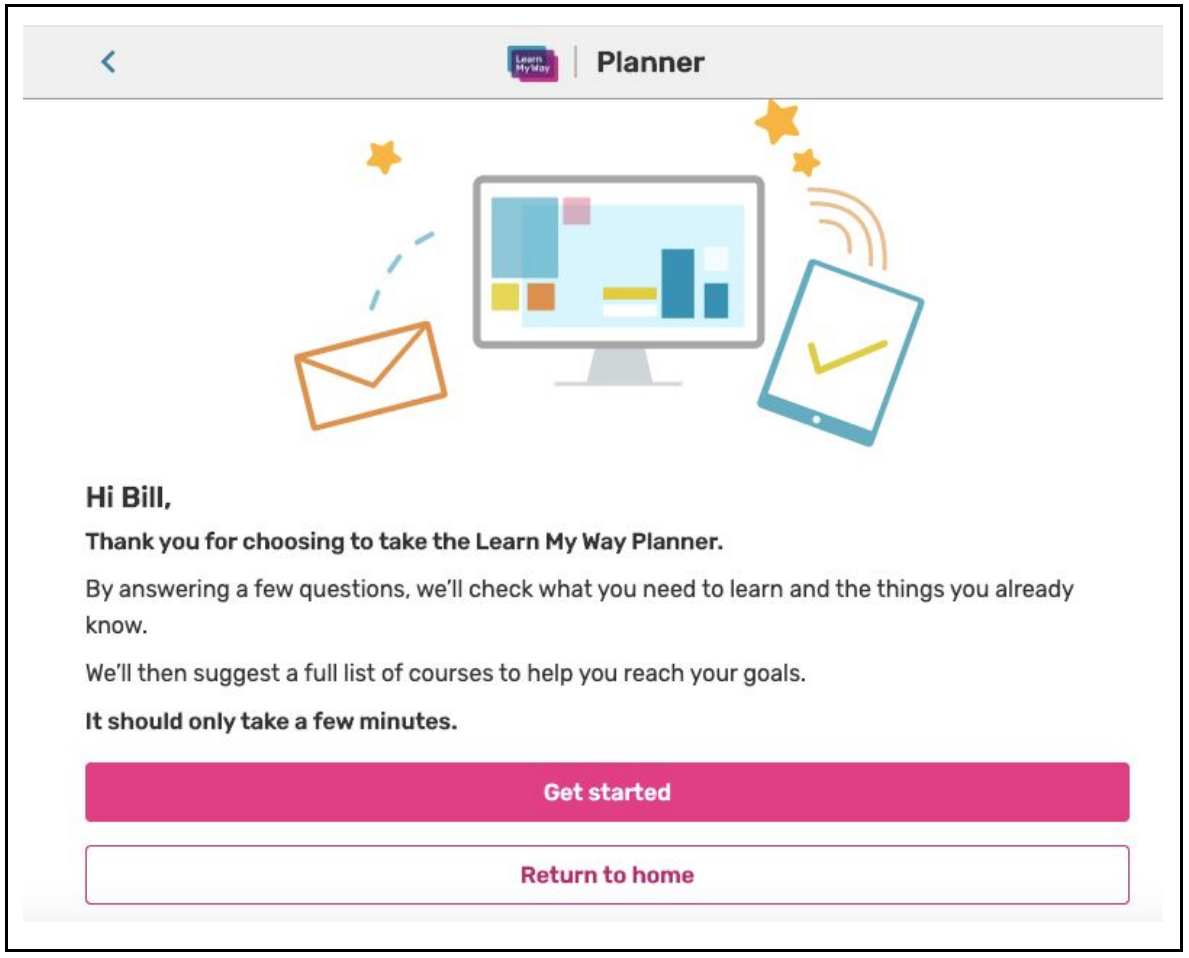
Step One

When a person arrives at The Planner landing page, they will be prompted to log in or register on Learn My Way. They will need a centre number.



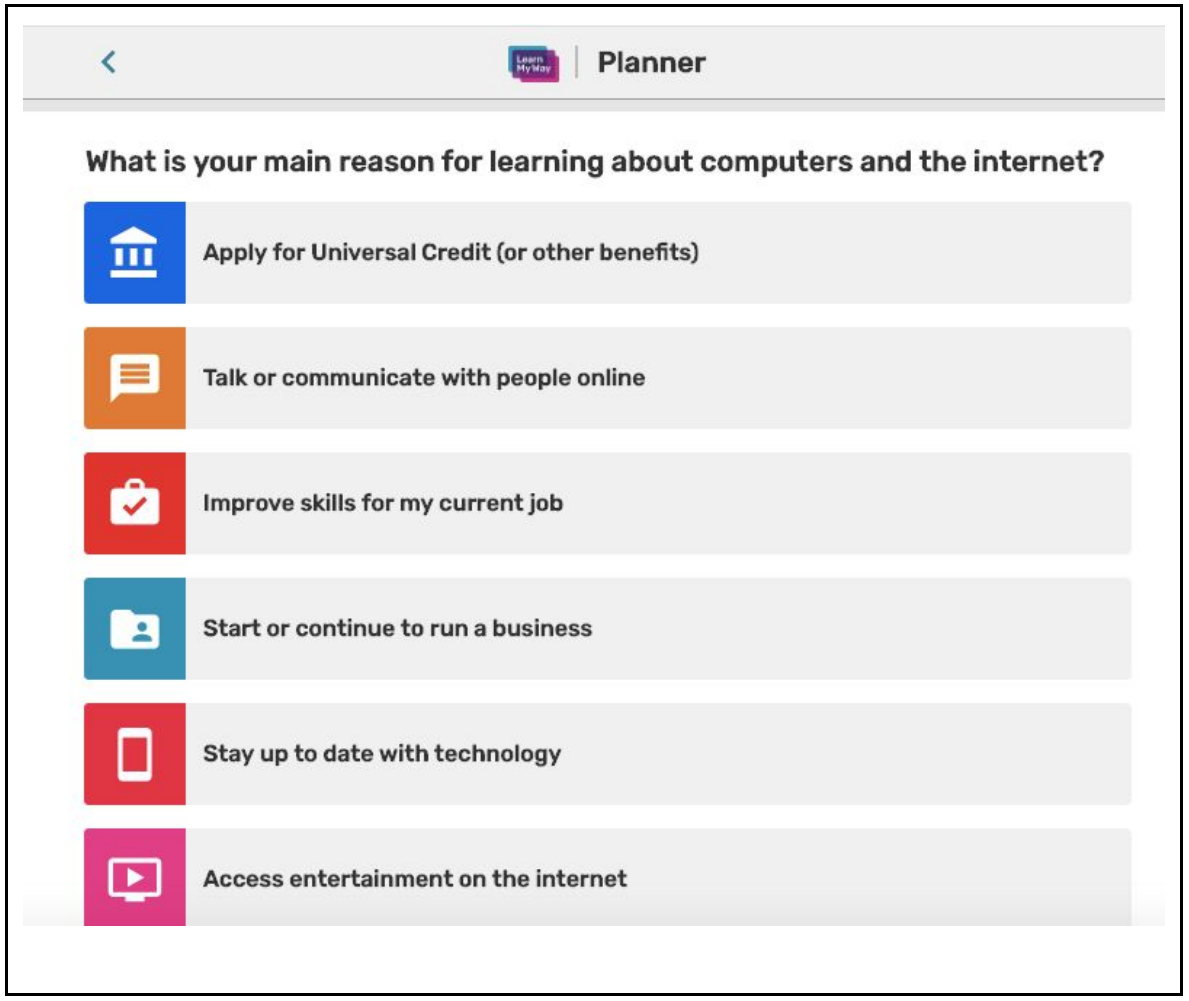
Step Two

After registration or logging in, the user will be returned to The Planner home page, where their name and a welcome message will now appear.



Step Three

The Learner will now see a list of eight options. They should pick the one that best represents their main learning aim or goal. They may need to scroll down to see the bottom of the list on some devices.



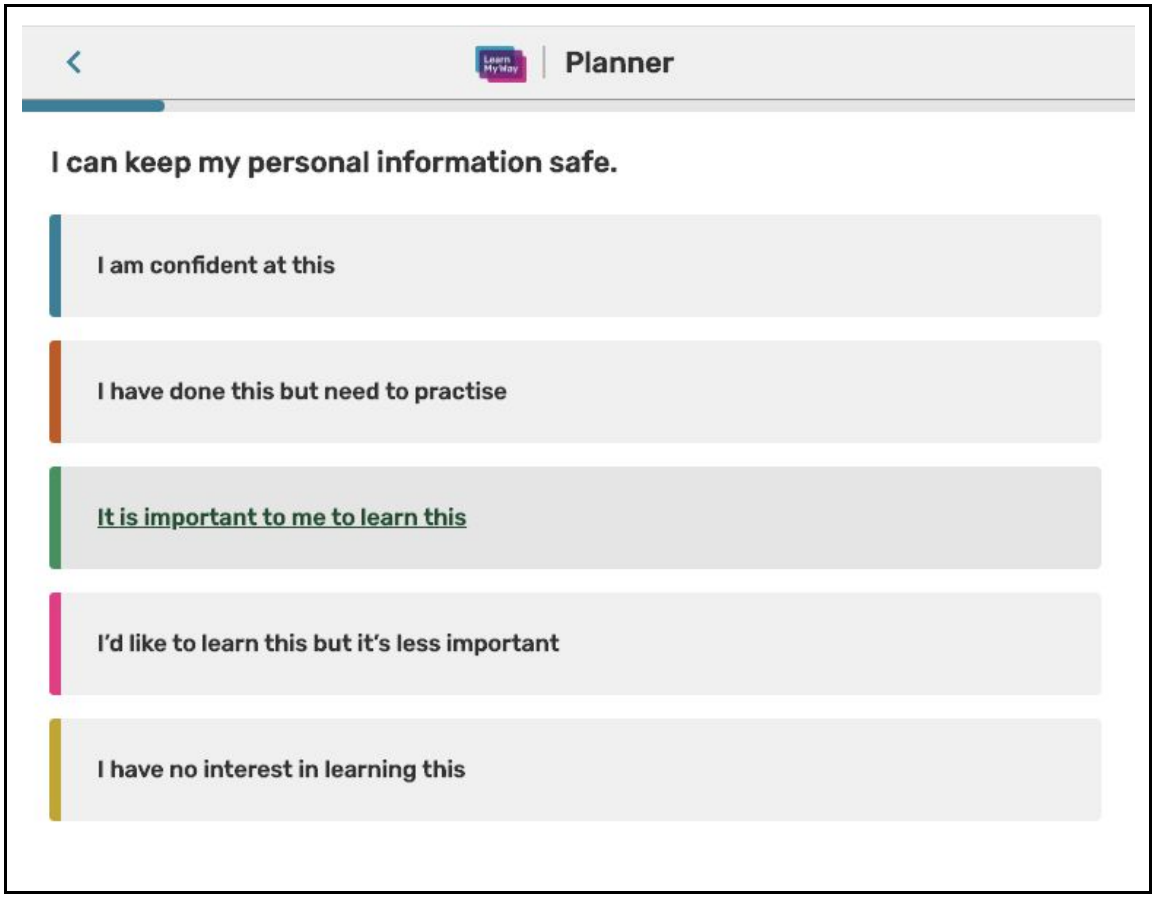
Step Four

The learner will then be presented with twelve statements, one at a time. For each statement, they should choose one of five options that best represents their skills or interest in that topic.

The five statements remain the same throughout the planner and are always presented in the same order.

The learner will see a progress bar at the top as they work through these statements.

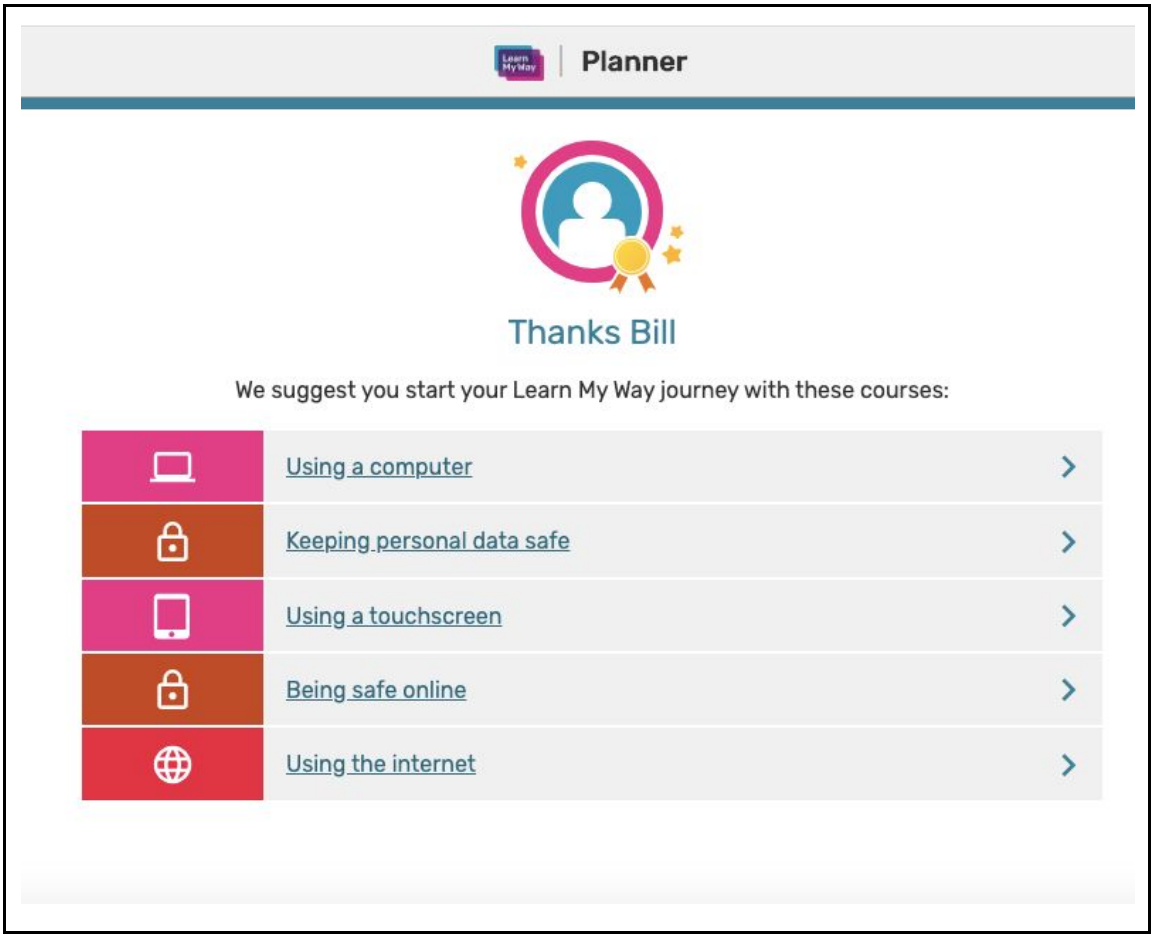
They can use the back arrow at the top left of the screen to go back and change answers. **Note -** They will not be able to go back once they have answered the 12th statement as their answers will then become locked.

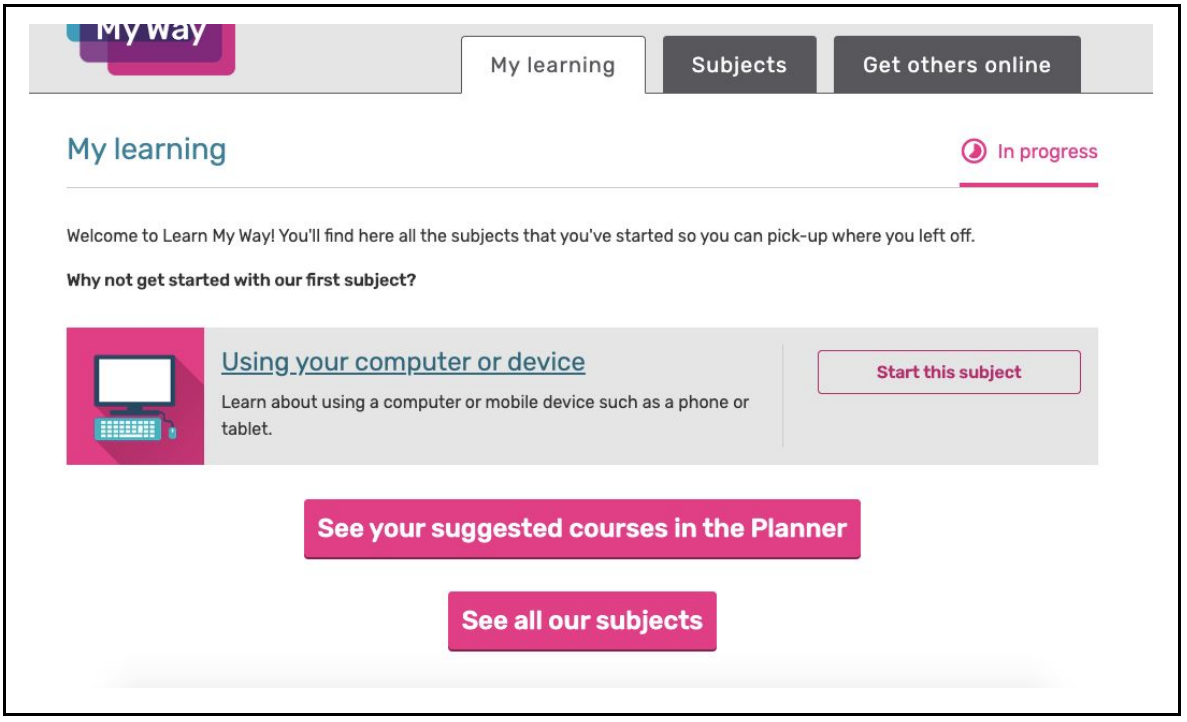
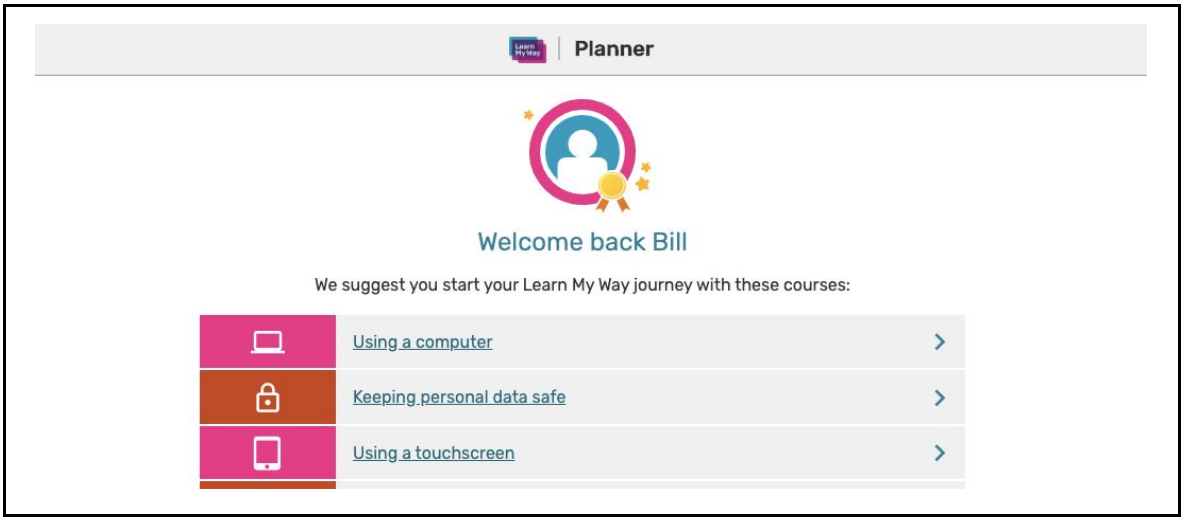


Step Five

When the learner has responded to all the statements, their suggested courses screen will appear. This is their personalised list of recommendations.

They can click on a course to start it on Learn My Way. The course will open in a new window.



Step Six

When returning to Learn My Way, the learner will now see a “See Your Suggested Courses in the Planner” button under their “My Learning” tab. This takes them back to their suggested course list. This will continue to work no matter how many times they log in and out of Learn My Way. Clicking this button will show a message welcoming them back to the planner.