

## The Planner Tool - A Guide for Tutors

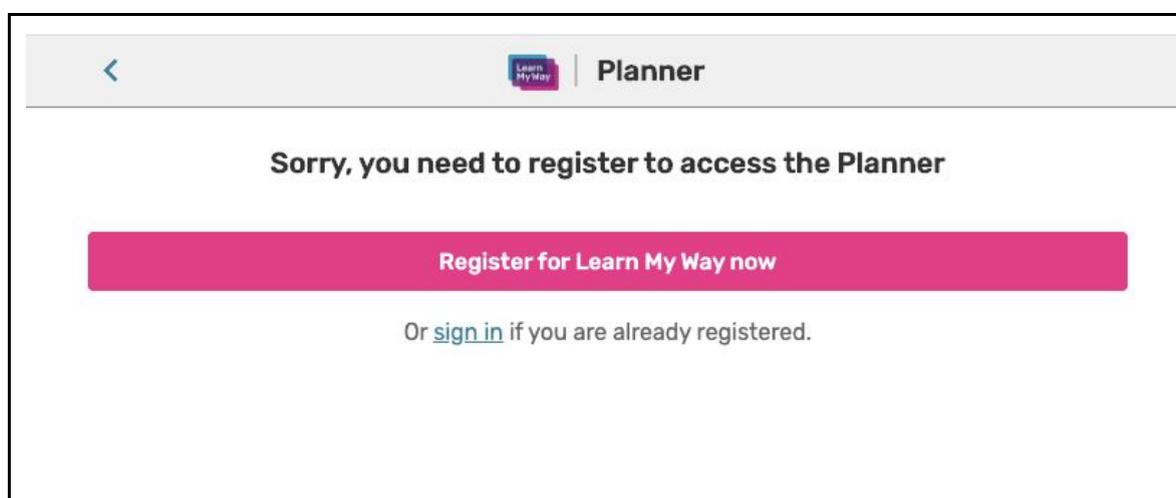
You can find The Planner on the Learn My Way website  
<https://www.learnmyway.com/planner/>

### 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.

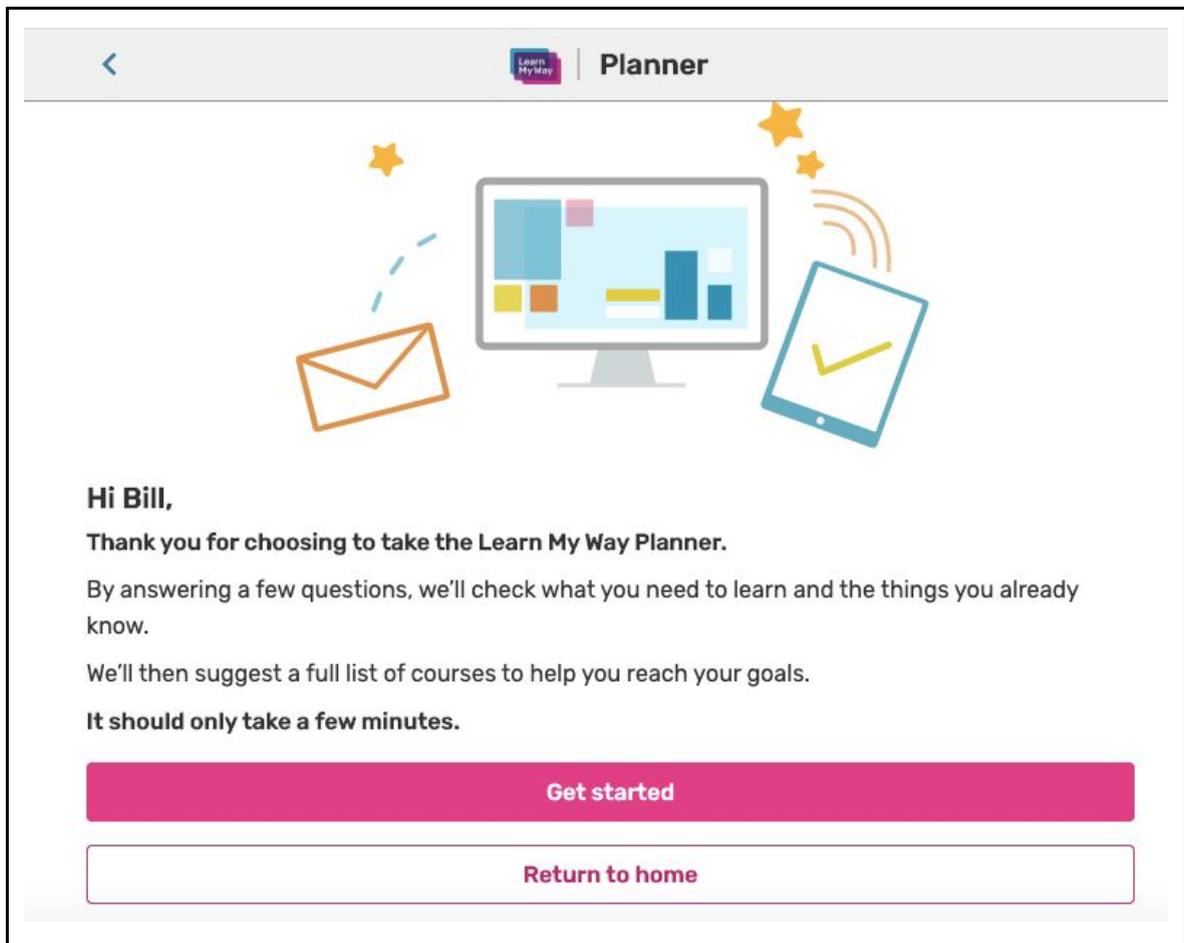
### Step One

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.



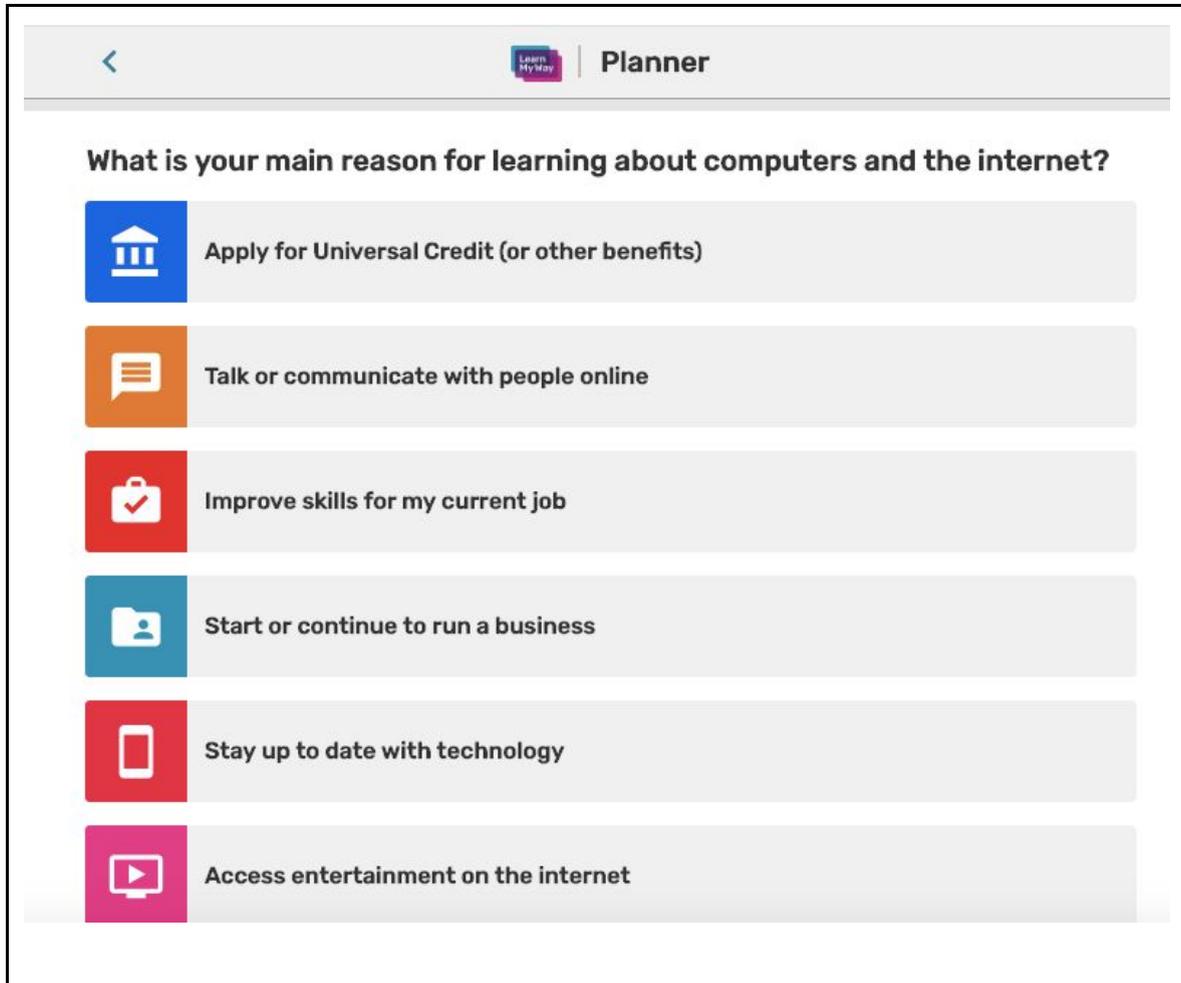
## Step Two

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.



The screenshot shows a mobile application interface titled "Planner". At the top, there is a back arrow on the left and the "Learn My Way" logo and the word "Planner" on the right. Below the header, the question "What is your main reason for learning about computers and the internet?" is displayed. A list of six options follows, each with a colored square icon on the left and a grey rectangular button on the right:

-  Apply for Universal Credit (or other benefits)
-  Talk or communicate with people online
-  Improve skills for my current job
-  Start or continue to run a business
-  Stay up to date with technology
-  Access entertainment on the internet

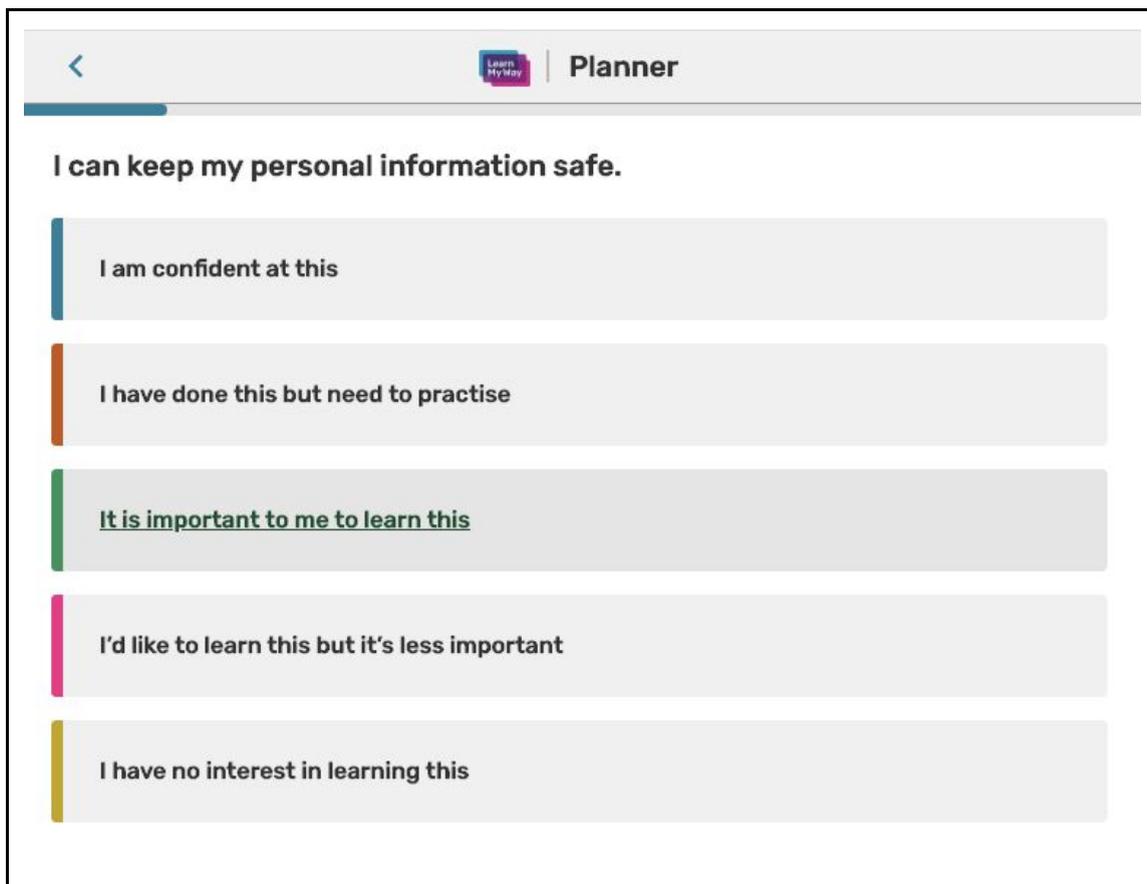
## Step Four

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.



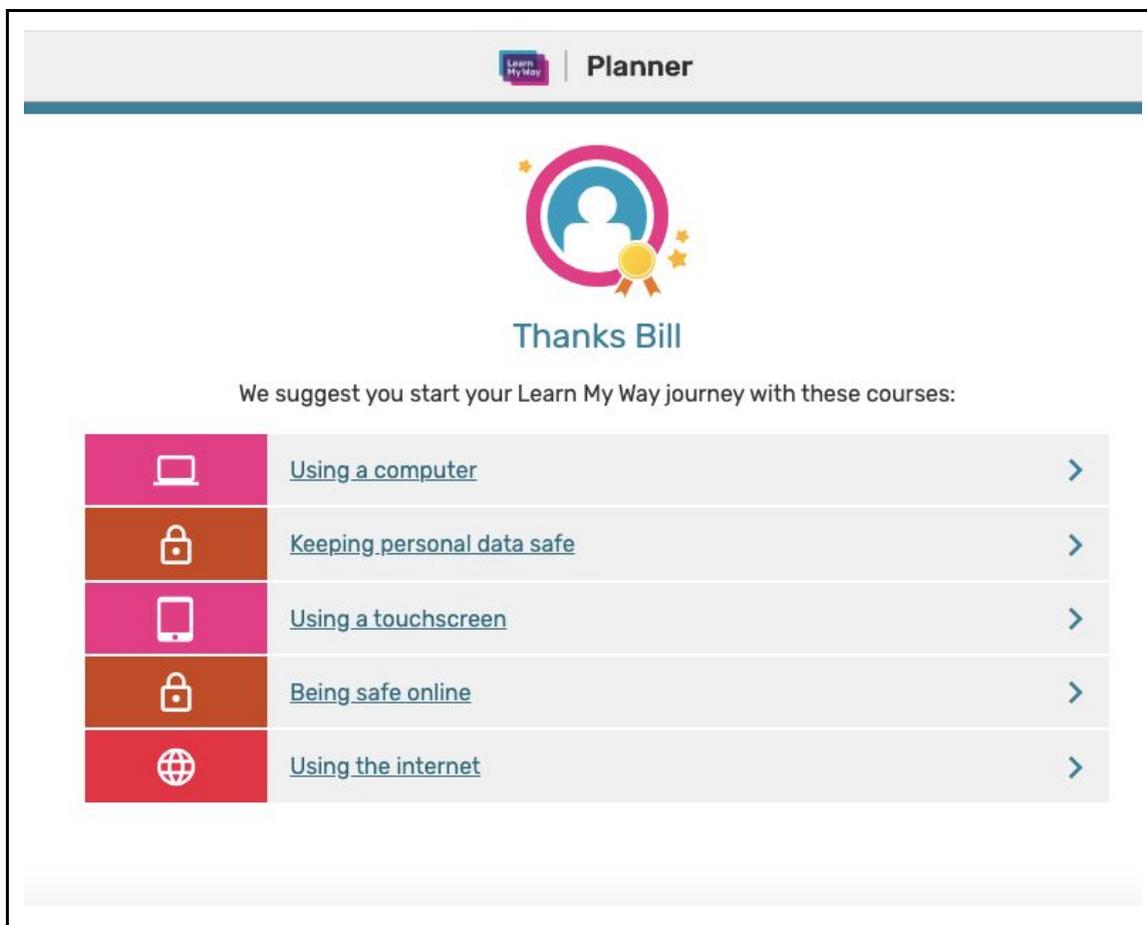
The screenshot shows a mobile application interface titled "Planner". At the top left is a back arrow, and at the top right is the "Learn My Way" logo. Below the title bar is a progress bar. The main content area displays the statement: "I can keep my personal information safe." Below this statement are five horizontal bars, each with a colored vertical bar on the left and a text option:

- Blue bar: I am confident at this
- Orange bar: I have done this but need to practise
- Green bar: It is important to me to learn this
- Pink bar: I'd like to learn this but it's less important
- Yellow bar: I have no interest in learning this

## 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.

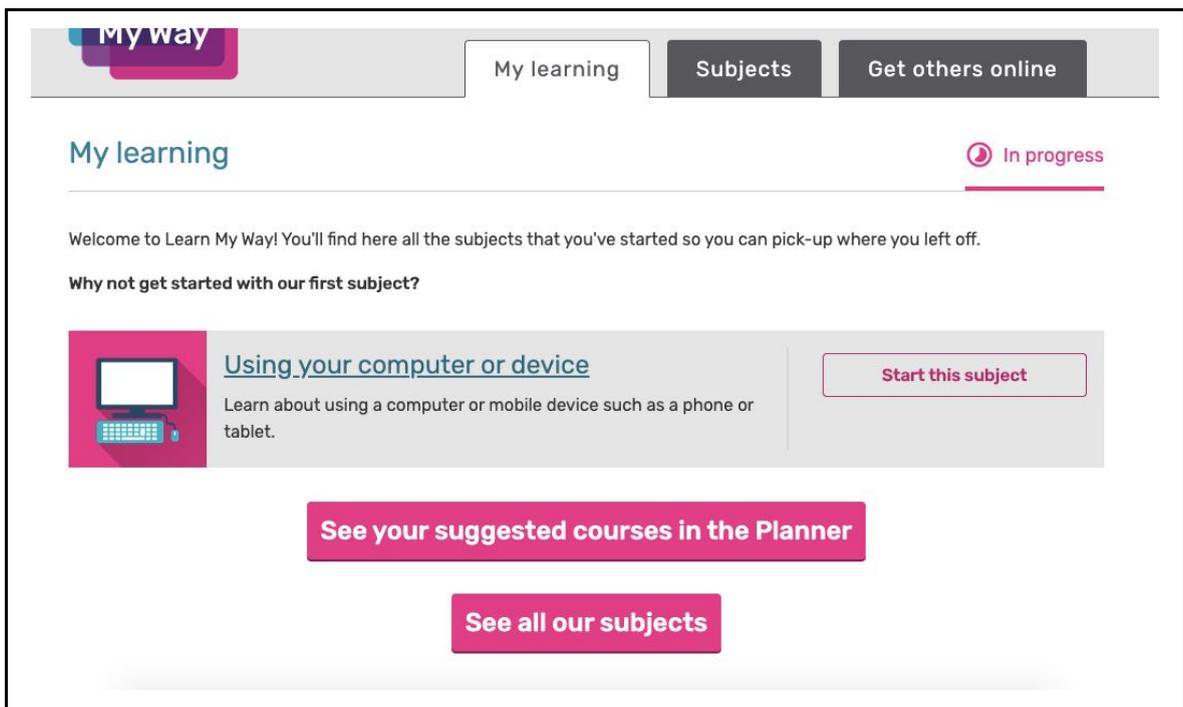


The screenshot shows the 'Planner' section of the Learn My Way interface. At the top, there is a header with the 'Learn My Way' logo and the word 'Planner'. Below the header, there is a large circular icon containing a person silhouette, surrounded by stars and a ribbon, with the text 'Thanks Bill' underneath. Below this, a message reads: 'We suggest you start your Learn My Way journey with these courses:'. A list of five suggested courses is displayed, each with a colored icon on the left, a text link in the middle, and a right-pointing arrow on the right.

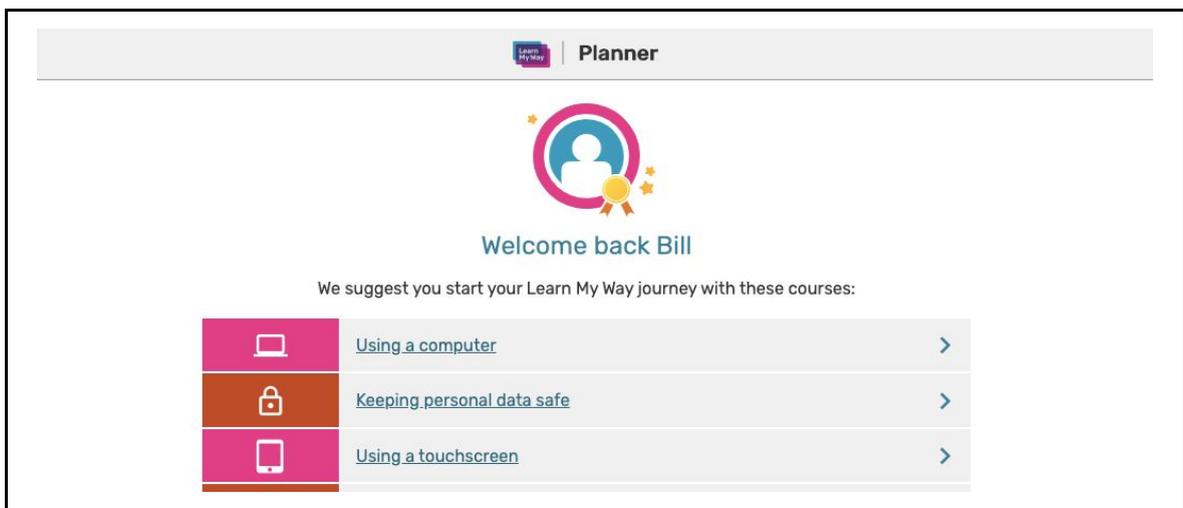
Icon	Course Title	Action
	<a href="#">Using a computer</a>	>
	<a href="#">Keeping personal data safe</a>	>
	<a href="#">Using a touchscreen</a>	>
	<a href="#">Being safe online</a>	>
	<a href="#">Using the internet</a>	>

## 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.



The screenshot shows the 'My learning' page. At the top, there is a navigation bar with 'My way' on the left and three tabs: 'My learning' (selected), 'Subjects', and 'Get others online'. Below the navigation bar, the page title 'My learning' is displayed on the left, and 'In progress' with a circular arrow icon is on the right. A welcome message reads: 'Welcome to Learn My Way! You'll find here all the subjects that you've started so you can pick-up where you left off.' Below this, a question asks 'Why not get started with our first subject?'. A featured subject card is shown with an icon of a computer and the title 'Using your computer or device'. The description says 'Learn about using a computer or mobile device such as a phone or tablet.' and there is a 'Start this subject' button. At the bottom of the page, there are two large pink buttons: 'See your suggested courses in the Planner' and 'See all our subjects'.



The screenshot shows the 'Planner' page. At the top, there is a navigation bar with 'Learn My Way' on the left and 'Planner' on the right. Below the navigation bar, there is a circular icon with a person silhouette and a gold medal. Below the icon, the text reads 'Welcome back Bill'. Underneath, a message says 'We suggest you start your Learn My Way journey with these courses:'. Below this message, there is a list of three suggested courses, each with an icon and a right-pointing arrow:

-  [Using a computer](#) >
-  [Keeping personal data safe](#) >
-  [Using a touchscreen](#) >

