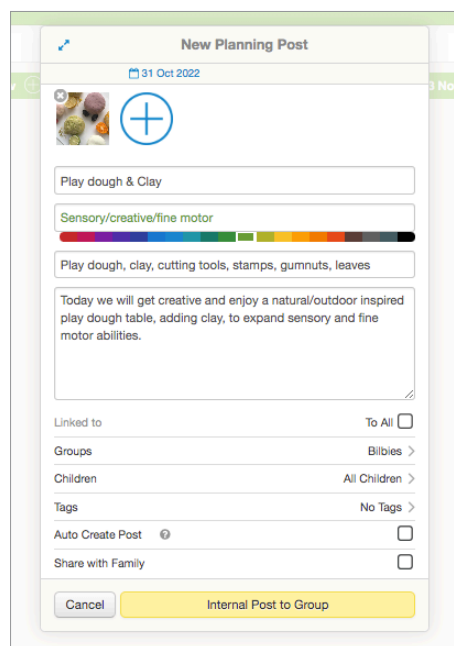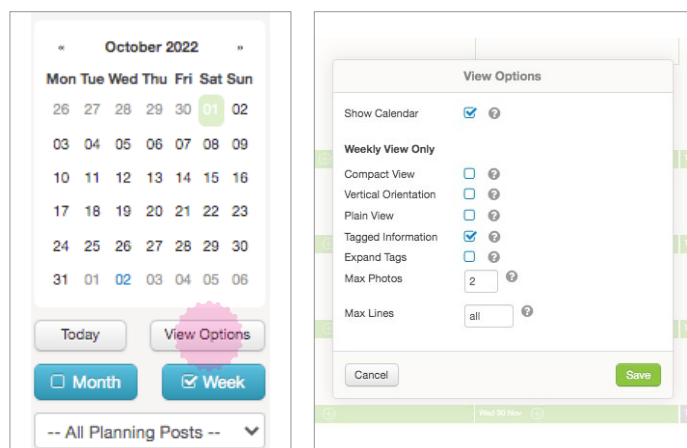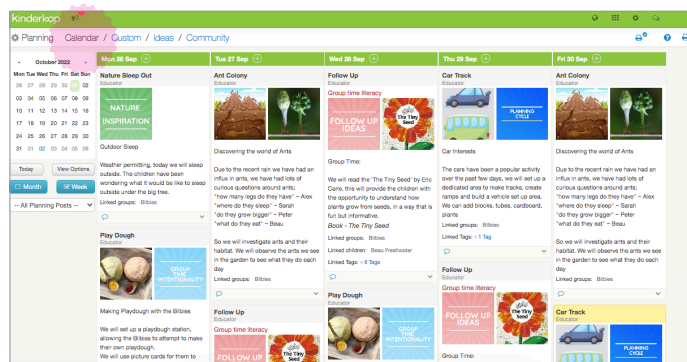# Weekly planning/programming

This info sheet gives you the basic requirements for educators.
Important note: Set up on the web login via kinderloop.com

We understand that educators plan and program for their curriculum in a variety of ways. That's why we have kept Kinderloop's planning area versatile. However, sometimes it can be helpful to see how that might look in action.

Weekly Planning getting started

Firstly, access your planning area by clicking on the planning icon from your feed.

1. Viewing the Calendar planning area

Here you can view your calendar plan in a weekly or monthly view.

2. View options

Here you can select to view the calendar in a weekly or monthly format. You can view all planning items or select a specific group to view. Select the options button to change what you see in the calendar.

3. Creating a weekly/monthly plan

Step 1

From the weekly/monthly planning view, select the 'plus' button for the day you would like to create a planning post for

Step 2

Here is where you can add the details of your experience/activity.

- Add a photo, resource, document or video

- Select a title

- Add what type of activity it will be

- Write about the activity. Here you might like to add information about what you will be doing, why you are doing it and how it supports the learning of the children in your group

- Decide who the planning post is for (all children, a group or individual children)

- Select the tags relevant to your activity and learning

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Weekly planning/programming

3. Creating a weekly/monthly plan cont.

Step 2 cont.

- Select 'auto create post' to automatically create a copy of the planning post, which will appear on your main feed the morning of the planning post date

- Select share with family where they can view and comment on the post, or keep this box unchecked if you would like to keep it private

- Then select 'send to group' (or internal post to group if you are not ready to share with family yet)

Step 3

Now your planning item will be in your weekly calendar view. Here you will be able to select further options if you wish.
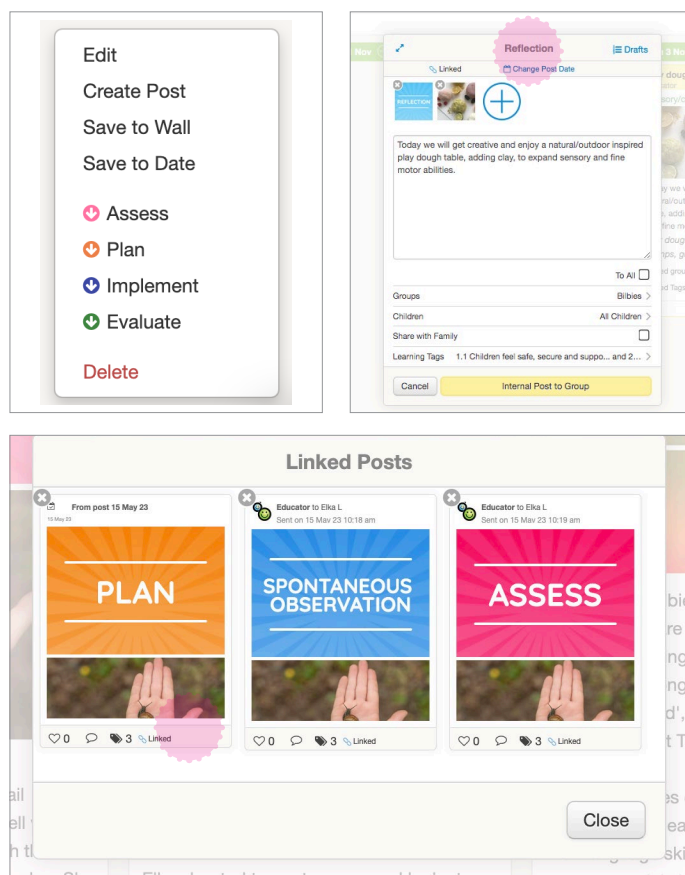
Edit - allows you to edit/change your planning post (even if it has been sent to parent's you can still change it)

Create Post - creates a post for your main feed from your planning post

Save to Wall - allows you to create a post and sends it to your selected 'idea wall' or 'community wall' areas

Save to Date - this option allows you to copy or move your planning post to a different date or multiple dates

Weekly planning/programming

4. Smart linking

Smart linking in Kinderloop, allows you to select one of the below options to create a visual link from your selected post
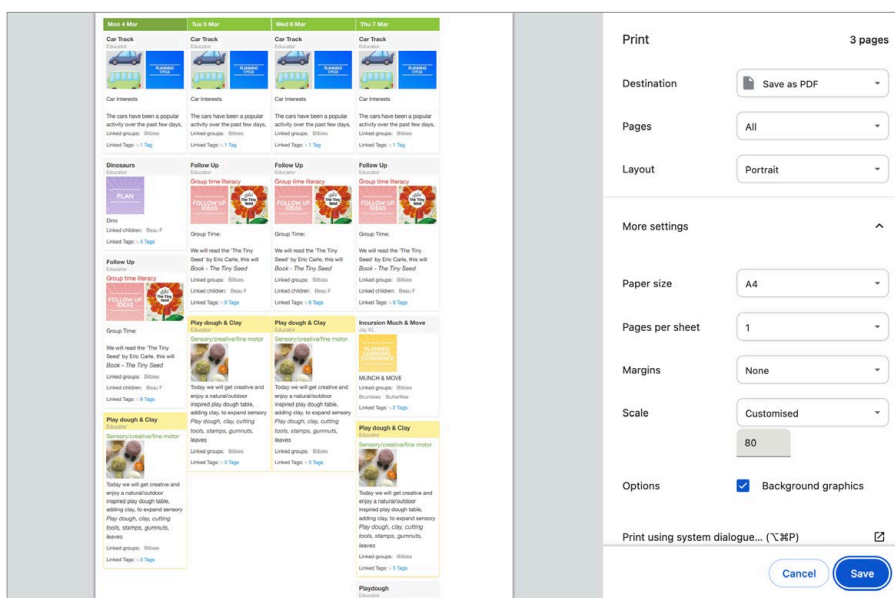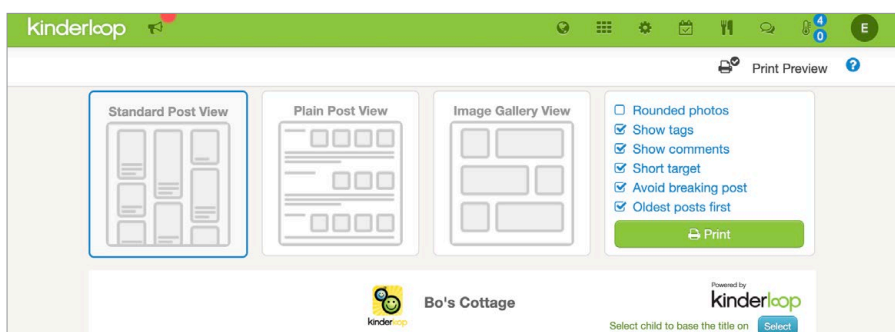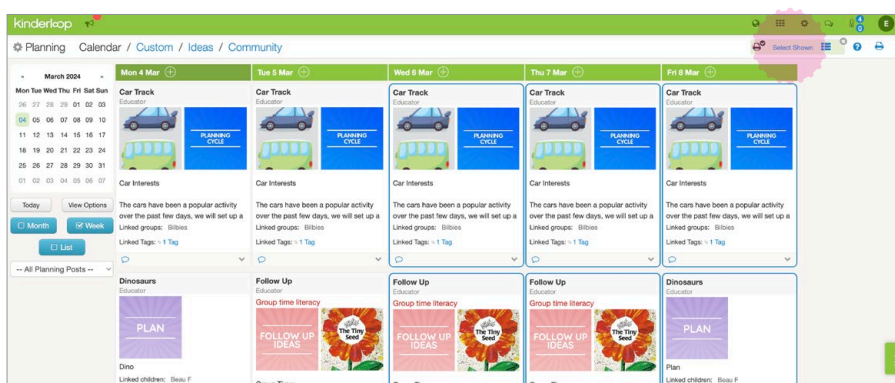
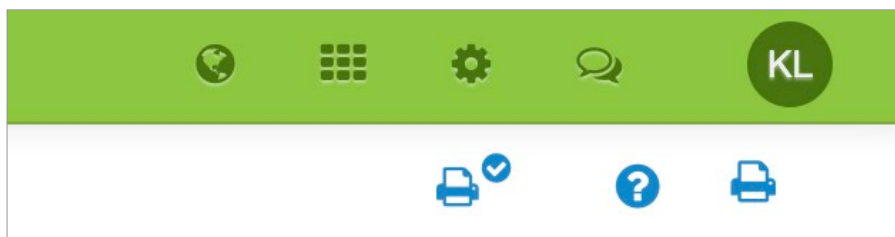From your planning post you can:

Assess - this creates a new assessment post from your original post

Plan - this creates a new planning post from your post

Implement - create a post (to your main feed) to document what happened in your planned activity

Evaluate - create a post (to your main feed) to reflect on your planning post

Weekly planning/programming

5. Printing your plan

View your calendar planner area and select from either the
'print template' or 'standard print' options.

Standard Print: prints your whole page.

Click on the print mode (template) option and select the posts you'd like to print (by clicking on them so the edge turns blue).

Once you have chosen your posts to print, select the template icon

Then click on the template style you'd like to print, then when ready, click the green print button.

Your printer's settings will appear, here you can select the **page orientation**, **paper size** and **scale** to ensure your calendar planner fits on the page you'd like to print, you can also choose to print to pdf in this view.

Note: this bit can take some playing with to get your desired output size.

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