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HOW DO STUDENTS LOGIN?

1. Go to
burnett.myweeklyplanner.net

2. What is my User ID?

- Students will use their first initial and last name to login.
 - Ex. Serena Williams = swilliams

Scan to access
the online sign-
up for PLT



3. What is my password?

Default Password: lower case first name initial, lower case last name initial, student number.

Ex. Sw123456

- Students will be prompted to change their password upon first login.

2

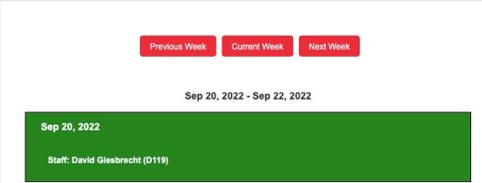
How to Sign-Up for a Session



Previous Week Current Week Next Week

Sep 20, 2022 - Sep 22, 2022

- Use the buttons at the top of the screen to toggle to the first week of BLT.
- All of your unselected sessions have a yellow background.
- All of your selected sessions have a green background.
- The student in the image has signed up for BLT on September 20 with Mr. Giesbrecht to work on English.



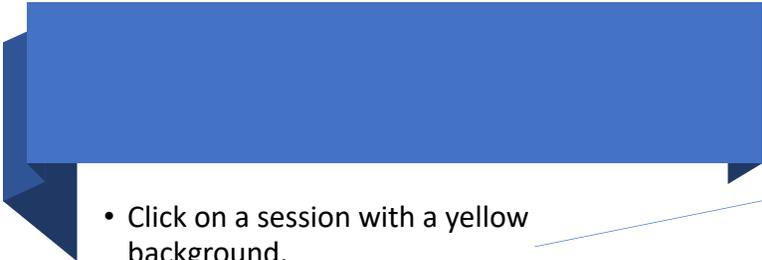
Previous Week Current Week Next Week

Sep 20, 2022 - Sep 22, 2022

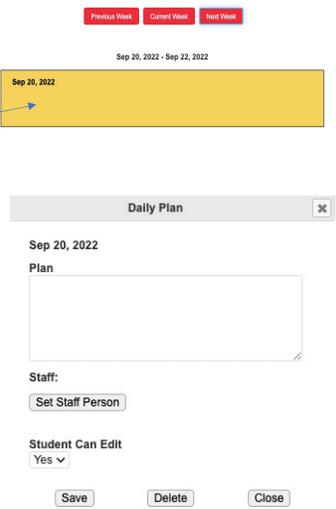
Sep 20, 2022

Staff: David Giesbrecht (D119)

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- Click on a session with a yellow background.
- A pop-up window will appear asking you for a plan. You **MUST** enter a plan
 - I.e. Work on Social Studies, ask math teacher for help, work independently in this space on my Science project, etc.
- Pay attention to the date and the location



Previous Week Current Week Next Week

Sep 20, 2022 - Sep 22, 2022

Sep 20, 2022

Daily Plan

Sep 20, 2022

Plan

Staff:

Set Staff Person

Student Can Edit

Yes

Save Delete Close

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Selecting a Learning Space

- After writing a plan, click Set Staff Person
- All available staff members will appear in this list.
- Click on the blue 'i' to see additional details for this space
 - There may be specific information like 'lab support' or 'fitness room access'.
- Click on the green check mark to add yourself to that session. Note that the number of available spots will adjust as students sign up.
- If the learning space you want to attend is full, you will need to find another learning space.

✓ Margaret Galan -- A110A	20	i
✓ David Giebrecht -- D445	29	i
✓ Sunny Gill -- A213	29	i
Sunny Gill Location: A213 Maximum Number of People: 29		
✓ Rebecca Gromov -- D206	29	i
✓ Sara Haave -- D205	29	i
✓ Trevor Hansen -- GYM	60	i
✓ Blue Morrison -- D206	29	i

--- Displaying 49 Entries ---

Staff	Available	
✓ Wes Bevan -- B102	25	i
✓ Jennifer Brodsky -- D202	28	i
✓ Sheila Carter -- Counselling Suite	5	i
✓ Cristina Carvalheiro -- B109	29	i
✓ William Cheng -- D203	29	i
✓ Jared Davis -- A113	28	i

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How far in advance can I sign-up?

- Students can sign up for BLT for the current week and the following week only.
- You may now sign up for a teacher on September 20/22.

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How do I reset my password?

- Ask any of your teachers to reset your password.
- This password does not connect to any other credentials. Resetting this password will only reset the password for your BLT.



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My Teacher can't find me in the system to reset my password

Please send an email to burnett@sd38.bc.ca with your name, grade, and student number.



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