**MDT or Planera**

This guidance is for Module Leaders (ML)  
  
Log in at: [https://solentplanera-ssu.msappproxy.net/Login#](https://solentplanera-ssu.msappproxy.net/Login)

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You can check how busy you have been in the current year (and your colleagues too … Lol… )   
but select next year

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OK you are in – click on your name on the top bar and you’ll be presented with a copy over from last year which needs to be amended – this will reflect what is running this year, hopefully ;) and what’s not running we may need to adjust this, so we will keep you posted

Table

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OK I will click on COM302 to give an example of updating the information for the next academic year:

This is what you will see:

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To complete MDT it’s important that you know the layout and dates of the next academic year this   
will let you know the timetable weeks and how they correspond to semester weeks:

<https://staff.solent.ac.uk/academic-toolkit/term-times>

[2022/23 academic year](https://students.solent.ac.uk/official-documents/policy-governance-and-information/academic-calendar-2022-23.pdf)

[2023/24 academic year](https://students.solent.ac.uk/official-documents/policy-governance-and-information/academic-calendar-2023-24.pdf)

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You will need to select the type of event with the guidance that is offered from the Transformation Academy:

1. Directed Learning
2. Collaborative Learning
3. ~~Guided Learning~~ NO LONGER USED

<https://learn.solent.ac.uk/course/view.php?id=37138>

Also update the requested location either EPT or campus or Online (Live) for delivering your sessions online [**synchronous**](https://edtechbooks.org/hyflex/teaching_hyflex) or Online (On demand) for [**asynchronous**](https://edtechbooks.org/hyflex/teaching_hyflex)for a [“Flipped” classroom](https://www.schoology.com/blog/flipped-classroom) approach bear in mind you will need highly intrinsically motivated students for this approach.

Now set the delivery week and add tutor/s  
  
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Use the academic calendar to update CMIS dates

You can also add notes to give further information for the timetable team:  
  
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You will then save:

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Planera has version control

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Modules need to be checked by Course Leaders to make sure they are aligned to the needs of our course delivery so do not meet for sign off at this point.