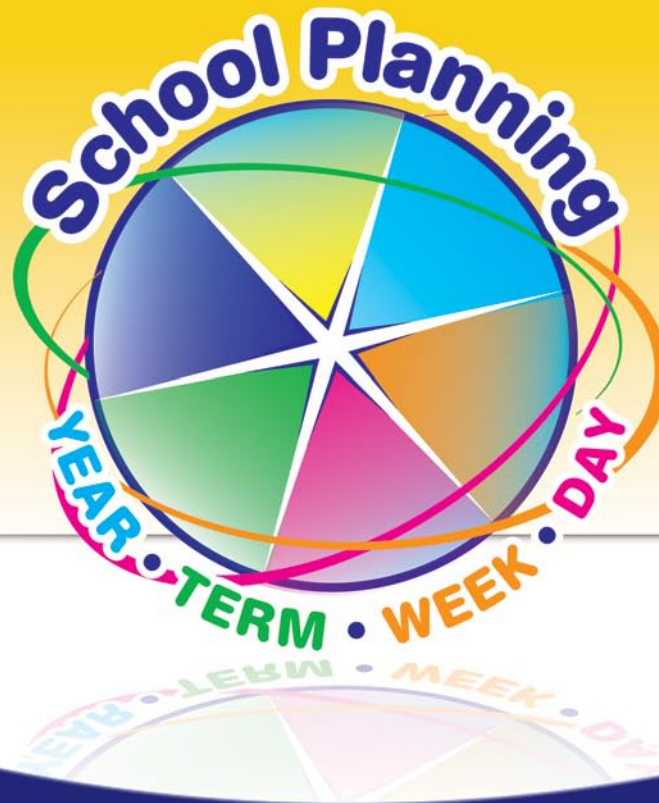


The Creative Learning Journey™

.....every child matters



User Guide

Click on the “School Planning” logo to begin.....



Planner Templates - First time use:



- Click on **Planner Templates** to create your template planner for your school or year group (you can create as many templates as you wish).
- Choose your **template planner type**: **short term - activities - discrete unit**
- Give your template a **Title**.
- Click on **Create New Template icon**.
Note: You can create a template for each – short term - activities - discrete unit

A list will appear under the box for each template you have created.

You can create as many templates as you wish.

Editing your Planner Template:

If you click **edit**, the planner will open - you can edit any of the **titles** or **change the wording**.
If you click on **extra column** at the top then press **SAVE**, it will add an extra column to your planner.
Note: You can only add one extra column.

You can **edit** or **remove** a template at any time by clicking on **edit** or **remove**.


Click on **SAVE** then click **Back to Template List**.

Note: If you click 'Reset Template' it will take it back to the default template and any changes will be lost.

DO NOT change, stretch or delete the grids as this is set.

step two

Once you have created a template you can use it in your planning.

- Click on **School Planner** 
- Choose the **year group** from the drop down menu.
- Type in a **Title** for your year overview planning, e.g. *Year 4 2012/13*
- Click on **Create New Planning**.
- **Scroll down** until you see your **year group planner** with the **title** you have chosen.
- Click on the half term you require to plan, e.g. *Autumn Term 1* (click on the title at the top “**Autumn Term 1, Autumn Term 2**” etc).
- The wheels for the year group you have chosen will appear – **select the wheels that you require by clicking the box next to the wheel title**.
- Click on the green button **SAVE**, then click on the grey button **CLOSE**.

The wheels will now appear in the box under the half term you have chosen e.g. *Autumn 1*.

Note: If you click on the wheels they will open as a PDF and you can review them.

step three

If you now click on any of the boxes below - under weeks marked 1 to 9 you are ready to do your weekly plans.

- Click on **Week 1** or any week (you can choose to plan in any order).
Note: Choose Short Term Activity Planner - Discrete Unit Planner – TOP RIGHT

A new screen will appear with the default CLJ template at the top.

- 1** Select the **template drop down box** and **choose your template**.
A new screen will appear with your template.

- 2** Choose the font size you require.

Note: All the skills from your wheel will drop down at the top to enable you to see the skills for your planning. You can scroll the skills using the scroll bar on the right hand side. If you wish you can copy and paste skills into your weekly plans, tick into the box next to the skill you want to do that week.

You are now ready to start typing in your planner.

- Type or copy & paste into the boxes to complete your planner.
Note: the boxes will grow to fit your text
- You can **SAVE** at any stage and come back to it, you do not have to complete it all in one go.
- You can use your template for any of the weeks.

step three continued...

step three continued

- If you **tick** in the box located next to the **skills** at the top of your planner, when you click **SAVE**, and then click **GET PLANNER PDF**, a list of the skills you have ticked will appear at the bottom of your planner in the PDF. **You can print this out.**
- Click on **Save A4** then **Get Planner PDF** to see your planner and the skills you have chosen to use from your wheel. You can **print - email -** or **SAVE** this PDF at anytime.

You can **edit** your planner at any time, just click on any of the week boxes to edit that week.

REMEMBER TO SAVE

The **Activity Planner** and **Discrete Unit Planner** operate in the same way.

You can cut & paste into your weekly planners from your **Wheel, Word Documents** or **any programme**.

You can **email, print out** and **SAVE to documents** or **desktop** from the PDF.

ATTACH DOCUMENTS TO YOUR WEEKLY PLANS

- If you scroll to the bottom of your weekly plans - you will see planner attachment files.
- Click on browse - select the file or files you wish to attach.
- Click on upload.
- You will see the names of the files you have attached on the left under Planner attachment files.
- To open any of the files you have attached - click on them.
- These files will be always attached to your weekly plan.

step four

To go to the “**Pupil Assessment Manager**” from “**Online Planning**”

If you **have not** set up a Pupil List then please follow ①

If you **have** set up a Pupil List then please go straight to ②

① **You need to enter the details of your pupils – you can do this in two ways:**

- Click **Pupils** (top right of screen) and type in the details of each pupil, one at a time – you **MUST** click **Add Pupil** after each entry.

Note: The Group column must be completed.

You can import pupils from Excel

- Click on the button **IMPORT PUPIL LIST** (Excel icon)
- A new window will open – please follow the instructions in the window (you can cut and paste into the template provided, making sure you complete all columns)
- You can now **upload** to the **pupil list**.
- All the pupils will now appear in the main screen.

You can **edit** any pupil at any time by clicking on **edit** (on the far right of each name).

When you have all the pupils' names in you are ready to start **Assessment**.

step four continued....

step four continued

② In Online Planning on Your Weekly Plans

- First click on the skills you wish to assess (in the box next to the skills at the top of the page if you have not already one this in your weekly plan)
- **THEN PRESS Save!**
- Next, click on 'SKILL ASSESSMENT GO HERE', found at the top of the page in **Red**. The **Pupil Assessment Manager** page will open.
- Choose the **year group** or **class** or **group of pupils** from the drop down box.

The skills you have chosen in your weekly planning will appear in the assessment box to the left of the screen.

The **names of the children** will appear at the **top**.

Click on a box (next to a skill) under a child's name and it will be highlighted with a blue line around it.

To do more than one child at a time see next step.

You can write a comment in the box at the top (**comments**) then press **Save**.

Note: the comment you type in the box will go to the record of the child you have clicked when you press save.

step four continued...

step four continued

You can do a “**Group Comment**”

- Click the **Group Comment** box at the top then click each box under the pupil name you wish to assess, these will be highlighted with a blue line.
- When you have finished choosing the “**skills**” and children you wish to make a “**Group Comment**” (the same comment in each box) go to **Comments** at the top and type in your comment, then click on a colour (**red, amber, green**).

The comment will go in all boxes. The **red, amber, green** (traffic light system) will go into each box.

Editing your Group Comment:

To change any individual pupil’s record un-click the **Group Comment** then click on the box under the pupil’s name and go to the comment box. If you wish to re-type the comment - or click **red, amber, green** at the top if you wish to change the colour.

- You can just click the box – **once** for **red**, **twice** for **amber**, **three times** for **green**, **four times** for **white**.

DO NOT FORGET the number in the top left of the box is the **National Curriculum Level**. This number appears in the Comments box – you should type a space after the number then type your comment.