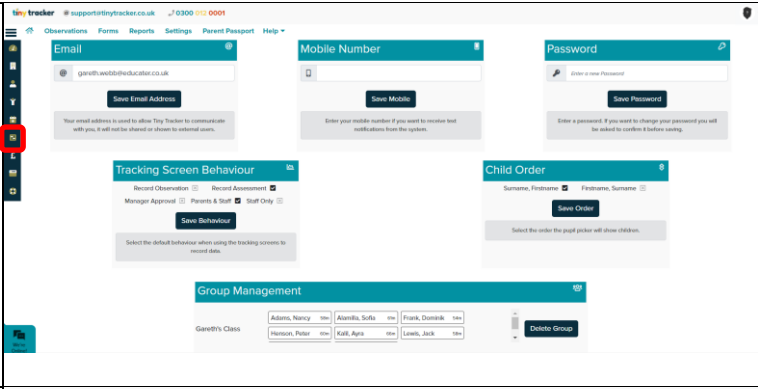
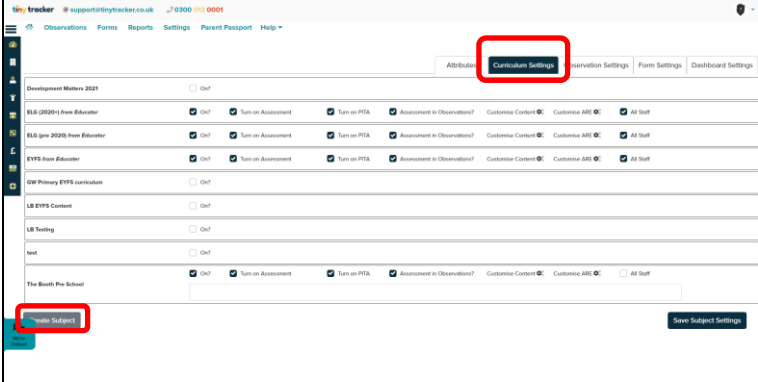


## How to ... Create Your Own Curriculum

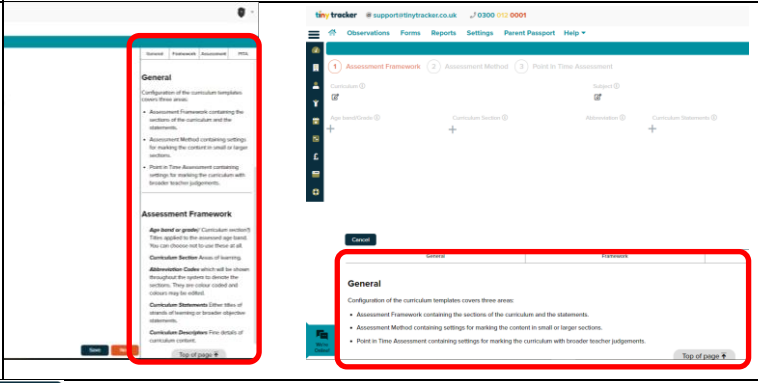
1. From the Settings page, click on **Configuration** from the left-hand tool bar.



2. Click on the **Curriculum Settings** tab at the top of the page.  
  
Click on **Create Subject** in the bottom left-hand corner.



3. Depending on your screen size, you may have a help text on the right-hand side to help explain each of the sections, or it may be at the bottom of the screen.



You can save your work at any time by clicking **Save** and return to it later on.  
You do not have to build your whole curriculum in one go.  
You can delete the whole curriculum template by clicking **Delete**.

### Curriculum templates are broken into 4 layers

- **Age band or grade** - Titles applied to the assessed age band. You can choose not to use these at all.
- **Curriculum Section** - Overarching curriculum areas.
- **Curriculum Statements** - Either titles of strands of learning or broader objective statements. *This is the element that summative achievements will be recorded against.*
- **Curriculum Descriptors** - Fine details of curriculum content. *This is the element that formative assessments can be made against.*

4. Start by giving your whole curriculum a name, for example EYFS or Development Matters:

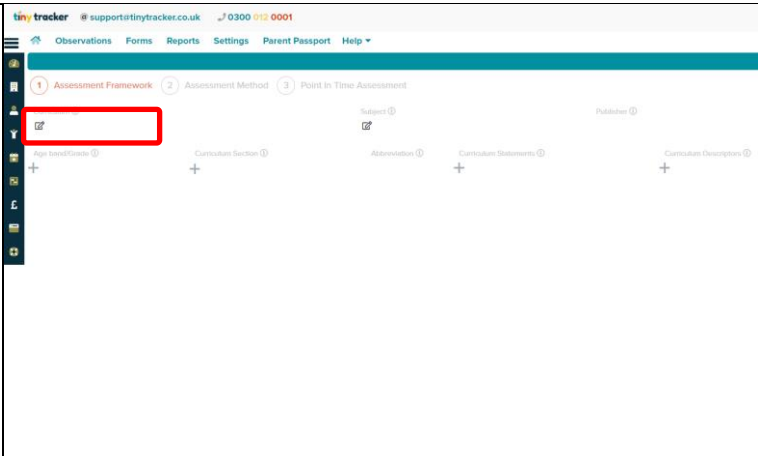
Curriculum ⓘ

✎

Click on ✎ to start

Development Matters ⓘ

Click ⓘ to save, or ✕ to undo.

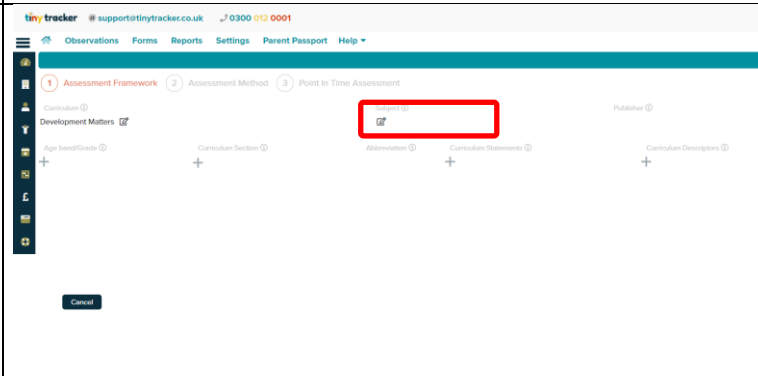


5. Add a subject description to your curriculum, for example Early Years Content:

Subject ⓘ

Early Years Content ⓘ

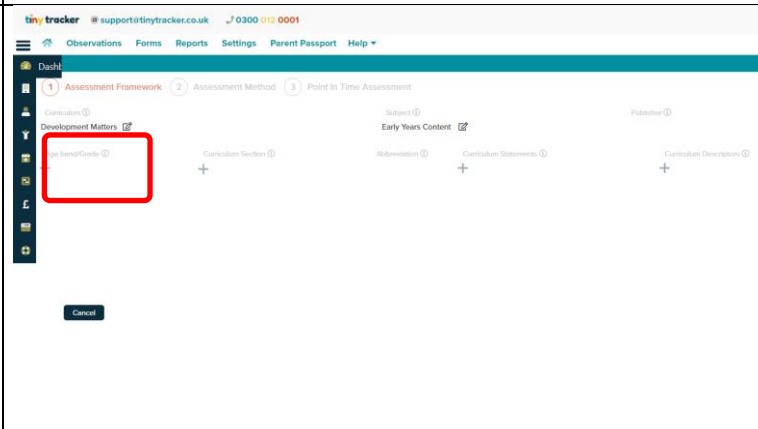
Remember to click ⓘ to save before you move on.



6. Now add the age bands for your curriculum. This could be by pupil age or year group, for example.

Click + to begin.

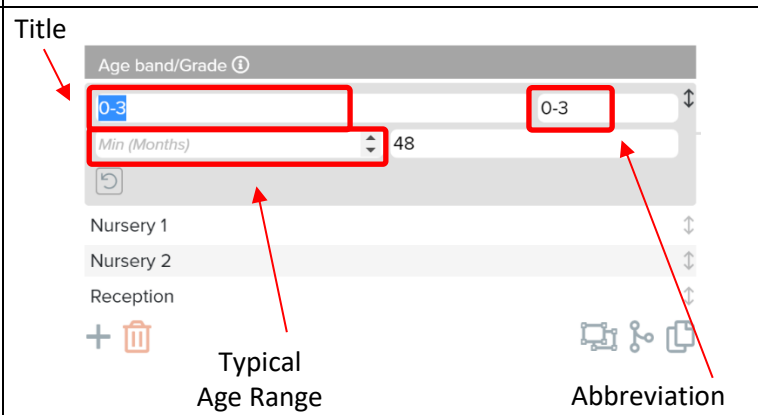
*If your curriculum does not need age bands – for example, for recording ‘Characteristics of Effective Learning’ and will have no Age Related Expectations, you can move on to Step 7.*



7a. Add the basic details for the first age band.

**Title:** the name of the age band.  
**Abbreviation:** how it will appear on certain screens and reports.  
**Age Range:** the typical age in months for a child accessing this age band.

Click ⓘ to save, or ✕ to undo.

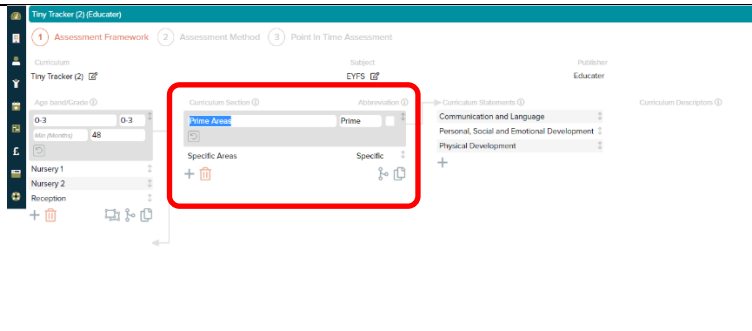


7a

- will remove all age bands
- will merge the current age band with the one above or below it
- will copy the current age band and all of the objectives associated with it. *We suggest using this later, once you have created one age band and the curriculum strands within it to replicate the structure for subsequent ones.*

7b. You can now build the curriculum strands within it – for example, Prime Areas.  
*Depending on your screen size, this may be the next section along, or underneath the age bands.*

Click to begin.



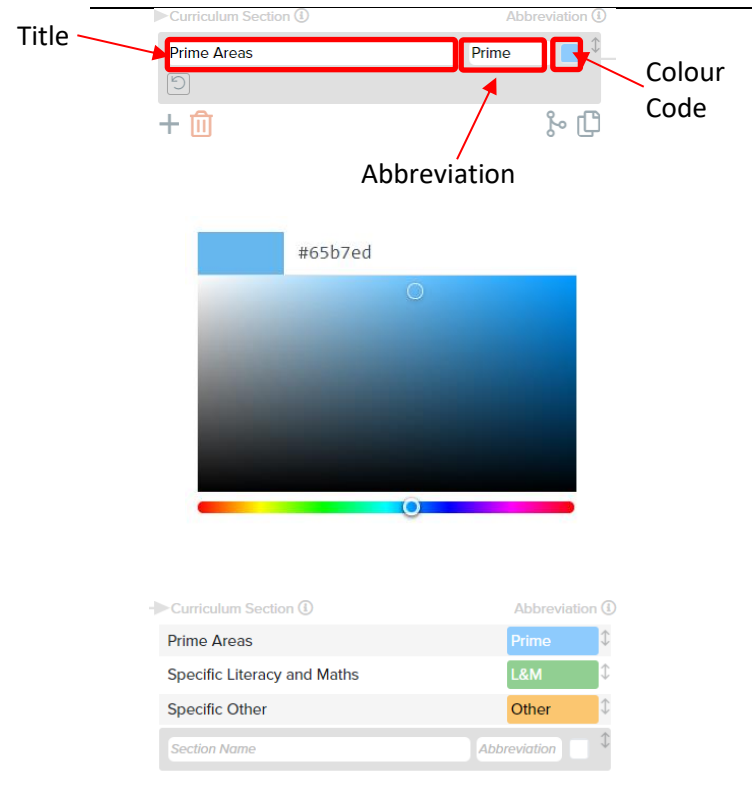
8. Add the basic details for the first curriculum strand.

**Title:** the name of the strand or area.  
**Abbreviation:** how it will appear on certain screens and reports.  
**Colour code:** how it will be coded on the screen – *clicking on the box will open the colour picker screen.*

Click to save, or to undo.

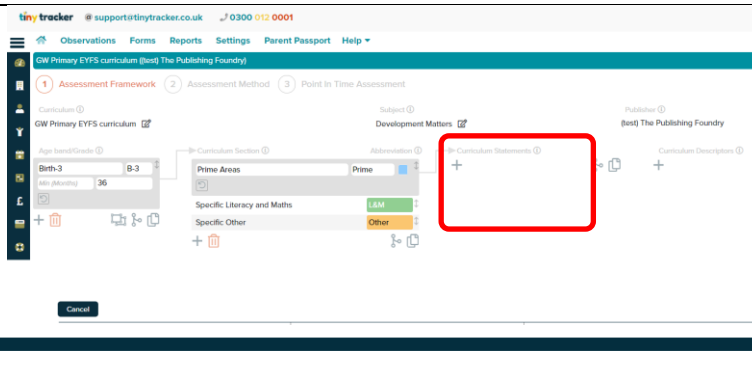
Click to add the next curriculum strand – remember to click before moving onto the next strand.

- will merge the objectives in the current strand with the one above or below it.
- will copy the current strand and all of the curriculum content associated with it.



9. For each area of the curriculum, you can now add the statements or strands within that area.  
 For example, Communication and Language, Physical Development etc. *Depending on your screen size, this may be the next section along, or underneath the age bands.*

Click to begin.



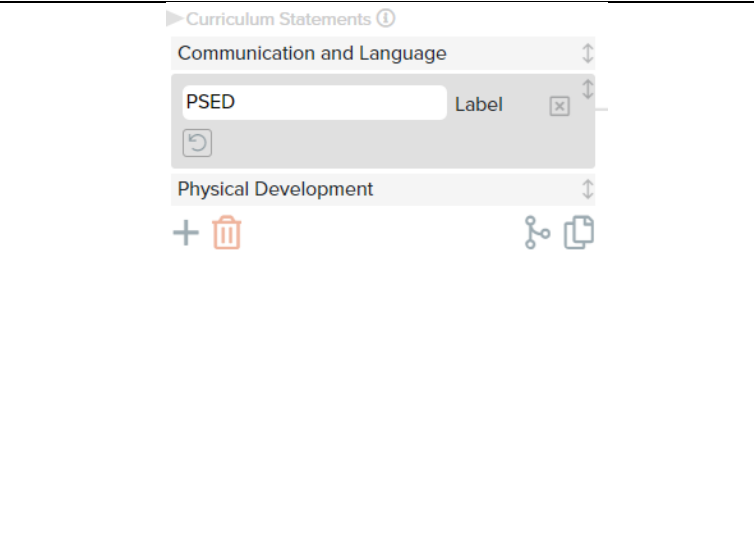
10. Add the title details for the first curriculum statement/strand.

Click to undo.

Click to add the next curriculum strand.

will merge the objectives in the current strand with the one above or below it.

will copy the current strand and all of the objectives associated with it.



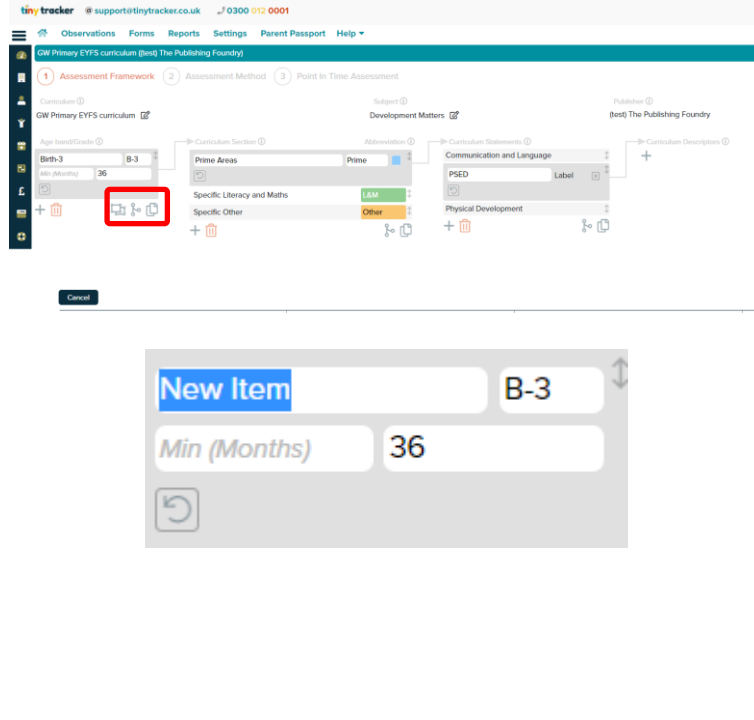
11. *If you are not using age bands, you can now jump to Step 12.*

Now the curriculum structure is complete for your first age band/grade, you may want to copy this before adding in the finer details or objectives. This will replicate age band, curriculum sections and statements/strands created to save you repeating steps 3-11 for each age band.

Click the icon under the first age band and click *Structure Only* as this is a completely new curriculum template.

Finally, update the title and age boundaries as in Step 6.

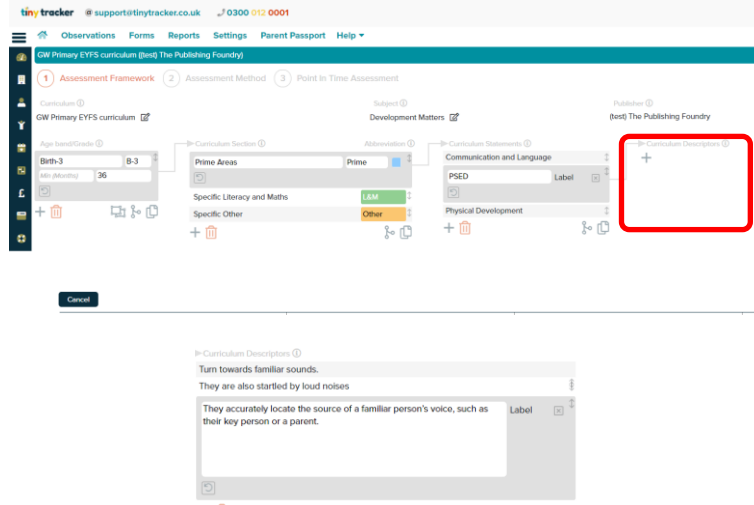
You can repeat this step for each age band you require.



12. For each curriculum statement/strand subject, you can now add the finer details or objectives for that particular age band.

Click to add each new descriptor. You can copy and paste them in individually if that is quicker.

allows you to drag and change the order of a descriptor.



13. When you have finished, click **Save**.

Now your Assessment Framework is complete you are ready to move onto setting the Assessment Method. Click **Next** to continue.

The **Setting Your Assessment Method** helpsheet will guide you through the next stage.

