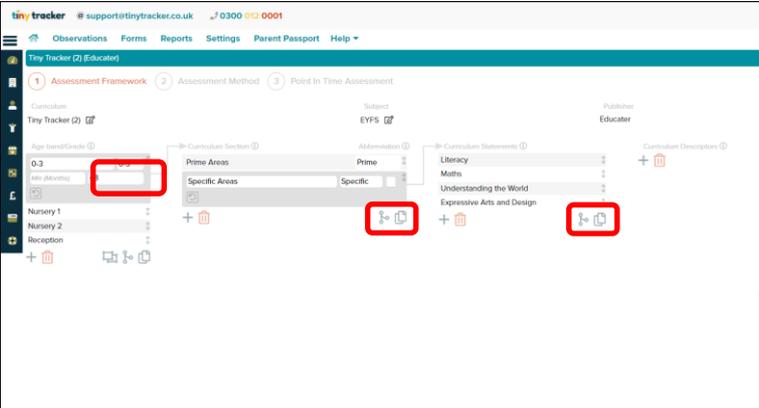


How to ... Understanding Remove, Copy and Merge Functions

1. While building or customising your curriculum, there are three time-saving tools to help you.

- Copy
- Merge
- Remove

These appear at the bottom of the Age Band, Curriculum Section and Curriculum Statements areas of the Assessment Framework window.

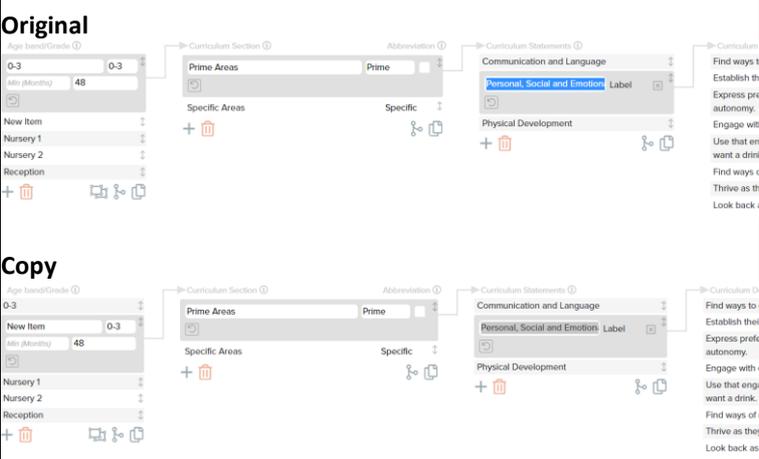


2. **Using Copy**

Clicking copy will allow you to take a complete copy of that element of your curriculum:

- Copying the **Age Band** will copy all the curriculum sections, statements and descriptors saved within the age band.
- Copying a **Curriculum Section**, for example 'Prime Areas,' will copy all of the curriculum statements and descriptors within that section for that age band.
- Copying a **Curriculum Statement**, for example *PSED*, will copy all of the descriptors for that statement, within that curriculum section, for that age band.

Here you can see the original and copied age band have all the same content.



3. When you choose an element to copy, you have two choices:

1. To copy all the content **and** the associated assessments (**With Assessments**) that have been recorded for each area of the curriculum.
2. To copy the **Structure Only** of the curriculum – for example just the curriculum content. This could be useful if you wanted to repeat an age band and edit the descriptors it contains.

Tiny Tracker

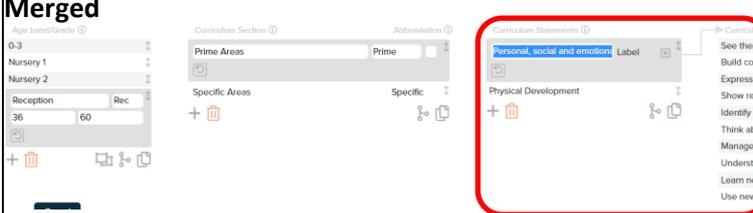
Do you want to copy *New Item*

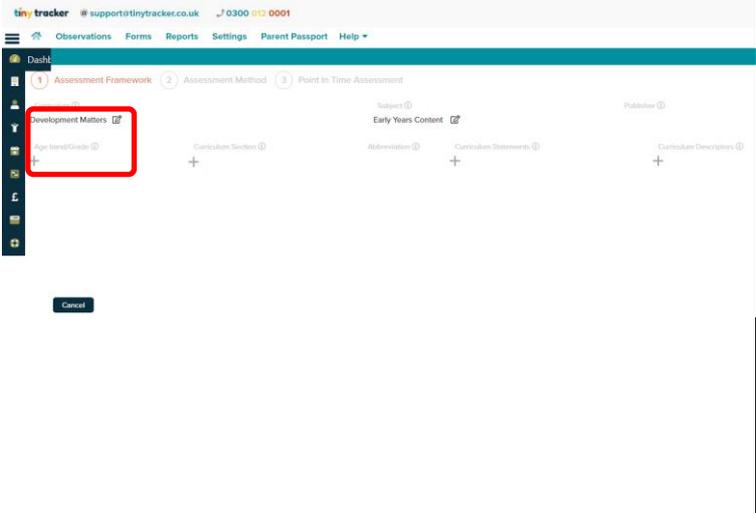
Copying the structure will create a new branch with exactly the same options, you have the choice to also copy the assessments or not

If you copy the assessments then any statement, descriptor or PITA marks will be duplicated in the assessments

If you copy the structure, then the new elements will not have any assessment data against them

With Assessments
Structure Only
Cancel

<p>4. Using Merge</p> <p>Clicking Merge will allow you to merge two age bands, curriculum sections or curriculum statements together.</p> <p><i>For example, if you wanted to combine Reading and Writing together to make one Literacy strand.</i></p> <ul style="list-style-type: none"> • Merging an Age Band will merge all the curriculum sections, statements and descriptors saved within the age band with the band above or below it (<i>see step 5</i>). • Merging a Curriculum Section, for example 'Prime Areas,' will merge all of the curriculum statements and descriptors within that section with the section above or below it (<i>see step 5</i>). • Merging a Curriculum Statement, for example <i>PSED</i>, will copy all of the descriptors for that statement, with the statement above or below it (<i>see step 5</i>). 	<p>Here you can see that Communication and Language, and PSED have been merged and all of the descriptors are now grouped together under one curriculum statement.</p> <p>Original</p>  <p>Merged</p> 
<p>5. When you click merge, you will be asked whether to:</p> <ul style="list-style-type: none"> • Merge Up with the age band, curriculum section or statement directly above it (<i>unless the one you have chosen is already at the top of the list</i>). • Merge Down with the age band, curriculum section or statement directly below it (<i>unless the one you have chosen is already at the bottom of the list</i>). <p>You may need to use the icon to reorder the elements of the curriculum to ensure the two you want to merge are directly above/below one another.</p>	<p>Tiny Tracker</p> <p>Do you want to merge (UP) <i>Personal, social and emotional development</i> into <i>Communication and Language</i></p> <p>Do you want to merge (DOWN) <i>Personal, social and emotional development</i> into <i>Physical Development</i></p> <p>If you merge this section, any descriptors within it will be moved to the selected statement and this statement will be removed from the list</p> <p>If you have any assessments recorded against the descriptors that move, they will be preserved and will appear against the selected statement.</p> <p>NOTE: If you have any assessments recorded against the source statement, they will be lost as it will be removed.</p> <p>Merge UP Merge DOWN Cancel</p>

<p>6. Removing Age Bands</p> <p>If you are creating your own curriculum, you may decide that you do not want to use age bands to break up your curriculum, and just be left with the curriculum sections, statements, and descriptors.</p> <p><i>This is the model used for the Characteristics of Effective Teaching and Learning.</i></p> <p>Before you can tell the system to remove them, you need to add at least one.</p>	
<p>7. Click the + to begin and add the same text into the title and abbreviation boxes.</p>	
<p>8. Now the Remove Age Bands button appears.</p> <p>Click  to remove all age bands and click Yes on the pop-up message to confirm the changes.</p>	