

IMPORTANT FOR ALL STAFF USING THE CLJ - NEW UPDATES – October 2012



First you need to create a Teacher LOG –

Click on ‘[Click here to manage Teacher Logs](#)’ (bottom of school wheels menu page)



Then click on [Create New Log here](#)*

- A new window will appear in the top left of your screen.
- Type a log name in the box (**between 3 and 12 characters**). This will now be your **skills and National Curriculum** log tracker name.
Make sure it is NOT the same as any other Log Title.
- Press OK.
- Your log title will appear under the list of log names for your school.
- You have now created a **skills and National Curriculum** tracker name for all your **skills and National Curriculum**

MAKE SURE YOU ONLY USE THIS LOG.

Click on your wheel (or create a new wheel) at the top of the screen; you will see Year box and next to it **LOG** **box.**

- Use the drop down in the log box until you see **your** log title.
- Click on **your** log – you **MUST** do this every time you create a new wheel or amend a wheel.

You are now set to record all the **Skills and National Curriculum** coverage for your wheels.

Create a wheel as normal –

- Select year (or years) – select your log
- Choose your **SKILLS** in the 6 areas of learning
- As you click on a Skill a tick will appear in the box and a **RED** number will appear next to the Skill (this number will indicate how many times you have chosen this Skill).
- When you create a new wheel, the Skill you have already covered will have a **RED** number next to the tick box. The skills are automatically linked to the national curriculum at the bottom of the page and again will put a **RED** number next to each part when you press save.

NOTE

You can select/cover the Skills as many times as you wish (reinforce Skills). The **RED** number will increase each time you tick a Skill. To view your coverage at any time, (see **RED** number next to each box). Same with the National Curriculum.

NOTE

You **MUST** enter a **LOG**. If you **do not**, the skills and the National Curriculum covered will **NOT** be recorded.

NOTE

You will need to delete your LOG at the end of the year and create a new LOG for the following academic year.

ALL Skills coverage comes into your weekly plans (if you use CLJ school planning).
See step by step guide.

You can retrospectively track Skills and NC coverage.

If you have an **OLD** wheel – but now wish to bring this into the **NEW LOG**

- Press edit next to the wheel, it will open
- Use the LOG box to drop down your LOG NAME

- Then press save

Your LOG will now remember each Skill and National Curriculum you have selected from your **OLD** wheel. Skills coverage and NC will be part of your **NEW LOG**.

You can now track what Skills and NC you have covered and what you still need to cover – every time you open a wheel see what you need to cover.

COPY A WHEEL

A dark blue oval button with the word "Copy" written in white text.

If you wish to copy a wheel click **copy button** – then click edit to change or amend the wheel or title. This is ideal for year groups planning together. Remember each teacher drop down your own log after you have copied the wheel and press edit – make it your own.

Wheels will appear in year group order by last wheel date at the top

To SEE and **overview of your total National Curriculum Coverage** to date

- 1 Scroll down to NC coverage on **page 3**
- 2 Click on either [View KS1 NC Coverage](#) [View KS2 NC Coverage](#)
- 3 A PDF will open – showing you your total coverage to date on page 1
- 4 If you scroll down each page the parts of the curriculum you have covered will be in **BLACK** or **BLUE (if in the current wheel)**
NOT COVERED WILL BE IN RED
- 5 Always view this from the **LAST** wheel you have created after you have pressed save.

Assess directly from your wheel

Choose the skills for assessment

You can now assess from the front of your wheel –

When you have created your wheel and pressed save all the skills will automatically drop into the assessment panel (6 areas of learning) on page 2.

To assess any skill or skills click on the skills in the 6 boxes you wish to assess and go to the top and click on **ASSESS THE SKILLS**

This will open the skills assessment page and drop in those skills you have chosen – it will also put a **red** number next to the skills so you know how many times you have assessed that skill.

You can assess as many skills as you wish at any time you wish.

Don't forget the "OWL" is on every page to help you – just click on him



Did you know?

That staff can have **free on-line training** from one of our experienced trainers simply by 'phoning to arrange a mutually convenient time.

Visits to schools for training can also be arranged - please contact CLJ

If you have any questions please contact CLJ on 01634 716222