

The Creative Learning Journey™
...every child matters

online


WHEELS

User Guide

step one

Click on the “Online Wheels” logo to begin.....



- Enter your **username** and **password** (as per the sheet with your pack) and teacher **name** as per your CLJ teacher verification entry your school completed) **remember no spaces**
- Click on **2009/10/11/12**
- You will now have your school’s **Online Wheels** - wheels menu home screen
- Create **Teacher Tracker Log** - click on  button, type in what you want to call your Teacher Tracker Log (between 3 and 12 characters) This will keep a record of all the skills and National curriculum coverage for you automatically.
Note: It is advisable to change this Log every academic year.
***click on How Log Works to see full instructions.**
- Click on the **Create NEW Wheel** icon to create your first wheel.
- A box will appear in the top left of your screen, type the ‘**Title**’ of your new wheel in the box. Click **OK**
- The default is ‘**0-5**’.
- A new wheel will appear in your box - it will say **NEW - ‘0-5’** and the title you gave it. You will be able to change the year group in the next steps
- Click on **Edit** - next to your wheel title
- A blank wheel will appear on screen.

step two

Edit your Wheel

- Begin editing your wheel by selecting the **'Year'** option at the top, a drop down menu will appear enabling you to select the correct years for your wheel.
By selecting the years, the correct skills for those years will appear in the relevant boxes.
(Please wait for the screen to 'flash' and reappear)
- **Teacher Log** - click on **'Teacher Log'** - drop down your teacher log.
This will now automatically track your skills & national curriculum coverage.
(Please wait for the screen to 'flash' and reappear)
- Located either side of the central wheel are 6 skills boxes, **select the skills you want by ticking the grey boxes**, they will now automatically appear on your wheel when you **SAVE** it

Entering the activities and resources you wish to go with the Skills

- Clicking on any of **'A'** buttons on the central wheel, opens up a live text box to enable you to type (or copy and paste) in the relevant information for each 'wedge' of the circle.
Closing the box enables you to view the text within that 'wedge'
- Clicking on any of **'D'** buttons on the feet located at the bottom, brings up a text box enabling you to create a discrete unit/pupil voice - type in your text
- **Outdoor Learning** - click on header and type in your text

Tip: You can arrange the text left, right or centre and change the font size.

You can also add text at any time or change text at any time by clicking on the **'A'**.

Then press **SAVE**.

step three

Page 2 of your wheel

Essentials for Learning and Life

Click on the boxes next to the text under any of the headings a tick will appear, use the scroll bar on the right to see all the statements associated with the 6 headings.

Overarching Dimensions

Select any or all of the Dimensions by clicking in the box next to the text.

National Curriculum

The National Curriculum coverage on page 2 is set out in the 14 areas - this is automatically completed for you as all skills are linked.

Only the Essentials for Learning and Life, Overarching Dimensions, skills and National Curriculum Statements you have selected will appear on your final wheel.

Note: When you have completed your wheel, or at any time during the creation of your wheel, you can press **SAVE** and it will save in your wheel menu box. You can edit or change your wheel at any time.

step four

Saving your wheel

- Click the **SAVE A4** or **SAVE A3** button, by doing this your wheel will be saved.

Note: Saving your Wheel to A4 size, will result in the wheel being saved over four individual A4 portrait pages. Saving your Wheel to A3 size, will save the wheel on two A3 landscape pages.

Note: The page will grey out and a spinning circle appears. **DO NOT EXIT** or **CLOSE** until completed

Printing your wheel

Firstly, choose what size paper you will be printing the wheel onto:

- Click **SAVE A4** if you want to print your wheel over four A4 portrait pages **OR**, click **SAVE A3** if you want to print your wheel on two A3 landscape pages. For Black & White outline - tick Black & White outline box, then press **SAVE**.
- Clicking on the '**GET WHEEL PDF**' button shows an on screen view of what your wheel will look like once sent to print.
Note: It is important to remember **NOT** to refresh your browser window or click on '**BACK TO WHEEL LIST**'. **SAVE** your wheel every 15 minutes, otherwise any changes you've made when editing the wheels content since the last save, will be lost.
- Now simply send your wheel to **Print** by pressing your print button.

In the PDF view go to 'print from PDF' and check your printer settings - Colour / Black & White, size etc and press print.

Note: to get Black & White ONLY version - click on 'outline' THEN press **SAVE** - wait for screen to 'flash' then press '**GET WHEEL PDF**'.

step four continued

How the Main Menu works...

- To make any wheel available to other schools, you must click on the box beneath the title '**PUBLIC**' in the wheel menu box for the wheel you would like to make available. (Remember schools can only view your wheel - they can not change or edit it)

Simply click on the box again if you later wish to make it unavailable to other schools.

- To view other public wheels from schools click '**Click here to View Shared Wheels**'. Located at the bottom of the wheel menu box.
- Once you have created and saved a wheel online it will be moved into a list where all your created wheels are stored. From this list you can **Edit** by clicking '**Edit**', or **Remove** a wheel by clicking '**Remove**'.

If you require assistance at anytime please click the **Help!** button located in the top right.

This enables you to send an email to our Customer Services Department with any query concerning the building of a wheel, or use of the Online Wheels, or contact us on **01634 716222**.

step four continued

Creating Additional Skills...

- New skills can be added to your wheels by selecting '**CREATE ADDITIONAL SKILLS**' on the main content menu. Once in Additional Skills its very simple, just select the **YEAR**, your **AREA OF DEVELOPMENT** and your **SUBJECT** from the drop down menus.
- Once you have selected these, type your new skill description into the box titled '**Skill Description**'
- **SAVE** the above additions by clicking the '**ADD NEW SKILLS**' button. This will then update your skills listing for the selected Year only - you can remove new skills at any time.

To return to the **Online Wheels** Main Menu click on '**Back to Wheel List**'.

Note: You can add new **SKILLS** at anytime during the creation of your wheel - Remember to **SAVE**.

Note: The additional skills you add are **NOT** tracked by the National Curriculum **OR** the assessment programme automatically.

IMPORTANT SAVE REMINDER please remember to **SAVE** your work by pressing the **SAVE A4** or **SAVE A3** button every time you create or make amendments and **at least every 15 minutes**. Although The Creative Learning Journey has a remote back up system that can retrieve saved work, work lost due to individual server or operator error which has **NOT** previously been saved, **CANNOT be retrieved**. Only the last saved version can be retrieved.

step five

Make sure you click on **SAVE when you have finished using your wheel.
If it still does **NOT** save and update please check the following:**

- 1** Your computer is connected to the internet.
- 2** You have set your computer to **NOT** cache the website (see 3).
- 3** Check your **browser history**:
To do this, log onto the internet, click on '**Tools**' at the top of the page, in the dropdown box select '**Internet Options**' - click on the '**General**' tab.
 - Click on '**Browsing History**' - then click on '**Settings**'
Make sure the button is highlighted "**everytime I visit the webpage**"
 - Click **OK**
 - Click on **Delete** under browsing history -
click in the box - '**Temporary Internet files, Cookies, History**'
 - Click on **Delete** - then close the window

You have now set your computer to refresh the website every time you visit, and to refresh as you save so you can see a new version of your wheel every time you **SAVE**.