

Module Two: Curriculum Manager

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Introduction

Curriculum Manager is an application within Frog Progress that is designed to allow schools to build and edit their curriculum. Schools are able to publish their curriculum to allow access from their website in line with Ofsted requirements. Curriculum Manager is also where schools will define the judgements they wish to use in Student Tracker and the contents of the Learning Locker.

By default, schools are provided with the National Curriculum England 2014 – NAHT Assessment Framework, the Development Matters for EYFS statements and SEN Support and Competencies; other curriculum frameworks may also have been provided. The following is a list of other curriculums that are also available:

- National Curriculum England
- Rising Stars Progression Framework – Computing, Geography, History, Mathematics, Reading, Science, Writing
- Geography Association - KS1 & KS2
- History Association - KS1 & KS2
- NAACE Computing - KS1 & KS2
- P Scales (from Autumn 2016)

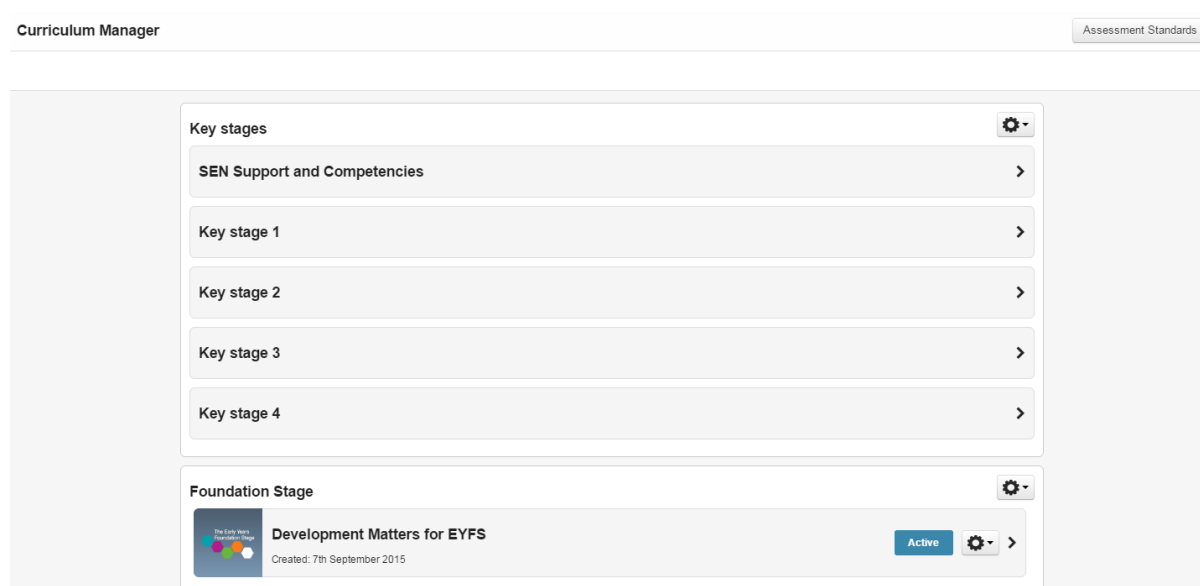
Curriculum Manager can be accessed from the Quicklinks dashboard or from Quick Launch (see Module One for further information on these areas of Frog Progress).

In this Module we will be running through:

- Navigating Curriculum Manager
- Editing existing curricula
- Creating custom curricula/subjects/subject areas
- Modifying curricula once used
- Managing the Learning Locker
- Assessment Statuses
- Assessment Cycles and Periods
- Publishing your curriculum

Navigating Curriculum Manager

When the Curriculum Manager application is first opened users will be presented with the following screen:

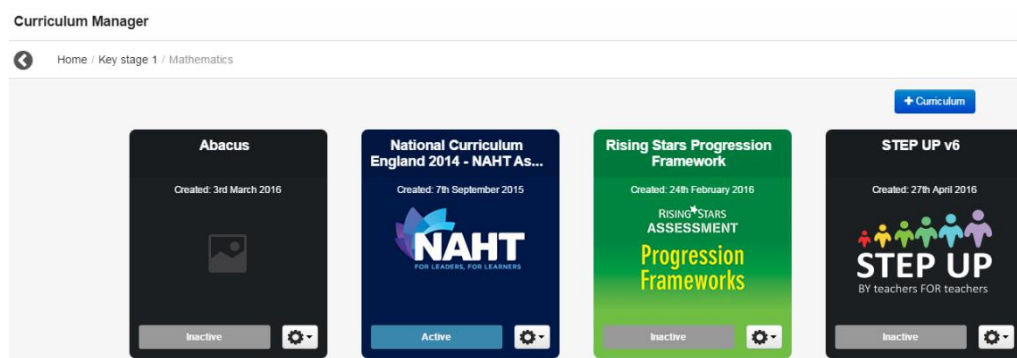


To view any area of the curriculum in more detail, click into the relevant Key Stage, Development Matters or SEN Support section.

You will then be presented with a list of subjects relevant to the Key Stage or curriculum you have chosen:

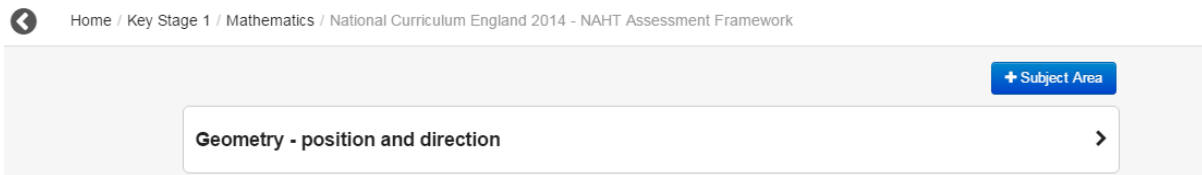


Again, click on a subject to navigate further down the trail. The next screen will ask you to choose your curriculum. There may be a number of frameworks available dependent on the subject you have selected.



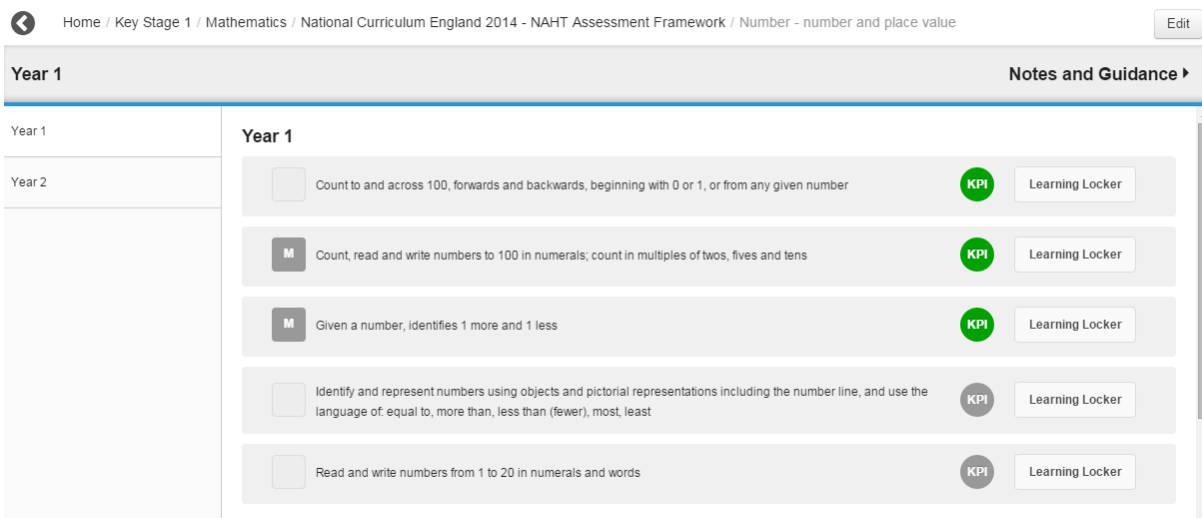
Click on your chosen curriculum to navigate to the subject area (if the subject has them) or directly to the learning objectives:

Curriculum Manager



If the subject chosen has subject areas, click on the required subject area to reach the learning objectives:

Curriculum Manager



Note: The majority of the navigation in Curriculum Manager is indicated by arrow icons. If you need to go back up the trail you have come down (for example, to switch to a different subject), then the breadcrumb trail in the top left hand corner of the app indicated by the < icon will allow you to do this.

Building your Curriculum

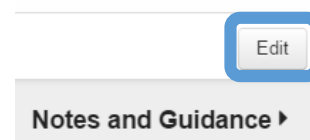
Using FrogProgress it is possible to take any curriculum shown and edit it. Alternatively, it may be more appropriate for your school to create your own curriculum from scratch. We will cover both options in this section of Module Two.

Editing displayed curriculum: Learning Objectives

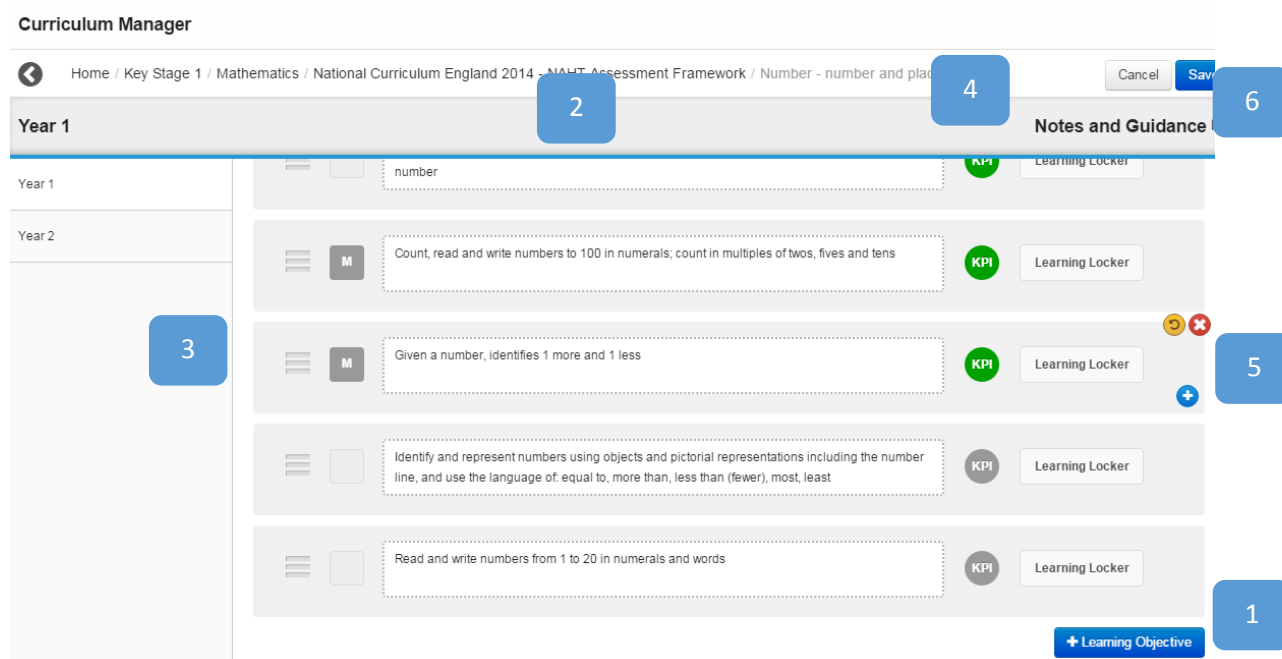
Follow the steps in the section "Navigating Curriculum Manager" to navigate to the area of the curriculum you wish to edit. You should be able to see a list of learning objectives separated by year group.

In the area of the curriculum you are using you may be able to see that some of the objectives are already marked as KPIs, or have other indicators against them as a result of the NAHT framework. This is expected and not a cause for concern.

To edit the curriculum at this level, select the grey Edit button in the top right of the screen.



Clicking on this button will put the screen into edit mode. You will be able to do the following actions:



- 1. + Learning Objective:** This button allows you to add a completely new learning objective in the Year section you are currently using.
- 2. Learning Objective Text:** Click on the learning objective text to edit it – add more or rephrase what is already there.
- 3. Move Learning Objective:** Use the three line icon to click and move learning objectives between year groups.
- 4. KPI Indicator:** Click on a grey KPI circle to turn it green and make an objective a KPI. This also works in reverse, click on a green KPI icon to turn it grey and turn a KPI back to a normal learning objective.
- 5. Delete/Undo/Child options:** **Delete** will remove the learning objective. **Undo** will allow you to remove any modifications made to the original objective. **+** button will allow you to add a child of that learning objective. This could be used to add more granularity to a larger objective.
- 6. Save/Cancel:** This button will allow you to save the changes that you have made in this area. The cancel button will remove the changes.

Note: If you use the breadcrumb trail to click back up the curriculum at this point while in edit mode, your changes may not be saved. Please ensure that the save button is used before closing the app or navigating away.

Symbols in Curriculum Manager

There are certain symbols you may encounter in this area which appear next to learning objectives to provide further information:



Modified: This symbol means that there has been a modification to the text of this learning objective. For the default NAHT Framework curriculum it means it is no longer identical to the learning objective from the vanilla National Curriculum.



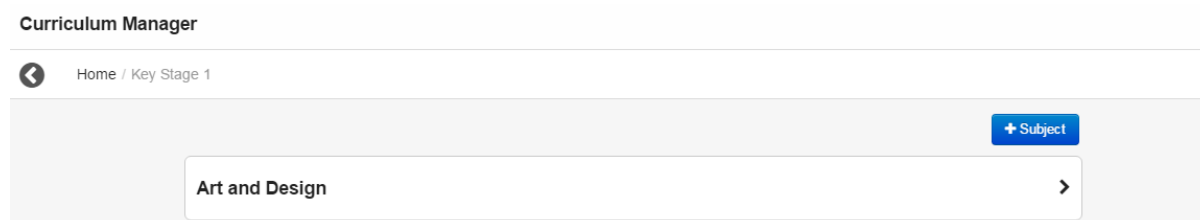
Added: This symbol means that this learning objective has been added into the curriculum. For the default NAHT Framework curriculum it means it is not present in the vanilla National Curriculum.



Year indicator: This symbol means that a learning objective has been moved from its original year group into a new year. The symbol will change to show the year that the learning objective is from once it has been moved. If the objective is moved back, the symbol will disappear.

New Subjects

It is possible to add new subjects into Curriculum Manager. To do this, choose the correct Key Stage from the first page of the application. On the next page you will be presented with the list of subjects available by default. In the top right hand corner there is a **+ Subject** blue button.



Clicking on this button will give a small dialogue window where users can choose from an existing list of subjects, or type in the name of a new subject:

Add Subject [X]

Use existing subject

Choose [v]

or

Add new subject

Enter subject name []

[Cancel] [Save]

When you have either typed or chosen your subject from the list, use the blue **Save** button to save your subject. Your subject will now appear in the main subject list for that Key Stage and can be used as normal.

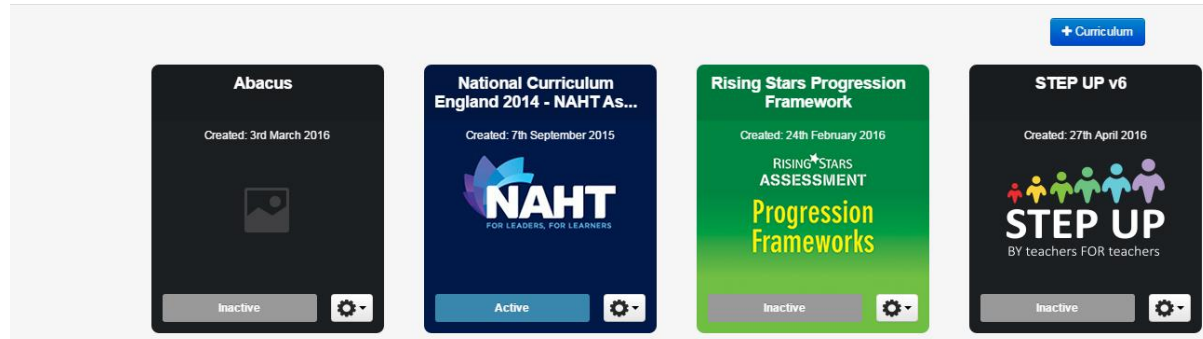
Creating a New Curriculum

Within each subject, the active curriculum used by the school is defined. By default, this is the National Curriculum England 2014 - NAHT Assessment Framework but it is possible for schools to input their own curriculum in this area. We would normally only recommend doing this if you use a very different curriculum as it is generally easier to edit the existing objectives rather than adding your own.

To add your own curriculum to an area, navigate to the correct Key Stage and Subject. Within the subject you will be able to see the curricula currently in use in this area. Use the **+ Curriculum** button to add your new curriculum.

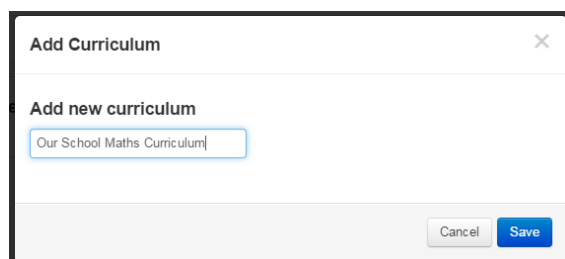
Curriculum Manager

Home / Key stage 1 / Mathematics



The screenshot shows a grid of four curriculum cards. From left to right: 1. 'Abacus' (Created: 3rd March 2016) with an 'Inactive' button and a settings gear. 2. 'National Curriculum England 2014 - NAHT As...' (Created: 7th September 2015) with an 'Active' button and a settings gear. 3. 'Rising Stars Progression Framework' (Created: 24th February 2016) with an 'Inactive' button and a settings gear. 4. 'STEP UP v6' (Created: 27th April 2016) with an 'Inactive' button and a settings gear. A '+ Curriculum' button is in the top right corner.

Type in the name of your new curriculum into the text box which appears and use the **Save** button to save it:

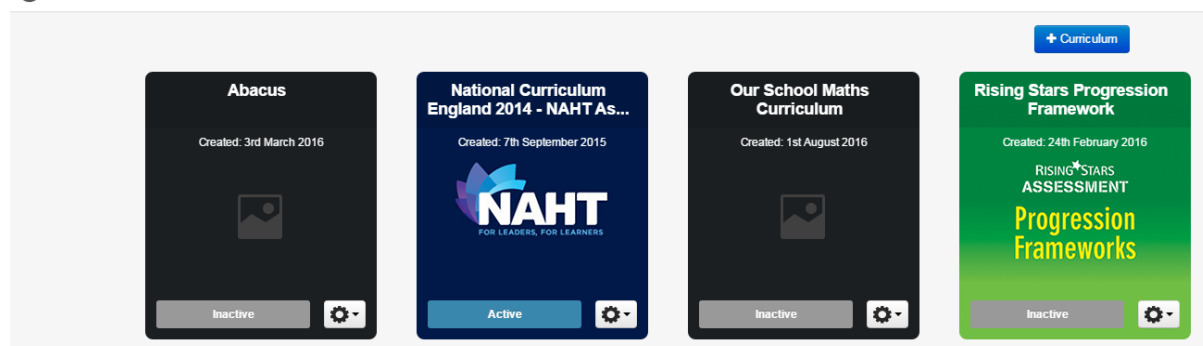


The dialog box is titled 'Add Curriculum' and has a close button (X) in the top right. Below the title is the text 'Add new curriculum'. A text input field contains the text 'Our School Maths Curriculum'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Your new curriculum will now be available in the curricula list for this subject and can be used as normal:

Curriculum Manager

Home / Key stage 1 / Mathematics



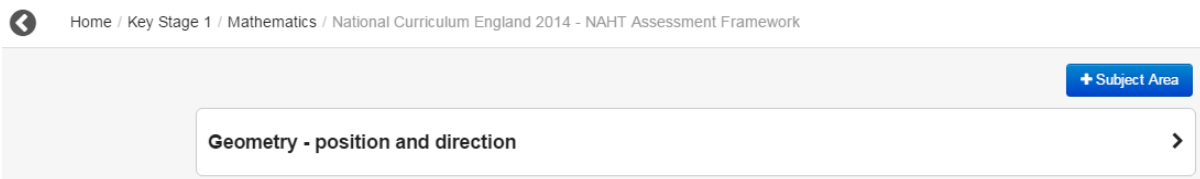
The screenshot shows the same grid of curriculum cards as before, but with an additional card. From left to right: 1. 'Abacus' (Created: 3rd March 2016) with an 'Inactive' button and a settings gear. 2. 'National Curriculum England 2014 - NAHT As...' (Created: 7th September 2015) with an 'Active' button and a settings gear. 3. 'Our School Maths Curriculum' (Created: 1st August 2016) with an 'Inactive' button and a settings gear. 4. 'Rising Stars Progression Framework' (Created: 24th February 2016) with an 'Inactive' button and a settings gear. The '+ Curriculum' button remains in the top right corner.

Note: Your new curriculum will not yet be active and will need to be activated before staff can use it in Student Tracker. To activate a curriculum, click the grey Inactive button. You will be asked to confirm your choice with a further prompt and a blue **Activate** button.

New Subject Areas

If the subject you have selected within the default curriculum has subject areas (for example, Mathematics) it is possible to add additional subject areas to the existing list. To do this, navigate to the correct Key Stage, Subject and curriculum. At the top of the existing list of subject areas, use the **+ Subject Area** button to add in your new area.

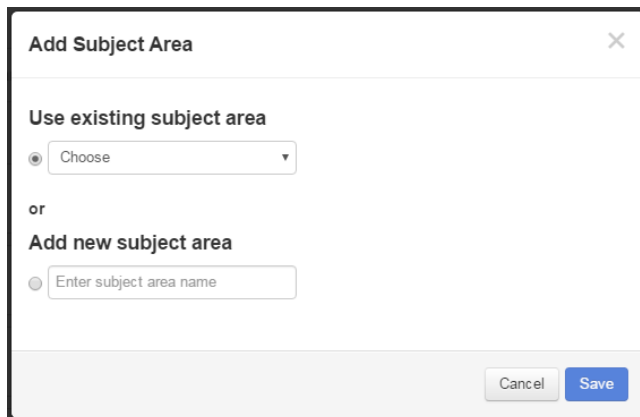
Curriculum Manager



Home / Key Stage 1 / Mathematics / National Curriculum England 2014 - NAHT Assessment Framework

+ Subject Area

Geometry - position and direction >



Add Subject Area [X]

Use existing subject area

Choose [dropdown]

or

Add new subject area

Enter subject area name [text box]

Cancel Save

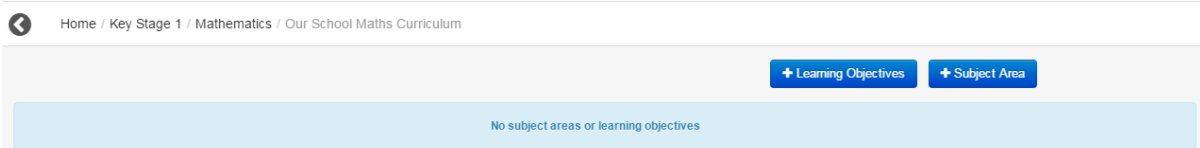
In a similar way to the New Subject button, this button will prompt you to either use an existing subject area provided from our list, or to type in the new subject area name using the text box.

Use the blue **Save** button to complete the process.

Note: If the subject and curriculum you are using does not already contain subject areas but does contain learning objectives (for example, Art and Design), it is not possible to add in additional subject areas. It is possible to add in more learning objectives using the grey Edit button instead.

If the subject and curriculum you are using has no learning objectives or subject areas in it (for example, if it is brand new) then you have the option to add either learning objectives or subject areas. This is the only time you will have this choice as once a choice is made and either learning objectives or subject areas are added, it is only possible to add more items of that variety.

Curriculum Manager



Home / Key Stage 1 / Mathematics / Our School Maths Curriculum

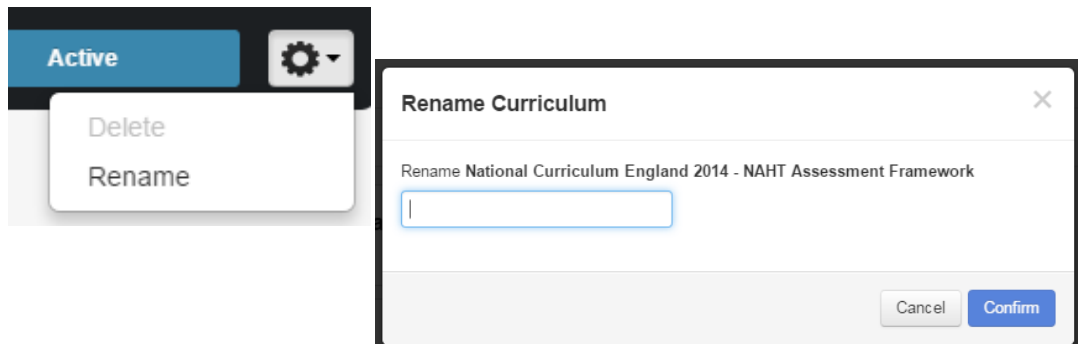
+ Learning Objectives **+ Subject Area**

No subject areas or learning objectives

Renaming Curricula



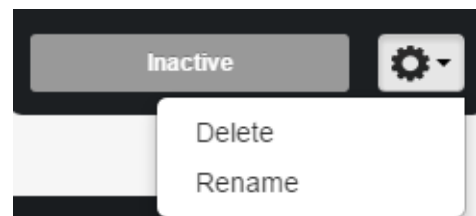
On the bottom right of each curriculum you will be able to see an action cog. This cog will allow you to **Rename** a curriculum. This allows you to rename the default curriculum should you wish to.



Deleting Curricula

If you want to remove a curriculum entirely then you can use the action cog again to select the **Delete** option. You will need to ensure that the curriculum has been deactivated before you are able to delete it.

Note: Once a curriculum has been deleted it is not possible to reinstate it so make sure that this is definitely what you want to do.



Future Modifications to the Curriculum

You may want to look at modifying your curricula after using Frog Progress for one year.

All areas of the curriculum that can be modified can still be changed even after judgements have been entered into Student Tracker. This is to allow schools to carry out continual re-evaluation of the content of their curriculum and improve it year on year.

Deleting a Learning Objective

If a Learning Objective is deleted from the curriculum, then any judgements added against that objective will **not** be deleted. This objective will still be visible in both Student Tracker and the Reporting application for any student where a judgement has been made against the objective. The deleted objective will not show up for any students who have not yet been assessed.

If you wish to remove the objective for children where judgements have already been made, then the judgements will need to be removed until there are none left for that objective.

Modifying a Learning Objective

Learning Objectives can be modified at any point. Remember, if you are changing the meaning of the objective then you may be better off deleting the objective and creating a new one from scratch.

Adding a new Subject Area

If a new Subject Area is added into a curriculum, the new Subject Area will appear in Student Tracker as a gap in coverage for children that have been previously assessed against that year of the curriculum.

Adding a new Learning Objective

If a new Learning Objective is added into a curriculum, the new objective will appear in Student Tracker as a gap in coverage for children that have been previously assessed against that year of the curriculum.

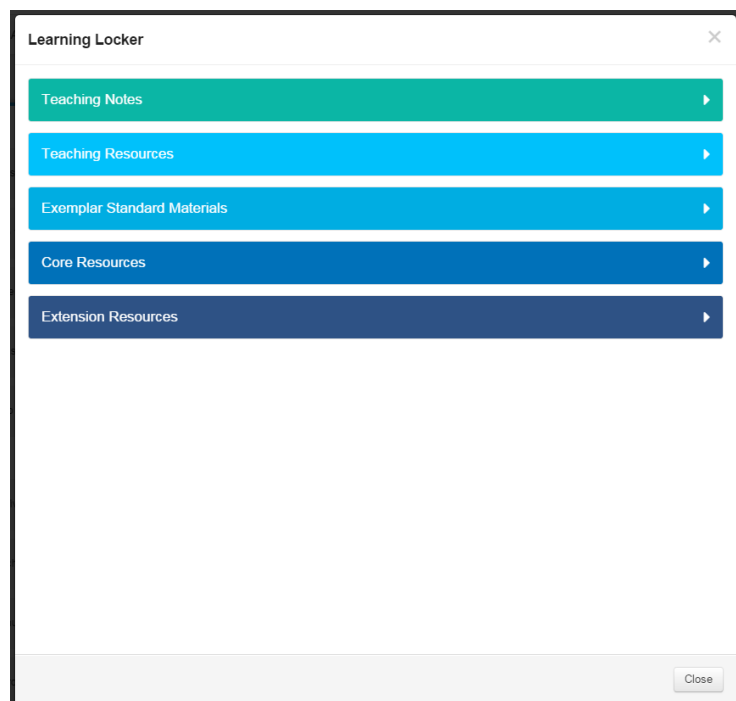
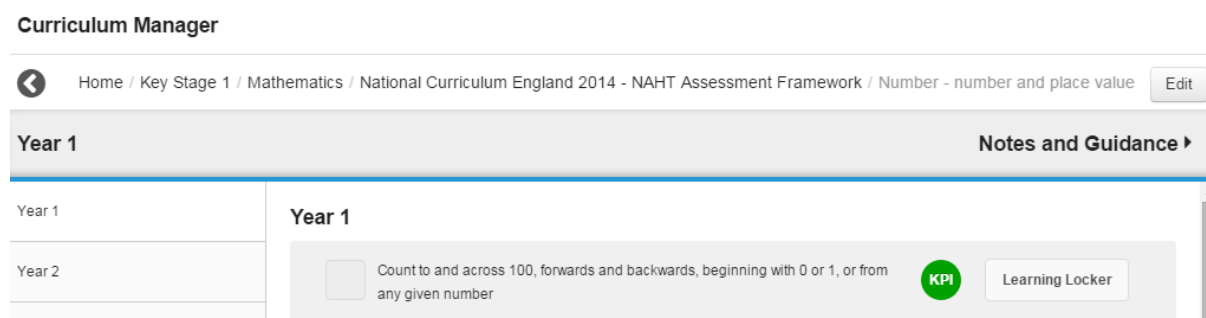
A suggested approach for additions

If you are adding to the curriculum (Subject Areas or Learning Objectives), Frog suggest adding the year the item was added to the curriculum to its name in brackets to the end of the name.

This will allow any gaps in coverage to be accounted for in historic granular reporting.

Learning Locker

The Learning Locker is an area within Curriculum Manager where resources can be added tied to each individual learning objective. The Learning Locker can be accessed by navigating to the appropriate learning objective, and selecting the Learning Locker button in the right hand side of the screen:



The Learning Lockers contains five areas:

Teaching Notes: A text box to allow users to add in notes about how they are going to teach an objective.

Teaching Resources: Use the + button in this area to upload, link or find resources using FrogDrive.

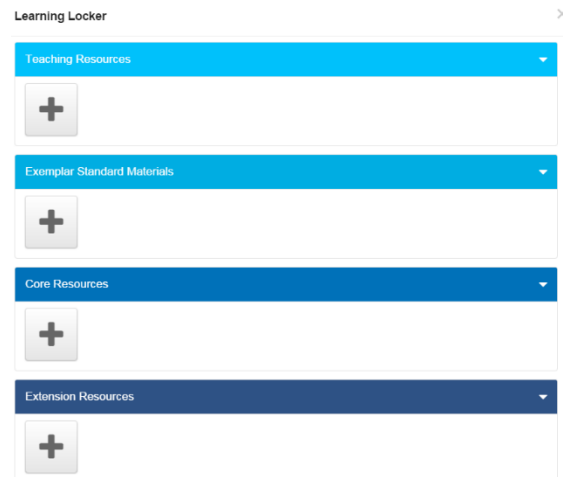
Exemplar Standard Materials: An area for exemplar standards (more detail below).

Core Resources: Resources to help students grasp the core principles of a learning objective.

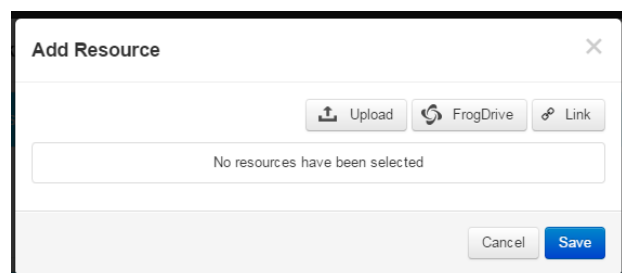
Extension Resources: Resources to stretch the brightest students.

Adding Resources

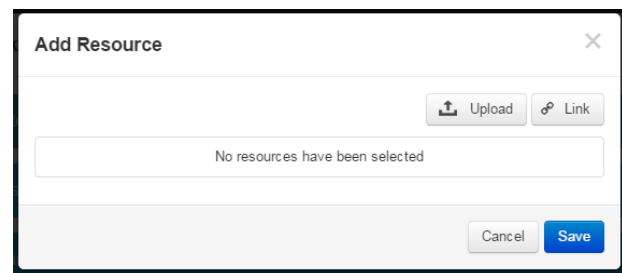
Under the Teaching Resources, Exemplar Standard Materials, Core Resources and Extension Resource sections a **+** button allows users to add content.



FrogLearn customers will see these options:

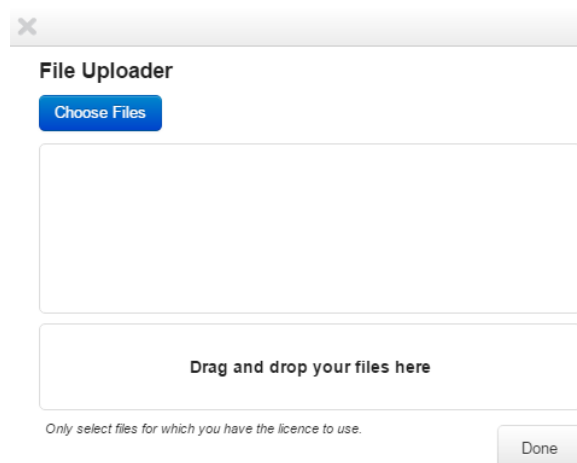


Frog Progress only customers will see these options:



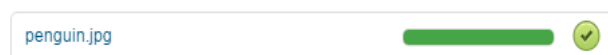
Upload: The upload option will allow users to upload files to their chosen section. These could be photographs, documents, spreadsheets, anything that either works as a resource or an exemplar standard.

When the upload button is clicked, users will be presented with the file upload dialogue:



Use either **Choose Files** or the **drag and drop** functionality to choose your files for upload.

When your file has successfully uploaded, click the **Done** button to finish the upload process:

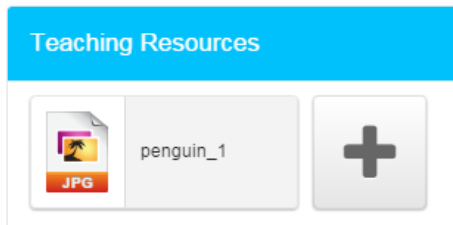
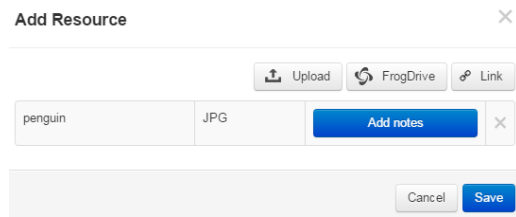


You will then be able to see your resource in the Add Resource dialogue window:

At this point users can **Add notes** to the file, perhaps to explain why it is an exemplar standard or a good resource.

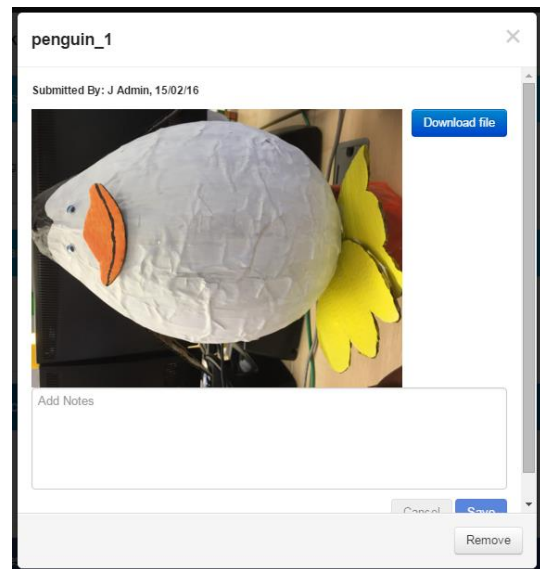
When happy, click the blue **Save** button.

The uploaded file can then be seen in the relevant area of the Learning Locker:

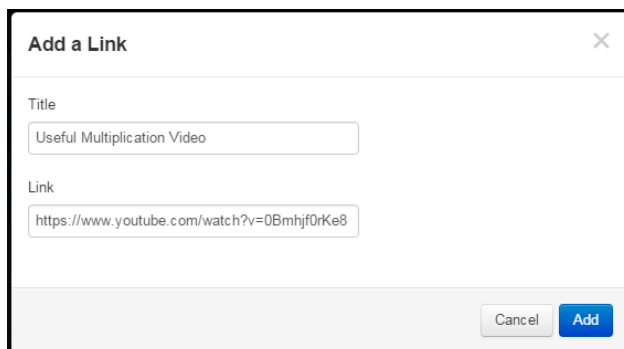


If this icon is selected, a preview of the file is presented if possible, along with any notes. Users can also choose to add more notes, download the file or remove it from the Learning Locker in this window.

Note: To allow users to interact with the Learning Locker they must have the policy **Edit Learning Locker** enabled. To learn more about policies, please see **Module Five: Admin**.



Link will allow users to add a link to a website or online resource.

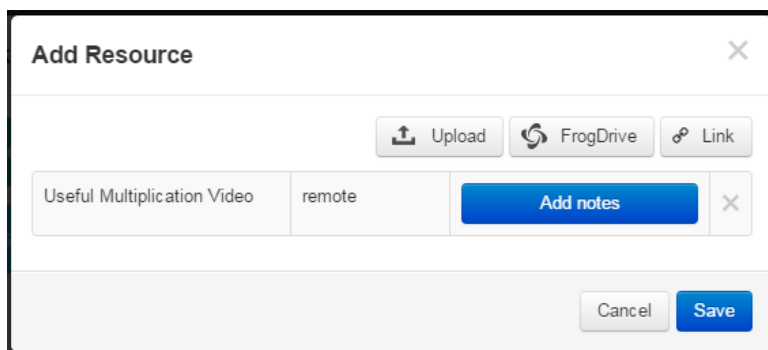


Title: The title of the link users will see.

Link: The address of the link you want to use.

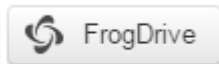
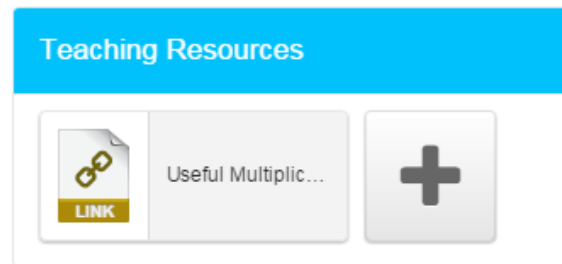
Click **Add** to add this link.

Then click **Save** to add the resource. It is also possible to add notes to explain the link or add more detail at this point.



The resource can then be seen in the relevant area of the Learning Locker. Users can click on this link to see a preview window containing the notes, and a further link to take them to the resource.

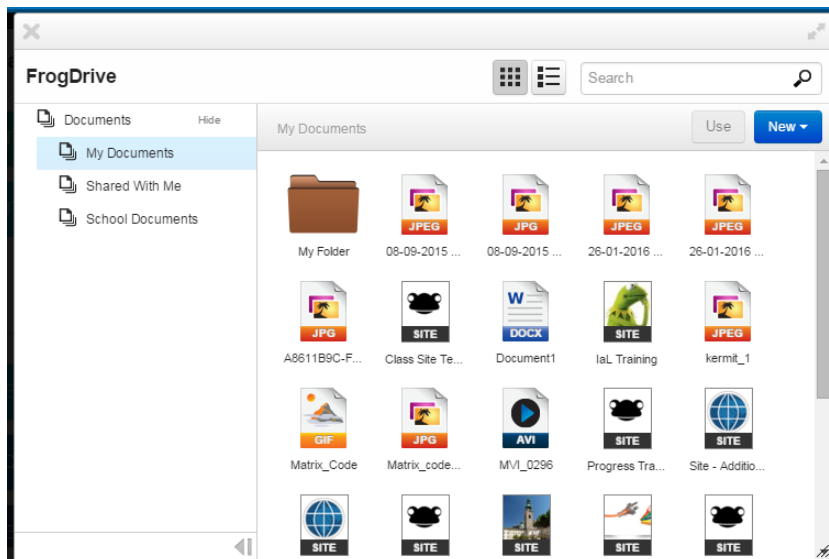
Admins can use this window to remove the link if it is no longer required.



FrogDrive: The FrogDrive option will only be visible on schools who have FrogLearn alongside Frog Progress.

The FrogDrive option allows users to attach files which have already been uploaded in to their FrogDrive, or to attach Sites which have already been created.

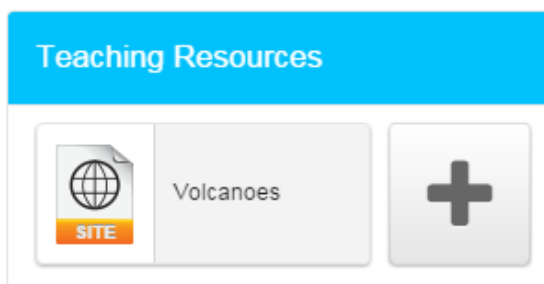
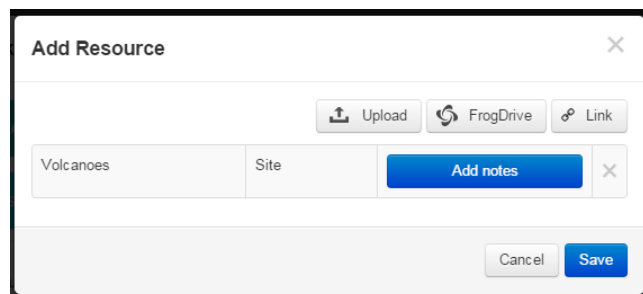
When the FrogDrive button is selected, users will be given a view of the Documents area of FrogDrive.



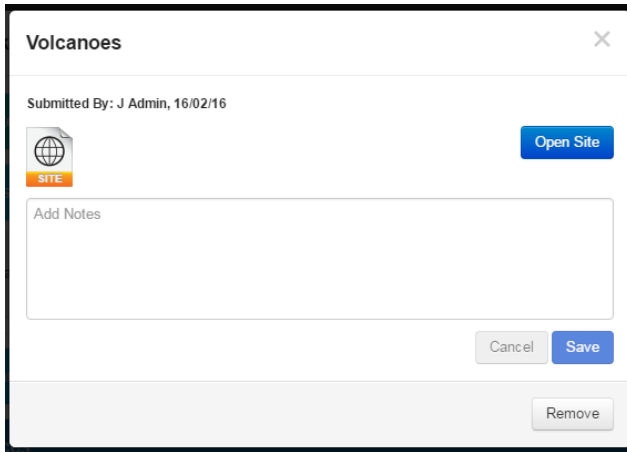
Users can select files or sites by single clicking on them, and then selecting the grey **Use** button in the top right hand corner.

Note: As the FrogDrive button currently only shows the Documents area of FrogDrive, any sites not made by the logged in user will need to be placed in **Shared Folders** to allow access.

The selected item will appear in the **Add Resource** window so that users can add notes to further explain or describe the resource.



When **Save** is selected, the users can see the resource under the selected area of the Learning Locker and can click on the resource to open the preview window. If the resource selected is a site, an **Open Site** button is provided.



Admins can use this area to remove the link if it is no longer required.

Exemplar Standards

The Exemplar Standards area of the Learning Locker is designed to supplement and support teachers when making judgements. This area is designed to hold files which have been designated as “what good looks like” within your school. These files may come from standardisation and moderation processes, or they may be nominated by individual teachers within the school (more on this process can be found in Module Three: Student Tracker).

Exemplar Standards can be uploaded as mentioned above, but there is an additional step of approval before the Exemplar Standards can be used within the platform. This is to ensure that quality standards are maintained.

The Approval Process

Once a file has been uploaded to the Learning Locker it needs to be approved before it is available to users who are able to view the Learning Locker.

To approve a standards file, log into your Frog Progress platform. Navigate to Curriculum Manager and locate the same curriculum and learning objective you uploaded your exemplar standard against.

Note: Curriculum Manager is only available to administrators unless specific roles have been enabled for other users within the Groups and Policies application.

Curriculum Manager

Home / Key Stage 1 / Mathematics / National Curriculum England 2014 - NAHT Assessment Framework / Geometry - properties of shapes

Year 1

Year 2

Year 2

Identify and describe the properties of 2-D shapes, including the number of sides, and line symmetry in a vertical line

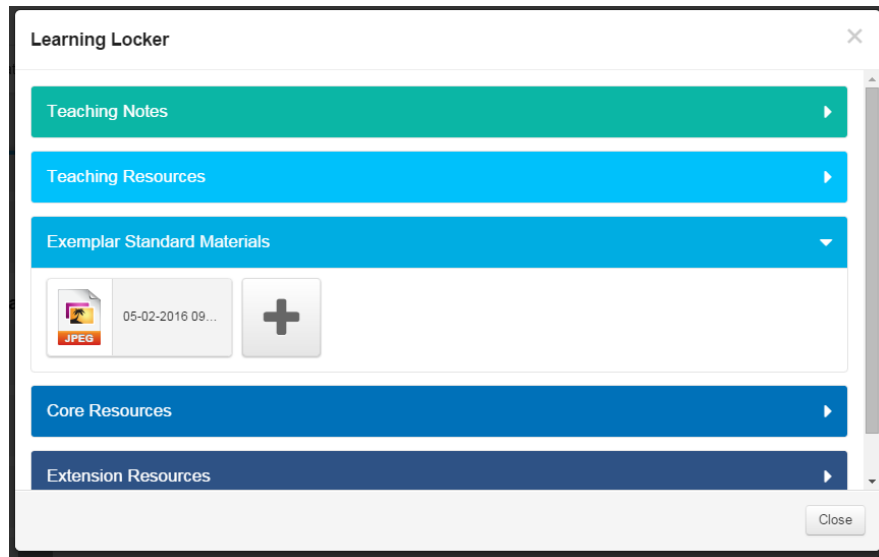
Identify and describe the properties of 3-D shapes, including the number of edges, vertices and faces

Identify 2-D shapes on the surface of 3-D shapes, [for example, a circle on a cylinder and a triangle on a pyramid]

Compares and sorts common 2-D and 3-D shapes and everyday objects

Learning Locker

When you have found the relevant learning objective, select the Learning Locker button on the right. When the Learning Locker opens, choose the **Exemplar Standard Materials** section.

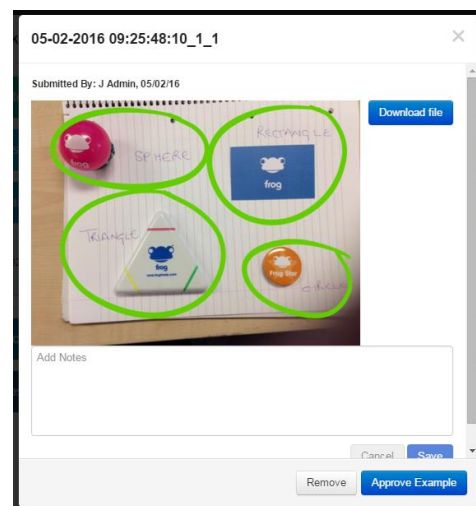


You should be able to see the file that has been uploaded with a file type attached. Single click on the file to open the preview and approval window.

If your user account has the correct permissions, you will be able to see an **Approve Example** button in the bottom right of the new window.

Selecting this button will approve this standard file and will allow users to see this file in Student Tracker or the curriculum public view.

When the file has been approved you will be able to see a tick against the file. This means that it is easy for an administrator to see which files have and have not been approved.



That's it! Your exemplar standard is available against that learning objective or KPI for your staff to use while making their judgements.

Removing an Exemplar Standard File

Occasionally it might be necessary to remove a standard file, for example if in a subsequent moderation meeting the file is no longer considered to be the best representation of the standard for that learning objective.

To remove an exemplar standard, log into your Frog Progress platform. Navigate to Curriculum Manager and the relevant Learning Objective / KPI. Click into the **Learning Locker** and locate the file in the **Exemplar Standard Materials** section. Click on the file to open the preview window.

If the file is already approved, you will see a **Remove** button which will remove the file from the standards area. If the file has not been approved, you will see both the **Remove** and **Approve Example** buttons. Simply choose the **Remove** button to remove the file.



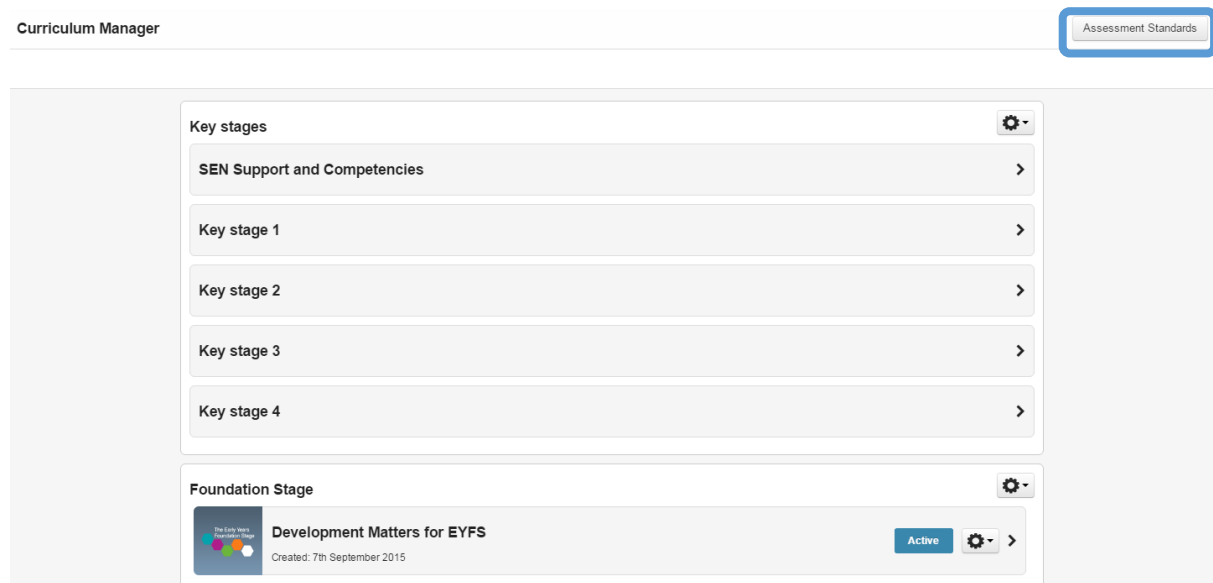
Further information on adding Exemplar Standards using the Progress Mobile Application can be found on our [Community Site](#).

Assessment Standards

One of the most important areas in Curriculum Manager to consider before starting to use the rest of Frog Progress is the **Assessment Standards** area. The Assessment Standards area is where schools can set up their Assessment Statuses which are the **judgements** which staff will be applying to students throughout the year.

This is also the area where you set **when** you are going to assess your students.

The **Assessment Standards** area can be accessed from the first screen of Curriculum Manager here:

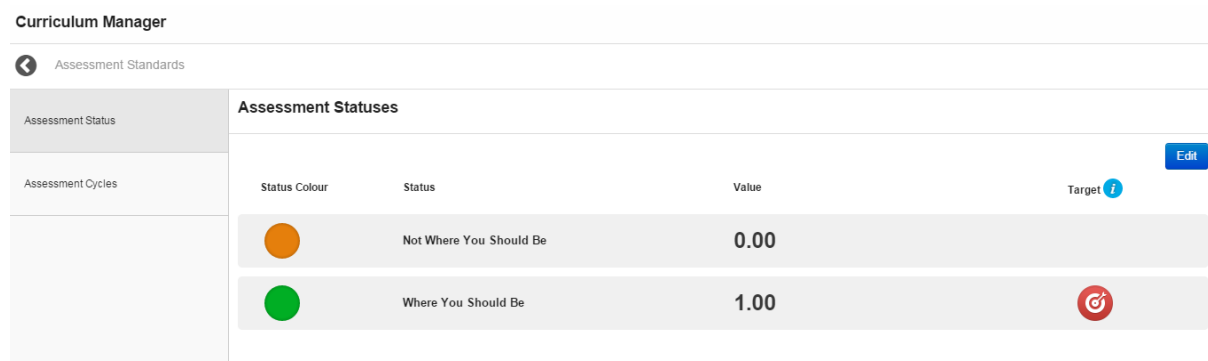


Assessment Statuses

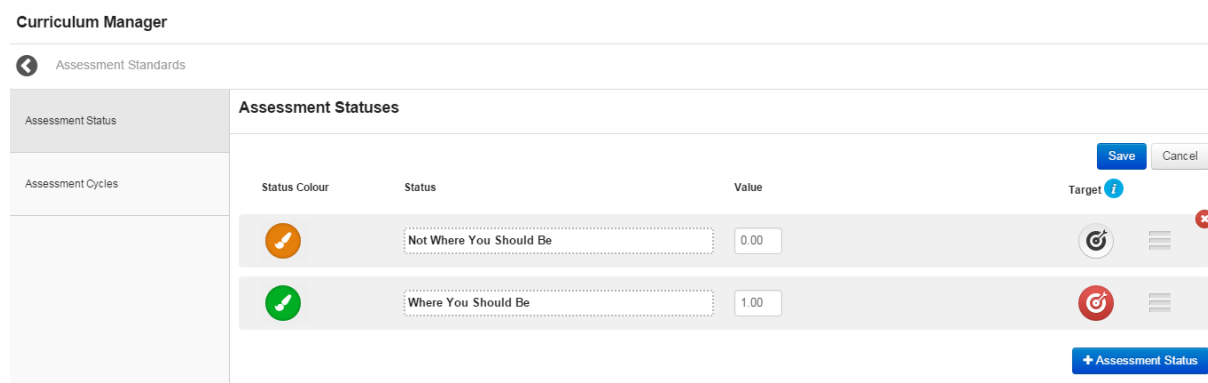
The Assessment Statuses are the first thing you will see when you open the Assessment Standards area. By default, you will see two statuses, Not Where You Should Be and Where You Should Be.

Note: The Assessment Statuses are a really important part of the ethos behind Frog Progress and **before** deciding on your statuses, we recommend a thorough reading of the [Progress Reports Overview](#) document on our [Community Site](#) which explains the difference between **Pathway and Snapshot** judgements.

The Assessment Status screen:



To edit the statuses, select the blue **Edit** button in the right hand top corner of the screen.



Status Colour: This is the colour the judgement made will appear in Student Tracker. To change the colour, click on the paintbrush icon, choose your new colour from the palette and click OK.

Status: The text of your judgements.

Value: The numerical value of your judgements. This is used in several areas in the Reporting application. We would recommend setting your numeric values to correspond to the order of your statuses (e.g. Not Where You Should Be would have a lower numeric value than Where You Should Be).

Target: The Target status is the status that is defined as “On Track” in the Reporting application. Any status that is directly below the target status is also considered “On Track”.

Move: The three line icon allows you to grab and move the statuses to align them as required.

+ Assessment Status: This button will allow you to add a new status.

Delete: The red X button allows you to remove an assessment status that is no longer required. Any judgements against a status which is being deleted can either be moved to a different status, or removed.

Save: Save your changes.

Cancel: Cancel your changes.

Assessment Cycles

Assessment Cycles dictate when you will be expecting your staff to assess your students. By default these are set to half-termly periods contained within cycles of one academic year.

To edit the assessment cycles, click the blue **Edit** button.

Curriculum Manager

Assessment Standards

Assessment Status	Assessment Cycles		
Assessment Cycles	Cycle/Period Name	Start Date	End Date
	2014/2015	01/09/2014	06/09/2015
	2015/2016	07/09/2015	04/09/2016
	2016/2017	05/09/2016	04/09/2017

Curriculum Manager

Assessment Standards

Assessment Status	Cycle/Period Name	Start Date	End Date
Assessment Cycles	2014/2015	01/09/2014	06/09/2015
	2015/2016	07/09/2015	04/09/2016
	2016/2017	05/09/2016	04/09/2017
	Autumn 1	05/09/2016	30/10/2016
	Autumn 2	31/10/2016	02/01/2017
	Spring 1	03/01/2017	26/02/2017
	Spring 2	27/02/2017	24/04/2017
	Summer 1	25/04/2017	04/06/2017
	Summer 2	05/09/2017	04/09/2017

+ Period: Use this button to add a new period within the same cycle.

+ Cycle: Use this button to add a new cycle to the system.

Delete: Use the red cross to delete a period/cycle.

Cycle/Period Name: A text field to allow you to name your cycles and periods.

Start/End Dates: The start and end dates of your periods and cycles.

Save: Save your changes.

Cancel: Cancel your changes.

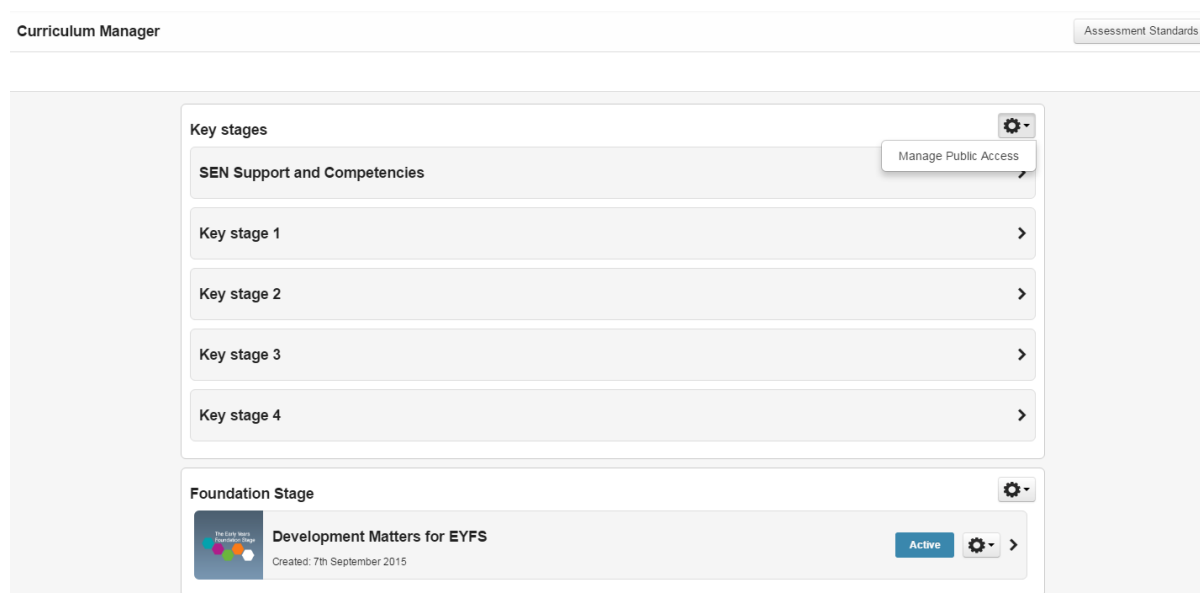
Note: There is a validation system at work on the dates within this area. It is not possible to change the dates of past periods/cycles or the current period. To change the dates of a period/cycle, it may be necessary to change the start/end date of a future period/cycle. For example, in the above screenshot, if I wanted to change the end date of the Summer 1 period, I would change the start date of Summer 2.

If you have any questions about changing the dates in this area, please contact the Service Desk on 01422 395939/servicedesk@frogeducation.com.

Making your Curriculum Public

One of the key features of FrogProgress is the ability to make your curriculum public to allow users to access it from your website, fulfilling one of your Ofsted requirements.

To publicise your curriculum, navigate to Curriculum Manager. Select the cog in the top right of either the Key Stages or the Foundation Stage sections:



The screenshot shows the 'Curriculum Manager' interface. At the top right, there is a button labeled 'Assessment Standards'. Below this, there are two main sections: 'Key stages' and 'Foundation Stage'. The 'Key stages' section has a gear icon in the top right corner. Below it, there is a list of items: 'SEN Support and Competencies' (with a 'Manage Public Access' button), 'Key stage 1', 'Key stage 2', 'Key stage 3', and 'Key stage 4'. The 'Foundation Stage' section also has a gear icon in the top right corner. Below it, there is a card for 'Development Matters for EYFS' (Created: 7th September 2015) with an 'Active' button and a gear icon.

Select **Manage Public Access** from the drop down.

The next screen will give you a slider for **Make Public on the Web** ON or OFF. Click the slider to turn the button green and ON.

When this slider is selected, you will be able to see a range of further options including the URL for your curriculum and options to cover whether you wish to only show KPIs or specific Key Stages.

It is also possible to choose which areas of the Learning Locker you wish to publically display in this area using the sliders next to each area.

When you are happy with your changes, use the blue **Save Changes** button to complete the process.

When you have your link to your public curriculum, you can use this on your website or paste it directly into your browser to see your published curriculum.

Note: the whole curriculum in its entirety is displayed in one list; any curriculums which are set to **active** will display and therefore it may be worth ensuring that only curriculums you are using are set to Active.