





Program Setup

In order to build Programming templates, you may first setup your category headings, philosophies and theorists within the 'Program Setup' window.

This tip sheet will walk you through:

- Creating Program Categories
- Create Program Philosophies
- Create Program Theorists
- Troubleshooting

Summary

Create Program

- 1. Click on Program & Practices menu
- 2. Select Program Setup
- 3. On the Program Categories tab click on +Create
- 4. Enter name
- 5. Click Save

Create Philosophies

- 1. Click on Program & Practices menu
- 2. Select Program Setup
- 3. On the Program Philosophies tab click on +Create
- 4. Enter philosophy
- 5. Click Save

Create Theorists

- 1. Click on Program & Practices menu
- 2. Select Program Setup
- 3. On the Program Theorists tab click on +Create
- 4. Enter theorist
- 5. Click Save







Program Setup

Detailed

To open this window, navigate to **Program & Practices** menu and select **Program Setup:**

Demonstration Site - Redbourne Child Care Centre	Child Care 👻	Processing -	Accounts -	Reports +	Quality -	Program & Practices 👻	Admin 👻	Support	۰.
Home					4	Program Setup			
						Programming			
DASHBOARD						Portfolio Entries			
						Diary			
Work Centre						Evidence of Learning			
WORK OCHIEC						Daily Care			
Welcome to your Work Centre.									

Program Categories

The Program Categories are the main headings to be written to within programming templates.

Search Keyv	word Sea	rch Reset			Displaying 4 out of 4
urrent Search	Options: Status: Active				
Order	Program Category	Created By	Date Created	Active	
^	Intentional Teaching		30/09/2020	Active	Edit Inactivate
* *	Children Contribution		30/09/2020	Active	Edit Inactivate
* *	Parent Contribution		30/09/2020	Active	Edit Inactivate
* *	Extension Ideas		30/09/2020	Active	Edit Inactivate

All active Program Categories will display in the list. You may view inactive categories via the advanced search function.







PROGRAM SE	TUP		
Program Categories	Program Theor	ists	
Search Keyword	•	Search	Reset
Other Options			
Status			
Active	•		C
Both			
Active			
Inactive			
Dennet	Carability		

To create a new Program Category, click the **+Create** button.

Enter the category name in the Add Program Category window:

Add Program Category	
Program Category *	
	ĥ.
	Close Save

Click the **Save** button to save the record and you will get a successful message:



You may also click the **Inactivate** button to inactivate the record if the Program Category is not in use.

To change the ordering in which these items will be displayed within your templates, move them up and down using the arrows:

Or	der
^	¥
1	*







Program Philosophies

Program Philosophies are the philosophies you wish to link to within programming records.

PROGRA	AM SETUP						
Program Cat	tegories Program Philosophies	gram Theorists					
Search Ke	Search Keyword Search Reset Displaying 0 out of 0 Create Current Search Options: Status: Active						
Order	Philosophy	Created By	Date Created	Active			

All active Program Philosophies will display in the list. You may view inactive Philosophies via the advanced search function.

You may also use the advanced search function to filter records created by service or a specific educator.

To create a new Program Philosophy, click the **+Create** button.

Enter the philosophy in the Add Program Philosophy window:

dd Program Philosophy	
Philosophy Name	
	Close Save

Click the **Save** button to save the record.



The Philosophy will be saved. You may then edit or inactivate the Philosophy entries as required.







gram Cat	egories Program Philosophies Program Theorists					
earch Ke	word • Search Reset		Disp	laying <mark>5</mark> out	of 5	🕀 Crea
rrent <mark>S</mark> ear	ch Options: Status: Active					
Order	Philosophy	Created By	Date Created	Active		
↑ ↓	Respect for diversity by acknowledging the cultural backgrounds, languages, values and	O, Jacinta	15/09/2022	Active	Edit	Inactivate
↑ ↓	We believe that community engagement is important as it has an immense impact on children's	O, Jacinta	15/09/2022	Active	Edit	Inactivate
↑ ↓	We believe that secure, respectful and reciprocal relationships provide children with	O, Jacinta	15/09/2022	Active	Edit	Inactivate
↑ ↓	We believe young children represent the first of the future generations which makes it	O, Jacinta	15/09/2022	Active	Edit	Inactivate
↑ ↓	We believe indoor/ outdoor learning environments support all aspects of children's learning	O, Jacinta	15/09/2022	Active	Edit	Inactivate
↑ ¥	We believe indoor/ outdoor learning environments support all aspects of children's learning	O, Jacinta	15/09/2022	Active	Edit	Ina

You may also hover your mouse over the text for a quick view:

Sear	rch Key	word Search Reset		Displ	laying 5 out	of 5	🕀 Creat
Curren	nt Searc	h Options: Status: Active	/				
0	rder	Philosophy	Created By	Date Created	Active		
1	•	Respect for diversity by acknowledging the cultural backgrounds, languages, values and	O, Jacinta	15/09/2022	Active	Edit	Inactivate
1	•	We believe that community engagement Respect for diversity by acknowledging e impact on children's	O, Jacinta	15/09/2022	Active	Edit	Inactivate
*	•	We believe that secure, respectful and values and contributions of all families in Idren with	O, Jacinta	15/09/2022	Active	Edit	Inactivate
1	•	the child care centre and the surrounding We believe young children represent the community, including Aboriginal and thinch makes it	O, Jacinta	15/09/2022	Active	Edit	Inactivate
1	*	We believe indoor/ outdoor learning environments support all aspects of children's learning	O, Jacinta	15/09/2022	Active	Edit	Inactivate

To change the ordering in which these items will be displayed within your templates, move up and down using the arrows:

Or	der
^	♦
↑	•







Program Theorists

Program Theorists are the theorist entries you wish to link to within programming records.

All active Program Theorists will display in the list. You may view inactive Theorists via the advanced search function.

ROGRA	M SETUP		-			
Program Cat	egories Program Philosophies	Program Theorists				
Search Keyword Search Reset Displaying 0 out of 0 Image: Create Current Search Options: Status: Active Status: Active						
Order	Theorist	Created By	Date Created	Active		

To create a new Program Theorist, click the **+Create** button.

Enter the theorist entry in the 'Add Program Theorist' window:

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Click the **Save** button to save the record and you will receive a successful message:



The theorist entry will be saved. You may also edit an entry if required:







ogram Categ	ories Program Philosophies	Program Theorists				
Search Key	vord 🝷 Se	arch Reset			Displaying 1 o	ut of 1 🕞 Creat
urrent Search	Options: Status: Active				~	
Order	Theorist		Created By	Date Created	Active	
↑ ↓	Lev Vygotsky - Vygotsky emphasised the impo	rtance of relationships and interactions between	O, Jacinta	15/09/2022	Active	Edit Inactivate

You may hover your mouse over the text for a quick view:

rogram Categories Program Philosophies Program Theorists				
Search Keyword			Displaying 1 out	of 1 Create
Current Search Options: Status: Active				
Order Theorist	Created By	Date Created	Active	
Lev Vygotsky - Vygotsky emphasised the importance of relationships and interactions between	O, Jacinta	15/09/2022	Active	Edit Inactivate
1 Lev Vygolsky - Vygolsky emphasiaed the importance of relationships and interactions between children and more knowledgeable peers and adults. He believe dhat children's cognitive understandings were enriched and deepened when they were 'scalifolded' by parent, teachers or peers. Social interactions involve communicating, so Vygolsky also emphasized the role of language in the development of the child's limiting				

You may also click the **Inactive** button to inactivate the record if the Theorist entry is no longer in use.

To change the ordering in which these items will be displayed within your templates, move up and down using the arrows:

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Program Setup

Troubleshooting

Issue: I cannot see the Program & Practices menu.

Why? This will be due to the permissions that have been applied to the role which is assigned to the user.

Resolution: The user will need to have the option called **Program & Practices** set to edit (to enable the user to make changes) or view (to enable the user to see but not make any changes).

To fix this please follow the steps below:

First you need to find what type of permission the user has:

- 1. Click on the cog settings
- 2. Select user/personnel
- 3. Find the user within the list and click edit
- 4. Click on the Sites tab
- 5. View the role name assigned to the user:

EDIT USER ANDREW SIMONS (CONTACT)						
General Details Sites General Approvals / CCMS Personnel Approvals CCS Personnel Roles e-Signature						
Displaying 1 of 1						
Site Name	Roles	Active				
Redbourne Child Care Centre	e-signature	Yes	(N Eat			

Next, change permissions for that role:

- 1. Click on the cog settings
- 2. Select setup
- 3. Click on the roles tab
- 4. Next to edit, click on the down arrow and select Permissions
- 5. Select the component Program & Practices
- 6. Scroll to find the sub-component Program & Practices
- 7. Drop down the permission type to select either edit or view
- 8. Click save