Programming

Programming Records is how you record and show your parents the different programs you are is running. You might have different themes or certain things you are focusing on for a time period. It is up to you how long your program runs for.

In order to begin creating your Programming entries and publishing them to the Parent Portal, you will first need to create Program Templates. The templates you create may then be used to create your Programs.

Any Programs published to the Parent Portal will be viewable to all families assigned to you by your service (who have access to the Parent Portal).

This tip sheet will walk you through:

- **Create a Program Template**
- **Create a Program**
- **Searching and Printing Program Entries**
- **Troubleshooting**

Summary

Create a Program Template

1. Click on Program & Practices Menu
2. Select Programming
3. Under the Templates tab click on +Create New Template
4. Main Details:
   a. Enter title
   b. Tick if you want images/video uploads
   c. Select heading colour
5. Program Category
   a. Tick if you want program categories to write to
   b. If selected, tick which category headings

6. Custom Text Fields
    a. If you wish, you can add new headings by clicking on +Add button
    b. Then type in a heading
7. Family Input
    a. Tick if you want this field to write to
8. P.P.L.O
    a. Select Type from drop down menu
    b. Then tick if you want the following options on your template: Principles, Practices, Learning Outcomes.
9. Other Sections
    a. Then tick if you want the following options on your template: Philosophy, Follow Ups/Extensions, Theorists
10. Scroll up and click Save

Create a Program

1. Click on Program & Practices Menu
2. Select Programming
3. Under the Templates tab, find the template you want to use and click Create New Record
4. Main Details
    a. Enter a Title
    b. Select Start Date
    c. Select End Date
    d. Select Room/Program
    e. Then select Children
5. From here on is based on what you have selected when creating your template. You may need to add media, or tick headings that relate to the diary entry and enter information where required.

NOTE: You may have more headings/information depending on how you customise your program.
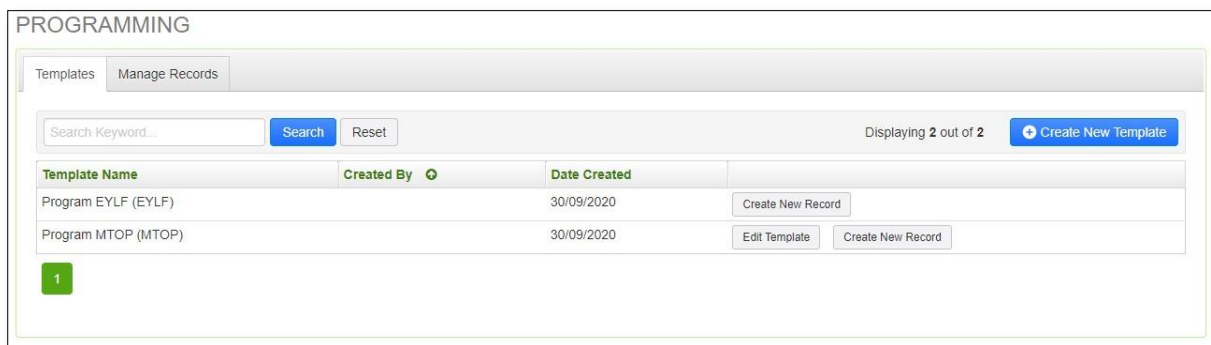
Programming

Detailed

To open the Programming module, navigate to **Program and Practices** menu and select **Programming**:
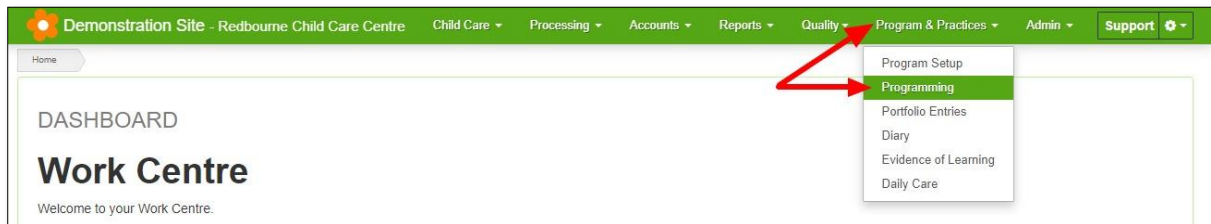
This will open the **Programming** window:

Creating a Program Template

The Program Templates determine the headings and content which you can write about and link to when creating a Program.

To create a new template, click the **+Create New Template** button.

The New Form Template page will appear:

NEW FORM TEMPLATE   Cancel   💾 Save

Main Details

Title

Please type a title here...

☐ Allow image/video uploads

Heading Colour ■

Program Category

Select the Program Category headings to include on the template. When the user creates an instance of this template, a text area will appear below each heading giving them the opportunity to enter text.

☐ Enable Program Categories

Custom Text Fields

You can define as many free text fields as you like. Enter a title and when the user creates an instance of this template a text area will appear below each heading giving them the opportunity to enter text.

＋Add

Family Input

☐ Family Input

P.P.LO

Enable the Principles Practices & Learning Outcomes required for this template below.

Type

EYLF (0-5yr old) ⌄

☐ Principles

☐ Practices

☐ Learning Outcomes

Other Sections

Select additional headings to include on the template. When the user creates an instance of this template, a text area will appear below each heading giving them the opportunity to enter text.

☐ Philosophy

☐ Follow Ups / Extensions

☐ Theorists

Main Details:

Title – Give the template a name. This helps you to identify the template, particularly if you have multiple templates.

Allow Image/Video Uploads – Check this box if you wish to upload images and videos to your program.

Heading Colour – Click on the colour box to change the colour of the headings throughout your program.

Program Category:

Enable Program Categories – Check this box if you wish to write to Program Categories within your Program. Once checked, you may check the specific entries to include. You may also opt to allow image uploads to each entry by checking the 'Enable Image Upload' box.

NOTE: If you wish to add your own program category headings please see the tip sheet called Program Setup

Custom Text Fields:

Click the 'Add' button to add custom headings in your Program. As with the Program Categories, these headings will appear on your program with a textbox underneath for you to write in.

P.P.L.O:

Select either EYLF (0 – 5yr old) or MTOP (school age).

If required, check the boxes to include Principles, Practices and Learning Outcomes.

Other Sections:

If required, check the boxes to include Philosophy, Follow Ups/Extensions, Theorists and Family Input.
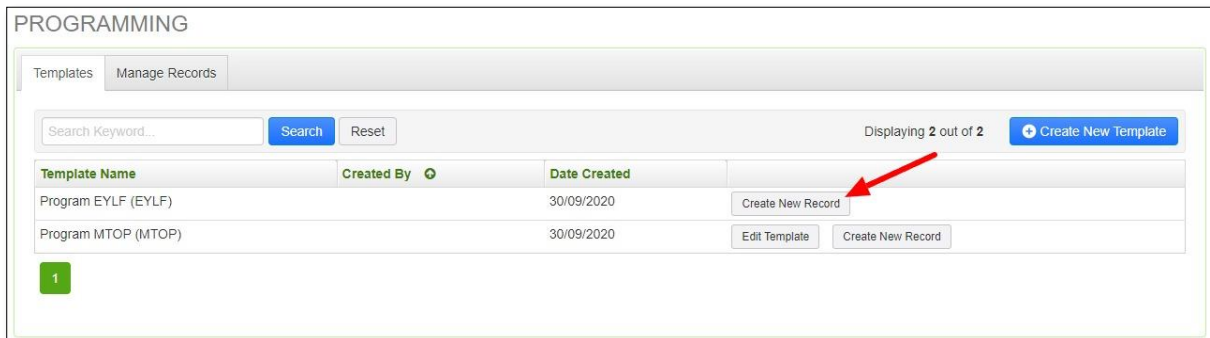
Once your template is complete, click the **Save** button. Your template will now display in the list.

You may edit a template by clicking the **Edit Template** button.

Note: Once a program template has been used you will not be able to edit the template.

Creating a Program

To begin creating a Program, select the template you wish to use and click the **Create New Record** button.

This will open the Create Program window and allow you to begin.

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NOTE: Your template may differ to the content listed below depending on how you have setup your template.

Give the Program a title. This is the title of the record when published to the Parent Portal.

Select the start date for the program and, if applicable, the end date.

Click the **browse** button to upload images/videos. If you are on a device with a built-in camera, you may also choose to take a photo to upload.

Once your images are uploaded, you may add captions if required.

The **Other Details** box will include all of your headings to write to. This includes custom text fields, Program Categories and the Principles, Practices and Learning Outcomes etc.
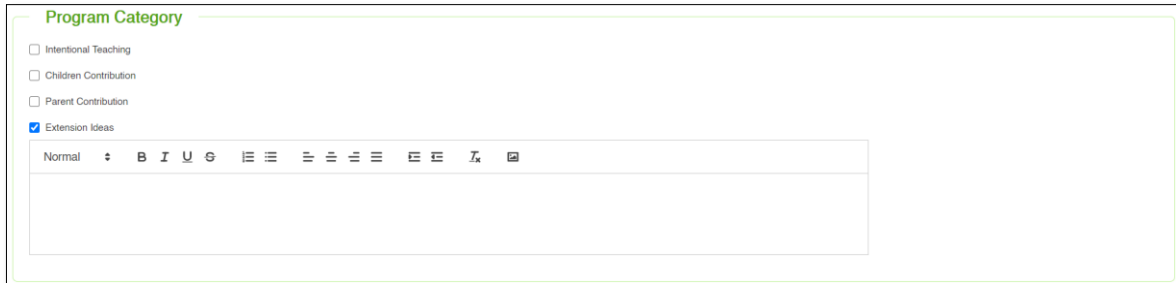
Enter details as required into the text boxes:

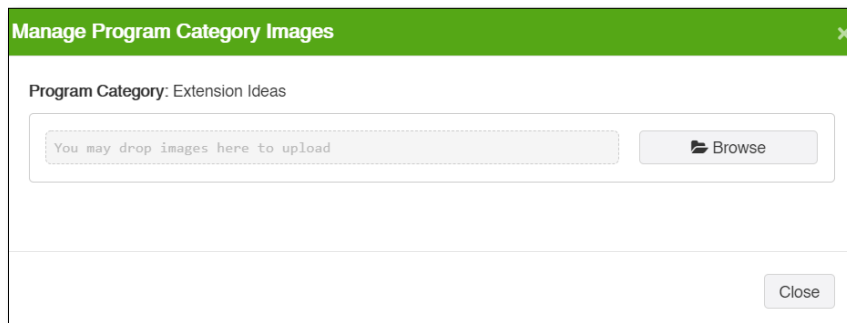You may use the text box settings to adjust the layout and sizing of the text as required.

Check the **Program Category** boxes to expand the textboxes:
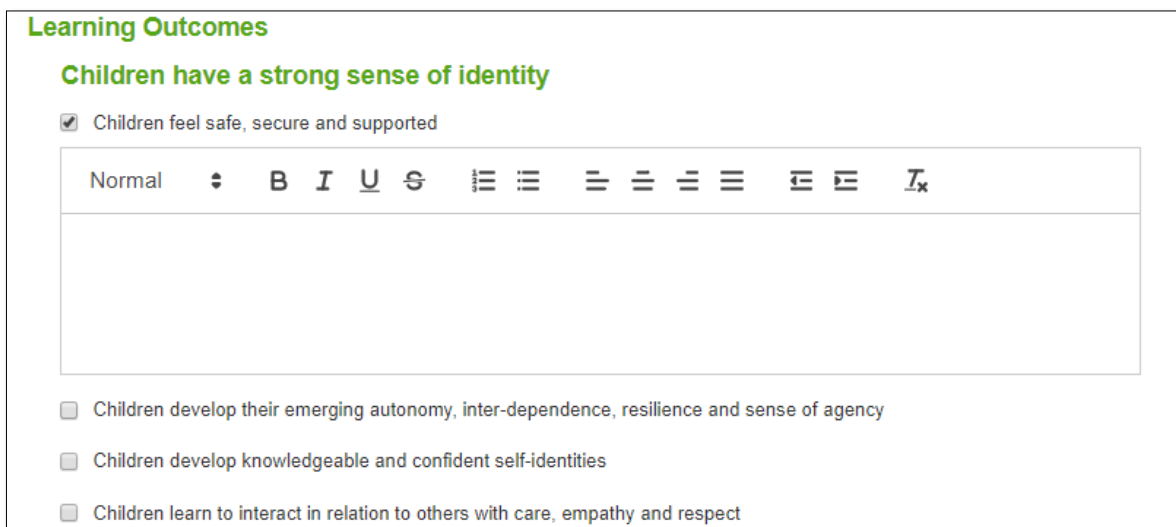

If the selected template allows image uploads per Program Category, click the button to open the **Manage Program Category Images** window:
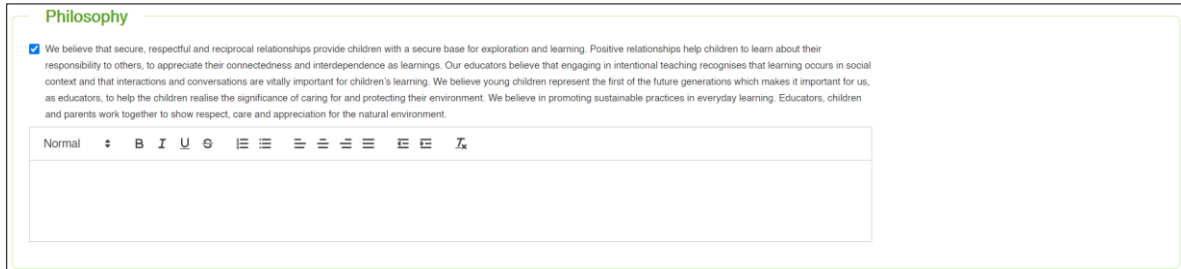

This window may be used to upload and view uploaded images for each Program Category.

Check any relevant **Principles, Practices and Learning Outcomes**. Each box you check will open an optional textbox which you may optionally write to:
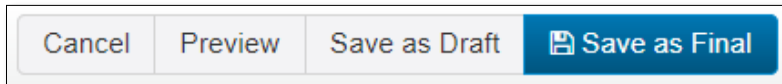
Check the boxes next to any Philosophy or Theorists which you wish to include. Once again, each box you check will open an optional textbox which you may optionally write to:
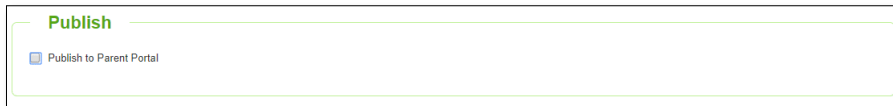

Don't forget to save the record before exiting.

If you wish to save and continue editing the template at a later stage, click the **Save as Draft** button:
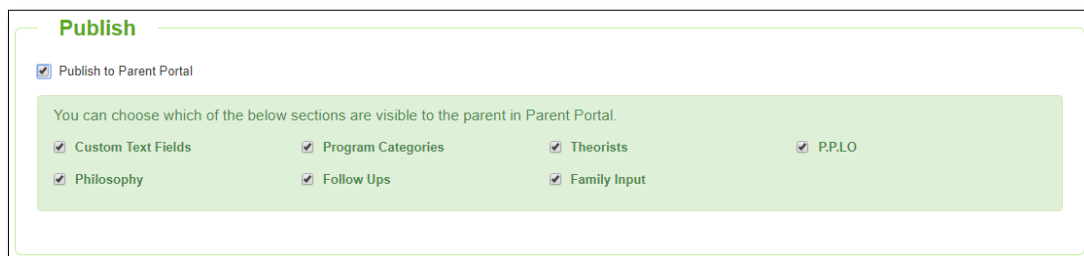

If the program is complete, click the **Save as Final** button.

To immediately publish to the Parent Portal, you may click the publish button at the bottom of the template prior to saving:

Once you have selected the **Publish to Parent Portal** button, you may deselect any content you do not wish to be visible within the Parent Portal:

Once you have saved the record, you will be redirected to the **Manage Records** tab. This is where you may view and edit any Programs you have created.

Template – This column will indicate which template was used to create the Program.

Title – This column will display the title you have given the Program.

Created by – This column displays the individual that has created the template

Start Date and End Date – This column displays the dates the Program runs for.

Status – This column will indicate whether the Program is still in draft or has been finalised.

Publish to Parent Portal – This column indicates whether or not the Program has been published to the Parent Portal.

The **Action** button will allow you to View, Edit, Publish/Unpublish and Print the Program.

Programs published to the Parent Portal will display in the child's **Programming** folder.

Christmas Sensory Bin

This activity will give the children the opportunity to explore a range of media within the container (all Christmas themed coloured!). This activity encourages children to use their imagination and get creative!

Colours Ziplock Bag Experiment

This experiment will encourage to mix colours to form new colours. We will be using primary colours for this experiment (red, blue and yellow). Children will use their hands to blend the colours together. This follows on from a book we read last week called 'Little Blue and Little Yellow' by Leo Lionni.

Pipe-Cleaner Christmas Trees

This activity will involve threading beads (Christmas Lights and Baubles) onto tree shaped pipe cleaners to create a decorative Christmas tree. Threading beads helps with fine motor development as it requires concentration and pincer grasp manipulation of the thumb and forefinger. This will help develop the same skills used to grip a pencil.

Practices

● Collaboration with children

● Learning through play

Learning Outcomes

1. Children have a strong sense of identity
   ● Children develop knowledgeable and confident self-identities
   ● Children learn to interact in relation to others with care, empathy and respect

2. Children connect and contribute to their world
   ● Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
   ● Children respond to diversity with respect

3. Children have a strong sense of wellbeing
   ● Children become strong in their social and emotional wellbeing

4. Children are confident and involved learners
   ● Children develop dispositions for learning such as curiosity, co-operation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

5. Children are effective communicators
   ● Children engage with a range of texts and gain meaning from these texts
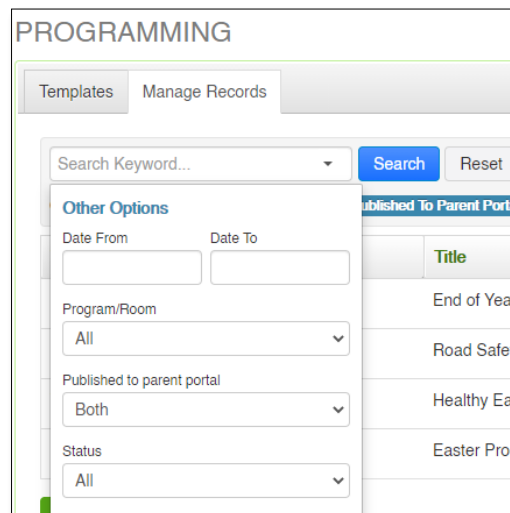   ● Children begin to understand how symbols and pattern systems work

◀ Previous   Next ▶

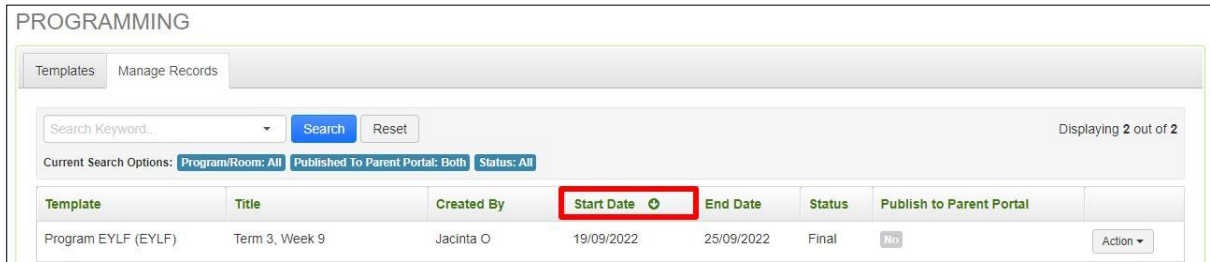## *Searching and Printing Program Entries*

Searching

You may search for programs using the search keyword option headers underneath then **Manage Records** tab:

In the search keyword you may search for the title.

Drop down the search keyword menu and you will have more options here: Date, program/room, whether the entry has been published to the portal or not, and the status (final or draft). Select your search options then click the search button to view the results.

You also have an option to sort your column headings by ascending or descending order. To do this click on the start date column heading:

Printing

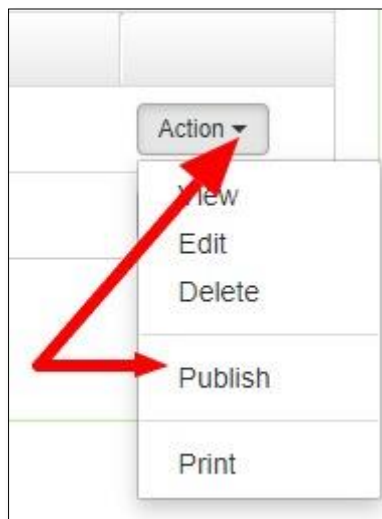The print option is available via the actions drop down menu:

Selecting the Print Option will display a PDF/Print Preview view of the Program.

Programming

Troubleshooting

Issue: I'm getting an error when trying to upload images and videos.

Resolution: There are some limitations on the size and file type which is why your upload is failing:

Type	Min	Max	Valid Extensions
Image	1KB	10MB	png, jpg, jpeg, gif, tif
Video	100KB	80MB	mpg, mp4, avi, mov, wmv and flv

Issue: Why can't parents see the program I have created?

Why? This will be because the programming record hasn't been published to the parent portal. Have a look at the *Published to Parent Portal* column:

Template	Title	Created By	Start Date	End Date	Status	Publish to Parent Portal	
Program MTOP (MTOP)	Road Safety	Kylie G	1/10/2020	31/10/2020	Final	No	Action ▾
Template 1 0-5 (EYLF)	Healthy Eating	Lucy McDonald	31/08/2020	27/09/2020	Final	Yes	Action ▾

Resolution: If the column displays as **No** this means the record will not show within the parent portal. To publish the portal, click on the actions button, select publish, select which fields you would like to be visible for the parent in the portal then click publish

Issue: How do I upload my own template?

Resolution: We do not have this option available. We do provide you with 2 standard templates however you can convert your paper templates to an electronic version by adding your own program categories and then follow the

Issue: Can i delete or hide a template?

Resolution: No you cannot hide/delete templates. We suggest that if you are no longer using a template to edit the template and add the wording 'do not use'.

**Issue:** The image displays upside down or sideways.

Why? This is not an issue with the system, but with the file itself.

Resolution: You can easily edit images on your computer with programs such as 'Paint' to rotate the image to the correct view. To edit the file using Paint, open a new Paint project:
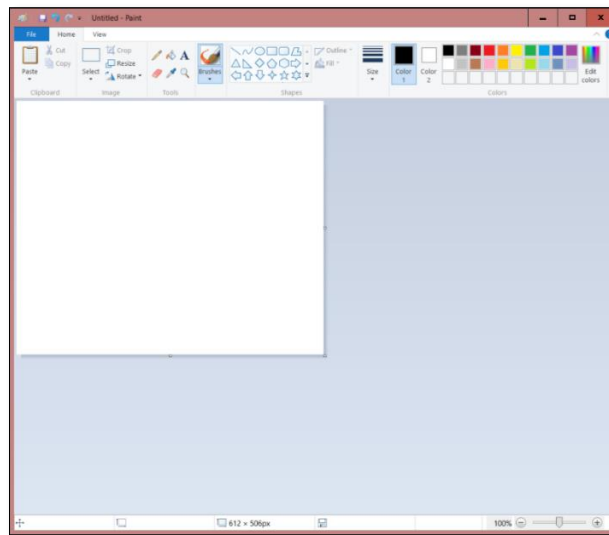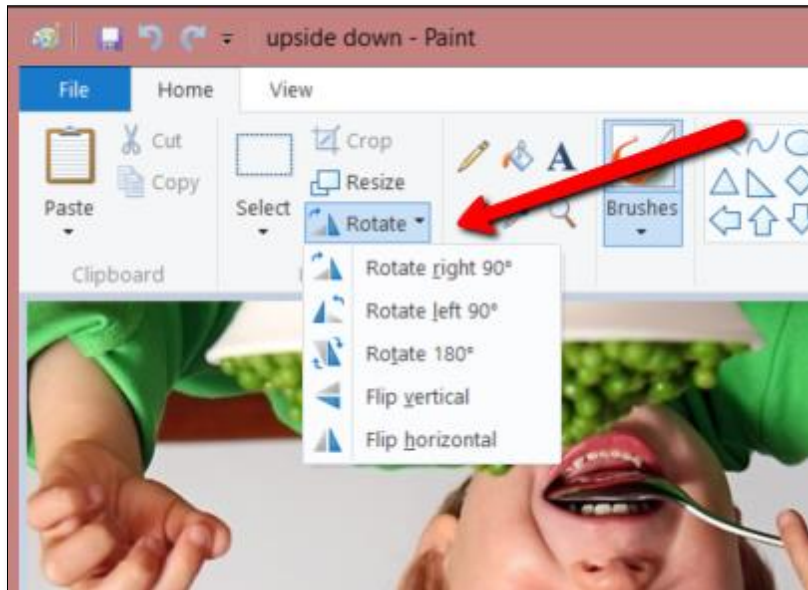

In the top left hand corner of the window, select File and Open. Browse your files for the image, select and click Open.
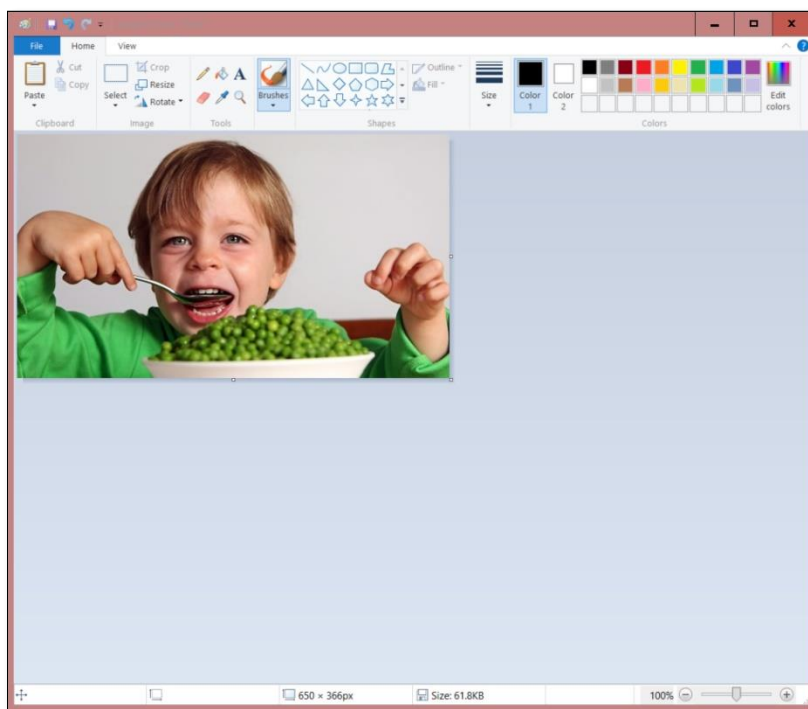
The file will appear in the Paint window:
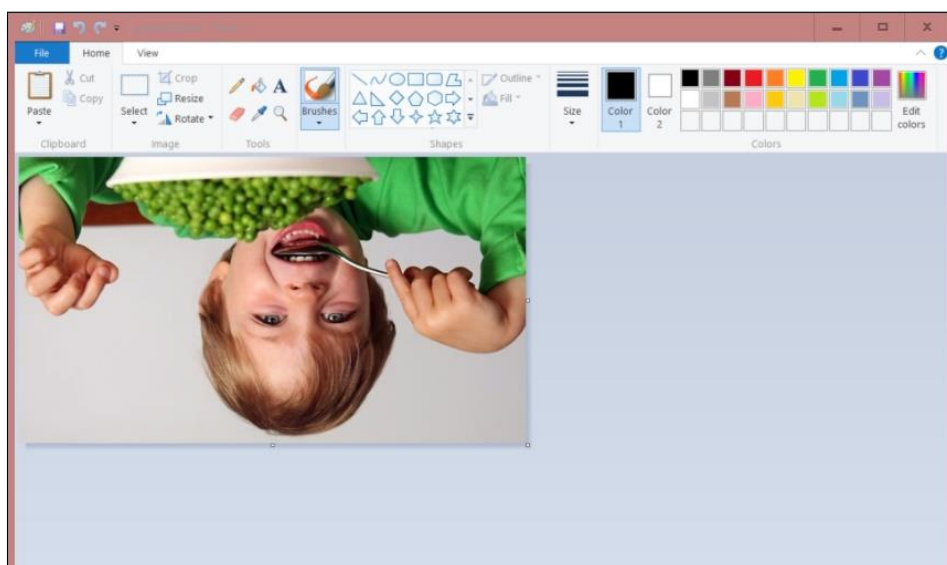
Click the Rotate button:

Rotate the image until it is displaying correctly:

Save your image by clicking **File** and **Save/Save As**.

You may then upload the new image to the child's record.