

The Creative Learning Journey™
...every child matters

online

WHEELS

User Guide

step one

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



- Enter your **username, password** and **name** (as per your CLJ entry)
- Click on **2009/10**
- You will now have the **Online Wheels** screen

First time use:

- Click on the **Create NEW Wheel** icon to create your first wheel.
- A box will appear on your screen, Type the ‘**Title**’ of your new wheel in the box. Click **OK**.
- The default is ‘**Foundation stage**’.
- A new wheel will appear in your box.
- Please click on **Edit** - next to your wheel title
- A blank wheel will appear on screen.
- Choose **Year Group** located at the top left of the screen, a drop down menu will appear enabling you to select the correct year for your wheel. By selecting the year, the correct skills for that year will appear in the relevant boxes.

Note: The following Year Skills will also appear in Green.

step one continued....

step one continued

Creating your Wheel

- Begin creating your wheel by selecting the **'Year'** option at the top, a drop down menu will appear enabling you to select the correct year for your wheel. By selecting the year, the correct skills for that year will appear in the relevant boxes.
Note: The following Year Skills will also appear in **Green**
- 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.

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 one continued

Creating 'Mixed Age Class' wheels

An example of creating a Mixed Age Class wheel:

If you plan to run **Year 1** skills with **Year 2 skills**.

- Select **Year 1** skills by clicking on the **Black text Skills**.
- Select **Year 2** skills by clicking on the **Green text Skills**.

Your wheel year heading will reflect this choice automatically when you **SAVE** the wheel.

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 two

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 two individual A4 portrait pages. Saving your Wheel to A3 size, will save the wheel on one single A3 landscape page.

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 two A4 portrait pages
OR, click **SAVE A3** if you want to print your wheel on one A3 landscape page.
- 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 MENU**'. **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!**

step three

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. 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.

step four

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 '**SCHOOLS WHEELS**'.

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

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 save and update check the following:**

- 1** Your computer is connected to the internet.
- 2** You have not set your computer to 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**.