



# Designing Local Curriculum Toolkit

A How to Guide to the Designing Local Curriculum Toolkit

v1.6 – Valid at February 2020





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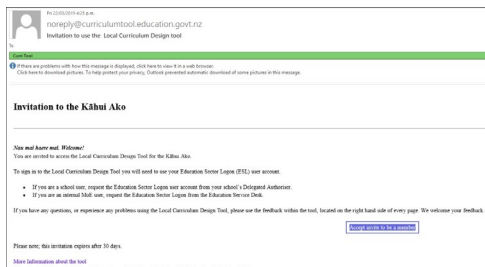




# 1. Access to Designing Local Curriculum Toolkit

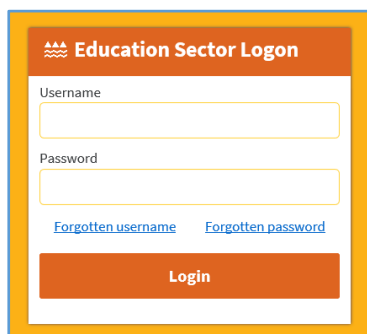
## I. How to access the tool for the first time

1. You will receive an email invitation form [noreply@curriculumtool.education.govt.nz](mailto:noreply@curriculumtool.education.govt.nz) which was created by your school community Leader or Administrator



Note: the invitation expires after 30 days

2. If it is not in your email inbox, check your junk mail for an email from noreply
3. Click the blue “Accept invite to be a member” button in the email
4. This takes you to the Education Sector Logon (ESL) page



5. Enter your ESL user id and password if you have one; your ESL account will need to be given the CoL Role
  - a. If you do not have an ESL or your account does not have the CoL Role, you will need to contact your Delegated Authority who can set you up
  - b. If you are a Ministry of Education staff member, contact the MoE Service Desk

## II. Can I get into a Community without being invited?

- You must be invited to join a Community to get access to their information
- The invitation will need to be initiated by the Community Leader or Administrator (or the Ministry of Education if you are the initial Leader of your community).
- Sharing the link to the community will not give another person access

## III. Designing Local Curriculum web address

- The web address is: <https://curriculumtool.education.govt.nz>; type this into your browser’s address bar
- If you have bookmarked the page, you can go straight to the landing page; you will need to sign in with your ESL logon and password
  - Click the **Sign In** at the top right of the page



#### **IV. What is an Education Sector Logon (ESL)?**

An Education Sector Logon (ESL) is an authorisation for people to use to access a range of Ministry websites and applications, including all users of the Designing Local Curriculum Toolkit. This is the same authorisation used for Ministry applications such as Attendance Service (ASA), e-asTTle, ENROL, PaCT, TWA, Property portfolio (Helios), School Data Portal (SDP), TEC workplaces, NZQA schools Extranet etc

If you require support to user your ESL, have forgotten your password or do not have an ESL account, support information can be found on the Ministry's website: <http://services.education.govt.nz/education-sector-logon/user-support/>

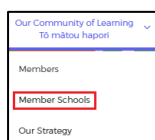



## 2. Member Maintenance

### I. Inviting new members


Only Leaders and Administrators can invite new members

1. Sign into the tool
2. Go to Our Community of Learning Tō mātou hapori in the menu bar
3. Select Members from the list



4. Click on  in the banner
5. Complete the Register New User screen

For permissions see the table below

6. Click  to send an invitation to the new member
7. The new member will not appear in your member's list until they have accepted the invitation

Note:

- Anyone who requires access to the tool needs an Education Sector Logon (ESL) with the CoL Role attached
- School invitees who don't have an ESL logon, can request one from their School Delegated Authoriser
- Ministry staff should contact the Education Service Desk
- If the new member says they have not received an invitation, they should check their junk mail folder for an email from [noreply@curriculumtool.educaiton.govt.nz](mailto:noreply@curriculumtool.educaiton.govt.nz)

### II. Permission levels and what they mean

Permission levels reflect the different roles with a community. The community can decide levels of access for their members. It is likely that a Leader may identify an Administrator who can do some of the work like entering members into the toolkit. The table below describes the levels of access and the associated permissions.




Role	Level of Access
Leader  (The identified leader of the Kāhui Ako)	Has permission to complete all actions and view all entries on the site, including; <ul style="list-style-type: none"> <li>• Approve Collaborative Inquiry Proposals</li> <li>• Update Community Profile</li> <li>• Add new Members</li> <li>• Submit Collaborative Inquiry Proposals</li> <li>• Read and write access to documents</li> </ul>



Administrator	Has permission required to maintain the site design and membership, including; <ul style="list-style-type: none"> <li>• Update Community Profile</li> <li>• Add new Members</li> <li>• Submit Collaborative Inquiry Proposals</li> <li>• Read and write access to documents</li> </ul>
Editor (such as teachers and others who contribute to the tool)	Has permission required to actively work on tasks within the site, including; <ul style="list-style-type: none"> <li>• Submit Collaborative Inquiry Proposals</li> <li>• Read and write access to documents</li> </ul>
Read Only Only needs to view content	Has permission to read documents. Does not have the ability to edit



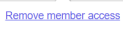

### III. Changing a member's permission level

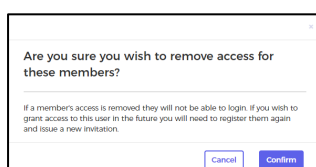
Only the leader or administrator can change another member's permission level; they can not change their own.

1. Sign into the tool
2. Go to Our Community of Learning Tō mātou hapori in the menu bar
3. Select Members from the list
4. Click on  at the bottom of the page
5. Click on the  next to the member's name
6. Select the new permission level
7. Click 

### IV. Deleting a member from the community

This may be required if the member is no longer involved in your community or their invitation has expired

1. Sign into the tool
2. Go to Our Community of Learning Tō mātou hapori in the menu bar
3. Select Members from the list
4. Click on  at the bottom of the page
5. Click on the  next to the member's name
6. Select "Remove member access" 
7. **Removed** will appear
8. Click  to save your changes
9. A message will appear to confirm you wish to remove the member/s







10. Click [Confirm](#)

11. If you have removed a member in error click [Cancel](#), then click [Cancel](#) on the Members page

## V. Updating schools, kura, wharekura, tertiary institutions, wānanga and early childhood centres

Your community will be pre-loaded with the schools, kura, wharekura, tertiary institutions, wānanga and early childhood settings the Ministry knows about. This list can be view in the Member Schools option under “Our Community of Learning Tō mātou hapori.

If your list is incorrect, contact the Curriculum Support team via email:

[CurriculumTool.Support@education.govt.nz](mailto:CurriculumTool.Support@education.govt.nz)

## VI. Changing the name of your community

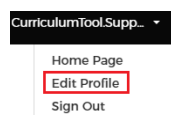
Your community will be named using the name the Ministry knows about.

If you wish to change the name of your community contact the Curriculum Support team via email:

[CurriculumTool.Support@education.govt.nz](mailto:CurriculumTool.Support@education.govt.nz).

## VII. Updating your profile

You can change your personal details at any time by selecting Edit Profile in the Sign In menu

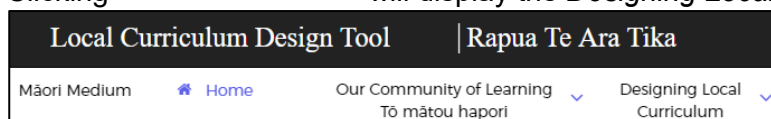


You can also change the default tools from Designing Local Curriculum to Rapua Te Ara Tika and back. Remember to click [Save | Takina](#) at the bottom of the page

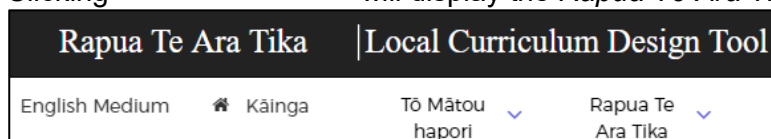
## VIII. English Medium and Māori Medium

You can change the medium you wish to use by clicking on the medium toggle in the Navigation menu

- Clicking **English Medium** will display the *Designing Local Curriculum* navigation (English Medium)




- Clicking **Māori Medium** will display the *Rapua Te Ara Tika* navigation (Māori Medium)



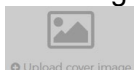


### 3. Site Profile

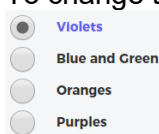
#### I. Customising your community

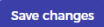
You can change the image on your home page, add a description or vision or change the colour of your community by clicking on  on the home page.

- To change the image click on “Upload cover image” in the grey banner and follow the instructions





- To add or update a description or vision use the “Supporting Data” box
- To change the colour of your community, select an option from the Banner Colour Palette



Remember to click  at the bottom of the page

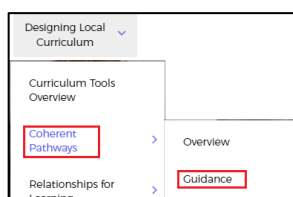
#### II. Finding out what is in the tool

Guidance about the tools is available to all from <https://curriculumtool.education.govt.nz> without the need to sign in.

- Click on  to access the *Rapua Te Ara Tika* guidance
- Click on  to access the *Designing Local Curriculum* guidance

Once you have signed into your community you can access the guidance for each tool under the tool menu

- Coherent Pathways Guidance



- Te Whare Wānanga Puka Tohu (guidance)

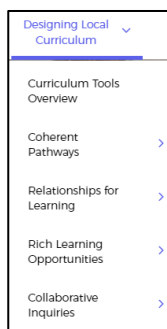




## 4. Designing Local Curriculum

The Designing Local Curriculum list gives you access to the tools and their guidance. The tools are:

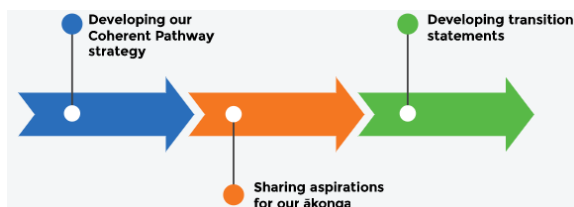
- Coherent Pathways
- Relationships for Learning
- Rich Learning Opportunities
- Collaborative Inquiries



### I. Coherent Pathways

#### Overview

- Select “Overview” to access the Coherent Pathways tool
- Clicking the process diagram will take you to the Coherent Pathways guidance document



#### Coherent Pathway strategy

- This is to record or view your community’s Coherent Pathways strategy
  - Click “Edit” to add or amend your strategy

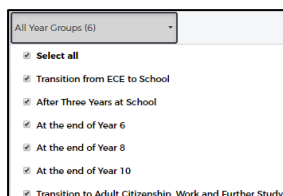
#### Transition Statements

- Click [View →](#) button to view the capabilities for each Transition Statement
- This will place the Transition Statement in Edit for those with the editing rights
  - After updating a section, click [Save ↩](#) to save your changes for that section
  - Checking or unchecking an option will display or hide the option in the year group on the Overview page

#### Filtering the Transition Statements

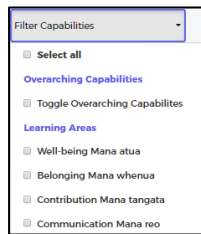
You can filter the statements to display only those you are interested in on the Overview page

- Year Groups Filter
  - Filter the year groups you want to focus on in the pathway
  - Checking or unchecking an option will display or hide the year group on the page

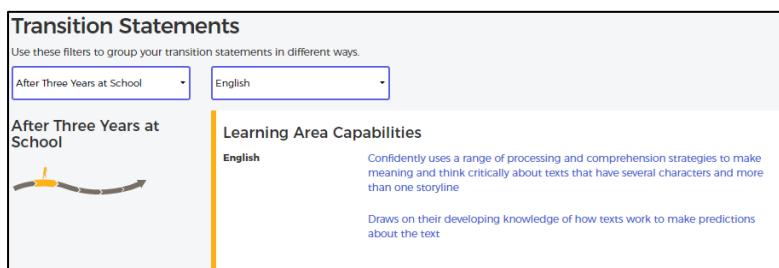


- Capabilities Filter

- Filter the capabilities you want to focus on in the pathway; the capabilities are divided into Overarching Capabilities and Learning Areas
- Checking or unchecking an option will display or hide the capability on the Overview page



For example the Transition Statements on the Overview page filtered by “After Three Years at School” and “English”



### Overarching Capabilities list

- Making meaning
- Critical inquiry
- Perspective taking/Taking action

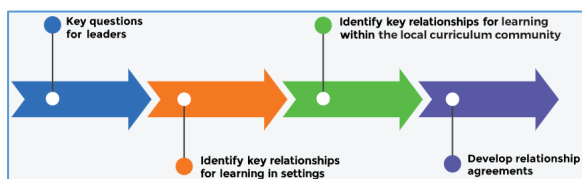
### Learning Areas list

- Well-being Mana atua
- Belonging Mana whenua
- Contribution Mana tangata
- Communicaiton Mana reo
- Exploration Mana aotūroa
- English
- The Arts
- Health and Physical Education
- Technology
- Te Reo Māori
- Confident Tū pakari
- Connected Whanaungatanga
- Lifelong learner Ākonga taumano

## II. Relationships for Learning

### Overview

- Select “Overview” to access the Relationships for Learning tool
- Clicking the process diagram will take you to the Relationships for Learning guidance document



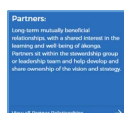
### Relationships for Learning strategy

- This is to record or view your community’s Relationship for Learning strategy
  - Click “Edit” to add or amend your strategy

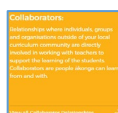
### Relationship tiles

Relationships for Learning are divided into 4 types and each is represented by a coloured tile;

#### Partners



#### Collaborators



#### Education Professionals



#### Providers






- To create a new relationship you can either
  - In the Designing Local Curriculum list, select “Relationships for Learning”
  - Select “Add a new Relationship”;

OR




- Click  at the bottom of the Overview page under the Relationship tiles. The button is also available inside each tile

- Complete the form

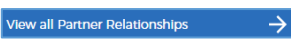
#### Contacts

- To add a new Contact to a relationship, click 
- Complete the section and click  to save and add the contact
- The contacts for the relationship will show under 


#### Agreements

- To add a new agreement to a relationship, click 
- Complete the section and click  to save and add the contact
- The agreements for the relationship will show under 

- Viewing/editing your Relationships for Learning

- Click  in the tile to view the list of relationships



○ Click  to edit the relationship

Note:

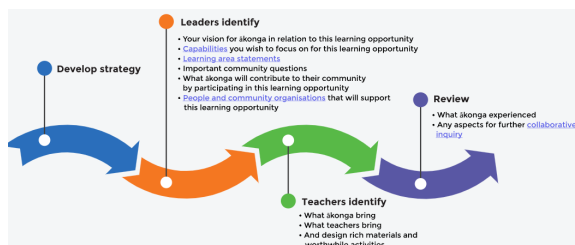
- A relationship can have only one type
- Take care when changing the name and type of the relationship as the relationship may be attached to one or more Rich Learning Opportunities – see below



### III. Rich Learning Opportunities

#### Overview





- Select “Overview” to access the Rich Learning Opportunities tool
- Clicking the process diagram or any links will take you to the Relationships for Learning guidance document





#### Rich Learning Opportunities strategy

- This is to record or view your community’s Rich Learning Opportunities strategy
  - Click “Edit” to add or amend your strategy

#### Rich learning opportunities

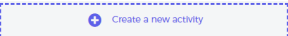

- To Create a Rich Learning Opportunity click 
- Complete the Vision and Introduction for your Rich Learning Opportunity
- Click 
- The full template will be displayed in View
- Click  to add information in each section
- Click  to save your changes in the section

#### Sections in the Rich Learning Opportunity

- *Vision and Introduction*: describes your community’s vision
- *Related Learning Areas*: shows which learning areas relate to this Rich Learning Opportunity
- *Important Community Questions*: record your vision for your ākonga in each transition
- *What ākonga will contribute*: record concrete and observable ways that ākonga will contribute to the Rich Learning Opportunity at each transition
- *Relationships*: select the Relationships for Learning that will support this Rich Learning Opportunity
- *What Ākonga Bring*:
  - Create student profiles by clicking 
  - Add the aspirations, interests, learning strengths and needs of ākonga to the box
  - Click 
- *What teachers bring to this plan*: select the Practicing Teacher Criteria that are illustrated by the Rich Learning Opportunity
- *Capabilities*: use the filters to display the capabilities you want to focus on



- *Activities:*

- Click  to create an activity for the Rich Learning Opportunity
- Complete the Introduction
- Click 
- Complete the template:
  - Important Community Questions
  - What ākonga will contribute
  - Relationships





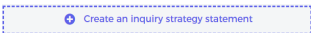

## IV. Collaborative Inquiry Tool

### Overview

- Select “Overview” to access the Collaborative Inquiry tool
- Clicking the process diagram will take you to the Collaborative Inquiry Tool guidance document



### Inquiry Strategy statement

- In the Designing Local Curriculum list, select “Collaborative Inquiries”
- Select “Strategy” jump to the Inquiry Strategy statement section of the Overview page
- This is to record or view your community’s Collaborative Inquiry strategies
  - Click  to create a strategy
  - You can add as many strategies as you need
  - Click  to edit the strategy

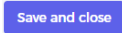
### Priority areas for Inquiry

This will define your high level priority areas for inquiry, about which one or more inquiries will be undertaken

- In the Designing Local Curriculum list, select “Collaborative Inquiries”
- Select “Priority Areas” to jump to the Priority areas for Inquiry section of the Overview page

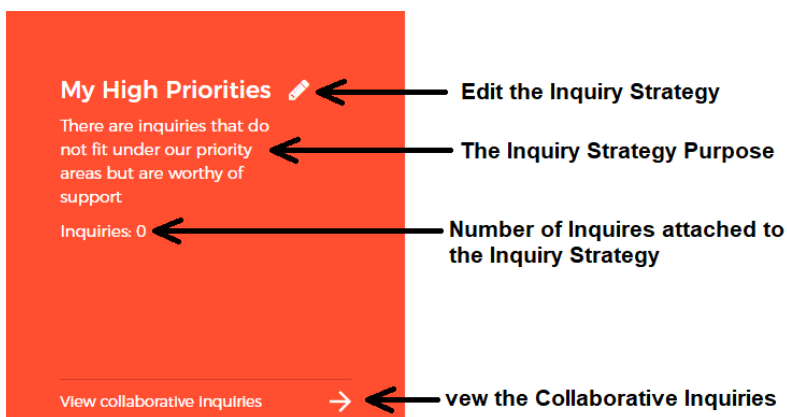
- To create a Priority Area, click on



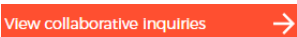

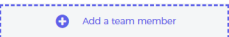

- Complete the template
  - *Description*
  - *Timeframe*
  - *Leadership*
- Click 



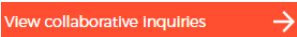
### The Priority Area tile



### Collaborative Inquiries

- To create a Collaborative Inquiry
- Click  →
- Click  below the Draft & Pending Approval Inquiries section
- Complete the template
  - Click  to add who will be working on the Inquiry
- Click  to save the Collaborative Inquiry

You will be returned to the Overview page

- Click  →
- The new Collaborative Inquiry will be added to the “Draft & Pending Approval Inquiries” section
- When the Collaborative Inquiry is approved it will appear in the “Approved/In Progress Inquiries” section



## 5. Frequently Asked Questions

### I. I get “Access Denied” when I tried to sign in

# Access Denied

This user account does not have permission to view this page. Please contact your Kāhui Ako leader for more information.

#### School Users:

If you do not have the required Education Sector Logon (ESL) you will need to contact your Delegated Authoriser to check your account.

#### Ministry Users:

If you do not have an ESL account or have the CoL role added to your account you will need to contact the Education Service Logon.

It should be noted that invitations are user specific and can't be forwarded. They are also time bound and expire 30 days from the date sent.

### II. The tool is not displaying in my web browser

The Tool has been tested in Safari, Internet Explorer and Google Chrome.

Ensure your browser is one of these and also make sure your browser is up-to-date with the latest released version.

### III. The Tool does not work on my iPad/Tablet

The Tool was developed specifically for full versions of the support web browsers (see above); that is on a desktop computer or laptop.

Although parts of the tool will display correctly, others may be a bit squashed or out of shape.

To take full advantage of the Tool, please view in a Windows supported browser.

### IV. Is there a timeout on the Tool

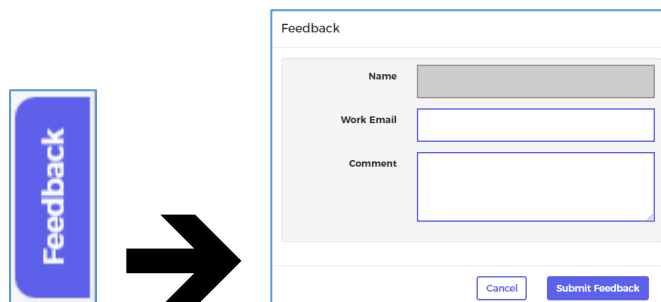
There is a timeout of 20 minutes of inactivity. This means that if you have not used the tool for 20 minutes any work that you have not saved will be lost and you will be required to sign in again on the logon screen.

It is a good idea to regularly save your work to prevent it being lost.

The timeout is a standard Ministry security requirement.

### V. Providing feedback about the Tool?

There is a feedback tab on the right side of all pages of the Tool, use this to send us your feedback



Your name and work email address will be auto-populated.

### VI. Kāhui Ako in my local area

Use the link below which contains all the current Kāhui Ako and its membership details

Note this is a list of the funded Kāhui Ako only.

## VII. Additional information about the Tool

Information on how to access the Designing Local Curriculum Toolkit:

<http://services.education.govt.nz/schools/curriculum-toolkit/communities-of-learning-kahui-ako/>

Designing Local Curriculum Toolkit general support information

<https://www.education.govt.nz/communities-of-learning/>

Designing Local Curriculum Toolkit summary

<https://www.educationcounts.govt.nz/topics/communities-of-learning-kahui-ako>



## 6. Glossary

Term	Description
CoL	The original name for the Kāhui Ako
Community	One or more schools who are using the Designing Local Curriculum toolkit to collaborating to design their local curriculum
Designing Local Curriculum	The group of tools developed to support the New Zealand Curriculum
English Medium	See Designing Local Curriculum
ESL	Education Sector Logon The authorisation application used to allow access to the Tool
Kāhui Ako	The term used to describe the communities that receive funding to help them reach their goals. See <a href="https://www.education.govt.nz/communities-of-learning/building/all-approved-kahui-ako-to-continue-to-receive-full-funding/">https://www.education.govt.nz/communities-of-learning/building/all-approved-kahui-ako-to-continue-to-receive-full-funding/</a> for further information
Māori Medium	See Rapua Te Ara Tika
Rapua Te Ara Tika	The group of tools developed to support Te Whāriki