

**Oracle® Student Learning**  
Learning Tool Admin User's Guide  
Release 3.1.3  
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Oracle Student Learning Learning Tool Admin User's Guide, Release 3.1.3

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# Preface

This preface includes the following topics:

- [Audience](#)
- [Documentation Accessibility](#)
- [Related Documents](#)
- [Conventions](#)

## Audience

This document is intended for the users of Oracle Student Learning (OSL) Learning Tool Admin.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### Access to Oracle Support

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## Related Documents

For more information, see the following documents in the Oracle Student Learning documentation set:

- *Oracle Student Learning (OSL) Learning Tool Customization Guide*
- *Oracle Student Learning (OSL) Implementation Guide*
- *Oracle Student Learning (OSL) Installation and Deployment Guide*
- *Oracle Student Learning (OSL) Learning Tool User's Guide*
- *Oracle Student Learning (OSL) Programmer's Guide*
- *Oracle Student Learning (OSL) Release Notes*

# Conventions

The following text conventions are used in this document:

<b>Convention</b>	<b>Meaning</b>
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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# Overview of the Oracle Student Learning Learning Tool Admin

This chapter gives an overview of the Oracle Student Learning (OSL) Learning Tool Admin. It includes the following topics:

- [Section 1.1, "Introduction to the OSL Learning Tool Admin"](#)
- [Section 1.2, "Roles and Responsibilities"](#)
- [Section 1.3, "High-Level Processes"](#)

## 1.1 Introduction to the OSL Learning Tool Admin

The OSL Learning Tool Admin (OSL LT Admin) is a browser-based administration interface that provides for the administration of configuration and reference data for the OSL product.

The OSL LT Admin requires some level of data setup and configuration depending on the level of integration with other systems.

The OSL LT Admin must be managed by people with an operational understanding of the school and central office, for example a Department, Ministry, or Bureau.

## 1.2 Roles and Responsibilities

There are several administration roles within the OSL LT Admin.

[Table 1–1](#) lists the roles and responsibilities of department administration staff who are responsible for data related to the entire department or overriding institution.

**Table 1–1 Roles and responsibilities of Department Administration Staff**

Roles	Responsibilities
Department Administrator	<ul style="list-style-type: none"> <li>■ Has initial access into the system</li> <li>■ Manages schools and non-school institutions such as regions, clusters, and districts</li> <li>■ Assigns other administrator roles</li> <li>■ Manages preferences</li> </ul>
Department Curriculum Administrator	<ul style="list-style-type: none"> <li>■ Creates and maintains curriculum frameworks and graded proficiency sets</li> <li>■ Creates and maintains department calendars</li> </ul>

Table 1–2 lists the roles and responsibilities of school administration staff who are responsible for data related to one or more schools.

**Table 1–2 The roles and responsibilities of School Administration Staff**

<b>Roles</b>	<b>Responsibilities</b>
School Administrator	<ul style="list-style-type: none"><li>■ Manages student, teacher, staff, and parent roles</li><li>■ Can manage preferences.</li></ul>
School Curriculum Administrator	<ul style="list-style-type: none"><li>■ Maintains school curriculum framework, courses, offerings, classes, and class enrollments</li><li>■ Manages calendars and graded proficiency sets</li></ul>

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**Note:** A user can be assigned multiple roles in an institution or across institutions.

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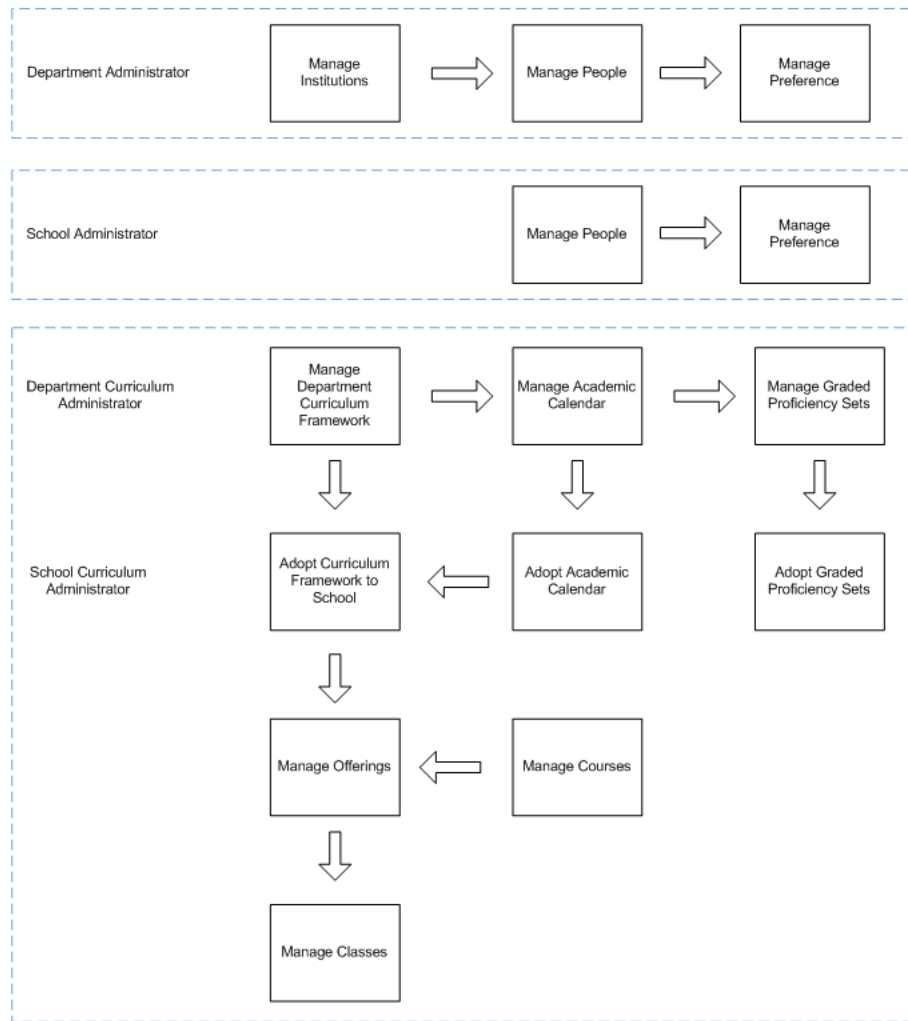
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## 1.3 High-Level Processes

This section describes a high-level overview of the Learning Tool Admin key processes.

For related information about managing the Learning Tool Admin function, see [Chapter 2, "Getting Started with the Learning Tool Admin."](#)

**Figure 1–1 High-Level Overview of the Learning Tool Admin Processes**







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# Getting Started with the Learning Tool Admin

This chapter describes how to start using the Learning Tool Admin.

## 2.1 About the Learning Tool Admin

The Learning Tool Admin user interface is organized into a group of key functions in tab and subtab pages. Different roles can have access to different key functions, thus not all users of the Learning Tool Admin can view the complete listing of tab and subtab pages.

For School Staff administration roles, they only have access to data that affects their own schools. Administrators of multiple schools are able to specify the school in which they wish to operate from the Home page.

The following chapters describes the key functions of the Learning Tool Admin:

- [Chapter 3, "How to Manage Institutions"](#)
- [Chapter 4, "How to Manage People"](#)
- [Chapter 5, "How to Manage Preferences"](#)
- [Chapter 6, "How to Manage the Department Curricula"](#)
- [Chapter 7, "How to Manage the School Curricula"](#)



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## How to Manage Institutions

By default, the *Department*, or the root institution, is pre-created during the set up and configuration of OSL. The system administrator defines the department administrator role. Only the department administrator can modify the department details.

This chapter describes how to manage institutions. It involves the definition of non-school institutions and schools including the relationship between them. It includes the following sections:

- [Section 3.1, "Manage Institutions"](#)
- [Section 3.2, "Manage Institution Groups"](#)

### 3.1 Manage Institutions

This section describes the following topics:

- [Section 3.1.1, "Create an Institution"](#)
- [Section 3.1.2, "Search for an Institution"](#)
- [Section 3.1.3, "View an Institution"](#)
- [Section 3.1.4, "Edit an Institution"](#)

### 3.1.1 Create an Institution

Figure 3–1 Creating an Institution

To create an institution, perform the following:

1. On the **Institutions** tab, click the **Institution** subtab.
2. The **Search Institution** page displays, click **Create**.
3. The **Create Institution** page displays, which enables you to enter the following:
  - **Institution Name**  
Enter a name for the institution.
  - **Institution Type**  
The institution type indicates the actual institution.  
Select from the institution type list:
    - Non-school Schools
    - Schools
 For example:
    - Primary School
    - Secondary School
    - Special School
  - **Parent Institution**  
When you create an institution, you must select a parent institution. For example, West Region is a parent institution of School A.  
All institutions must have one and ONLY one parent institution.  
Select from the parent institution options.  
For example:
    - East Region
    - West Region

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**Note:** You may create any number of levels when managing the institution hierarchy.

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4. Click **Save and Return**. The new institution is created in the system. You can add address, phone, and email details to the new institution.

### 3.1.2 Search for an Institution

To search for an institution, perform the following:

1. On the **Institutions** tab, click the **Institution** subtab.
2. Enter one or more search criteria:
  - **Institution Name**  
Enter a name of an institution.
  - **Institution Type**  
A name of an institution type.  
For example:
    - Department
    - Non-School Schools
    - Schools
  - **Institution Group Name**  
A name of an institution group.  
For managing institution groups, see [Section 3.2, "Manage Institution Groups"](#).
3. Click **Search**.
4. The system display a list of institutions that match the specified search criteria.

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**Note:** By clicking the **Search** button, without entering the values in the search criteria field, the system displays a list of all existing institutions.

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### 3.1.3 View an Institution

To view the details of an Institution, perform the following:

1. On the **Institutions** tab, click **Institution**.
2. Search for the institution of which you want to view the details.
3. Click **View**.  
On the **View Institution** page, you can see the institution details, address, and phone details of the selected institution.
4. Click **Return** to go back to the **Search Institution** page.

To view an institution structure, perform the following:

1. On the **Institutions** tab, click the **Institution** subtab.

2. Search for the name of the institution and select the institution to view the structure.
3. Click **View Institution Structure**. The **View Institution Structure** page displays.
4. In the **View Institution Structure** page, you can see a navigation tree showing the hierarchical relationships of the selected institution.
5. Click **Return** to go back to the **Search Institution** page.

### 3.1.4 Edit an Institution

You can change and update the details of the selected institution.

To edit the details, perform the following:

1. On the **Institutions** tab, click the **Institution** subtab.
2. Search for the name of the institution and select the institution to edit the details.
3. Click **Edit**. The **Edit Institution** page displays.
4. In the **Edit Institution** page, you can edit the name of the selected institution and change the type of institution.
5. Click **Save and Return**.

You can also change and remove the address and phone details of the selected institution.

## 3.2 Manage Institution Groups

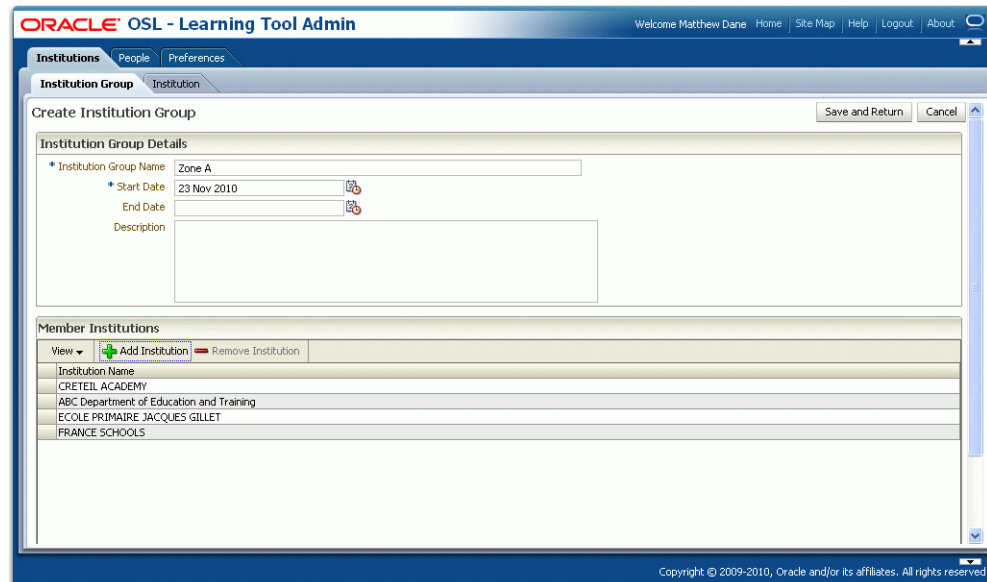
An Institution Group is a grouping of institutions that share a curriculum.

This section describes how to manage institution groups. It includes the following topics:

- [Section 3.2.1, "Create an Institution Group"](#)
- [Section 3.2.2, "Search an Institution Group"](#)
- [Section 3.2.3, "View an Institution Group"](#)
- [Section 3.2.4, "Edit an Institution Group"](#)

## 3.2.1 Create an Institution Group

Figure 3–2 Creating an Institution Group



To create an institution group, perform the following:

1. On the **Institutions** tab, click the **Institution Group** subtab.
2. The **Search Institution Group** page displays, click **Create**.
3. The **Create Institution Group** page displays, which enables you to enter the following:
  - **Institution Group Name**  
Enter the name of the institution group.
  - **Start Date**  
On the date picker, select the starting date.  
By default, the start date is the current date. The start date cannot be after the end date.
  - **End Date**  
On the date picker, select the ending date.
  - **Description**  
A description of the institution group.
4. Click **Save and Return**.

You can add one or more institution members to the institution group.

To add an institution member to the institution group, perform the following:

1. On the **Member Institutions** table, click **Add Institution**.  
The **Select Institutions** dialog appears.
2. Search for the name of the institution and select the institution to add it on the institution group.

3. Click **OK** to add an institution member to the institution group.
4. Click **Save and Return**.

### 3.2.2 Search an Institution Group

To search an Institution Group, perform the following:

1. On the **Institutions** tab, click the **Institution Group** subtab.
2. Enter a name of an institution group in the search criteria.
3. Click **Search**.

The system displays a list of institution groups that match the specified criteria.

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**Note:** By clicking the **Search** button, without entering the values in the search criteria field, the system displays a lists of all the existing institution groups.

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### 3.2.3 View an Institution Group

To view the details of an Institution Group, perform the following:

1. On the **Institutions** tab, click the **Institution Group** subtab.
2. Search for the name of the institution group and select the institution group to view the details.
3. Click **View**. The **View Institution Group** page displays.
4. In the **View Institution Group** page, you can see the details of the selected institution group members.
5. Click **Return** to go back to the **Search Institution Group** page.

### 3.2.4 Edit an Institution Group

You can edit the details of the selected institution group and you can add or remove institutions to or from the selected institution group.

To edit the details of an Institution Group, perform the following:

1. On the **Institutions** tab, click the **Institution Group** subtab.
2. Search for the name of the institution group and select the institution group to edit the details.
3. Click **Edit**. The **Edit Institution Group** page displays.
4. In the **Edit Institution Group** page, you can edit the name of the institution group, change the description, and change the start and end dates.
5. Click **Save and Return**.

To add an institution to the selected institution group, perform the following:

1. On the **Member Institutions** table, click **Add Institution** to add one or more institutions to the selected institution group.

The **Select Institutions** menu appears.

2. Search for the name of the institution and select the institution to add it on the institution group.



3. Click **OK**.
4. Click **Save and Return**.

To remove an institution from the selected institution group, perform the following:

1. On the **Member Institutions** table, select the institution member to remove from the institution group.
2. Click **Remove Institution**. A confirmation dialog appears to confirm the deletion.
3. Click **OK** to remove the institution member.
4. Click **Save and Return**.



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## How to Manage People

In OSL, a person may be provisioned with various roles depending upon the type of relationships that the person has with one or more institutions and other people. Such roles include:

- Student  
A person who intends to learn through engaging in learning activities that are delivered by one or more institutions.
- Teacher  
A person who intends to teach through preparing and engaging in learning activities delivered in one or more institutions.
- Parent  
A person who is a parent of a student and intends to review his or her child's progress and achievement

There are several roles that can be assigned to a person for administration.

- Department Staff roles
    - Department Administrator  
A person that handles the Department's administrative tasks.
    - Department Curriculum Administrator  
A person that administers the Department's curriculum.
  - School Staff roles
    - School Administrator  
A person that handles the School's administrative tasks.
    - School Curriculum Administrator  
A person that administers the School's curriculum.
- A school's administrator can only access the people who belong to or are related to the school to which they are attached.

This chapter describes how to manage people in the Learning Tool Admin. It includes the following sections:

- [Section 4.1, "Manage People"](#)
- [Section 4.2, "Manage Department Staff"](#)
- [Section 4.3, "Manage School Staff"](#)

- [Section 4.4, "Manage Teachers"](#)
- [Section 4.5, "Manage Students"](#)

## 4.1 Manage People

Managing people generally involves viewing and assigning roles to people within the context of an institution.

- [Section 4.1.1, "Search for People"](#)
- [Section 4.1.2, "View People"](#)
- [Section 4.1.3, "Assign Roles to People"](#)

### 4.1.1 Search for People

To search for people in an institution, perform the following:

1. On the **People** tab, click the **People** subtab.
2. Enter one or more search criteria:
  - **Person Name**  
The name of the person.
  - **Institution Name**  
Search for the institution name and select the options:  
For example:
    - ABC Primary School
    - ABC Senior High School
3. Click **Search**.

The system displays a list of people who match the specified criteria.

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**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing people.

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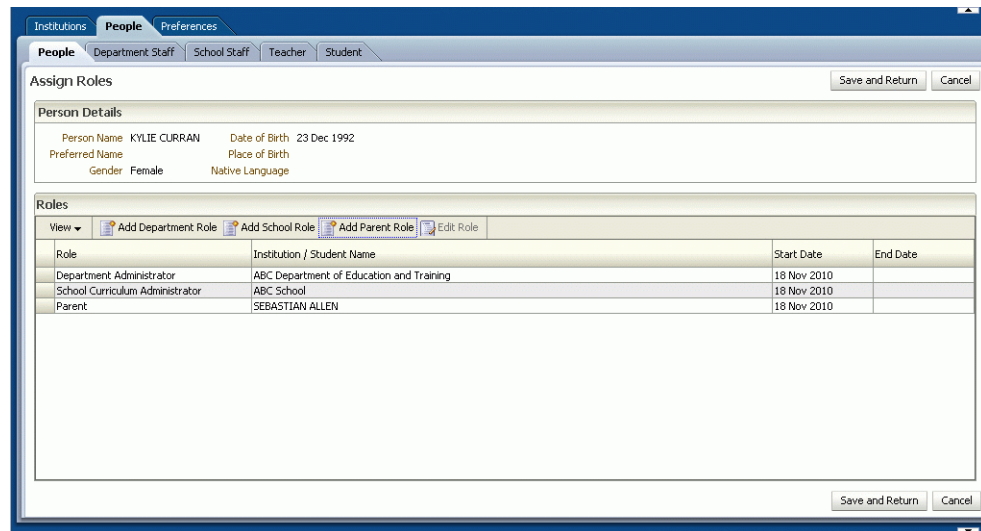
### 4.1.2 View People

To view the details of a person, perform the following:

1. On the **People** tab, click the **People** subtab.
2. Search for the name of the person and select the person to view the details.
3. Click **View Person**. The **View Person** page displays.
4. In the **View Person** page, you can see the person's details, the role or roles assigned to the person, person's address details, phone details, and E-mail details.
5. Click **Return** to go back to the **Search Person** page.

## 4.1.3 Assign Roles to People

Figure 4–1 Assigning Roles to a Person



To assign a role to a person, perform the following:

1. On the **People** tab, click the **People** subtab.
2. Search for the name of the person whom you want to assign a role.
3. Click **Assign Roles**. The **Assign Roles** page displays.
4. In the **Assign Roles** page, you can see the person's details and the list of existing roles assigned to that person.
5. Click **Add Department Role**. The **Add Department Role** dialog appears, which enables you to enter the following:
  - **Role**  
The role you want to assign to the person.  
Select the role you want to assign to the person from the role options:
    - Department Administrator
    - Department Curriculum Administrator
  - **Start Date**
  - **End Date**
6. Click **OK** to assign the department role.
7. Click **Add School Role**. The **Add School Role** dialog appears, which enables you to enter the following:
  - **Role**  
The role you want to assign to the person.  
Select the role you want to assign to the person from the role options:
    - School Administrator
    - School Curriculum Administrator

- Student
  - Teacher
  - **Institution Name**

The **Search and Select Institution Name** dialog appears, which enables you to search for the name of institution and select the institution.
  - **Start Date**
  - **End Date**
8. Click **OK** to assign the school role.
  9. Click **Save and Return**.

You can also assign a parent role to a person.

To assign a parent role, perform the following:

1. On the **Search Person** page, search for the person to whom you want to assign a parent role.
2. Click **Assign Roles**. The **Assign Roles** page displays.
3. Click **Add Parent Role**. The **Add Parent Role** dialog appears, which enables you to enter the following:
  - **Role**

Select the parent role option.
  - **Student Name**

The **Search and Select Student Name** dialog appears, which enables you search for the name of the student and select the student.
  - **Start Date**
  - **End Date**
4. Click **OK** to assign role of parent of the selected student.
5. Click **Save and Return**.

You can also edit a role assigned to a selected person.

---

---

**Note:** You can make changes to the **Start Date** and **End Date** fields to edit the role assigned to a selected person.

---

---

To edit a role assigned to a person, perform the following:

1. On the **Search Person** page, search for the person to edit.
2. Click **Assign Roles**. The **Assign Roles** page displays.
3. Select the person's role to edit.
4. Click **Edit Role**. The **Edit Role** dialog appears, which enables you to edit the **Start Date** and **End Date** fields.
5. Click **OK**.
6. Click **Save and Return**.

## 4.2 Manage Department Staff

This section describes how to search for and view people assigned with a department staff role. It includes the following topics:

- [Section 4.2.1, "Search for People Assigned with a Department Staff Role"](#)
- [Section 4.2.2, "View the People Assigned with a Department Staff Role"](#)

### 4.2.1 Search for People Assigned with a Department Staff Role

To search for people assigned with a department staff role, perform the following:

1. On the **People** tab, click the **Department Staff** subtab.
2. Enter the person's name in the **Person Name** field.
3. Click **Search**.

The system displays a list of people who match the specified search criteria.

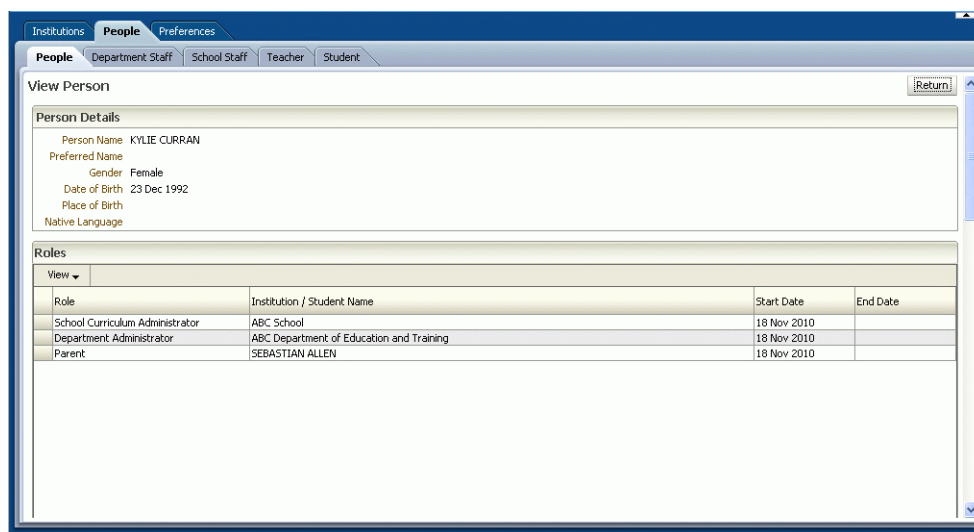
---

**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing people with Department Staff role.

---

### 4.2.2 View the People Assigned with a Department Staff Role

*Figure 4–2 Viewing a Person Assigned with a Department Staff Role*



To view the people assigned with a department staff role, perform the following:

1. On the **People** tab, click the **Department Staff** subtab.
2. Search for the name of the person and select the person to view the details.
3. Click **View Person**. The **View Person** page displays.
4. In the **View Person** page, you can see person's details, the role or roles assigned to that person, the person's address, phone details, and email details.
5. Click **Return** to go back to the **Search Department Staff** page.

## 4.3 Manage School Staff

This section describes how to search for and view people assigned with a school staff role. It includes the following topics:

- [Section 4.3.1, "Search for People Assigned with a School Staff Role"](#)
- [Section 4.3.2, "View the People Assigned with a School Staff Role"](#)

### 4.3.1 Search for People Assigned with a School Staff Role

To search for people assigned with a school staff role, perform the following:

1. On the **People** tab, click the **School Staff** subtab.
2. Enter one or more search criteria:
  - **Person Name**
  - **Institution Name**
3. Click **Search**.

The system displays a list of people who match the specified criteria.

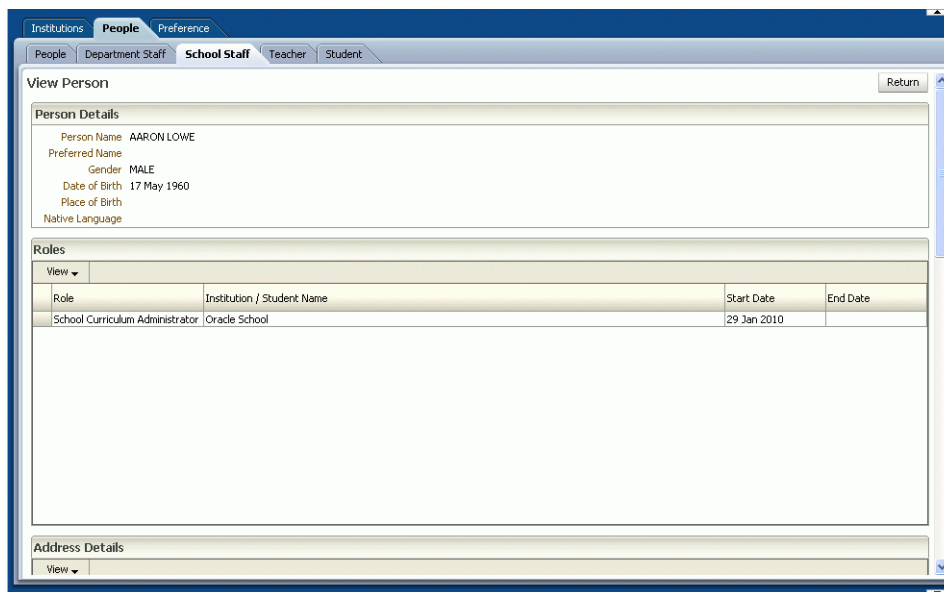
---

**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing people with School Staff role.

---

### 4.3.2 View the People Assigned with a School Staff Role

**Figure 4–3** Viewing a Person Assigned with a School Staff Role



To view the people assigned with a school staff role, perform the following:

1. On the **People** tab, click the **School Staff** subtab.
2. Search for the name of the person and select the person to view the details.
3. Click **View Person**. The **View Person** page displays.



4. In the **View Person** page, you can see the person's details, the role or roles assigned to that person, the person's address, phone details, and email details.
5. Click **Return** to go back to the **Search School Staff** page.

## 4.4 Manage Teachers

This section describes how to search for and view people assigned with a teacher role. It includes the following topics:

- [Section 4.4.1, "Search for People Assigned with a Teacher Role"](#)
- [Section 4.4.2, "View the People Assigned with a Teacher Role"](#)

### 4.4.1 Search for People Assigned with a Teacher Role

To search for people assigned with a teacher role, perform the following:

1. On the **People** tab, click the **Teacher** subtab.
2. Enter one or more search criteria:
  - **Person Name**
  - **Institution Name**
3. Click **Search**.

The system displays a list of people who match the specified search criteria.

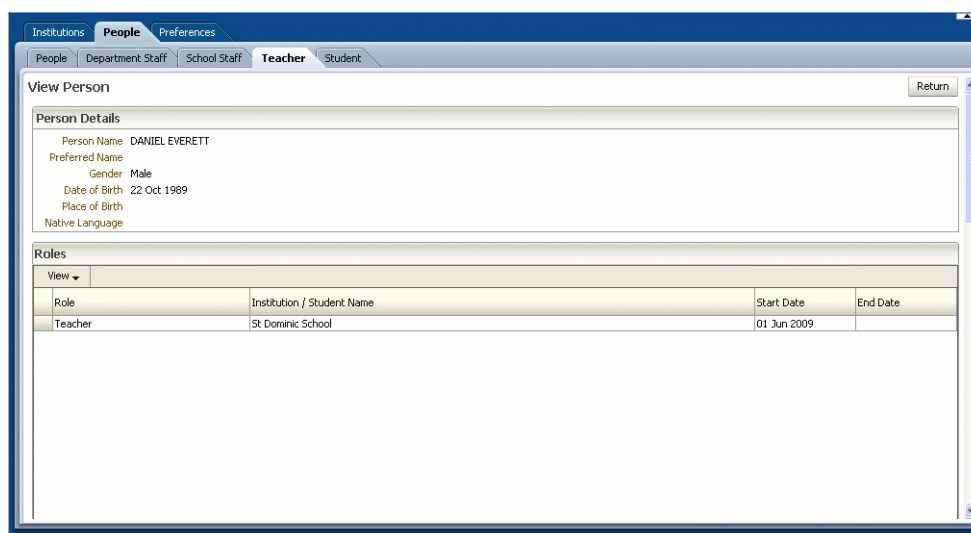
---

**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing people with Teacher role.

---

### 4.4.2 View the People Assigned with a Teacher Role

**Figure 4–4** Viewing a Person Assigned with a Teacher Role



To view the people assigned with a teacher role, perform the following:

1. On the **People** tab, click the **Teacher** subtab.

2. Search for the name of the person and select the person to view the details.
3. Click **View Person**. The **View Person** page displays.
4. In the **View Person** page, you can see the person’s details, the role or roles assigned to that person, the person’s address, phone details, and email details.
5. Click **Return** to go back to the **View Teacher** page.

## 4.5 Manage Students

This section describes how to search for and view people assigned with a student role. It includes the following topics:

- [Section 4.5.1, "Search for People Assigned with a Student Role"](#)
- [Section 4.5.2, "View the People Assigned with a Student Role"](#)

### 4.5.1 Search for People Assigned with a Student Role

To search for people assigned with a student role, perform the following:

1. On the **People** tab, click the **Student** subtab.
2. Enter one or more search criteria:
  - **Person Name**
  - **Institution Student Name**
3. Click **Search**.

The system displays a list of people who match the specified search criteria.

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**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing people with Student role.

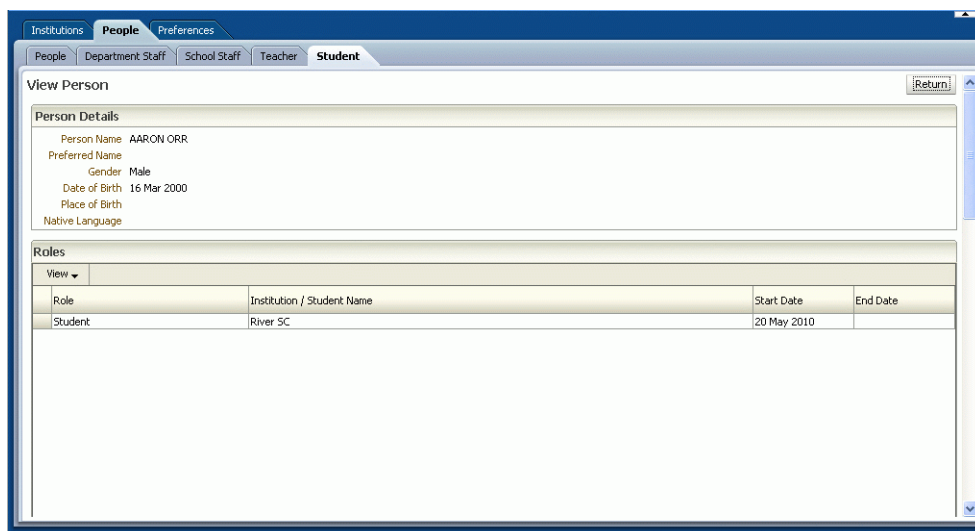
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### 4.5.2 View the People Assigned with a Student Role

**Figure 4–5** *Viewing a Person Assigned with a Student Role*



To view the people assigned with a student roles, perform the following:

1. On the **People** tab, click the **Student** subtab.
2. Search for the name of the person and select the person to view the details.
3. Click **View Person**. The **View Person** page displays.
4. In the **View Person** page, you can see the person's details, the role or roles assigned to that person, the person's address, phone details, and email details.
5. Click **Return** to go back to the **View Student** page.



## How to Manage Preferences

This chapter describes how to manage preferences in the Learning Tool Admin.

### 5.1 About Preferences

OSL provides a number of preferences that allows administrators and users to customize the functionality and display of data within the Learning Tool.

All preferences have a site-wide default value that is applicable for all users, unless a user-specific value is specified, in which case the user-specific value overrides the site-wide value for that user.

Certain preferences do not allow user-specific values.

Department administrators can manage all aspects of a preference, such as description, site-wide value and user-specific values.

A school administrator can set the user-specific value for users to which he or she is attached.

### 5.2 Search for Preference

Figure 5–1 Searching for Preference

The screenshot shows the 'Preferences' search interface. The search criteria are 'Preference Code' and 'Preference Name' both set to 'Contains'. The results table is as follows:

Preference Code	Preference Name	Preference Description	Site Value	User Enabled	User Visible
OSL_ADMIN_LOGOUT_URL	LT Admin logout URL	The logout url of OSL	http://atcsun8.sg.or	N	N
OSL_ALLOW_HIDDEN_FEEDBACK	Allow teacher to hide	Enable teachers to hi	Y	N	N
OSL_ALLOW_INTERNAL_COMMENTS	Allow internal confirm	Enable teachers to w	Y	N	N
OSL_ALLOW_INTERNAL_OBSERVATIONS	Allow internal audienc	Enable teachers to cr	N	N	N
OSL_DASHBOARD_TAB_ORDER	Display order of the	CA non-zero number w	0	N	N
OSL_DEFAULT_ROLE	User default role	When user has teach	TEACHER	Y	Y
OSL_DISPLAY_END_DATED_STUDENTS	Display end dated stu	Display end dated stu	Y	Y	Y
OSL_DISPLAY_EXTERNAL_STUDENTS	Display external stud	Display external stud	Y	Y	Y
OSL_LEARN_TAB_ORDER	Display order of the	LA non-zero number w	1	N	N
OSL_LT_LOGOUT_URL	LT logout URL	The logout url of OSL	http://atcsun8.sg.or	N	N
OSL_MONITOR_TAB_ORDER	Display order of the	NA non-zero number w	1	N	N
OSL_OBSERVATIONS_TAB_ORDER	Display order of the	CA non-zero number w	3	N	N
OSL_PARENT_ACCESS_TO_DISCUSSIONS	Allow parent access	Enable parents to vie	N	N	N
OSL_PARENT_ACCESS_TO_STUDENT_LIST	Allow parent access	Enable parents to vie	Y	N	N

To search for a preference, perform the following:

1. Click the **Preferences** tab.
2. Enter one or more search criteria.
3. Click **Search**.

The system displays a list of preferences that match the specified criteria.

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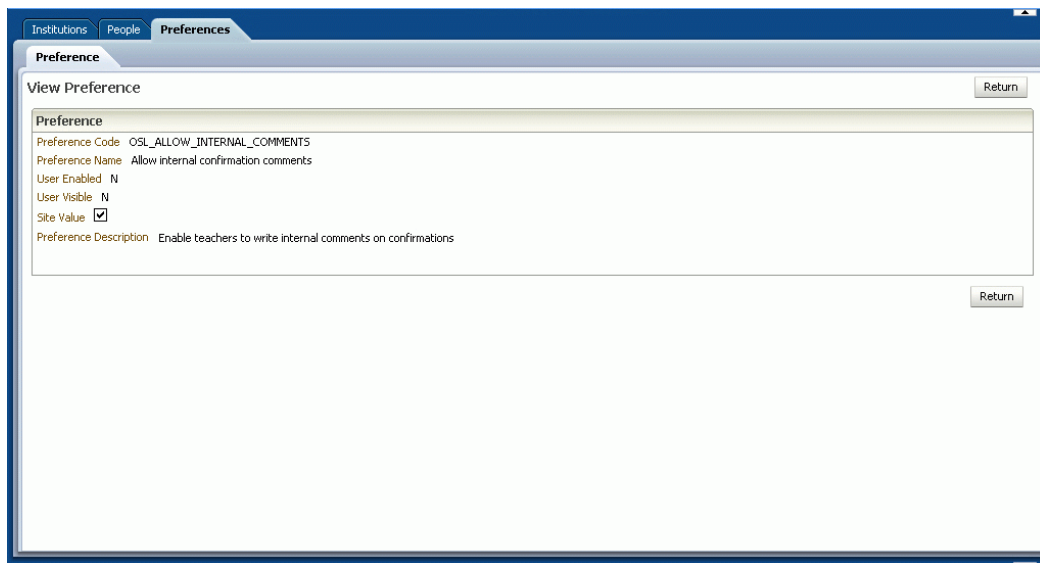
**Note:** By simply clicking the **Search** button, without entering the values in the search criteria field, the system provides the user with a list of all existing preferences.

---

---

## 5.3 View Preference

*Figure 5–2 Viewing Preference*



To view the details of a preference, perform the following:

1. On the **Preferences** tab, search for preferences and select one preference to view the details.
2. Click **View**. The **View Preference** page displays.

If the preference is User Enabled, then you will be prompted to select one or more users. Selecting a user will enable you to view any related user-specific preference value for the selected users.

3. In the **View Preference** page, you can see the preference details.
4. Click **Return** to go back to the **Search Preference** page.

## 5.4 Edit Preference

**Figure 5–3** Editing Preference

The screenshot shows the 'Edit Preference' page in a web application. The page has a blue header with tabs for 'Institutions', 'People', and 'Preferences'. The main content area is titled 'Edit Preference' and contains the following information:

- Preference Code:** OSL\_DISPLAY\_END\_DATED\_STUDENTS
- Preference Name:** Display end dated students by default
- User Enabled:** Y
- User Visible:** Y
- Site Value:**
- Preference Description:** Display end dated student in teachers' class lists by default

Below the preference details is a section titled 'User Preference Value' which includes a table with the following data:

User Name	Preference Value
AARON BEETON	

To edit the details of a preference, perform the following:

1. On the **Preferences** tab, search for preferences and select one preference to view the details.
2. Click **Edit**. The **Edit Preference** page displays.

If the preference is User Enabled, then you will be prompted to select one or more users. Selecting a user will enable you to view and edit any related user-specific preference value for the selected users.

3. To edit the user preference value, select one user and click **Edit**. A dialog box appears, which enables you to edit the user preference value. Click **OK**.

You can apply one user preference value to all users by clicking the **Apply To All** button. All users in the table shows the selected user preference value.

4. Click **Save and Return** to go back to the **Search Preference** page.

To remove one user preference value, perform the following:

1. Select one user to remove the user preference value.
2. Click **Remove**.

The user-specific preference value will be removed and the site-wide default value will apply for this user.





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## How to Manage the Department Curricula

A curriculum framework is created at the department level. There can be multiple curriculum frameworks defined and operating simultaneously within the department.

In OSL, at least one curriculum framework must be defined by the Department.

This chapter describes how to manage curriculum frameworks defined by the department. It includes the following sections:

- [Section 6.1, "Manage the Calendars"](#)
- [Section 6.2, "Manage Graded Proficiency Sets"](#)
- [Section 6.3, "Manage a Curriculum Framework"](#)

### 6.1 Manage the Calendars

OSL requires one or more academic calendars to be defined by the department. An academic calendar is a calendar period, typically a year, throughout which one or more curricula will be applicable.

This section guides you on how to manage the academic calendar. It includes the following topics:

- [Section 6.1.1, "Create an Academic Calendar"](#)
- [Section 6.1.2, "Search for an Academic Calendar"](#)
- [Section 6.1.3, "Edit an Academic Calendar"](#)
- [Section 6.1.4, "Delete an Academic Calendar"](#)

#### 6.1.1 Create an Academic Calendar

**Figure 6–1** *Creating an Academic Calendar*

The screenshot shows a 'Create Calendar' dialog box. It has a title bar with the text 'Create Calendar' and a close button. The dialog contains the following fields:

- \* Calendar Name: Academic Year 2010
- \* Start Date: 22/04/2010
- \* End Date: 22/04/2011
- Description: Calendar for Academic Year 2010

At the bottom right, there are 'OK' and 'Cancel' buttons.

To create an academic calendar, perform the following:

1. On the **Department Curricula** tab, click the **Calendar** subtab.
2. The **Search Department Calendar** page displays. Click **Create Calendar**.
3. The **Create Calendar** dialog appears, which enables you to enter the following:
  - **Calendar Name**  
The name of the new department academic calendar.
  - **Description**  
A description of the department academic calendar.
  - **Start Date**  
The start date of the department academic calendar.
  - **End Date**  
The end date of the department academic calendar.
4. Click **OK**.  
The new academic calendar displays in the **Search Department Calendar** page.

### 6.1.2 Search for an Academic Calendar

To search for an existing academic calendar, perform the following:

1. On the **Department Curricula** tab, click the **Calendar** subtab.
2. Enter one or more search criteria:
  - **Calendar Name**  
The name of the department academic calendar.
  - **Description**  
The description of the department academic calendar.
  - **Start Date**  
The start date of the department academic calendar.
  - **End Date**  
The end date of the department academic calendar.
3. Click **Search**.  
The system displays a list of calendars that match the specified search criteria.

### 6.1.3 Edit an Academic Calendar

To edit an academic calendar, perform the following:

1. On the **Department Curricula** tab, click the **Calendar** subtab.
2. Search for the existing academic calendar and select the calendar to change or edit.
3. Click **Edit Calendar**. The **Edit Calendar** dialog appears, which enables you to edit the details.
4. Click **OK** to save the changes.

### 6.1.4 Delete an Academic Calendar

To delete an academic calendar, perform the following:

1. On the **Department Curricula** tab, click the **Calendar** subtab.
2. Search for the existing academic calendar and select the calendar to delete.
3. Click **Delete Calendar**.
4. A confirmation dialog displays to confirm the removal of the academic calendar.
5. Click **OK**.

## 6.2 Manage Graded Proficiency Sets

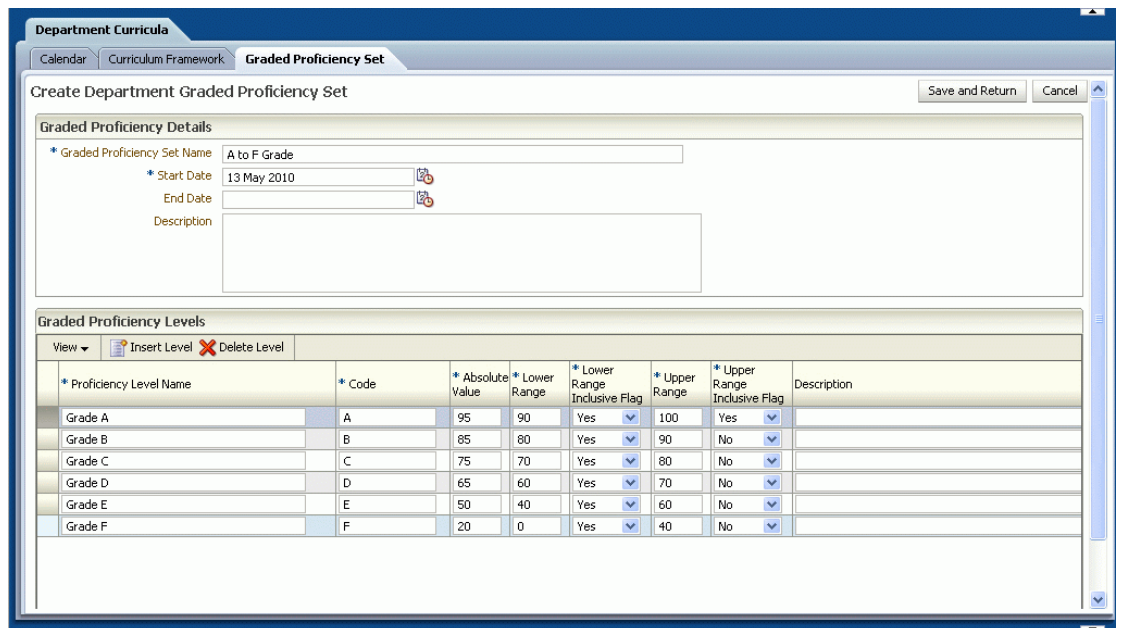
A Graded Proficiency Set is a grade-based assessment framework defined by the *Department* that is made available to Schools for their assessment.

This section includes the following topics:

- [Section 6.2.1, "Create a Graded Proficiency Set"](#)
- [Section 6.2.2, "Search for a Graded Proficiency Set"](#)
- [Section 6.2.3, "View a Graded Proficiency Set"](#)
- [Section 6.2.4, "Edit a Graded Proficiency Set"](#)
- [Section 6.2.5, "Delete a Graded Proficiency Set"](#)

### 6.2.1 Create a Graded Proficiency Set

**Figure 6–2** *Creating a Graded Proficiency Set*



To create a graded proficiency set, perform the following:

1. On the **Department Curricula** tab, click the **Graded Proficiency Set** subtab.
2. The **Search Department Graded Proficiency Set** page displays. Click **Create**.

3. The **Create Department Graded Proficiency Set** displays, which enables you to enter the following:
  - **Graded Proficiency Set Name**  
The name of the new department graded proficiency set.
  - **Start Date**  
The start date of the department graded proficiency set.
  - **End Date**  
The end date of the department graded proficiency set.
  - **Description**  
A description of the department graded proficiency set.
4. Create proficiency levels within the graded proficiency set.

---

**Note:** You must fully define the total range of all graded proficiency levels in the graded proficiency set, which cover a scale from 0 to 100, before the set can be saved.

---

On the **Graded Proficiency Levels** table of the **Create Department Graded Proficiency Set** page, click **Insert Level**.

A new row with fields in editable mode appears, which enables you to enter the following:

- **Proficiency Level Name**  
Enter the name of the department graded proficiency level.
- **Code**  
A code that is used to indicate the department graded proficiency level.
- **Absolute Value**  
A numeric value that is used to rank or convert the department graded proficiency level.  
  
The absolute value must be higher than or equal to the lower range value and lower than or equal to the upper range value.  
  
A proficiency level with a higher absolute value appears toward the end of a list of values.
- **Lower Range**  
The lower boundary of the proficiency level range that you can convert from a mark to a proficiency level.  
  
A numeric value from scale of 0 to 100.
- **Lower Range Inclusive Flag**  
Indicates whether the range value is inclusive of the Lower Range.
- **Upper Range**  
The upper boundary of the proficiency level range that you can convert from a mark to a proficiency level.  
  
A numeric value from scale of 0 to 100.

- **Upper Range Inclusive Flag**  
Indicates whether the range value is inclusive of the Upper Range.
  - **Description**  
A description of the department graded proficiency level.
5. Click **Save and Return**.

## 6.2.2 Search for a Graded Proficiency Set

To search for a graded proficiency set, perform the following:

1. On the **Department Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Enter one or more search criteria:
  - **Graded Proficiency Set Name**  
The name of the department graded proficiency set.
  - **Description**  
The description of the department graded proficiency set.
  - **Start Date**  
The start date of the department graded proficiency set.
  - **End Date**  
The end date of the department graded proficiency set.
3. Click **Search**.  
The system displays a list of graded proficiency sets that match the specified search criteria.

---

---

**Note:** By clicking the **Search** button, without entering the values in the search criteria field, the system displays a lists of all the existing graded proficiency sets.

---

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## 6.2.3 View a Graded Proficiency Set

To view the details of a graded proficiency set, perform the following:

1. On the **Department Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Search for the graded proficiency set and select the graded proficiency set to view the details.
3. Click **View**. The **View Department Graded Proficiency Set** page displays.
4. In the **View Department Graded Proficiency Set** page, you can see the graded proficiency set details and the existing levels.
5. Click **Return** to go back to the **Search Department Graded Proficiency Set** page.

## 6.2.4 Edit a Graded Proficiency Set

To edit the details of a graded proficiency set, perform the following:

1. On the **Department Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Search for the graded proficiency set and select the graded proficiency set to edit.

3. Click **Edit**. The **Edit Department Graded Proficiency Set** page displays.
4. In the **Edit Department Graded Proficiency Set** page, you can edit the details of the graded proficiency set.
5. Click **Save and Return**.

## 6.2.5 Delete a Graded Proficiency Set

To delete a graded proficiency set, perform the following:

1. On the **Department Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Search for the graded proficiency set and select the graded proficiency set to delete.
3. Click **Delete**.
4. A confirmation dialog appears to confirm the removal of the graded proficiency set.
5. Click **OK**.
6. The selected graded proficiency set is deleted.

## 6.3 Manage a Curriculum Framework

This section describes how to manage the Department curriculum framework. It includes the following topics:

- [Section 6.3.1, "Create a Curriculum Framework"](#)
- [Section 6.3.2, "View a Curriculum Framework"](#)
- [Section 6.3.3, "Edit a Curriculum Framework"](#)
- [Section 6.3.4, "Delete a Curriculum Framework"](#)

### 6.3.1 Create a Curriculum Framework

**Figure 6–3** *Creating a Curriculum Framework*

The screenshot displays the 'Create Curriculum Framework' page within the 'Department Curricula' application. The page is divided into several sections:

- Progress Bar:** Shows four steps: 'Define Framework Details' (current step), 'Define Outcome Proficiency Sets', 'Define Framework Blueprint', and 'Populate Framework Structure'.
- Curriculum Framework Details:** Contains input fields for:
  - Curriculum Framework Name: ABC Curriculum
  - Start Date: 18 Nov 2010
  - End Date: (empty)
- Availability To Institutions:** A table listing institutions with 'Add' and 'Remove' buttons for each row.
 

Institution Name
AMIENS ACADEMY
VERSAILLES ACADEMY
ABC Department of Education and Training
ABC School
FRANCE SCHOOLS
- Buttons:** 'Save', 'Return', 'Back', and 'Next' are located at the top right of the form area.

To create a curriculum framework, perform the following:

1. On the **Department Curricula** tab, click the **Curriculum Framework** subtab.
2. The **Search Curriculum Framework** page displays. Click **Create**.
3. The **Create Curriculum Framework** page displays. In this page, a guided process displays the first process **Define Framework Details**.
4. Enter the following curriculum framework details:
  - **Curriculum Framework Name**  
The name of the department curriculum framework.
  - **Start Date**  
The start date of the department curriculum framework.  
The start date should be later than end date.
  - **End Date**  
The end date of the department curriculum framework.

You can make the curriculum framework available to other institutions or institution groups. To perform these tasks, see [Section 6.3.1.1, "Add an Institution"](#) and [Section 6.3.1.2, "Add an Institution Group"](#).
5. Click **Next**. The **Define Outcome Proficiency Sets** process is displayed.
6. To define the outcome proficiency set, see [Section 6.3.5, "Manage Outcome Proficiency Sets"](#).
7. The newly created outcome proficiency set is added to the curriculum framework.
8. Click **Next**. The **Define Framework Blueprint** process is displayed.
9. To define the framework blueprint and framework types that form the framework structure, see [Section 6.3.6, "Manage a Curriculum Framework Blueprint"](#).
10. After you define the entire framework blueprint, click **Next**. The **Populate Framework Structure** process is displayed.
11. An empty tree table appears that shows the initial framework structure without any framework items populated into it.
12. On the left section of the **Framework Items** tree table, click **Top** to add a top level framework item.  
To define the framework items, see [Section 6.3.7, "Manage Framework Items"](#).
13. The new framework item is added as a top level item.  
To add a child into the existing framework item, see [Section 6.3.7, "Manage Framework Items"](#).
14. Child framework items are added into the existing framework item.
15. Select the desired framework item on the **Framework Items** tree table.
16. On the right section of the **Framework Items** tree table, click the **Context** tab. Click **Create Department Context**.
17. On the right section of the **Framework Items** tree table, click the **Outcome Statements** tab.  
To create an outcome statement, see [Section 6.3.8, "Manage Outcome Statements"](#).
18. Click **Save**. Click **Return** to go back to the **Search Curriculum Framework** page.

---

---

**Note:** When you click **Return** without saving the changes first, a confirmation dialog prompts you to confirm that any unsaved changes is lost.

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### 6.3.1.1 Add an Institution

To make the curriculum framework available to institutions, perform the following:

1. On the **Availability to Institutions** table of the **Create Curriculum Framework** page, click **Add**.
2. The **Search Institution** dialog appears, which enables you to search for the institution and select the institution.
3. Click **OK**.

### 6.3.1.2 Add an Institution Group

To make the curriculum framework available to institution groups, perform the following:

1. On the **Availability to Institution Groups** table of the **Create Curriculum Framework** page, click **Add**.
2. The **Search Institution Group** dialog appears, which enables you to search for the institution group and select the institution group.
3. Click **OK**.

## 6.3.2 View a Curriculum Framework

To view an existing curriculum framework, perform the following:

1. On the **Department Curricula** tab, click the **Curriculum Framework** subtab.
2. A list of existing curriculum frameworks appears with the details displayed:
  - **Curriculum Framework Name**  
The name of the curriculum framework.
  - **Start Date**  
The start date of the curriculum framework.
  - **End Date**  
The end date of the curriculum framework.
3. Select the individual curriculum framework to view.
4. Click **View**. The **View Curriculum Framework** page displays the **Define Framework Details** process.

You can select to view each process of the selected curriculum framework.

On the guided process, select a process to view details:

- **Define Framework Details**
- **Define Outcome Proficiency Sets**
- **Define Framework Blueprint**
- **Populate Framework Structure**



5. Click **Return** to go back to the **Search Curriculum Framework** page.

### 6.3.3 Edit a Curriculum Framework

To edit an existing curriculum framework, perform the following:

1. On the **Department Curricula** tab, click the **Curriculum Framework** subtab.
2. A list of existing curriculum frameworks appears with the details displayed:
  - **Curriculum Framework Name**  
The name of the curriculum framework.
  - **Start Date**  
The start date of the curriculum framework.
  - **End Date**  
The end date of the curriculum framework.
3. Select the individual curriculum framework to edit.
4. Click **Edit**. The **Edit Curriculum Framework** page displays the **Define Framework Details** process.

You can edit the name, start date, and end date of the selected curriculum framework.

You can also add or remove an institution or institution group.

To add an institution or institution group, perform the steps in [Section 6.3.1.1, "Add an Institution"](#) or [Section 6.3.1.2, "Add an Institution Group."](#)

To remove an institution, perform the following:

1. On the **Availability to Institution** table, select the institution to remove.
2. Click **Remove**.
3. A confirmation dialog appears to confirm the removal of the selected institution.
4. Click **OK**.
5. Click **Save**.

To remove an institution group, perform the following:

1. On the **Availability to Institution Group** table, select the institution group to remove.
2. Click **Remove**.
3. A confirmation dialog appears to confirm the removal of the selected institution group.
4. Click **OK**.
5. Click **Save**.

You can select to edit each process of the selected curriculum framework.

On the guided process, select a process to edit the details:

- **Define Framework Details**
- **Define Outcome Proficiency Sets**

- **Define Framework Blueprint**
- **Populate Framework Structure**

### 6.3.4 Delete a Curriculum Framework

To delete an existing curriculum framework, perform the following:

1. On the **Department Curricula** tab, click the **Curriculum Framework** subtab.
2. A list of existing curriculum frameworks appear with the details displayed:
  - **Curriculum Framework Name**  
The name of the curriculum framework.
  - **Start Date**  
The start date of the curriculum framework.
  - **End Date**  
The end date of the curriculum framework.
3. Click **Delete**. A confirmation dialog appears to confirm to delete the selected curriculum framework.
4. Click **OK**.

---

---

**Note:** After the curriculum framework is adopted by at least one school, you are not able to delete the curriculum framework.

---

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### 6.3.5 Manage Outcome Proficiency Sets

An Outcome Proficiency Set is a grade or level based assessment used in the Curriculum Framework.

This section describes how to manage the outcome proficiency sets. It includes the following topics:

- [Section 6.3.5.1, "Create an Outcome Proficiency Set"](#)
- [Section 6.3.5.2, "View an Outcome Proficiency Set"](#)
- [Section 6.3.5.3, "Edit an Outcome Proficiency Set"](#)
- [Section 6.3.5.4, "Delete an Outcome Proficiency Set"](#)

### 6.3.5.1 Create an Outcome Proficiency Set

Figure 6–4 Creating an Outcome Proficiency Set

The screenshot shows the 'Department Curricula' application window. The 'Create Curriculum Framework' process is in progress, with the 'Define Outcome Proficiency Sets' step selected. The 'Outcome Proficiency Set Details' section includes the following fields:

- Proficiency Set Name: Outcome Levels
- Start Date: 18 Nov 2010
- End Date: (empty)
- Description: (empty)

The 'Outcome Proficiency Levels' table is displayed below:

Proficiency Level Name	Level Type	Order Sequence	Description
Level A	Core	1	Level A
Level B	Foundation	2	Level B
Level C	Core	3	Level C

To create an outcome proficiency set, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.1, "Create a Curriculum Framework"](#).
2. In the **Create Curriculum Framework** page, select the next process **Define Outcome Proficiency Sets** in the guided process.
3. Click **Create**.
4. In the **Outcome Proficiency Set Details** table, enter the following details for the new outcome proficiency set:
  - **Proficiency Set Name**  
The name of the new outcome proficiency set.
  - **Start Date**  
The start date of the outcome proficiency set.
  - **End Date**  
The end date of the outcome proficiency set.
  - **Description**  
A description of the outcome proficiency set.
5. In the **Outcome Proficiency Levels** table, click **Insert Level** to add a new outcome proficiency level and add it to the outcome proficiency set.
6. The **Insert Level** dialog appears, which enables you to enter the following details:
  - **Proficiency Level Name**  
The name of the outcome proficiency set level.
  - **Level Type**  
Select the type of outcome proficiency level from the options:

- Core
  - Foundation
  - **Order Sequence**  
A numeric value that is used to indicate the ranking of the outcome proficiency level.  
For example:
    - Poor can be set in an order sequence number 1
    - Average can be set in an order sequence number 2
    - Good can be set in an order sequence number 3
  - **Description**  
A description of the outcome proficiency set.
7. If you want to add an outcome proficiency sub-level as a child of the selected outcome proficiency level, click **Insert Sub-level**.
  8. The **Insert Sub-Level** dialog appears, which enables you to enter the following details for the new outcome proficiency sub-level:
    - **Proficiency Level Name**  
The name of the outcome proficiency set sub-level.
    - **Type**  
Select the type of the outcome proficiency set sub-level options:
      - Core
      - Foundation
    - **Order Sequence Number**  
A numeric value that is used to indicate the ranking of the outcome proficiency level.
    - **Description**  
A description of the outcome proficiency set sub-level.
  9. Click **Save and Return**.
  10. The new outcome proficiency set is created in the system.

---



---

**Note:** When you click **Return** without saving the changes first, a confirmation dialog prompts you to confirm that any unsaved changes lost.

---



---

### 6.3.5.2 View an Outcome Proficiency Set

To view the details of an outcome proficiency set, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.2, "View a Curriculum Framework"](#).
2. Click the **Define Outcome Proficiency Set** process step to view the outcome proficiency set that belongs to the selected curriculum framework.
3. The **Outcome Proficiency Set** table appears, which shows a list of outcome proficiency sets.

4. Select the desired outcome proficiency set to view the details.
5. Click **View**. You can view the details of the outcome proficiency set and associated proficiency levels.

### 6.3.5.3 Edit an Outcome Proficiency Set

You must select an existing curriculum framework before you can change or edit an outcome proficiency set.

To edit a level within this outcome proficiency set, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.3, "Edit a Curriculum Framework"](#).
2. Click the **Define Outcome Proficiency Set** process to edit an outcome proficiency set that belongs to the selected curriculum framework.
3. The **Outcome Proficiency Set** table appears, which shows a list of outcome proficiency sets.
4. Select the outcome proficiency set to edit.
5. Click **Edit**. The **Edit Curriculum Framework** page displays, which enables you to edit the outcome proficiency set details.

To edit an outcome proficiency level, perform the following:

1. On the **Outcome Proficiency Level** table, select the proficiency level to be edited.
2. Click **Edit Level**. The **Edit Level** dialog appears, which enables you to edit the details.
3. Click **OK**.

To edit a sub-level, perform the following:

1. On the **Outcome Proficiency Level** table, select the sub-level to be edited.
2. Click **Edit Level**. The **Edit Level** dialog appears, which enables you to edit the details.
3. Click **OK**.

To remove a proficiency level from an outcome proficiency set, perform the following:

1. On the **Outcome Proficiency Levels** table, select the proficiency level.
2. Click **Delete Level**.
3. A confirmation dialog appears to confirm the removal of the proficiency level.
4. Click **OK**.

### 6.3.5.4 Delete an Outcome Proficiency Set

To delete an outcome proficiency set, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.3, "Edit a Curriculum Framework"](#).
2. Click the **Define Outcome Proficiency Set** process to delete the outcome proficiency set.
3. The **Outcome Proficiency Set** table appears, which shows a list of outcome proficiency sets.

4. On the **Outcome Proficiency Set** table, select the desired outcome proficiency set to delete.
5. Click **Delete**. A confirmation dialog appears to confirm the removal of the outcome proficiency set.
6. Click **OK**.

## 6.3.6 Manage a Curriculum Framework Blueprint

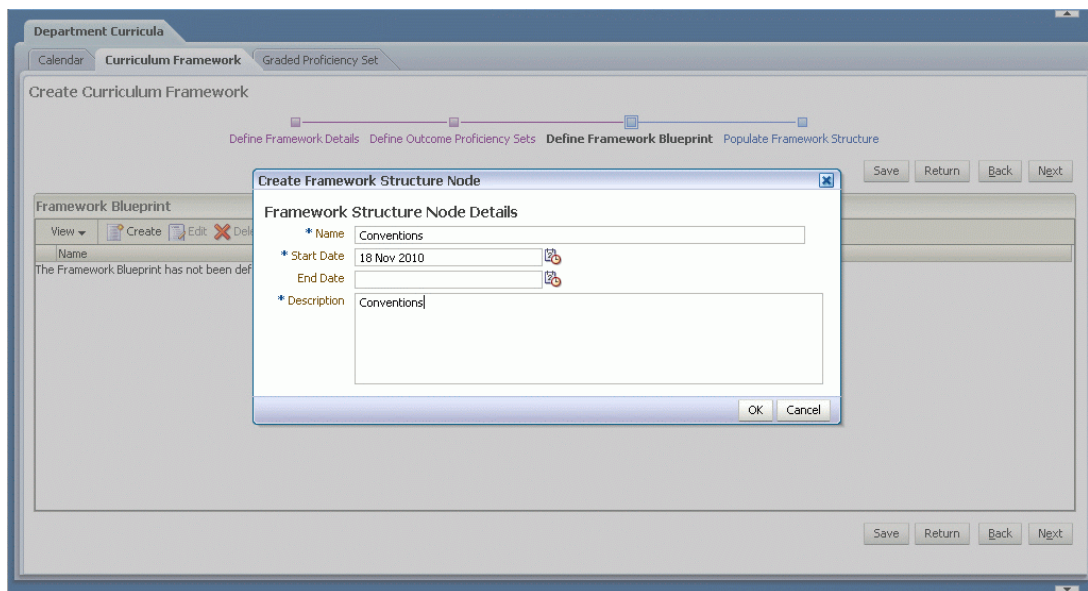
The Curriculum Framework Blueprint defines the parent-child relationship constraints of the curriculum framework items.

This section describes how to manage a curriculum framework blueprint. It includes the following topics:

- [Section 6.3.6.1, "Create a Curriculum Framework Blueprint"](#)
- [Section 6.3.6.2, "Edit a Curriculum Framework Blueprint"](#)

### 6.3.6.1 Create a Curriculum Framework Blueprint

**Figure 6–5** *Creating a Framework Blueprint*



To create a curriculum framework blueprint, perform the following:

1. Perform Steps 1 to 7 in [Section 6.3.1, "Create a Curriculum Framework"](#).
2. In the **Create Curriculum Framework** page, select the **Define Framework Blueprint** process.
3. In the **Framework Blueprint** table, click **Create**. The **Create Framework Structure Node** dialog appears, which enables you to enter the following details:
  - **Name**  
The name of the framework blueprint node.
  - **Start Date**  
The start date of the framework blueprint node.

- **End Date**  
The end date of the framework blueprint node.
  - **Description**  
A description of the framework blueprint node.
4. Click **OK**.
  5. Click **Save**.

To add a child framework blueprint node, perform the following:

1. On the **Framework Blueprint** table, select the desired framework blueprint node to add a child framework type.
2. Click **Create**. The **Create Framework Structure Node** dialog appears, which enables you to enter the following:
  - **Parent Structure Name**  
The name of the selected framework blueprint node.
  - **Name**  
The name of the child framework blueprint node.
  - **Start Date**  
The start date of the framework blueprint node.
  - **End Date**  
The end date of the framework blueprint node.
  - **Description**  
A description of the framework blueprint node.
3. Click **OK**.
4. Click **Save**.

### 6.3.6.2 Edit a Curriculum Framework Blueprint

To edit an existing curriculum framework blueprint, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.3, "Edit a Curriculum Framework"](#).
2. Click the **Define Framework Blueprint** process to edit the framework blueprint.
3. The **Framework Blueprint** tree table appears, which displays a tree structure view of the curriculum framework.
4. On the **Framework Blueprint** tree table, select the framework blueprint node to edit.
5. Click **Edit**. The **Edit Framework Node** dialog appears, which enables you to edit the name, start date, end date and description.
6. Click **OK**.
7. Click **Save**.

To remove a framework blueprint node, perform the following:

1. On the **Framework Blueprint** table, select the framework blueprint node to remove.
2. Click **Delete**.

3. A confirmation dialog appears to confirm the removal of the framework blueprint node.
4. Click **OK**.
5. Click **Save**.

## 6.3.7 Manage Framework Items

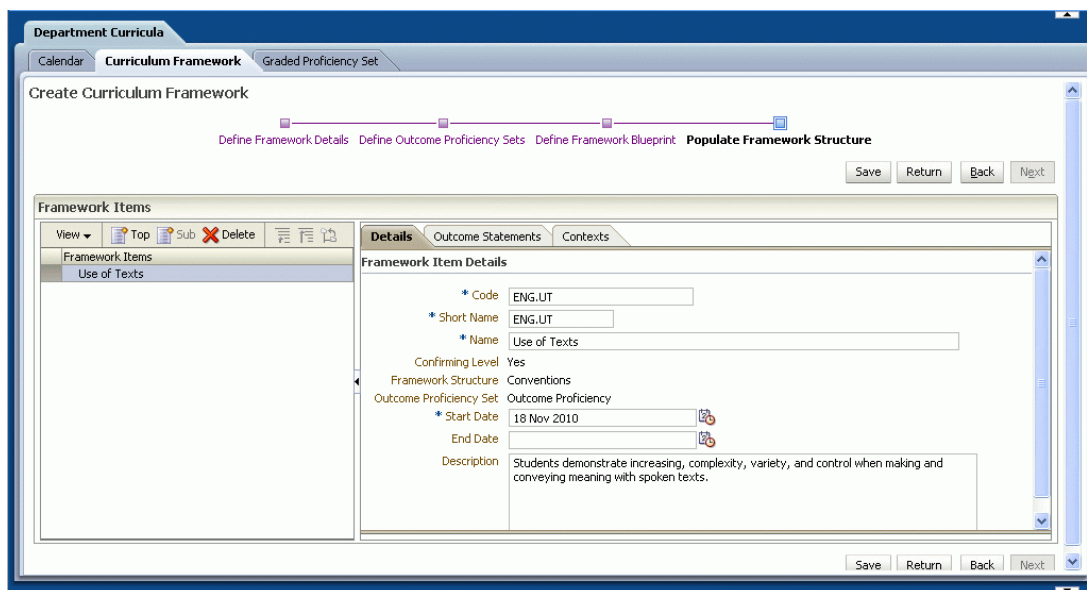
A curriculum framework consists of a structured hierarchy of framework items.

This section describes how to manage framework items. It includes the following topics:

- [Section 6.3.7.1, "Create a Curriculum Framework Item"](#)
- [Section 6.3.7.2, "Delete a Curriculum Framework Item"](#)

### 6.3.7.1 Create a Curriculum Framework Item

**Figure 6–6** *Creating a Curriculum Framework Item*



To create a curriculum framework item, perform the following:

1. Perform Steps 1 to 11 in [Section 6.3.1, "Create a Curriculum Framework"](#).
2. On the left section of the **Framework Items** table, click **Top**.
3. The **Create Top Framework Item** dialog appears, which enables you to enter the following:
  - **Code**  
A code for the new curriculum framework item.
  - **Short Name**  
A short name for the new curriculum framework item.
  - **Name**  
The full name of the new curriculum framework item.



- **Confirming Level**

Indicates whether confirmations can be made against the new curriculum framework item.

Select from the options:

- Yes
- No

- **Framework Structure**

Select the framework blueprint node from the options.

- **Outcome Proficiency Set**

Select the outcome proficiency set from the options.

- **Start Date**

The start date of the curriculum framework item.

- **End Date**

The end date of the curriculum framework item.

- **Description**

A description of the curriculum framework item.

4. Click **OK**.

You can also create a child framework item under an existing top level framework item.

To create a child framework item, perform the following:

1. On the left section of the **Framework Item** table, select the top level framework item to add on the child type framework item.
2. Click **Sub**. The **Create Sub Framework Item** dialog appears, which enables you to enter the following:

- **Code**

A code that is used for the new curriculum framework item.

- **Short Name**

A short name for the new curriculum framework item.

- **Name**

The name of the new curriculum framework item.

- **Confirming Level**

Indicates whether confirmations can be made against the new curriculum framework item. Select from the options::

- Yes
- No

- **Framework Structure**

Select the framework blueprint node from the options.

- **Outcome Proficiency Set**

Select the outcome proficiency set from the options.

- **Start Date**  
The start date of the curriculum framework item.
  - **End Date**  
The end date of the curriculum framework item.
  - **Description**  
A description of the curriculum framework item.
3. Click **OK**.
  4. Click **Save**.

#### **6.3.7.2 Delete a Curriculum Framework Item**

To delete a curriculum framework item, perform the following:

1. Perform Steps 1 to 4 in [Section 6.3.3, "Edit a Curriculum Framework"](#).
2. Click **Populate Framework Structure** in the guided process to delete the framework items.
3. The **Framework Items** tree table appears, which shows a list of framework items.
4. On the **Framework Items** tree table, select the framework item to delete.
5. Click **Delete**. A confirmation dialog appears to confirm the deletion.
6. Click **OK**.

### **6.3.8 Manage Outcome Statements**

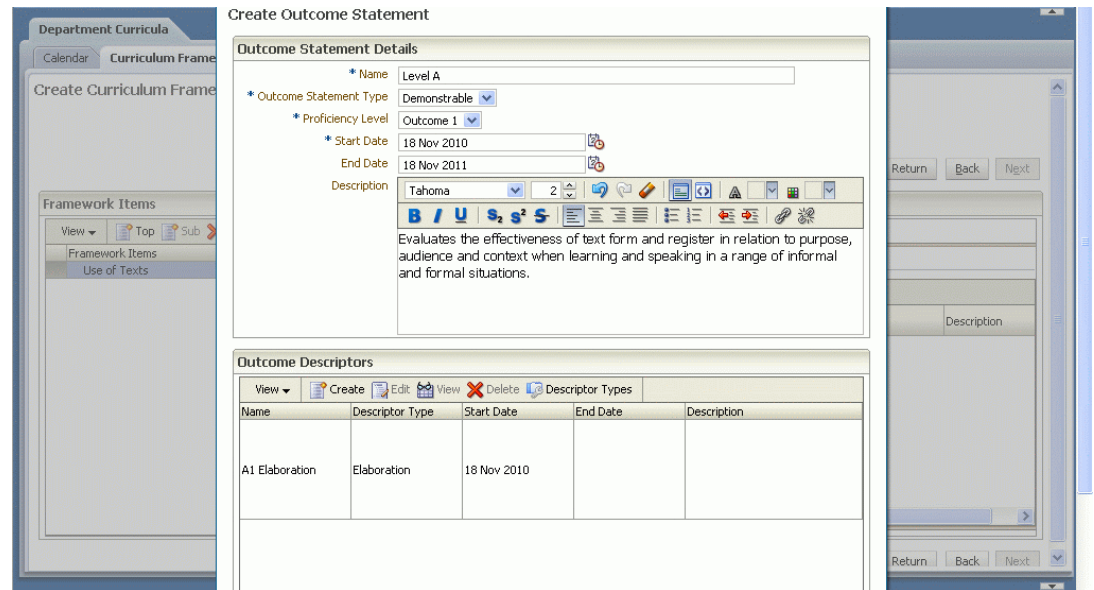
An Outcome Statement is a statement used to describe the meaning of an outcome proficiency level for a framework item.

This section describes how to manage the outcome statements. It includes the following topics:

- [Section 6.3.8.1, "Create an Outcome Statement"](#)
- [Section 6.3.8.2, "View an Outcome Statement"](#)
- [Section 6.3.8.3, "Edit an Outcome Statement"](#)
- [Section 6.3.8.4, "Delete an Outcome Statement"](#)

### 6.3.8.1 Create an Outcome Statement

**Figure 6–7** *Creating an Outcome Statement*



To create an outcome statement, perform the following:

1. Perform Steps 1 to 18 in [Section 6.3.1, "Create a Curriculum Framework"](#).
2. In the **Outcome Statements** table, click **Create**.
3. The **Create Outcome Statement** dialog appears, which enables you to enter the following:
  - **Name**  
The name of the outcome statement.
  - **Outcome Statement Type**  
Select one of the outcome statement type options:
    - **Annotative**  
An annotative outcome statement is useful for providing annotations within the curriculum, but cannot be used for making assessments against the curriculum.
    - **Demonstrable**  
A demonstrable outcome statement is the normal type of outcome statement that can be used for making assessments against the curriculum.
    - **Indicative**  
An indicative outcome statement is useful for indicating student expectations within the curriculum, but cannot be used for making assessments against the curriculum.
  - **Start Date**  
The start date of the outcome statement.
  - **End Date**

The end date of the outcome statement.

- **Description**

The details of the outcome statement using HTML or plain text.

4. Click **OK**.

5. Click **Save**.

Multiple outcome descriptors may also be defined, see [Section 6.3.10.1, "Create an Outcome Descriptor"](#).

### 6.3.8.2 View an Outcome Statement

To view the details of an outcome statement, perform the following:

1. Click the **Outcome Statements** tab on the right section of the **Framework Item** table and select the outcome statement to view.
2. Click **View**. The **View Outcome Statement** dialog appears, which shows the details of the outcome statement.

### 6.3.8.3 Edit an Outcome Statement

To edit the details of an outcome statement, perform the following:

1. Click the **Outcome Statements** tab on the right section of the **Framework Item** table and select the outcome statement to edit.
2. Click **Edit**. The **Edit Outcome Statement** dialog appears, which enables you to edit the details of the selected outcome statement.
3. Click **OK** to update the changes.

### 6.3.8.4 Delete an Outcome Statement

To delete an outcome statement, perform the following:

1. Click the **Outcome Statements** tab on the right section of the **Framework Items** table and select the outcome statement to delete.
2. Click **Delete**. A confirmation dialog appears to confirm the deletion.
3. Click **OK**. The outcome statement is deleted from the selected curriculum framework item.

## 6.3.9 Manage Outcome Descriptor Types

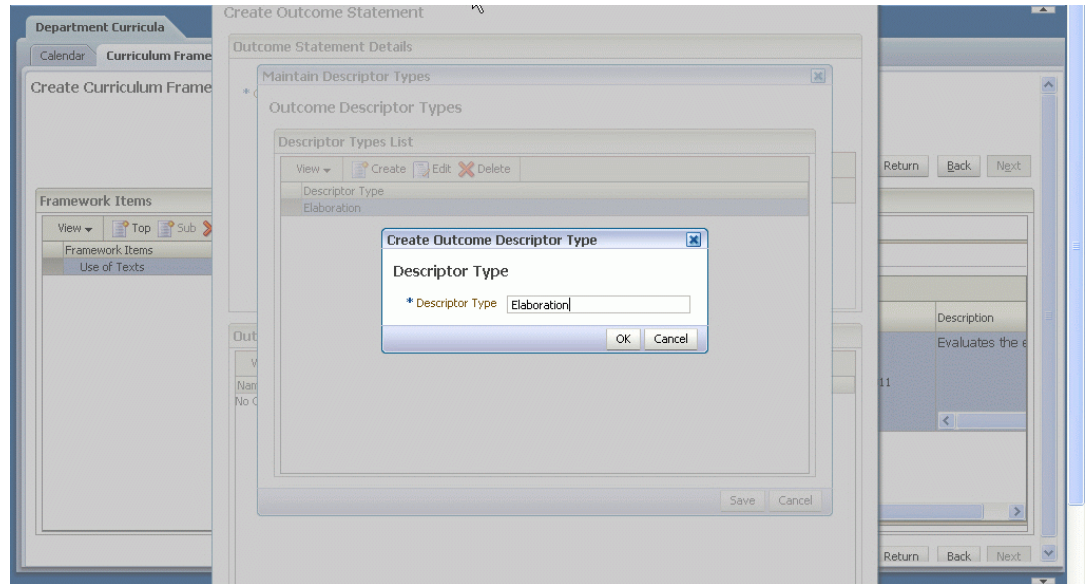
An Outcome Descriptor Type indicates the type of the outcome descriptor.

This section describes how to manage the outcome descriptor types. It includes the following topics:

- [Section 6.3.9.1, "Create an Outcome Descriptor Type"](#)
- [Section 6.3.9.2, "View an Outcome Descriptor Type"](#)
- [Section 6.3.9.3, "Edit an Outcome Descriptor Type"](#)
- [Section 6.3.9.4, "Delete an Outcome Descriptor Type"](#)

### 6.3.9.1 Create an Outcome Descriptor Type

**Figure 6–8** *Creating an Outcome Descriptor Type*



To create an outcome descriptor type, perform the following:

1. Perform Steps 1 to 18 in [Section 6.3.1, "Create a Curriculum Framework"](#).
2. Perform Steps 2 to 3 in [Section 6.3.8.1, "Create an Outcome Statement"](#).
3. In the **Outcome Descriptors** table, click **Descriptor Types**.
4. The **Maintain Descriptor Types** appears.
5. Click **Create**. The **Create Outcome Descriptor Type** appears, which enables you to enter the name of the descriptor type in the **Descriptor Type** field.
6. Click **OK**.
7. The new descriptor type appears in the list of available descriptor types.

### 6.3.9.2 View an Outcome Descriptor Type

To view the details of an outcome descriptor type, perform the following:

1. Perform Steps 1 to 3 in [Section 6.3.10.2, "View an Outcome Descriptor"](#).
2. The **View Outcome Statement** menu displays a list of all the outcome descriptors and descriptor types that are defined for the outcome statement.

### 6.3.9.3 Edit an Outcome Descriptor Type

To edit the details of an outcome descriptor type, perform the following:

1. Perform Steps 1 to 2 in [Section 6.3.10.3, "Edit an Outcome Descriptor"](#).
2. Click **Descriptor Type**. The **Maintain Descriptor Types** dialog appears.
3. Select the outcome descriptor type to edit.
4. Click **Edit**. The **Edit Outcome Descriptor Type** dialog appears, which enables you to edit the name of the descriptor type.
5. Click **OK**.

### 6.3.9.4 Delete an Outcome Descriptor Type

To delete an outcome descriptor type, perform the following:

1. Perform Steps 1 to 2 in [Section 6.3.10.3, "Edit an Outcome Descriptor"](#).
2. Click **Descriptor Type**. The **Maintain Descriptor Type** dialog appears.
3. Click **Delete**. A confirmation dialog appears to confirm the deletion.
4. Click **OK**.

## 6.3.10 Manage Outcome Descriptors

You can provide additional information surrounding an outcome statement in the outcome descriptors.

This section describes how to manage an outcome descriptor. It includes the following topics:

- [Section 6.3.10.1, "Create an Outcome Descriptor"](#)
- [Section 6.3.10.2, "View an Outcome Descriptor"](#)
- [Section 6.3.10.3, "Edit an Outcome Descriptor"](#)
- [Section 6.3.10.4, "Delete an Outcome Descriptor"](#)

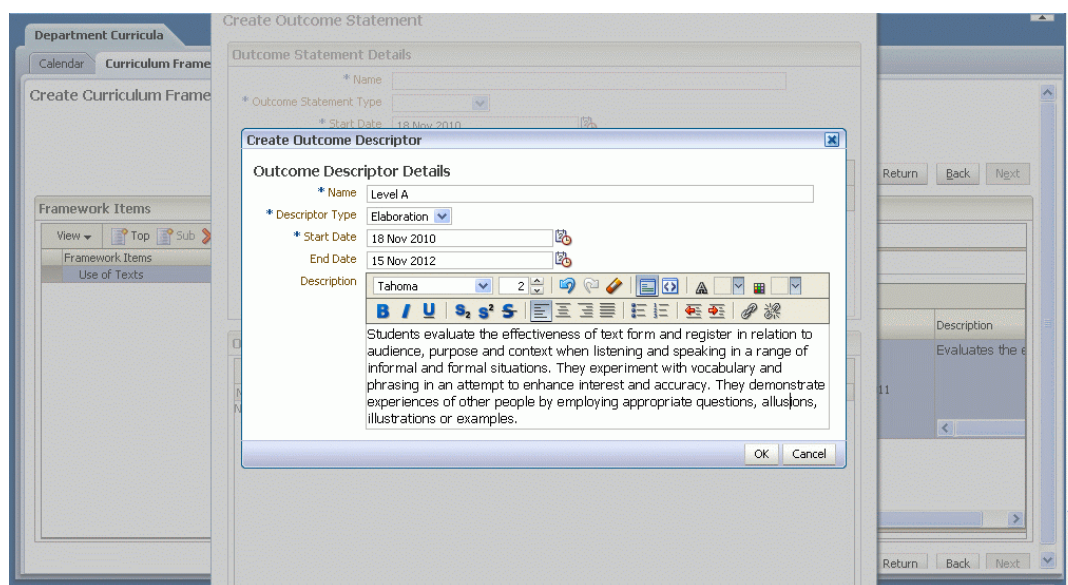
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**Note:** You must define a Descriptor Type before you can create an Outcome Descriptor. For more information on how to create a descriptor type, see [Section 6.3.9.1, "Create an Outcome Descriptor Type"](#).

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### 6.3.10.1 Create an Outcome Descriptor

**Figure 6–9** *Creating an Outcome Descriptor*



To create an outcome descriptor, perform the following:

1. Perform Steps 1 to 18 in [Section 6.3.1, "Create a Curriculum Framework"](#).

2. Perform Steps 2 to 3 in [Section 6.3.8.1, "Create an Outcome Statement"](#).
3. On the **Outcome Descriptors** table of the **Create Outcome Statement** dialog, click **Create**.
4. The **Create Outcome Descriptor** dialog appears, which enables you to enter the following:
  - **Name**  
The name of the outcome descriptor.
  - **Descriptor Type**  
Select from the descriptor type options.
  - **Start Date**  
The start date of the outcome descriptor.
  - **End Date**  
The end date of the outcome descriptor.
  - **Description**  
A description of the outcome descriptor in plain text.
5. Click **OK**.

#### 6.3.10.2 View an Outcome Descriptor

To view the details of an outcome descriptor, perform the following:

1. Perform Steps 1 to 3 in [Section 6.3.8.2, "View an Outcome Statement"](#).
2. The **View Outcome Statement** dialog displays a list of all the outcome descriptors defined for the outcome statement.
3. On the **Outcome Descriptors** table, select the outcome descriptor to view.
4. Click **View**. The **View Outcome Descriptor** dialog appears, which shows the details of the outcome descriptor.

#### 6.3.10.3 Edit an Outcome Descriptor

To edit the details of an outcome descriptor, perform the following:

1. Perform Steps 1 to 3 in [Section 6.3.8.3, "Edit an Outcome Statement"](#).
2. In the **Edit Outcome Statement** dialog, a list of all the outcome descriptors defined for the outcome statement is displayed.
3. On the **Outcome Descriptors** table, select the outcome descriptor to edit.
4. Click **Edit**.
5. The **Edit Outcome Descriptor** dialog appears, which enables you to edit the details of the selected outcome descriptor.
6. Click **OK**.

#### 6.3.10.4 Delete an Outcome Descriptor

To delete an outcome descriptor, perform the following:

1. Perform Steps 1 to 3 in [Section 6.3.10.4, "Delete an Outcome Descriptor"](#).
2. Click **Delete**. A confirmation dialog appears to confirm the deletion.

3. Click **OK**.



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## How to Manage the School Curricula

Curriculum Frameworks are defined at the Department level. A number of different curriculum frameworks can operate simultaneously. A curriculum framework must be defined and active before it can be adopted by Schools. For more information on how to manage department curriculum frameworks, see [Section 6.3, "Manage a Curriculum Framework."](#)

This chapter describes how to manage the school curriculum frameworks. It includes the following sections:

- [Section 7.1, "Manage School Academic Calendars"](#)
- [Section 7.2, "Manage School Curriculum Frameworks"](#)
- [Section 7.3, "Manage School Graded Proficiency Sets"](#)
- [Section 7.4, "Manage Courses"](#)
- [Section 7.5, "Manage Offerings"](#)
- [Section 7.6, "Manage Classes"](#)

### 7.1 Manage School Academic Calendars

The schools can adopt an existing department academic calendar in order to be able to subsequently adopt a department curriculum framework for that calendar period.

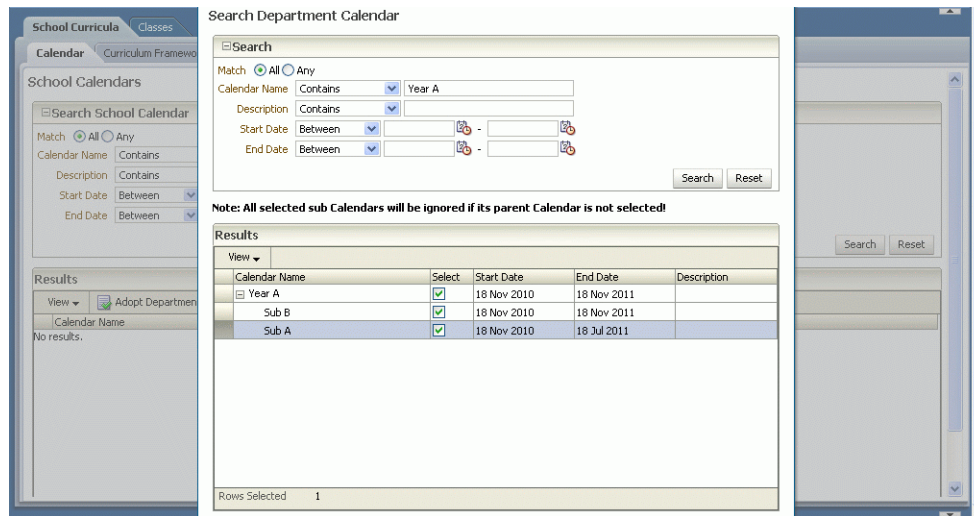
This section includes the following topics:

- [Section 7.1.1, "Adopt a Department Academic Calendar"](#)
- [Section 7.1.2, "Delete a School Academic Calendar"](#)

#### 7.1.1 Adopt a Department Academic Calendar

To adopt a department academic calendar, perform the following:

1. On the **School Curricula** tab, click the **Calendar** subtab.

**Figure 7–1 Adopting the Department Calendar**

2. The **Search School Calendar** page displays.
3. Click **Adopt Department Calendar**. The **Adopt Department Calendar** dialog appears.
4. Search for the department calendar and select the calendar to adopt.
5. Click **OK**.

The new department academic calendar is added as a school calendar.

### 7.1.2 Delete a School Academic Calendar

To delete an academic calendar, perform the following:

1. On the **School Curricula** tab, click the **Calendar** subtab.
2. A list of existing school academic calendars appears.
3. Select the academic calendar to delete.
4. Click **Delete**. A confirmation dialog appears to confirm the deletion.
5. Click **OK**. The selected academic calendar is deleted successfully.

## 7.2 Manage School Curriculum Frameworks

To use a curriculum framework, a school must adopt a department curriculum framework based on a defined school academic calendar.

This section describes how to manage the school curriculum frameworks. It includes the following topics:

- [Section 7.2.1, "Adopt a Curriculum Framework to School"](#)
- [Section 7.2.2, "Edit an Adopted Curriculum Framework to School"](#)

### 7.2.1 Adopt a Curriculum Framework to School

You must adopt an academic calendar for the school before you can adopt a curriculum framework.

Figure 7-2 Adopting a Curriculum Framework to School

To adopt a curriculum framework, perform the following:

1. On the **School Curricula** tab, click the **Curriculum Framework** subtab.
2. The **Search School Curriculum Framework** page displays.
3. Click **Adopt Department Curriculum**. The **Create School Curriculum Framework** page appears, which enables you to enter the following:

- **Framework Name**

Select the curriculum framework to be adopted.

For example:

- Curriculum A
- Curriculum B

- **Calendar Name**

Select the school's academic calendar for which the specified department curriculum framework is to be adopted.

For example:

- Calendar Year A
- Calendar Year 2009

- **Primary Curriculum Flag**

Indicates whether the adopted department curriculum framework is the primary curriculum within the school.

To set the curriculum as primary, select from the options:

- Yes

The adopted department curriculum framework is the primary curriculum.

- No

The adopted department curriculum framework is not the primary curriculum.

4. Click **Save and Return**. The newly adopted curriculum framework is available for use within the school.

## 7.2.2 Edit an Adopted Curriculum Framework to School

To edit an adopted curriculum framework, perform the following:

1. On the **School Curricula** tab, click the **Curriculum Framework** subtab.
2. Select the adopted curriculum framework to change.
3. Click **Edit**. The **Edit School Curriculum Framework** page appears, which enables you to edit the details.
4. Click **Save and Exit**.

## 7.3 Manage School Graded Proficiency Sets

A School Graded Proficiency Set is a grade-based assessment used within the school for day-to-day student assessment.

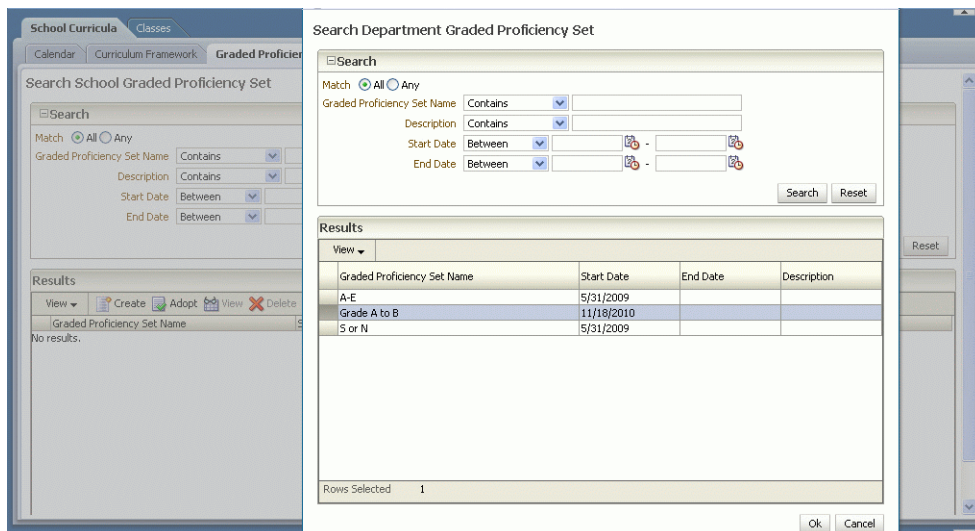
A school can create their own graded proficiency. A school can also adopt a graded proficiency set defined at the Department level.

This section describes how to manage the graded proficiency sets. It includes the following topics:

- [Section 7.3.1, "Adopt a Department Graded Proficiency Set"](#)
- [Section 7.3.2, "Create a School Graded Proficiency Set"](#)
- [Section 7.3.3, "Search for a School Graded Proficiency Set"](#)
- [Section 7.3.4, "View a School Graded Proficiency Set"](#)
- [Section 7.3.5, "Edit a School Graded Proficiency Set"](#)
- [Section 7.3.6, "Delete a School Graded Proficiency Set"](#)

### 7.3.1 Adopt a Department Graded Proficiency Set

**Figure 7–3 Adopting a Department Graded Proficiency Set**



To adopt a graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. The **Search School Graded Proficiency Set** displays.
3. Click **Adopt**. The **Adopt Department Graded Proficiency Set** dialog appears.
4. Search for the department graded proficiency set and select to adopt the graded proficiency set.
5. Click **OK**. The adopted department graded proficiency set appears on the **Search School Graded Proficiency Set** page.
6. The adopted graded proficiency set is now available for use within the school.

## 7.3.2 Create a School Graded Proficiency Set

**Figure 7–4** *Creating a School Graded Proficiency Set*

* Proficiency Level Name	* Code	* Absolute Value	* Lower Range	* Lower Range Inclusive Flag	* Upper Range	* Upper Range Inclusive Flag	Description
Grade A	A	95	90	Yes	100	Yes	
Grade B	B	85	90	Yes	100	Yes	
Grade C	C	85	0	Yes	100	Yes	

To create a school graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Click **Create**. The **Create School Graded Proficiency Set** page appears, which enables you to enter the following:
  - **Graded Proficiency Set Name**  
The name of the school graded proficiency set.
  - **Start Date**  
The start date of the school graded proficiency set.
  - **End Date**  
The end date of the school graded proficiency set.
  - **Description**  
A description of the school graded proficiency set.
3. Click **Insert Level** to create a graded proficiency level and to add it to the graded proficiency set.

4. A new row in an editable mode appears, which enables you to enter the following:
  - **Proficiency Level Name**  
The name of the proficiency level.
  - **Code**  
A code that is used to indicate the proficiency level.
  - **Absolute Value**  
A numeric value that is used to rank or convert the proficiency level.  
A proficiency level with a higher absolute value appears toward the end of a list values.
  - **Lower Range**  
The lower boundary of the proficiency level range that you can convert from a mark to a proficiency level.  
A numeric value from scale of 0 to 100.
  - **Lower Range Inclusive Flag**  
Indicates whether the range value is inclusive of the lower range.
  - **Upper Range**  
The upper boundary of the proficiency level range that you can convert from a mark to a proficiency level.  
A numeric value from scale of 0 to 100.
  - **Upper Range Inclusive Flag**  
Indicates whether the range value is inclusive of the upper range.
  - **Description**  
A description of the proficiency level.
5. Click **Save and Return**.

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**Note:** The range of the proficiency levels must not overlap with another level in the same school graded proficiency set.

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### 7.3.3 Search for a School Graded Proficiency Set

To search for a school graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Enter either one search criteria:
  - **Graded Proficiency Set Name**  
The name of the school graded proficiency set.
  - **Description**  
A description of the school graded proficiency set.
  - **Start Date**  
The start date of the school graded proficiency set.
  - **End Date**

The end date of the school graded proficiency set.

3. Click **Search**.
4. The system displays a list of graded proficiency sets that match the specified search criteria.

### 7.3.4 View a School Graded Proficiency Set

To view the details of a graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Search for the Graded Proficiency Set and select to view the details.
3. Click **View**. The **View School Graded Proficiency Set** page displays, which shows the details of the graded proficiency set and the levels created.
4. Click **Return** to go back to the **Search School Graded Proficiency Set** page.

### 7.3.5 Edit a School Graded Proficiency Set

To edit the details of a graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. The **Search School Graded Proficiency Set** page displays a list of the adopted department graded proficiency sets and the school's own graded proficiency sets.
3. Search for the graded proficiency set and select to edit the details.
4. Click **Edit**. The **Edit School Proficiency Set** page displays, which enables you to edit the details.

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**Note:** You cannot make changes to an adopted department graded proficiency set.

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### 7.3.6 Delete a School Graded Proficiency Set

To delete a school graded proficiency set, perform the following:

1. On the **School Curricula** tab, click the **Graded Proficiency Set** subtab.
2. Search for the graded proficiency set and select to delete.
3. Click **Delete**.
4. A confirmation dialog appears to confirm the deletion.
5. Click **OK**. The selected graded proficiency set is deleted successfully.

## 7.4 Manage Courses

You can create Courses after the school curriculum framework are defined. After courses are defined, the school can offer the courses.

When Courses are defined, you may assign one or more tags to assist you in finding courses for a class.

This section describes how to manage courses. It includes the following topics:

- [Section 7.4.1, "Create a Course"](#)
- [Section 7.4.2, "Search for a Course"](#)

- [Section 7.4.3, "View a Course"](#)
- [Section 7.4.4, "Edit a Course"](#)
- [Section 7.4.5, "Delete a Course"](#)

## 7.4.1 Create a Course

To create a course, perform the following:

1. On the **School Curricula** tab, click the **Course** subtab.
2. The **Search Course** main page displays.
3. Click **Create**. The **Create Course** page displays, which enables you to enter the following:
  - **Course Name**  
The name of the course.
  - **Course Code**  
A code for the course.
  - **Start Date**  
The start date of the course.
  - **End Date**  
The end date of the course.
  - **Description**  
A description of the course.
4. Click **Add** to assign a tag to a course.
5. The **Select Tags** dialog appears, which enables you to search for available tags and then select a tag.
6. Click **OK** to add the tag to the course.
7. Click **Save and Return**.

You can also create a new tag for the course.

To create a tag, perform the following:

1. On the **Select Tags** dialog, click **Create**.
2. The **Create Tag** dialog appears, which enables you to enter a new tag for the course.
3. Enter the new tag and click **OK**.
4. The new tag is added to the course.
5. Click **Save and Return**.



Figure 7-5 Creating a Course

The screenshot shows the 'Create Course' form in the 'School Curricula' application. The form is divided into several sections:

- Course Details:** This section contains five fields:
  - Course Name:** English
  - Course Code:** ENG1
  - Start Date:** 18 Nov 2010
  - End Date:** (empty)
  - Description:** (empty text area)
- Selected Tags:** This section includes a table with the following structure:
 

View	+	Add	-	Remove
		Language		

## 7.4.2 Search for a Course

To search for a course, perform the following:

1. On the **School Curricula** tab, click the **Course** subtab.
2. The **Search Course** page displays.
3. Enter either one search criteria:
  - **Course Name**  
Enter the name of the course.
  - **Course Code**  
Enter the course code.
  - **Start Date**  
The start date of the course.
  - **End Date**  
The end date of the course.
4. Click **Search**.
5. The system displays a list of courses that match the specified search criteria.

## 7.4.3 View a Course

To view the details of a course, perform the following:

1. On the **School Curricula** tab, click the **Course** subtab.
2. The **Search Course** page displays.
3. Search for the course and select the course to view the details.
4. Click **View Course**. The **View Course** page displays, which shows the details of the course and a list of tags assigned to the course.
5. Click **Return** to go back to the **Search Course** page.

## 7.4.4 Edit a Course

To edit the details of a course, perform the following:

1. On the **School Curricula** tab, click the **Course** subtab.
2. The **Search Course** page displays.
3. Search for the course to edit and select the course.
4. Click **Edit**. The **Edit Course** page displays, which enables you to edit the following details:
  - **Course Name**  
Enter the name of the course.
  - **Course Code**  
A code for the course.
  - **Start Date**  
The start date of the course.
  - **End Date**  
The end date of the course.
  - **Description**  
The description of the course.
5. Click **Save and Return**.

You can assign existing tags to the course.

To assign existing tags, perform the following:

1. On the **Edit Course** page, click **Add** in the **Select Tags** panel.
2. The **Select Tags** dialog appears, which enables you to search for the existing tags and then select a tag.
3. Click **OK**.

You can also assign a new tag to the course.

To assign a new tag, perform the following:

1. On the **Edit Course** page, click **Add** in the **Select Tags** panel.
2. The **Select Tags** dialog appears which enables you to create a tag.
3. Click **Create**. The **Create Tag** dialog appears, enter the new tag.
4. Select the new tag and click **OK**.
5. Click **Save and Return**.

You can remove assigned tags from a course.

To remove a tag, perform the following:

1. On the **Edit Course** page, select the tag to remove.
2. Click **Remove**. A confirmation dialog appears to confirm the deletion.
3. Click **OK**.
4. Click **Save and Return**.

## 7.4.5 Delete a Course

To delete a course, perform the following:

1. On the **School Curricula** tab, click the **Course** subtab.
2. The **Search Course** page displays.
3. Search for the course to delete and select the course.
4. Click **Delete**. A confirmation dialog appears to confirm the deletion.
5. Click **OK**.

## 7.5 Manage Offerings

You can manage Offerings after the school curriculum framework, academic calendar and courses are defined.

Courses are offered by the school in a particular academic period based on a curriculum.

This section describes how to manage offerings. It includes the following topics:

- [Section 7.5.1, "Create an Offering"](#)
- [Section 7.5.2, "Search for an Offering"](#)
- [Section 7.5.3, "View an Offering"](#)
- [Section 7.5.4, "Edit an Offering"](#)
- [Section 7.5.5, "Delete an Offering"](#)

### 7.5.1 Create an Offering

**Figure 7–6** *Creating an Offering*

The screenshot shows the 'Create Offering' dialog box. The 'Offering Details' section contains the following fields:

- Offering Name: English Reading 2010
- Offering Code: ENG.R
- Course Name: English
- Start Date: 18 Nov 2010
- End Date: (empty)
- Curriculum Framework Name: ABC Curriculum (Year A)

The 'Select Calendar' section contains a table with the following data:

Calendar Name	Start Date	End Date	Select
Year A	18 Nov 2010	18 Nov 2011	<input type="radio"/>
Term 1	18 Nov 2010	15 Apr 2011	<input type="radio"/>
Sub A	18 Nov 2010	18 Jul 2011	<input type="radio"/>
Sub B	18 Nov 2010	18 Nov 2011	<input type="radio"/>
Term 2	18 Nov 2010	18 Nov 2011	<input type="radio"/>

To create an offering of a course, perform the following:

1. On the **School Curricula** tab, click the **Offering** subtab.
2. The **Offering** main page displays.

3. Click **Create**. The **Create Offering** page displays, which enables you to enter the following:
  - **Offering Name**  
The name of the new offering.
  - **Offering Code**  
A code for the offering.
  - **Course Name**  
The name of the course with which this offering is associated.  
Search for course name and select course name for the offering.
  - **Start Date**  
The start date of the offering.
  - **End Date**  
The end date of the offering.
  - **Curriculum Framework Name**  
You must select an adopted school curriculum framework to associate it with the offering.
4. Select a school calendar for the Offering.
5. Click **Save and Return**.

## 7.5.2 Search for an Offering

To search for an offering, perform the following:

1. On the **School Curricula** tab, click the **Offering** subtab.
2. The **Offering** main page displays.
3. Enter either one search criteria:
  - **Offering Name**  
The name of the offering.
  - **Course Name**  
The name of the course with which this offering is associated.
  - **Calendar Name**  
The academic calendar period in which this course is offered.
  - **Curriculum Framework Name**  
The name of the curriculum framework on which this offering is based.
  - **Start Date**  
The start date of the course.
  - **End Date**  
The end date of the course.
4. Click **Search**.
5. The system displays a list of offerings that match the specified search criteria.

### 7.5.3 View an Offering

To view the details of an offering, perform the following:

1. On the **School Curricula** tab, click the **Offering** subtab.
2. The **Offering** main page displays.
3. Search for the offering and select to view the details.
4. Click **View** to view the details of offering.

### 7.5.4 Edit an Offering

To edit the details of an offering, perform the following:

1. On the **School Curricula** tab, click the **Offering** subtab.
2. The **Offering** main page displays.
3. Search for the offering to edit and select the offering.
4. Click **Edit**. The **Edit Offering** page displays, which enables you to edit the details of the selected offering.
5. Click **Save and Return** to update the changes.

### 7.5.5 Delete an Offering

To delete an offering, perform the following:

1. On the **School Curricula** tab, click the **Offering** subtab.
2. The **Offering** main page displays.
3. Search for the offering to delete and select the offering.
4. Click **Delete**. A confirmation dialog appears to confirm the deletion.
5. Click **OK**.

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**Note:** You cannot delete an offering for which there are classes assigned.

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## 7.6 Manage Classes

A class represents a grouping of students and teachers. Many classes may be created from a single offering. After a class is defined, teachers and students can be enrolled to a class.

You can enroll students and teachers as class members. Class members can then participate and engage with other class members in the class learning activities.

This section describes how to manage classes, it includes the following topics:

- [Section 7.6.1, "Create a Class"](#)
- [Section 7.6.2, "Search for a Class"](#)
- [Section 7.6.3, "View a Class"](#)
- [Section 7.6.4, "Edit a Class"](#)
- [Section 7.6.5, "Delete a Class"](#)
- [Section 7.6.6, "Enroll a Student into a Class"](#)

- [Section 7.6.7, "Enroll a Teacher into a Class"](#)

## 7.6.1 Create a Class

**Figure 7–7 Creating a Class**

The screenshot shows a web application window titled "School Curricula" with a "Classes" sub-tab. The main content area is titled "Class" and contains a "Create Class" form. The form has the following fields:

- Class Name:** English Reading A
- Offering Name:** English Reading 2010
- Start Date:** 18 Nov 2010
- End Date:** 18 Nov 2011
- Description:** English Reading 2010 Class A

Below the form is a "Class Students" section. It includes a "View" dropdown, "Add Students" (+) button, and "Remove Students" (-) button. A table is shown with the following columns: Student Name, First Name, Last Name, Gender, Date of Birth, Academic Year Level, Start Date, and End Date. The table is currently empty, with the text "No Students have been added." below it.

To create a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. A list of existing classes are displayed on the **Classes** main page.
3. Click **Create**. The **Create Class** page displays, which enables you to create a class.
4. Enter the following class details:
  - **Class Name**  
The name of the new class.
  - **Offering Name**  
The name of the offering with which the new class is associated.  
Search for the name of the offering and select the offering.
  - **Start Date**  
The start date of the class.
  - **End Date**  
The end date of the class.
  - **Description**  
A description of the class.
5. Click **Save and Return**.  
You can add students and teachers to this class. See [Section 7.6.6, "Enroll a Student into a Class"](#) and [Section 7.6.7, "Enroll a Teacher into a Class"](#).
6. The new class is now created in the system.

## 7.6.2 Search for a Class

To search for a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. The **Class** main page displays.
3. Enter either one search criteria:
  - **Class Name**  
Enter the name of the class.
  - **Offering Name**  
Enter the name of the offering.
  - **Course Name**  
Enter the name of the course.
  - **Start Date**  
The start date of the class.
  - **End Date**  
The end date of the class.
4. Click **Search**.
5. The system displays a list of classes that match the specified search criteria.

## 7.6.3 View a Class

To view the details of a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. The **Class** main page displays.
3. Search for the class and select the class to view the details.
4. Click **View**. The **View Class** page displays, which shows the details of the class members.

## 7.6.4 Edit a Class

To edit the details of a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. The **Class** main page displays.
3. Search for the class and select the class to edit the details.
4. Click **Edit**. The **Edit Class** page displays, which enables you to edit the class members.
5. Click **Save and Return**.

To remove a student from a class, perform the following:

1. On the **Class Students** table of the **Edit Class** page, select a student to remove from a class.
2. Click **Remove Student**.
3. A confirmation dialog appears to remove the student from the class.

4. Click **OK**.

To remove a teacher from a class, perform the following:

1. On the **Class Teachers** table of the **Edit Class** page, select a teacher to remove from a class.
2. Click **Remove Teacher**.
3. A confirmation dialog appears to remove the student from the class.
4. Click **OK**.

### 7.6.5 Delete a Class

To delete a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. The **Search Class** page displays.
3. Search for the class to delete and select the class.
4. Click **Delete**. A confirmation dialog appears to confirm the deletion.
5. Click **OK**.

### 7.6.6 Enroll a Student into a Class

To enroll a student into a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. Search for the class and select the class to enroll the student.
3. Click **Edit**. The **Edit Class** page displays.
4. On the **Class Students** table, click **Add Students**.
5. The **Select Students** dialog appears.
6. Search for the student and select the student to enroll into the class.
7. Click **OK**.
8. The system displays a list of enrolled students.
9. Click **Save and Return**.

### 7.6.7 Enroll a Teacher into a Class

To enroll a teacher into a class, perform the following:

1. On the **Classes** tab, click the **Class** subtab.
2. Search for the class and select the class to enroll the teacher.
3. Click **Edit**. The **Edit Class** page displays.
4. On the **Class Teachers** table, click **Add Teachers**.
5. The **Select Teachers** dialog appears.
6. Search for the teacher and select the teacher to enroll into the class.
7. Click **OK**.
8. The system displays a list of enrolled teachers.



**9. Click Save and Return.**



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# Glossary

## **Calendar**

A calendar period, typically a year, in which schools structure classes.

## **Class**

Represents a group of students and teachers enrolled in a course offering.

## **Courses**

A fundamental unit of a curriculum that is used by the schools to organize their teaching and learning programs.

## **Curriculum Framework**

A curriculum framework defines the learning dimensions, outcomes and standards. Standards are defined at various levels so that student progress against specific curriculum outcomes can be tracked and monitored.

## **Framework Item**

A component or learning dimension of a curriculum framework. For example, English is a area of specialization, the relevant framework items are Language, Writing and Speaking.

## **Graded Proficiency Set**

A set of proficiency levels used for day-to-day assessment of students.

## **Offering**

A representation of a course in a particular calendar period.

## **Oracle Student Learning (OSL)**

An enterprise teaching and learning product with the aim of improving the learning outcomes of students in Kindergarten to year 12 (K-12) education.

## **OSL Learning Tool Admin**

A browser-based administration application intended for Administrators who manage the students, teachers, curricula and classes.

## **OSL Learning Tool (LT)**

The primary user interface provided by OSL for teachers, students and parents.

## **Outcome Descriptor**

An optional additional descriptor that further elaborates an outcome statement. For example, an exemplar of student work.

**Outcome Statement**

A description of the meaning of a proficiency level in terms of a framework item.

**Proficiency Levels**

A level of defined proficiency that can be used to assess student's day-to-day learning or overall learning progress.

**Proficiency Sets**

A set of proficiency levels.