Using the Curriculum Planning Tool
Step-by-step instructions

This tool has been designed to help teachers look for and find content objectives and skills in the subjects of the Primary School Curriculum and the Guidelines for Teachers of Students with General Learning Difficulties. When teachers identify and select the objectives they require, they can then easily incorporate them into their planning notes and create either short-term or long-term plans.

The seven steps outlined below illustrate how a teacher can use the tool to generate short-term planning notes. In the example below, I am teaching a multi-grade group of Senior Infants and First class and I want to prepare short-term planning notes for Geography and Science.

1. I go to www.nccaplanning.ie and click on the picture link to bring me to the tool and start planning.
When the tool opens, I see four boxes across the top left of the screen with the headings Classes, Subjects, Strands, Strand Units. Initially, the strand, strand units and content objective(s) boxes are empty because I have not yet made any selections.

2. I select Senior Infants and First Class in the Classes box and Geography and Science in the Subjects box. (To choose more than one item in a list, I hold down the CTRL key while clicking on the mouse).
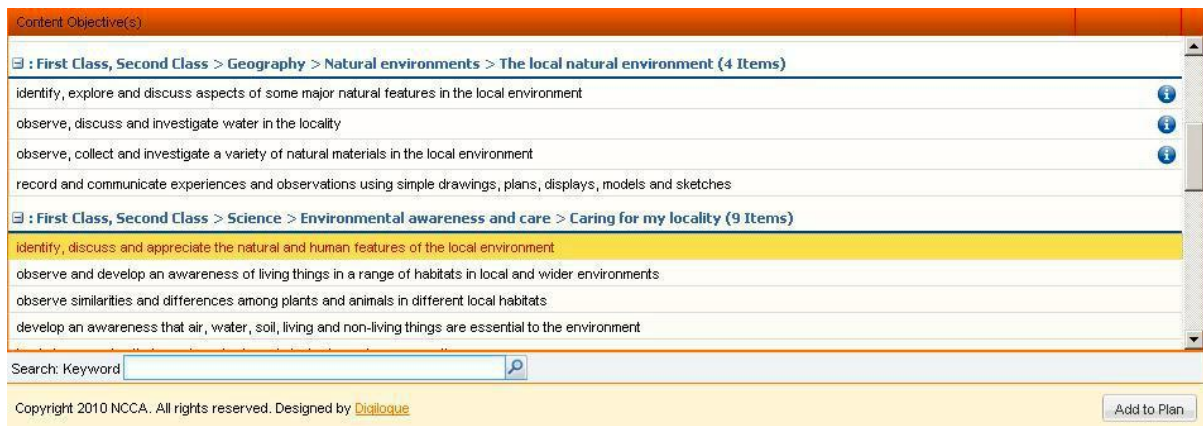When I have selected my class(es) and subject(s), the relevant strands and strand units are now displayed. In this example, I choose *Living things* and *Environmental awareness and care* in Science, and *Natural environments* in Geography.
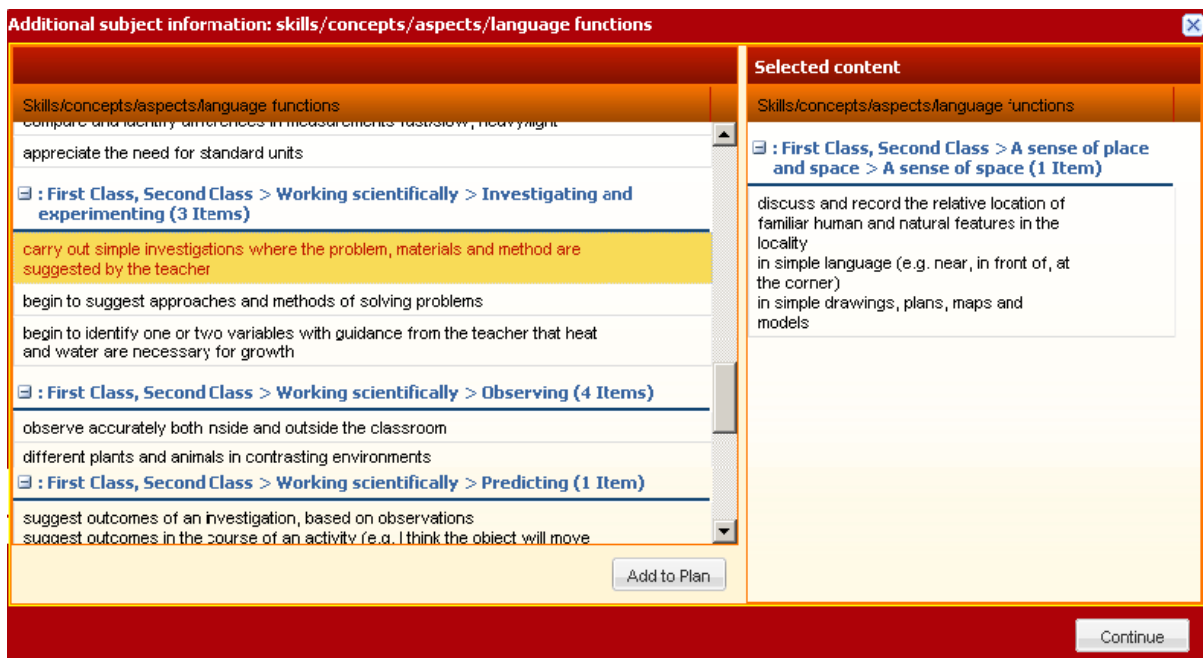

3. When the strand units in those strands are displayed, I can then click to select the particular strand units I wish to use. Again, I hold the CRTL button and click with the

mouse to select more than one. The relevant content objectives now appear in the panel at the bottom left of the screen.

4. If the curriculum contains any additional italicised examples related to an objective I can click on the blue button to see that content. I then decide which of the content objectives I wish to include in my plan. I highlight them and then click on the **Add to Plan** button. My selected content objectives move to the **My Selection** pane on the top right-hand side of the screen.
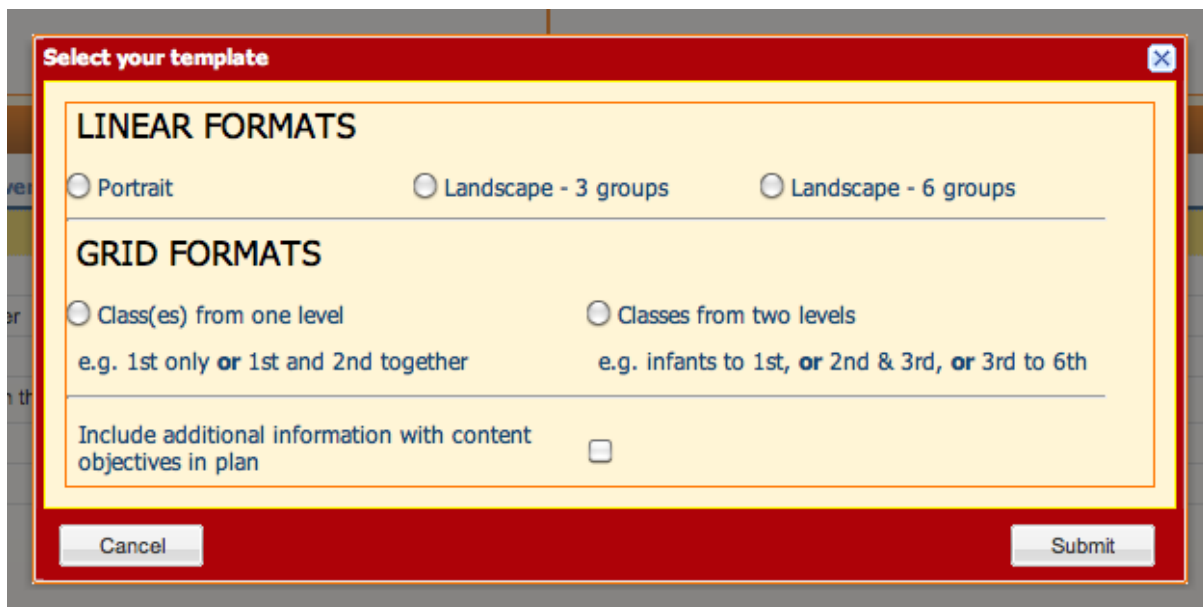
5. As an additional feature, I can also select some Geography and Science skills to add to my plan. To do this I click on the blue button next to the subject name. When the list pops-up in the middle of the screen, I decide which I want to include, click to highlight them and **Add to plan**. I click **Continue** and when I return to the main screen the skills I selected now appear in the panel at the bottom right.

6. I may wish to make selections from the Guidelines for Teachers of Students with General Disabilities (GLD). To do so, I click on the **GLD Guidelines** button. A new window appears on the screen. The guidelines are presented under three

categories: mild, moderate and severe to profound. I must now select a category to continue my planning. Once I have clicked on a category I can then make my planning selections in the same way as I did when making similar selections from the Primary School Curriculum.

7. Having made all my selections I now want to create my short-term plan. I click on the **Short-term Plan** button at the bottom right. A new window appears on the screen. It presents me with a selection of short-term planning templates. I choose the template I wish to use. I'm also given the option to include the additional information in my plan.

Select your template

LINEAR FORMATS

○ Portrait   ○ Landscape - 3 groups   ○ Landscape - 6 groups

GRID FORMATS

○ Class(es) from one level   ○ Classes from two levels

e.g. 1st only **or** 1st and 2nd together   e.g. infants to 1st, **or** 2nd & 3rd, **or** 3rd to 6th

Include additional information with content objectives in plan   ☐

Cancel   Submit

When I have made my selection, I click **Submit**. The short-term planning notes will be generated as a document that I can save on to my own computer.
The planning notes are pre-populated with the objectives and skills that I have chosen. I can then plan under the different headings provided in the template. I may decide not to use every heading all of the time. If so I can delete any unwanted heading. It is recommended by the National Programme for Teacher Induction that newly qualified teachers should include all headings.

Long-term plans
It is also possible to generate a long term plan using the same steps as described above. Two versions are available:
one with just the strands and strand units
the second will additionally contain the content objectives.

Further help
Additional help and more detailed instructions are available on in the video tutorials on the HELP page.

Leagan Gaeilge
Is féidir le múinteoirí sna scoileanna Gaeltachta agus lán-Ghaeilge leagan Gaeilge den áis phleanála a fháil ag www.nccaplanning.ie