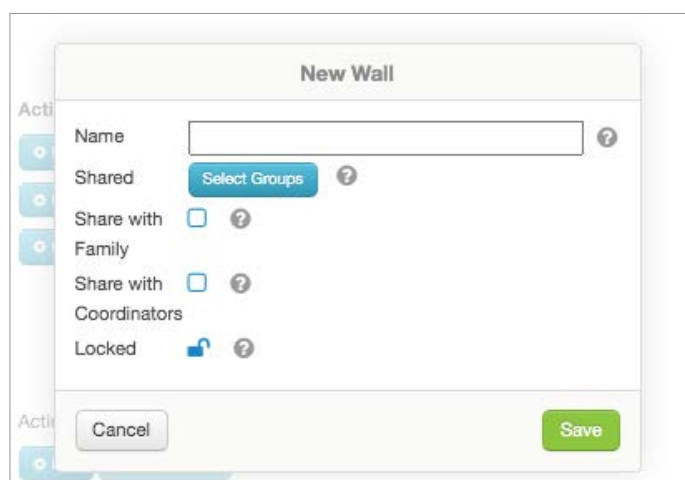
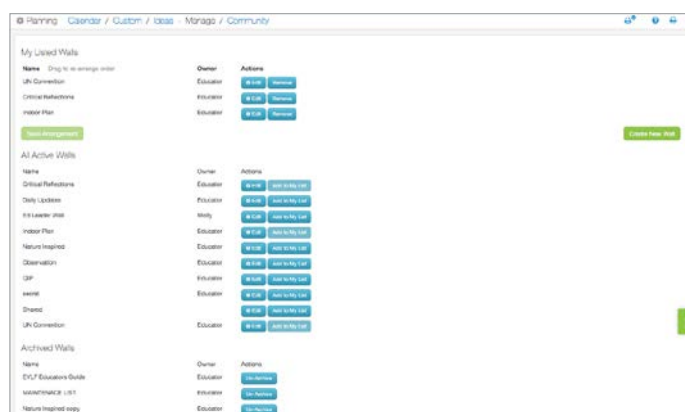
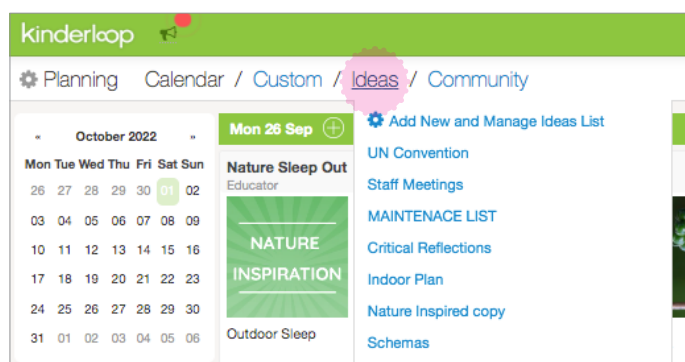


Idea walls - freeform planning & programming

This info sheet gives you the basic requirements for educators.

Important note: Set up on the web login via kinderloop.com

We understand that educators plan and program for their curriculum in a variety of ways. That's why we have kept Kinderloop's planning area versatile. However, sometimes it can be helpful to see how that might look in action.



Idea walls getting started

Firstly, access your planning area by clicking on the planning icon from your feed, then click on the Ideas tab.

1. Viewing the Idea walls area

Here you can view a list of your current idea walls, add a new Ideas wall or manage your Ideas wall list.

Managing your ideas list

1. Click on the blue cog 'Add New and Manage Ideas' list
2. This will bring up 'My Listed Walls' (the walls you use most), 'My Active Walls' (the walls you can access) and 'My Archived Walls' (walls you have decided you no longer want to use)
3. Drag and drop the Idea walls to re-order them, use the blue buttons to remove them or add them to your list or select 'edit' to edit who has access to them.

2. Creating a new Ideas wall

Step 1

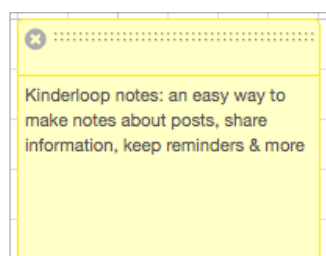
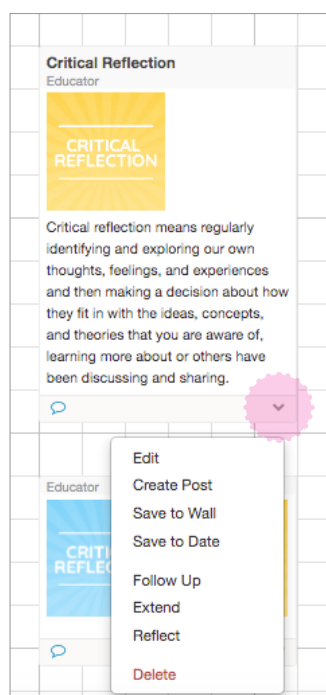
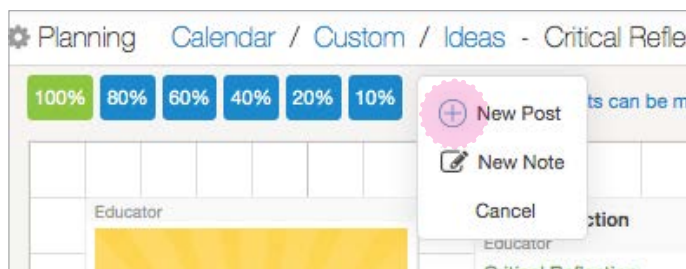
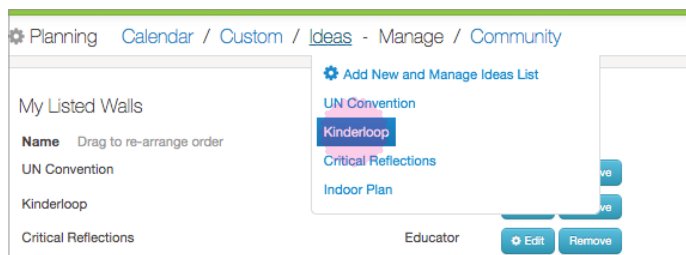
To get started, select the green 'create new Wall' button from the blue cog 'Add New and Manage Ideas' list;

Step 2

Here you can:

- Give a name to your Ideas Wall
- Select which groups you wish to share the wall with
- Select the option to share with families
- Select to share with coordinators
- Press the 'lock' button to ensure only you can make changes to the Ideas Wall

Idea walls - freeform planning & programming



2. Creating a new Ideas wall cont.

Step 3

Now your new Idea wall is ready to use. To access your Idea wall, simply select 'Ideas' from the bar and choose the Idea wall you created.

3. Adding content to your Idea wall

Step 1

Simply select the + button on the toolbar OR click on the wall itself to access the options (create 'new post' or create 'new note') created.

Step 2

Selecting the 'new post' option will bring up a planning post. Here you can:

- Add a photo, resource, document or video
- Select a title
- Add a type of activity
- Write a blurb
- Select who the planning post is for (all children, a group or individual children)
- Select the tags relevant to your post
- Select 'auto create post' to automatically create a copy of the planning post, which will appear on your main feed on the morning of the planning post date
- Select share with family where they can view and comment on the post, or keep this box unchecked if you would like to keep it private
- Then select 'send to group' (or internal post to group if you are not ready to share with family yet)

Step 3

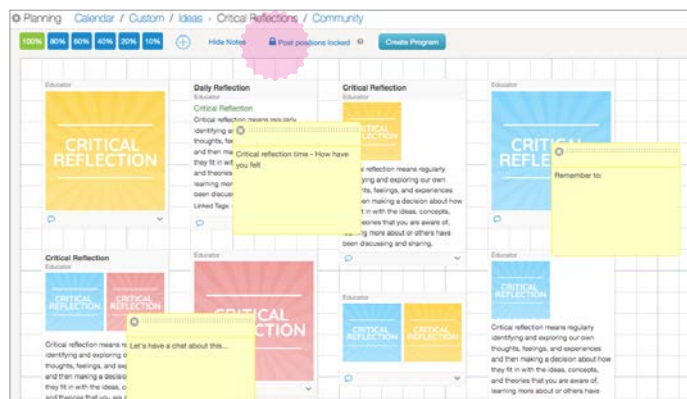
Once you have created a post in your Idea wall, you can access the 'edit' option to:

- Edit the content of the post itself
- Create a post straight to your main feed
- Save the post to a different wall (including a community wall)
- Save the post to a specific date on your planning calendar
- Create an extension, reflection or a follow-up post

Step 4

Selecting the 'new note' option will bring up a yellow note. Here you can jot down ideas, notes, communication and more. Notes can be hidden from view by the creator of that Idea wall at the click of a button.

Idea walls - freeform planning & programming



4. Organise your posts

Firstly make sure the blue lock is set to 'unlocked' then simply drag and drop them where you'd like them to be.



5. Use to plan

If you have created an Idea wall specifically for planning, you can add all of your posts to the calendar plan view at the touch of a button. Simply select the blue 'create program' button and select the start date to copy all posts going from top left to bottom right (as if reading lines from a book) into individual days, starting from the date chosen.

