



Updating the Programmes of Study statements

Get more involved!

First, download the file 'curriculum08.zip' from <http://www.elearnco.co.uk/getinvolved/newpos.html> and save it somewhere easy to locate (e.g. the desktop). Extract the file 'curriculum08.txt' to the same location.

If you are trialling the software, it is recommended that you don't update the Programmes of Study statements until you have been through the program and are familiar with how it works.

1. Log in to the administrator's section

Log in as

First name: admin
Last name: (leave this blank)
Password: admin
(all lower case)

2. Go to the Curriculum section

Click on 'Options', then on 'Curriculum'

3. If you don't want to delete the old statements go to Step 5

4. If you do want to delete the old statements

- Click on 'PoS'
- Place your cursor in the first box on the first line where it says 'Citizenship'
- Click the Tab key once – the Key Stage box will be highlighted
- Now press and hold the Delete key – not backspace – it must be the Delete Key
- Each of the old statements will now be deleted, leaving only one row of empty boxes

If you get an error message, it means that there are still projects in the program which are referring to those statements. In this case, go to Section 6 – Archiving projects

5. Loading the new statements

- Click on 'Import'
- Use the navigation window to find the file you saved and click on the file 'curriculum08.txt'
- The file will load and there will be a progress bar along the bottom of the page: there will also be a confirmation box, telling you that 90 files have been updated.
- Click back on 'PoS' and you'll find the new statements have been loaded.

6. Archiving projects

- Click on 'Projects'
- Click on 'Archive'
- Select a project to archive and then click 'Archive' – the file will be saved to the same location as the program

7. Reloading Projects (once you have loaded the new statements)

- Click on 'Projects'
- Click on 'Import'
- Navigate to the location where the file was archived to – the default is the same directory as the program
- Click on the project you wish to re-import
- If the program appears to hang, quit and re-start – you'll find the project has loaded.

Any questions?

Email support@elearnco.co.uk or ring 01484 850025