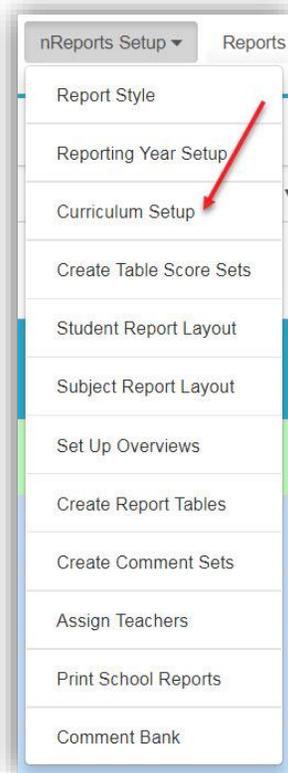




## Adding New Subjects

1. On the 'nReports Setup' menu, select 'Curriculum Setup'.



2. Make sure you're looking at the correct year and semester.
3. Click the button labelled 'Add Subject/Curr Area'.



4. Select the required curriculum from the drop down menu and then select the required curriculum area. Or to add a new subject/curriculum area enter a custom name for the new subject in the text box and give the new subject a code.

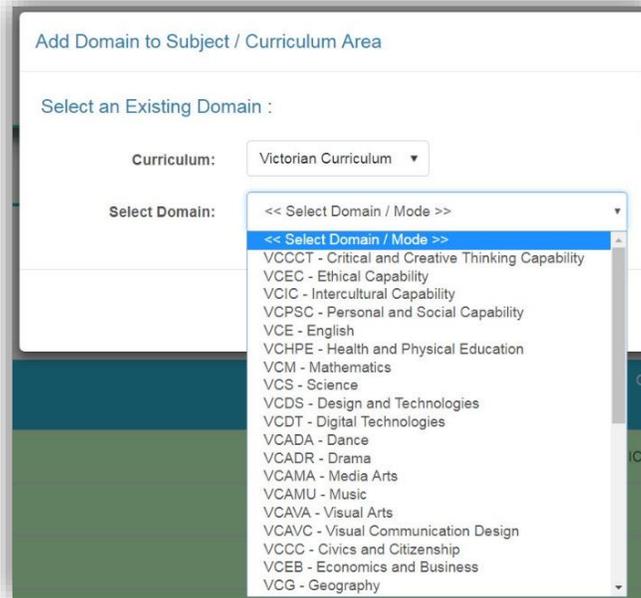
The dialog box is titled "Add Subject / Curriculum Area". It contains two main sections. The first section, "Select an Existing Enter Subject / Curriculum Area :", includes a "Curriculum:" dropdown menu with "English as an Addi..." selected, and a "Select Enter Subject / Curriculum Area:" dropdown menu with "<< Select Subject / Curriculum Area >>" selected. The second section, "OR add a new 'Custom' Enter Subject / Curriculum Area:", includes an "Enter Subject / Curriculum Area Name:" text box with "Enter Subject / Curriculum Area" entered, and an "Enter Subject / Curriculum Area Code:" text box with "Code" entered. At the bottom right, there are "OK" and "Cancel" buttons.

5. If required, add a curriculum area to the subject by clicking on the '+' button on the right hand side.

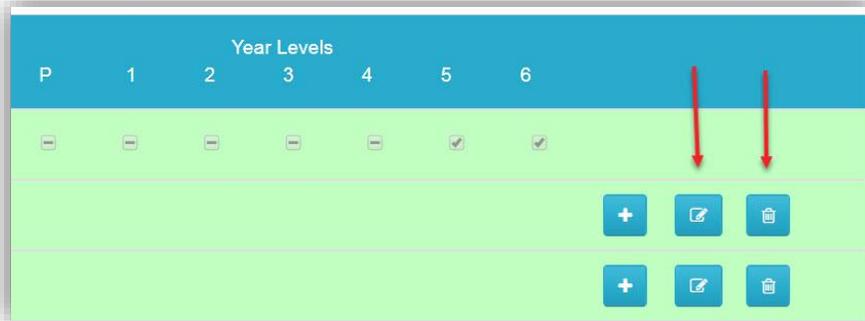
The interface shows a table with a blue header "Year Levels" and columns labeled "P", "1", "2", "3", "4", "5", and "6". Below the header, there is a row of icons: minus signs for columns P, 1, 2, 3, and 4; and checkmarks for columns 5 and 6. Below this row, there are two rows of action buttons. The first row has a red arrow pointing to a "+" button, followed by an edit icon and a delete icon. The second row also has a "+" button, followed by an edit icon and a delete icon.

Year Levels						
P	1	2	3	4	5	6
-	-	-	-	-	✓	✓
					+	✎
					+	✎

- From here, select the Curriculum (if it's a custom subject) and then choose the domain/curriculum area you want to add.



- If you need to edit or delete a subject, click the button with a pencil to edit or the button with a rubbish bin to delete. (Note: You can't delete a subject that has associated data.)



- You can also edit or delete curriculum areas or strands by first expanding the subject by using the arrow buttons on the left-hand side.



## Re-ordering Curriculum Areas

1. You can re-order subjects at any level (Subject, Curriculum Area or Strand). Just click and drag somewhere along the coloured bar and then drop the bar where you want it to be. For example, you could click and drag 'Reading and Viewing' and drop it after 'Writing'. Or you could click and drag 'Mathematics' so it appears before 'English'.

	Curriculum	Subject / Curriculum Area	Strand/Mode	Code
+ Add Subject / Cur. Area	VC	Victorian Curriculum		VCCURRIC
+ [up arrow]	VC	English		VCE
+ [down arrow]	VC		Reading and Viewing	VCERV
+ [down arrow]	VC		Writing	VCEW
+ [down arrow]	VC		Speaking and Listening	VCESL
+ [down arrow]	VC	Mathematics		VCM
+ [down arrow]	VC	Critical and Creative Thinking Capability		VCCCT