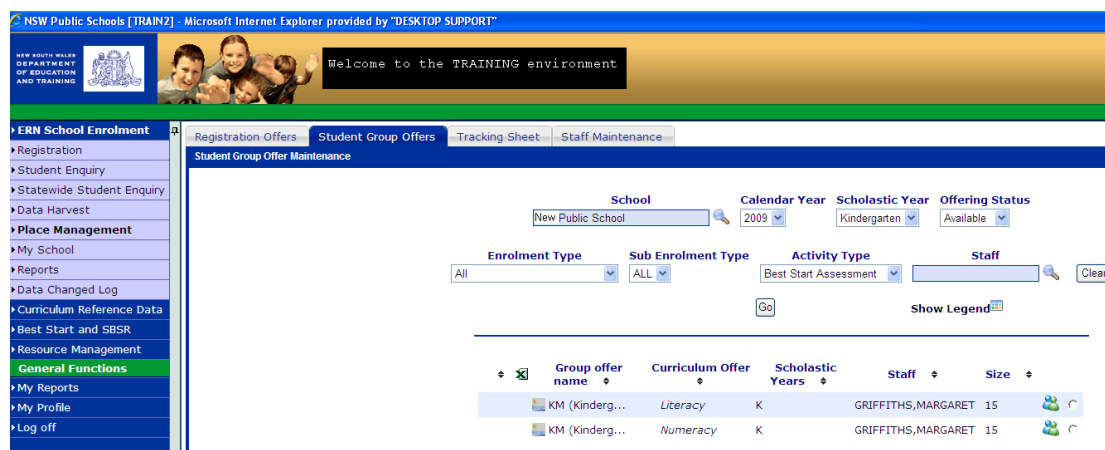
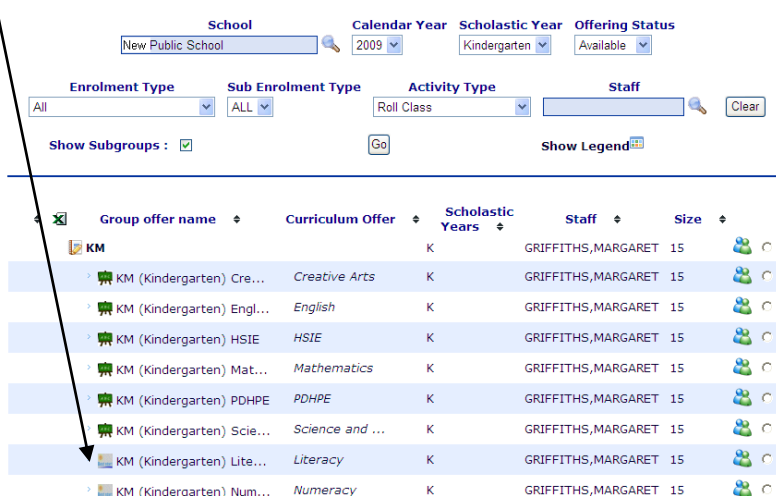


How to Create a Literacy and Numeracy Focus Group

To check that the focus groups have been created correctly in ERN select Place Management, Student Group Offers. Change the Scholastic Year to Kindergarten and Activity Type to Best Start Assessment, select Go

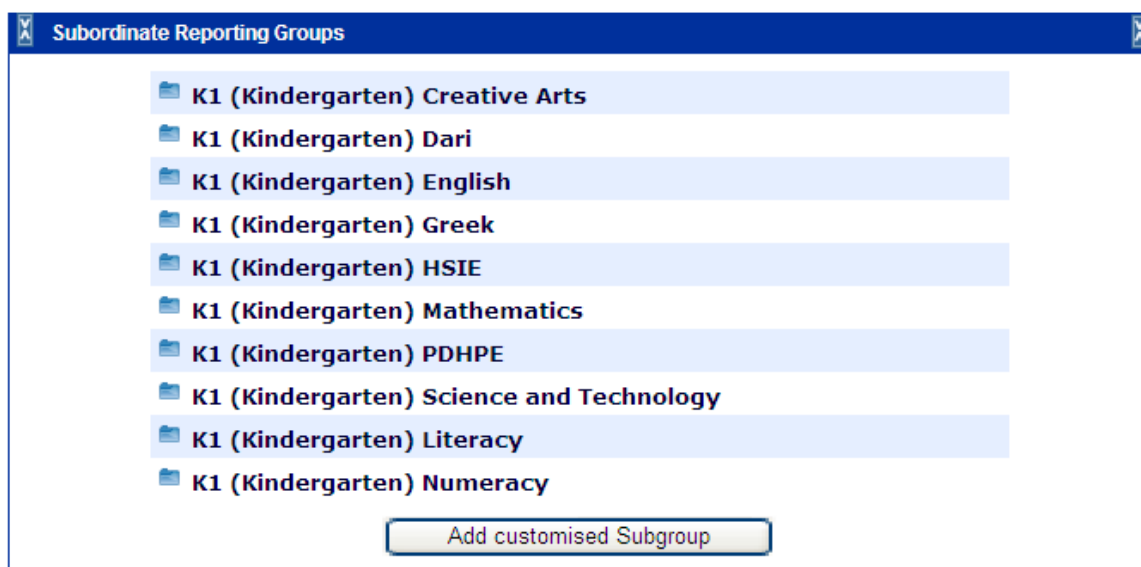


If the Roll Class has been setup correctly the Literacy and Numeracy Sub-Groups will appear.

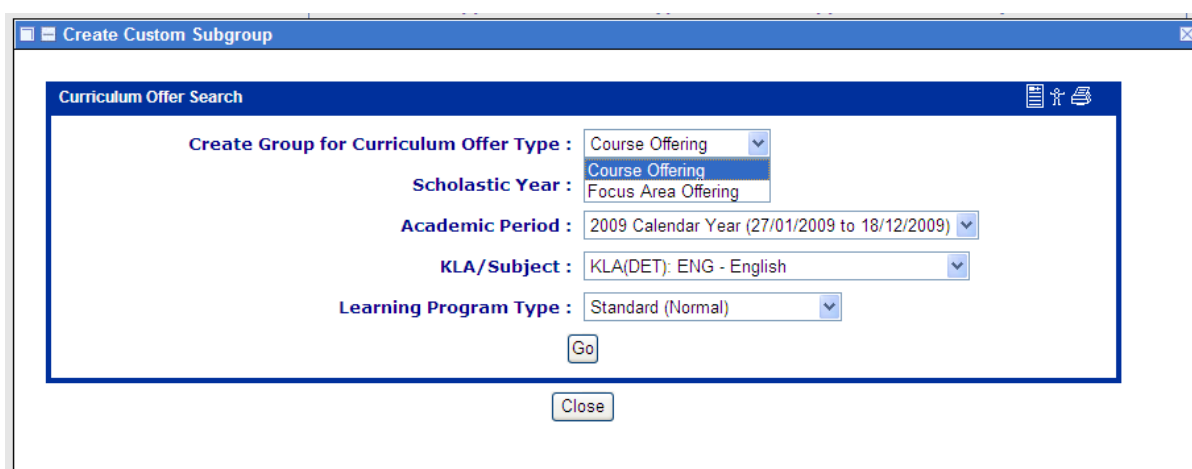


If the Literacy and Numeracy focus groups are missing they will need to be created.

- Click on the Roll Class
- Select Add customised Subgroup



Change the Create Group for Curriculum Offer Type to Focus Area Offering and select Go.



Select the Matching Curriculum Offer required. This will need to be completed for both Literacy and Numeracy.

The screenshot shows a software window titled "Create Custom Subgroup". It contains a "Curriculum Offer Search" section with the following fields:

- Create Group for Curriculum Offer Type :** Focus Area Offering
- Scholastic Year :** Kindergarten
- Academic Period :** 2009 Calendar Year (27/01/2009 to 18/12/2009)

A "Go" button is located below the search fields.

Below the search section is a "Matching Curriculum Offer(s)" section containing a table with the following data:

| | Curriculum Offer Name | Curriculum Offer Code | Learning Program Type | Status |
|---|-----------------------|-----------------------|-----------------------|-----------|
| 1 | Numeracy | NUM_K | Standard (Normal) | Available |
| 2 | Literacy | LIT_K NUM_K | Standard (Normal) | Available |

A "Close" button is located below the table.

Check the information, select Save and Exit. This will need to be completed for both Literacy and Numeracy.