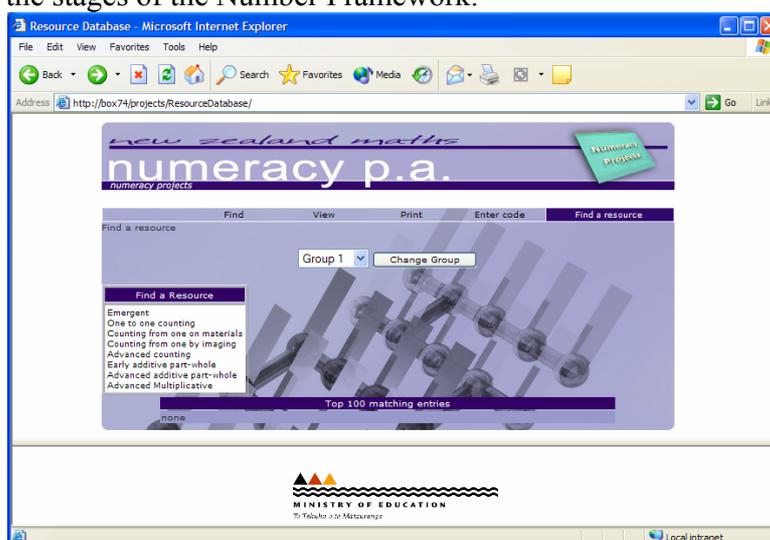


## The Numeracy Planning Assistant

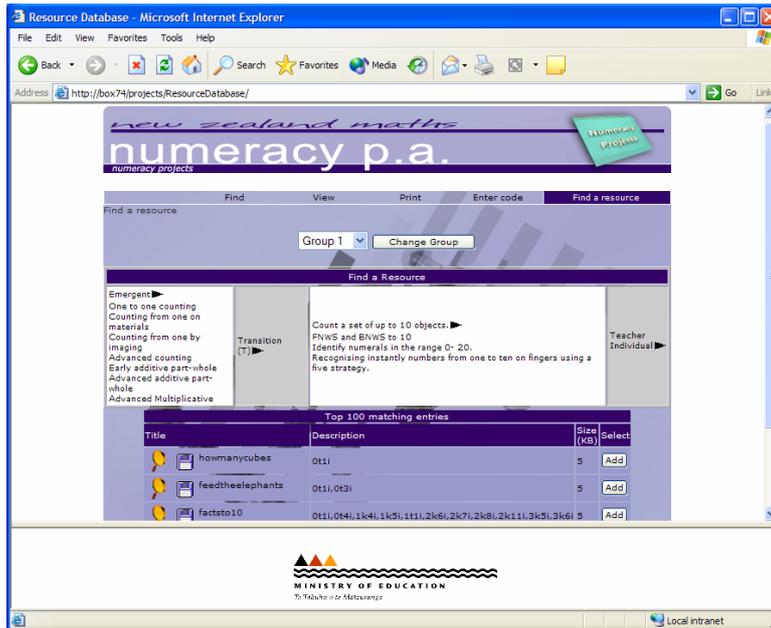
The Numeracy Planning Assistant is designed to help you plan a programme of activities aligned to the stages of the Number Framework. It will aid you in finding knowledge and strategy activities, both teacher led and independent, that are suitable for groups of students at any stage of the framework. It also provides a printable planning sheet listing the activities for each group.

### Using the Numeracy Planning Assistant

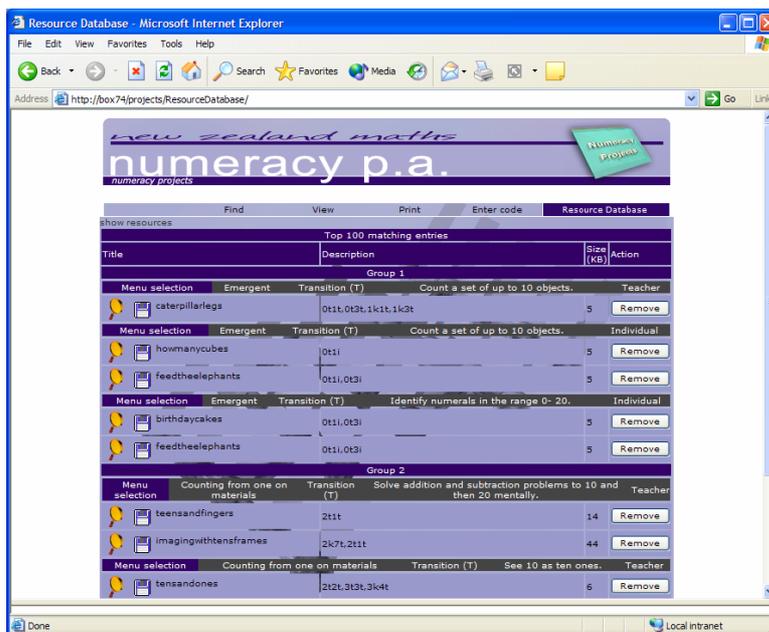
1. When you enter the Numeracy PA, select the 'Find' option. This will bring up a list of the stages of the Number Framework.



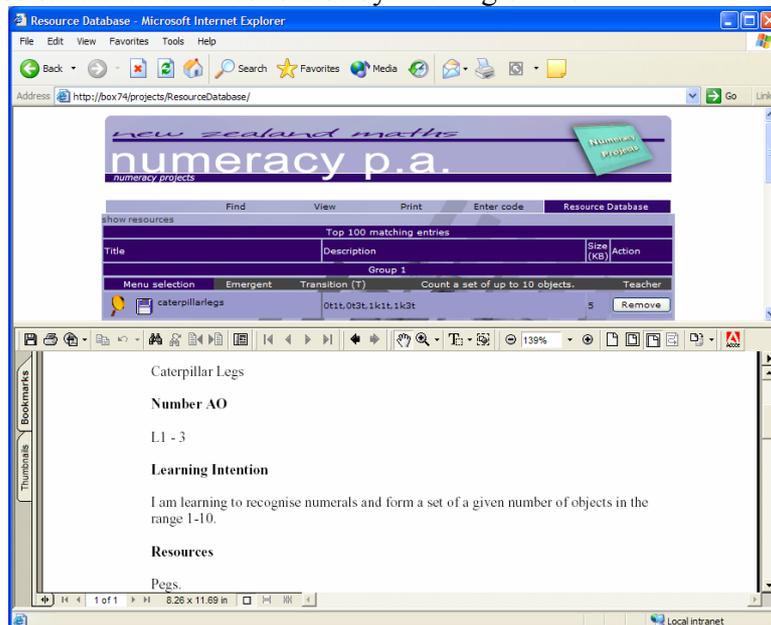
2. Select the stage at which your first group is operating.
3. Now select the type of activity you are looking for (transition, broadening or knowledge).
4. Select the outcome you would like activities related to.
5. Select whether you would like teacher led or independent activities.
6. A list of possible activities will appear at the bottom of the screen with a brief description of each.



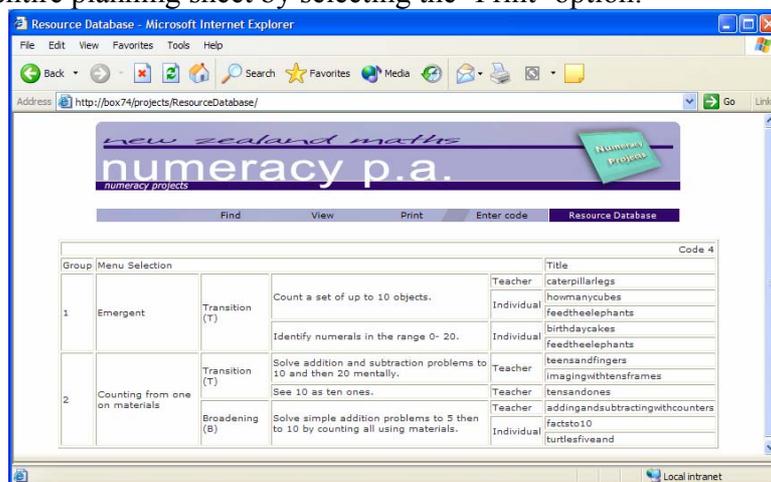
7. Select those that you would like added to your planning sheet for this group.
8. If you would like to see what the activities are about, click on the  and they will be loaded in the lower half of your browser window. From here you can print a copy if you wish.
9. You can change the outcome or activity type at any time and continue to add activities.
10. To collect activities for a different group use the drop down menu to choose a new group number and **then** click on the 'Change Group' button. Now select and add activities as above and they will be listed under the new group. You can have up to 10 groups on one planning sheet.
11. At any time you can see the full list of activities you have selected by clicking on the 'View' option.



12. To print your activities, click on the  and print the individual activities. You can also save the activities to disc by clicking on the .



13. Once you have finished collecting activities, you can access a printable version of your entire planning sheet by selecting the 'Print' option.



14. You will notice that there is a code in the top right hand corner of the plan. If you wish to return to your planning sheet online at a later date, you can select the 'Enter code' option. Your unique code will allow you to return to your planning sheet. You can also share your code with other teachers. When you enter your code you will be given a new code, any changes you make to the planning sheet, will only be made on the version attached to your new code, the version attached to the original code will remain the same.