Core Curriculum PLO Map

User guide — how to use the shared curriculum planning board

Live site: plo-curriculum-map.pages.dev

This site is a shared, editable board mapping the 11 Program Learning Outcomes (PLOs) onto the core subjects across Years 1–3, split into Autumn and Spring semesters. Everyone who signs in sees and edits the same live data — changes save automatically. Assessments (weight, rubric, checklist) can be linked to any outcome span, and the whole board can be exported as a backup or printed as a document.

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1 Signing in

The site lives at a single shared address; there is no separate account per person to set up online — an admin creates your username and a temporary password, and you sign in with those.

The very first time anyone opens the site

If no one has ever signed in, the sign-in page shows **Create the admin account** instead of a normal sign-in form. Whoever completes this becomes the first admin and can add everyone else afterwards. This only happens once, for the very first user on a brand-new board.

Every time after that

- Go to the site and enter the username and password an admin gave you.
- If you don't have an account yet, ask an admin to add you from **Manage access** (see Section 8).
- You'll stay signed in on that device until you sign out or clear your browser's cookies.

2 The board

The main **Board** view is organised as Year › Semester (Autumn/Spring) › Subject, each with a 14-week timeline. A coloured bar on a subject's timeline means that subject addresses a particular learning outcome during those weeks.

The outcomes rail (left-hand side)

- Lists all 11 Program Learning Outcomes. Click a number to **spotlight** that outcome — every other bar on the board dims so you can trace where it's covered.
- Click a name to rename it in place; click **+ Add outcome** to create a new one.
- The count beside each outcome shows how many subjects currently cover it.

Working with a subject's timeline

- **Click an empty part of a row** to add a new outcome span starting at that week.
- **Drag the middle of a bar** to move it; **drag either end** to resize it.
- **Click a bar** (without dragging) to open its editor — change its outcome, weeks, add a note, mark it "tentative" (shown dashed), link an assessment, or delete it.
- **Click the three-dot options button next to a subject's name** to edit that subject: its name, **type** (Core, Major, Minor or Elective — shown as a coloured badge), **coordinator**, a short note, and any circled checkpoint weeks.
- **+ Add subject** at the bottom of a semester adds a new row; **+ Add year** at the bottom of the board adds a new Year with blank Autumn and Spring semesters.

> The board is shared — everyone signed in sees the same data, and changes save to the database as you make them (watch the small "Saved · …" indicator in the top bar). **Undo** in the top bar reverts your last few changes if you make a mistake.

3 Outcome colours

Each outcome starts with a default colour from a 12-colour palette, used consistently for its dot in the rail, its bars on every timeline, and its cells in the coverage matrix. You can change any outcome's colour:

1. In the outcomes rail, hover the outcome's row — a small colour swatch appears next to the count.
2. Click the swatch to open the colour picker.
3. Drag inside the colour wheel/spectrum for any colour you like, type a hex code, or click one of the preset palette swatches underneath.
4. Click **Reset to default** to remove a custom colour and return to the original palette colour.

4 Coverage matrix

The **Coverage matrix** tab switches to a table view: one row per subject, one column per outcome. It's the fastest way to check curriculum-wide coverage rather than reading timelines subject by subject.

- A filled cell shows how many weeks that subject addresses that outcome (and whether it's tentative).
- Cards at the top of the page list, per year, any outcomes not yet mapped by any subject that year.
- Totals rows at the bottom of each year (and for the whole map) count how many subjects touch each outcome.

5 Assessments

Assessments are stored separately from the board and linked to specific outcome spans. Open the **Assessments** tab to see the full library as cards, showing each assessment's weight and which outcomes it's linked to.

Viewing a linked assessment on the board

- A timeline bar with a small document icon has an assessment linked to it.
- **Hover** it for a quick summary (weight, due date, collaboration type).
- **Click** it to open the full assessment brief: key facts, purpose, structure, submission checklist and the complete marking-criteria rubric (High Distinction through Unsatisfactory).

Creating or editing an assessment

Click **+ New assessment** (on the Assessments tab, or from an outcome span's editor) to open the form. Fill in the key facts (code, title, weight, collaboration, due date, submission, format, length, AI-use policy), a purpose paragraph, then build up the **Structure** (numbered sections), **Submission checklist** and **Marking criteria** rubric row by row using the **+ Add…** buttons in each section. To link it to a specific outcome span, open that span's editor on the board and choose it from the **Linked assessment** dropdown (or create a new one from there directly).

Importing from a PDF or Word file

Rather than typing everything by hand, click **Import from PDF/Word…** on the Assessments tab and choose a file laid out like a standard assessment brief. The site reads it and pre-fills a new assessment for you to review — nothing is saved until you check it over and click **Create**.

- **Word (.docx) files** are read most reliably: headings, lists and the marking-criteria table come through exactly as written.
- **PDF files** work well for the key facts, purpose, structure and checklist; a long or complex marking-criteria table may not survive PDF text extraction, in which case the rubric is simply left blank for you to fill in.
- Click **Download Word template** (also on the Assessments tab) for a ready-made, correctly structured .docx to fill in yourself or hand to a subject coordinator.

Everything happens in your browser — the uploaded file is never sent anywhere else.

6 Printing

Click **Print** in the top bar to open the print dialog rather than printing immediately. It lists every subject grouped by year and semester, all ticked by default.

1. Untick anything you don't want on the printout, or click **Select none** and tick just the few subjects you need.
2. Click **Print** in the dialog to bring up your browser's print window, ready to send to a printer or save as PDF.

The output is formatted for landscape A4: the board for your chosen subjects first (with a legend of only the outcomes actually used), followed by a second section listing every assessment linked within your selection in full — a complete printable pack for just the year or subject you're focused on.

7 Exporting a backup

Export backup in the top bar produces a read-only JSON snapshot of the entire board and assessment library at that moment — useful for your own records, or before a big round of changes. You can copy it to your clipboard or download it as a file. It's a snapshot only: re-importing it isn't supported, since the board is a live shared document rather than a set of files.

8 Your account & access

Changing your own password

Click your name in the top-right of the top bar, then **Change password**. Enter your current password and a new one (at least 8 characters) — this signs you in with the new password immediately and signs out any other device that was using the old one, as a precaution.

Managing who can sign in (admins only)

Admins see a **Manage access** button in the top bar. From there you can:

- Add a new account — a display name, username, temporary password and role (Coordinator or Admin).
- Change someone's role, or remove their account entirely.
- The system always keeps at least one admin account, so the last remaining admin can't be demoted or removed.

There's no self-service "forgot password" flow — if someone is locked out, an admin resets their password from Manage access.

9 How your data is kept safe

A short, plain-language note on what's protecting the board behind the scenes:

- Passwords are never stored in plain text — they're one-way hashed, so even an admin can't see anyone's actual password.
- Repeated failed sign-in attempts on the same username are temporarily locked out, to slow down guessing.
- Every page is served over a secure, encrypted connection, with extra browser-level protections switched on against common web attacks.
- Signing in from a new device doesn't automatically sign you out elsewhere — but changing your password does, everywhere except where you just changed it.

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