



# Curriculum Manager: Creating Materials Quick Reference Card

## Creating Materials

The Curriculum Manager tool allows you to quickly create your materials directly within the district materials bank.

### To Create a Material

1. Roll your cursor over Classrooms and click **Curriculum Manager**
2. Click **New** above the list of district materials
3. Select the type of material you'd like to create from the drop-down.

**Note:** if you would like to create a material for Students, you must select the material type: Resource from the drop-down.

The screenshot shows the 'Create Material' dialog box. The 'Material Type' dropdown menu is open, displaying a list of options: Curriculum, Curricular Unit, Instructional Unit, Lesson Plan, Assessment, and Resource. The 'Curriculum' option is currently selected and highlighted in blue. Below the dropdown, there are fields for 'Rights' and 'Additional Attributes'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Save as Draft', and 'Save & Edit'.

4. Define the properties for your material by typing a title and description and selecting a subject and grade range

All fields with an asterisk are required.

The screenshot shows the 'Create Material' dialog box with the following fields filled in: 'Material Type' is set to 'Curriculum'; 'Title\*' is empty; 'Subject\*' is 'Agriculture and Renewable Natural Resou'; 'Grade Range\*' is 'PK to PK'; 'Description\*' is empty; 'Duration' is 'Minute(s)'; and 'Author' is empty. At the bottom, there are three buttons: 'Cancel', 'Save as Draft', and 'Save & Edit'.

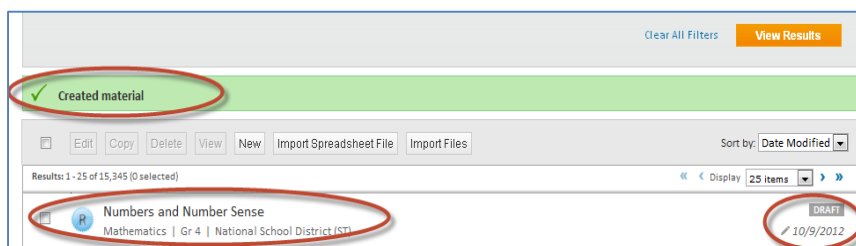
**Note:** To designate the resource is for Students, Click the Yes next to the field *For Students*. The default setting is No.

This is a close-up screenshot of the 'Create Material' dialog box focusing on the 'For Students' field. The 'For Students' field has two radio buttons: 'Yes' (which is selected) and 'No'. The 'Yes' radio button is highlighted with a red box. Other visible fields include 'Duration' (Minute(s)), 'Format' (Handout/Worksheet), 'Author' (education.com), and 'Publisher' (education.com). At the bottom, there are three buttons: 'Cancel', 'Save as Draft', and 'Save & Edit'.

- **Save as Draft** saves the shell you have created for this material.
- **Save & Edit** allows you to continue working on this material. Your material will be in draft mode until you set it as active.

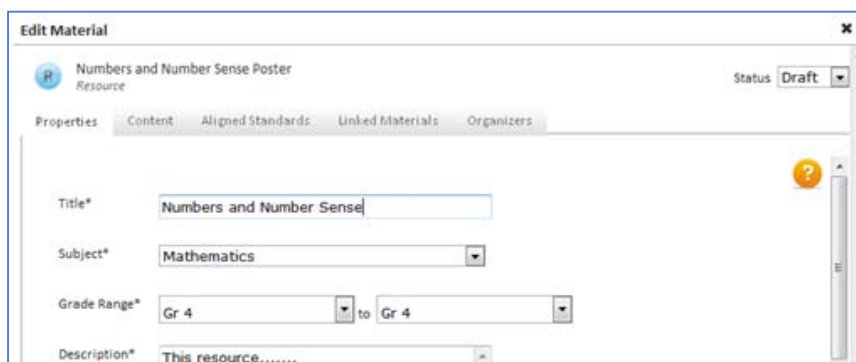
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- To resize the light box, use your mouse to pull the triangle at the bottom right of the light box.
5. You will now see a check mark indicating that you have created a new material and it will appear at the top of the list. The date of creation and the status of the material will be on the far right. This material will be in **draft** status until you set it to active. While it is in **draft** it can only be seen in Curriculum Manager and is not visible in the District Materials Bank.



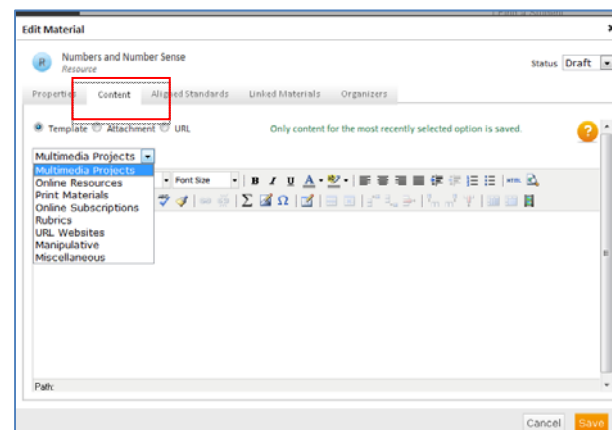
## Continue Building Your Material

1. When you choose **Save & Edit** or open a material and edit it, you will see the tabs available to build your material. The number of tabs will be determined by the material type.

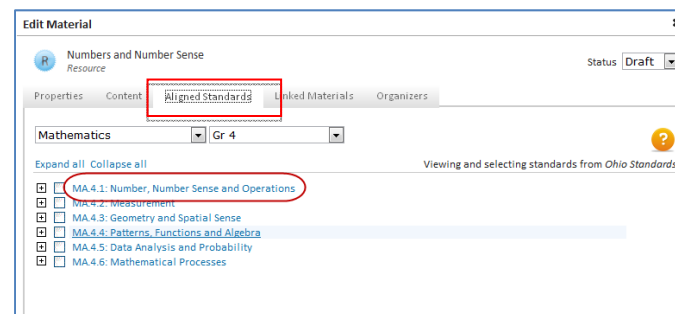


2. Create content one of three ways:
- Use the available template
  - Upload a file as an attachment
  - Enter a URL

When using the template, enter content directly within the HTML Editor. Use the drop-down to jump from field to field.

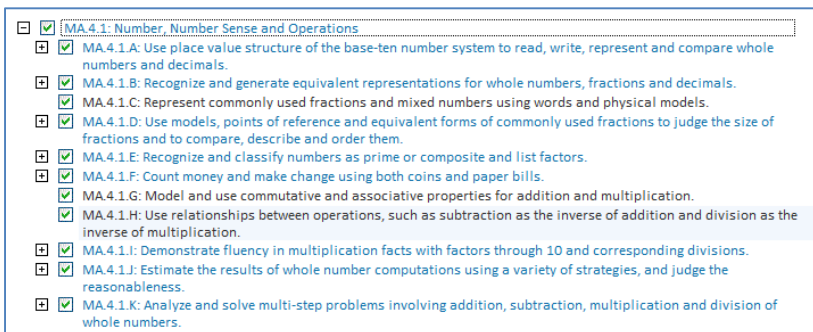


3. Align your material to standards by clicking the **Aligned Standards** tab. (Not applicable to Curricular Units)



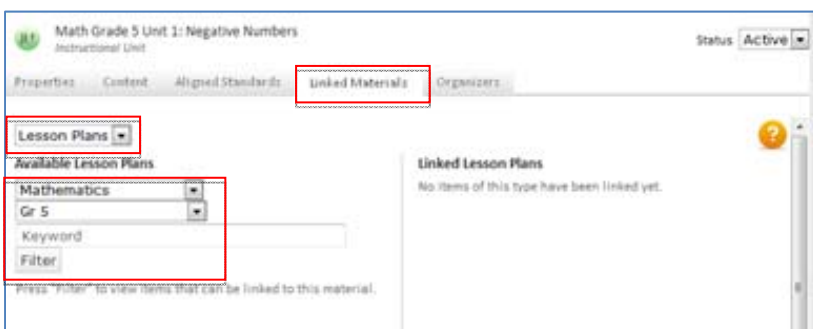
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Click the plus (+) sign to see the lower levels of a standard. To select all standards in a tree, double click the standard link to the right of the checkbox.

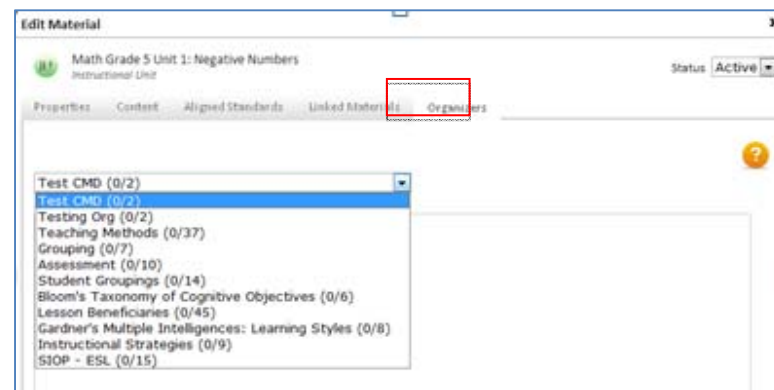


4. Link related materials by clicking the **Linked Materials** tab. Note that you can only link to materials that have already been created. Use the drop-down to select the type of material you wish to link; the list of material types that can be linked will change based upon the type of material you are working on.

Use the subject, grade, and keyword filters to locate a desired material quickly.



5. Tagging materials by selecting organizers allows users to more easily find your material using the advanced search option. Click the **Organizers** tab.



- Use the drop-down to select the category of organizers you wish to view.
- Select the organizer(s) you want to use by checking the box(es) next to the corresponding item(s).
- Once all your entries have been made, click **Apply**. Your additions are automatically saved.

6. Once you have completed your material, click **SAVE**.
7. Set your material to **ACTIVE** and click **Save**.

**Edit Material** ✕

**R** 08 (Grade 8 Pacing Guide 1st Semester 2012-13)  
Resource

Status: **Draft** | **Active** | Draft

Properties | Content | Aligned Standards | Linked Materials | Organizers

Title\* 08 (Grade 8 Pacing Guide 1st Semester 2012-13)

Subject\* Social Studies

Grade Range\* 08 to 08

Description\* 1st Semester Pacing Guide

Duration 0 Minute(s)

Format Teacher Resource

Author SHELLY MURRAY

Cancel Save