



Schoolnet: Curriculum Manager Editing, Copying, and Deleting Materials Quick Reference Card

Editing, Copying, and Deleting Materials

Locate and edit materials—such as curriculum, curriculum units, instructional units, lesson plans, assessments, and resources—from the district materials bank.

Editing a Single Material

1. Roll your cursor over Classrooms on the navigation bar and click **Curriculum Manager**
2. Select filters to locate the material you want to edit
3. Click **View Results** to apply the filters

Curriculum Manager

Hide filters No filters applied

Type

- Curriculum (10)
- Curricular Unit (32)
- Instructional Unit (58)
- Lesson Plan (2)
- Assessment (2)
- Resource (772)

Grades

Title: 07

Draft Status

- Draft (2)
- Active (60)

Subject

- 21st Century Skills (0)
- ASCA (0)
- Driver Ed (0)
- English/Language A... (51)
- Fine and Performin... (0)
- Health (13)
- Mathematics (60)
- Physical Education (0)
- Social Studies (102)
- Technology Education (0)
- Trade & Industrial... (0)
- Art (10)
- Business and Infor... (0)
- Elementary Curricu... (0)
- Family and Consume... (0)
- Foreign Languages (97)
- Marketing Education (1)
- Music (0)
- Science (40)
- Technical and Care... (0)
- Theatre (0)

Publisher

- (blank) (0)
- Central City Schoo... (60)
- Pearson (0)
- Pearson Education... (0)
- pearson old (0)
- Pearson SuccessNet (0)

Date modified

Keyword

Clear All Filters View Results

4. From the results listed at the bottom of the Curriculum Manager page, check the box next to the name of the material you want to edit
5. Click **Edit** at the top of the list to open the Edit Material window

Results 1 - 25 of 25 (0 selected)

<input type="checkbox"/>	Item Name	Subject	Grade	Author	Date
<input checked="" type="checkbox"/>	1st Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/7/2006
<input type="checkbox"/>	2nd Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/11/2006
<input type="checkbox"/>	3rd Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/7/2006

6. The material light box will pop up, giving you access to all the tabs for the material you selected.

Edit Material

2nd Quarter Overview
Instructional Unit

Status: Active

Properties Content Aligned Standards Linked Materials Organizers

Title* 2nd Quarter Overview

Subject* Mathematics

Grade Range* Gr 4 to Gr 4

Description* These materials include the Scope and Sequence and the Parent Letter for this nine weeks.

Duration 9 Week(s)

Author Columbus Public Schools

Publisher Columbus Public Schools

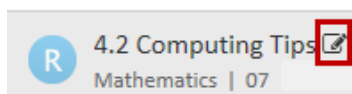
Cancel Save

7. When you finish editing the material, click **Save**

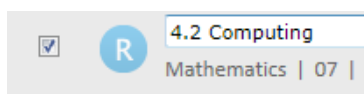
Editing, Copying, and Deleting Materials

Editing the title of a Material (Inline Edit)

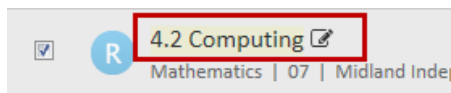
1. To edit the title of a material, put your cursor on the material. You will see an edit icon to the right of the title.



2. Click on title or the edit icon of a material displays a text box.



3. Save your changes by clicking away from the text box or hitting the enter key. Hitting the ESC key will cancel any changes. You will see the changed title highlighted in yellow for about 5 seconds.



Editing Multiple Materials

By editing multiple materials, you can make mass changes to any of the fields on the **Properties** tab at once. For instance, you might change the author, publisher, or grade range for a set of materials.

1. Locate the materials you wish to edit by using the available filters, clicking the checkboxes next to the names of the desired materials, and click **Edit**.
2. The light box which pops up will display the blank **Properties** tab. You can make changes to any of the fields on this tab and apply these changes to all the selected materials.

Click **Save** once you have made all your changes.

A screenshot of the 'Edit Material' dialog box. At the top, it says '7 Items selected' and 'Status' with a dropdown arrow. Below that is a tab labeled 'Properties' which is highlighted with a red box. The dialog contains several fields: 'Title*' (text input), 'Subject*' (dropdown), 'Grade Range*' (two dropdowns with 'to' between them), 'Description*' (text area), 'Duration' (dropdown with 'Minute(s)' selected), 'Author' (text input), and 'Publisher' (text input). At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

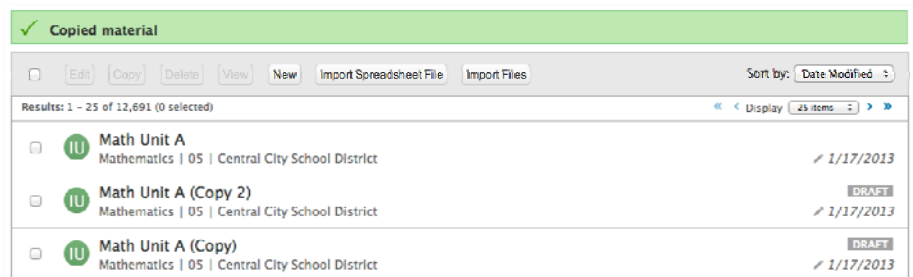
Copying Materials

Use the copy feature if you want to create multiple shells quickly for the same material type. For instance, if you need to create six instructional units for a 5th-grade mathematics class, since most of the fields on the properties tab will contain the same selections (subject, grade, author, publisher), you can create one unit and copy it six times. Then edit only the title and description of each copy individually.

1. Select the material you want to copy by checking the box next to the material name
2. Click **Copy**

Editing, Copying, and Deleting Materials

The copied materials will have the same name as the original, with the addition of the word “(Copy)” at the end. Additional copies will have a number after the word “Copy.”

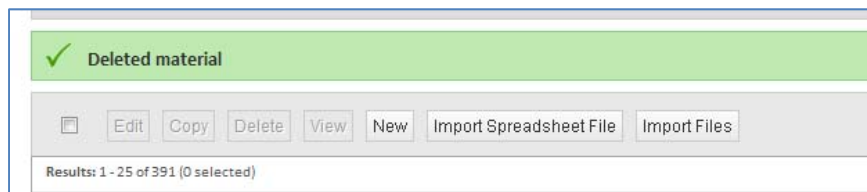


3. Select a copy and click **Edit** to change the Title and Description fields
4. Click **Save**

Deleting Materials

1. Select the material you want to delete by checking the box next to the material name
2. Click **Delete**
3. When the warning message appears, click **OK** to permanently delete this material from the district materials bank

A confirmation message will appear at the top of the materials list.



NOTE: If you would like to remove a material from the district bank without deleting it, change the status on the material from Active to **Draft** in the Edit Material window.