



Schoolnet: Navigating the Curriculum Manager Quick Reference Card

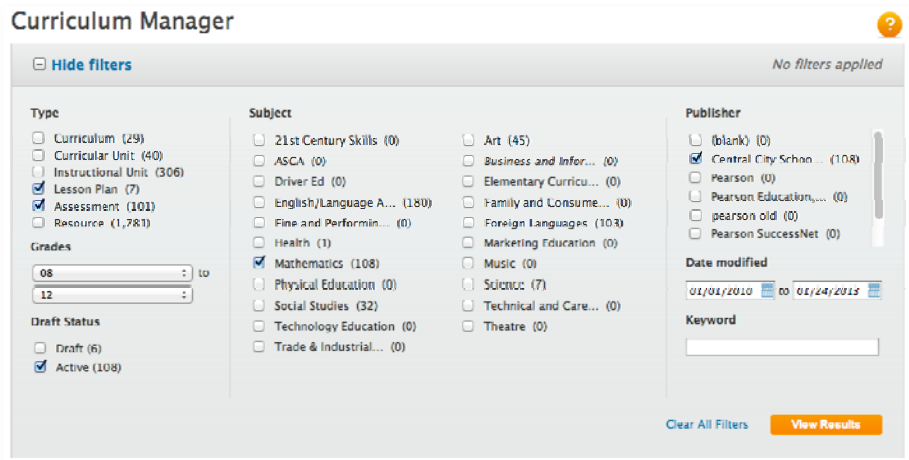
Navigating the Curriculum Manager

The Curriculum Manager page shows the materials that currently exist in your district's materials bank. To find materials, filter and sort the list.

Filtering and Searching for Materials

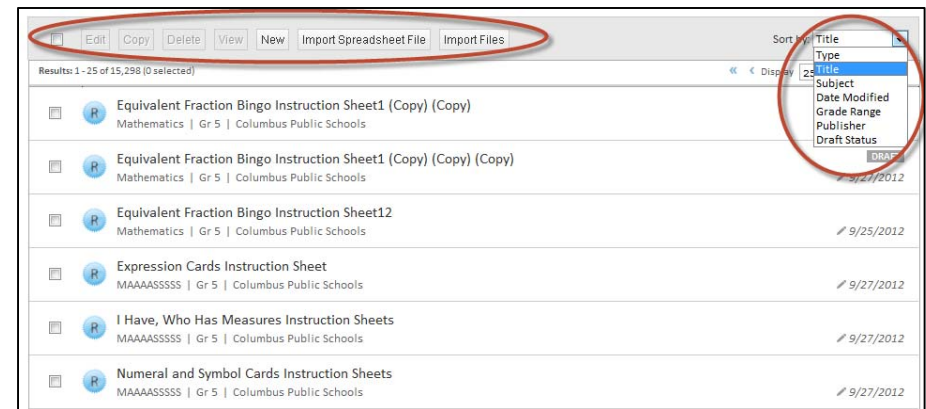
1. Roll your cursor over Classrooms on the navigation bar and click **Curriculum Manager**
2. On the Curriculum Manager page, use the check boxes and fields to filter materials by material type, grade, draft status, subject, publisher, date range, and keyword
3. After you select the filters, click **View Results**

On the Curriculum Manager page, you no longer need to unapprove a material in the district bank in order to edit it. The filtered list of materials, sorted by title, is displayed beneath the filter box.



Beneath the filter box you will see the materials sorted by title.

4. Use the **menu** choices at the top to **edit, copy, delete create** or **import materials**
5. Use the **Sort by** drop-down on the right to sort the materials by type, subject, date modified, grade range, publisher, and draft status



6. Use the Display menu to see 25, 50, or 100 materials displayed on the page

Advance forward or backward through the materials list one page at a time by clicking the single arrow. Click the double arrow to go forward or backward through the materials 10 pages at a time.

