



Entering District Curriculum in CIITS Using Curriculum Manager





WORKSHOP GOALS

Participants will learn to do the following:

- Review of Curriculum hierarchy in CIITs
- Example of Fully Aligned Curriculum
- Navigate Curriculum Manager
- Create Materials (Curriculum, Curricular Unit, Instructional Unit, Lesson, Resource, and Assessment)
- Link Materials together
- Edit a Material/Edit Multiple Materials
- Copy Materials
- Delete Materials
- Import Files



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Review Nouns,
Pronouns, and Verbs

CURRICULUM STRUCTURE IN CIITS

Spectrum Language Arts Grade 4

Curriculum

Curricular Unit

Instructional Unit

Assessment

Lesson

Chapter 1: Grammar

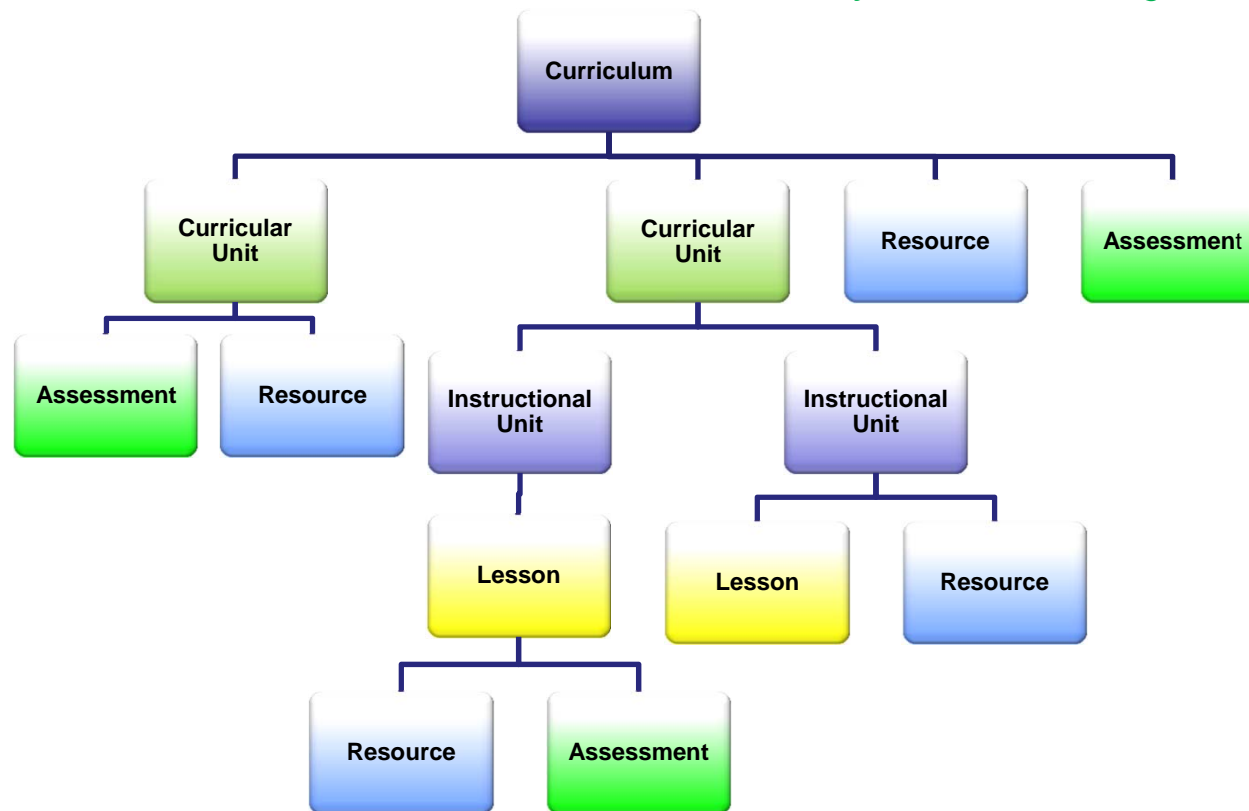
Parts of Speech

Lesson 1.1 Common and
Proper Nouns



CURRICULUM MATERIALS & RELATIONSHIPS IN CIITs

Materials may be “free standing” or linked to other materials in CIITs.



- **Curriculum**
 - Curricular Units
 - Resources
 - Assessments
- **Curricular Units**
 - Instructional Units
 - Resources
 - Assessments
- **Instructional Units**
 - Lesson Plans
 - Resources
 - Assessments
- **Lesson Plans**
 - Resources
 - Assessments
- **Resources**
 - N/A
- **Assessments**
 - N/A

EXAMPLES OF FULLY ALIGNED CURRICULUM

Curriculum

[Back to Previous Page](#)

[Create PDF](#) [?](#)

07 ELA Lab (21071)

Grade Range: 07
Subject: English Language Arts

[Submit for Approval](#)
[Return this Curriculum](#)

Overview

[Scope and Sequence](#)

[Assessments and Resources](#)

[Standards](#)

[Course Mappings](#)

[Properties](#)

Scope and Sequence

English Language Arts

- 07 ELA Lab 01 - And Your Point Is?
- 07 ELA Lab 02 - In The Eye Of The Beholder (2)
- 07 ELA Lab 03- What Is The Big Idea?
- 07 ELA Lab 04 - Like a Puzzle
- 07 ELA Lab 05 - What a Novel Ideal

[Complete, detailed Scope and Sequence listing](#)

Assessments and Resources

Resources

- 07 ELA Lab Course Print Course
- Course Level 07 ELA Lab Argument Writing Check-list - MARCH 2012
- Course Level 07 ELA Lab Information-Explanatory Writing Check-list - MARCH 2012
- Course Level 07 ELA Lab Narrative Writing Check-list - MARCH 2012

[Complete, detailed Assessments and Resources listing](#)

Standards

1R - Reading

2W - Writing

3SL - Speaking and Listening

4L - Language

[Complete, detailed Standards listing](#)

Course Mappings

This curriculum is currently mapped to 0 course (s).

[Create a new mapping](#)

Properties

Title:
07 ELA Lab (21071)

Subject:
English Language Arts

Grade Range:
07

Description:
English-language arts lab is an integration of various forms of communication including reading, writing, speaking, listening, observing, and language designed to meet the needs of all students. This course will continue to build upon the college and career readiness skills necessary for the 21st century student. Students will have the opportunity to further develop literacy skills through comprehension, analysis, synthesis, evaluation, research, and rhetorical modes. Through reading, independently and collaboratively, a wide variety of stories, dramas, poems, and literary nonfiction from diverse cultures and different time periods, students will continue to gain literary and cultural knowledge as well as familiarity with various text structures and elements. In communication through writing students will learn to use writing as a way of offering and supporting opinions, demonstrating understanding of the subjects they are studying, and conveying real and imagined experiences and events.

[Complete, detailed list of Properties](#)

07 ELA Lab 01 - And Your Point Is?

Subject: English Language Arts

Instructional Unit

- 07 ELA Lab 01 T01 - Making Inferences/Explicit Text
- 07 ELA Lab 01 T02 - How Evidence Supports Arguments and Claims
- 07 ELA Lab 01 T03 - Conducting and Presenting Research

Duration: 40 days

Resources:

[Detailed view of this 07 ELA Lab 01 - And Your Point Is?, with standards](#)

- Unit Level 07 ELA Lab 01 Summative Assessment-Student Version
- Unit Level 07 ELA Lab 01 Summative Assessment-Teacher Version
- 06 ELA Lab 01 Print Unit

07 ELA Lab 02 - In The Eye Of The Beholder (2)

Subject: English Language Arts

Instructional Unit

- 07 ELA Lab 02 T01 - Point of View/Purpose (2)
- 07 ELA Lab 02 T02 - Determining the Truth

Duration: 22 days

Resources:

[Detailed view of this 07 ELA Lab 02 - In The Eye Of The Beholder \(2\), with standards](#)

- Unit Level 07 ELA Lab 02 Unit 2 Self Assessment
- 07 ELA Lab 02 Print Unit

07 ELA Lab 03- What Is The Big Idea?

Subject: English Language Arts

Instructional Unit

- 07 ELA Lab 03 T01 - Summarization/Theme/Central Idea
- 07 ELA Lab 03 T02 - Form and Structure

Duration: 31 days

Resources:

[Detailed view of this 07 ELA Lab 03- What Is The Big Idea?, with standards](#)

- Unit Level 07 ELA Lab 03 Self Assessment and Learning GPS-DEC 2011
- 07 ELA Lab 03 Print Unit

EXAMPLES OF FULLY ALIGNED CURRICULUM

Accelerated Mathematics 1

Grade Range: Grade 09-Grade 12
Subject: Mathematics

Overview **Curriculum** Assessments and Resources Standards Course Mappings Properties

All Pacing Calendars for Accelerated Mathematics 1			Subject: Mathematics
Instructional Unit	Duration	Curriculum & Instruction Guide	
DeKalb County Accelerated Math 1 Yearlong Curriculum Map	Not specified		
DeKalb County Accelerated Math 1 Single Semester Curriculum Map	Not specified		
Accelerated Math 1 Yearlong Calendar 2009-2010	Not specified		
Accelerated Math 1 Single Semester Calendar 2009-2010	Not specified		
Duration: Not specified			
▶ Detailed view of this All Pacing Calendars for Accelerated Mathematics 1, with standards			

Accelerated Mathematics 1 Units			Subject: Mathematics
Instructional Unit	Duration	Curriculum & Instruction Guide	
Unit 1 Characteristics of Functions	8 weeks		
Unit 2 Polygons in the Plane	6 weeks		
Unit 3 Circles and Spheres	4 weeks		
Unit 4 The Chance of Winning	6 weeks		
Unit 5 Algebraic Investigations – Quadratic Equations and More	7 weeks		
Unit 6 Putting the Pieces Together	5 weeks		
Duration: Not specified			
▶ Detailed view of this Accelerated Mathematics 1 Units, with standards			

Non-Content Specific Resources			Subject: Mathematics
Instructional Unit	Duration	Curriculum & Instruction Guide	
Accommodations Strategies - Blooms	Not specified		
Classroom Management	Not specified		
EOCT Resources	Not specified		
Forms	Not specified		
GPS HS Math II Boot Camp	Not specified		

Units of Study Social Studies Grade 06

Subject: Social Sciences and History

Instructional Unit	Year at a Glance	Duration
Unit 1 - The Changing Faces of the Western Hemisphere - Evolution of Diffusing Cultures		45 days
Unit 2 - The Changing Faces of the Western Hemisphere - Products of Change		40 days
Unit 3 - The Changing Faces of the Western Hemisphere - Innovative Ideas of the Western Hemisphere		30 days
Unit 4 - Personal Financial Literacy		15 days

Duration: 171 days

▶ Detailed view of this Units of Study Social Studies Grade 06, with standards

Dual Language and Newcomers Units of Study Social Studies Grade 06

Subject: Social Sciences and History

Instructional Unit	Year at a Glance	Duration
Unit 1 - Las etapas cambiantes del hemisferio occidental – La evolución de las Culturas Difundidas		45 days
Unit 2 - Las etapas cambiantes del hemisferio occidental – Productos de cambio		40 days
Unit 3 - Las etapas cambiantes del hemisferio occidental –Ideas innovadoras del hemisferio occidental		30 days
Unit 4 - Conocimiento de las finanzas personales		15 days

Duration: 171 days





PERMISSIONS NEEDED TO ACCESS CURRICULUM MANAGER





**Continuous
Instructional
Improvement
Technology
System**



PERMISSIONS TO ACCESS: CURRICULUM MANAGER

- **District level access** – Users with permissions to Curriculum Manager will be able to create materials directly in the District bank. No approval process is required:
 - District level access is required
 - The Leadership role has access to Curriculum Manager at the District level
 - Any Materials approver at the District level can access Curriculum Manager





NAVIGATING CURRICULUM MANAGER





FILTERING & SEARCHING FOR MATERIALS

When you first access Curriculum Manager you will see a Curriculum filter box.

Filter materials in the district bank by:

- Type
- Grade
- Draft Status
- Subject
- Publisher
- Date Modified
- Keyword

Curriculum Manager

Curriculum Manager ?

☐ Hide filters No filters applied

<p>Type</p> <p><input type="checkbox"/> Curriculum (89)</p> <p><input type="checkbox"/> Curricular Unit (243)</p> <p><input type="checkbox"/> Instructional Unit (720)</p> <p><input type="checkbox"/> Lesson Plan (6,063)</p> <p><input type="checkbox"/> Assessment (1,105)</p> <p><input type="checkbox"/> Resource (7,078)</p> <p>Grades</p> <p>Infant/toddler (0-2) to Gr 12</p> <p>Draft Status</p> <p><input type="checkbox"/> Draft (275)</p> <p><input type="checkbox"/> Active (15,023)</p>	<p>Subject</p> <p><input type="checkbox"/> Arts: Dance (80)</p> <p><input type="checkbox"/> English Language A... (2,150)</p> <p><input type="checkbox"/> Framework for Effe... (2)</p> <p><input type="checkbox"/> Health Occupations (1)</p> <p><input type="checkbox"/> Industrial/Technol... (2)</p> <p><input type="checkbox"/> Life and Physical ... (3,104)</p> <p><input type="checkbox"/> MAAAASSSSS (5)</p> <p><input type="checkbox"/> Mathematics (9,682)</p> <p><input type="checkbox"/> REG1 (3)</p> <p><input type="checkbox"/> Social Studies (226)</p> <p><input type="checkbox"/> Technology (43)</p>	<p>Publisher</p> <p><input type="checkbox"/> (blank) (3)</p> <p><input type="checkbox"/> 12.0 Integration (16)</p> <p><input type="checkbox"/> 14.2 Regression Re... (1)</p> <p><input type="checkbox"/> Columbus City Publ... (200)</p> <p><input type="checkbox"/> Columbus City Scho... (1,102)</p> <p><input type="checkbox"/> Columbus Public Sc... (13,804)</p> <p><input type="checkbox"/> actcatcat (1)</p> <p>Date modified</p> <p>to</p> <p>Keyword</p> <p></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Clear All Filters](#) [View Results](#)





NAVIGATING THROUGH THE MATERIALS

In the second half of the screen you will see the all curriculum materials sorted by Title. (if you click on the Sort By: drop down, you have the option of sorting the materials by type, subject, date modified, grade range, publisher, and draft status)

The screenshot shows a web application interface for curriculum materials. At the top, there is a toolbar with buttons: Edit, Copy, Delete, View, New, Import Spreadsheet File, and Import Files. These buttons are circled in red. Below the toolbar, the text "Results: 1 - 25 of 15,298 (0 selected)" is displayed. To the right, there is a "Sort By:" dropdown menu, also circled in red, which is open and shows options: Title, Type, Subject, Date Modified, Grade Range, Publisher, and Draft Status. The main content area displays a list of materials, each with a checkbox, a blue circular icon with a white 'R', a title, a subject/grade/publisher line, and a date modified. The materials listed are:

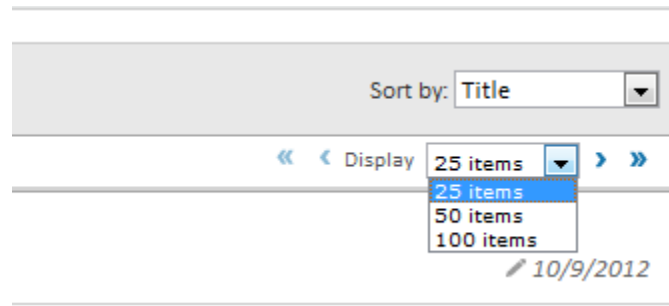
Checkbox	Icon	Title	Subject Grade Publisher	Date Modified
<input type="checkbox"/>	R	Equivalent Fraction Bingo Instruction Sheet1 (Copy) (Copy)	Mathematics Gr 5 Columbus Public Schools	
<input type="checkbox"/>	R	Equivalent Fraction Bingo Instruction Sheet1 (Copy) (Copy) (Copy)	Mathematics Gr 5 Columbus Public Schools	
<input type="checkbox"/>	R	Equivalent Fraction Bingo Instruction Sheet12	Mathematics Gr 5 Columbus Public Schools	9/25/2012
<input type="checkbox"/>	R	Expression Cards Instruction Sheet	MAAAASSSSS Gr 5 Columbus Public Schools	9/27/2012
<input type="checkbox"/>	R	I Have, Who Has Measures Instruction Sheets	MAAAASSSSS Gr 5 Columbus Public Schools	9/27/2012
<input type="checkbox"/>	R	Numeral and Symbol Cards Instruction Sheets	MAAAASSSSS Gr 5 Columbus Public Schools	9/27/2012





NAVIGATING THROUGH THE MATERIALS

You can also decide the number of materials you want to display by clicking on the Display drop-down. You can select 25, 50, or 100 materials to display on the screen at one time. You can advance forward or backward through the materials a page at a time clicking the single arrow, and by clicking the double arrow you can go backwards or forwards 10 pages at a time.



CREATING MATERIALS



DEFINING PROPERTIES

When you click on New, you will see a light box pop up. You will need to select the type of material you wish to create. Then you will proceed to Define the Properties of the material.

Create Material

Material Type: Curriculum

Curriculum
Curricular Unit
Instructional Unit
Lesson Plan
Assessment
Resource

Rights

Additional Attributes

Cancel Save as Draft Save & Edit



SAVING A NEW MATERIAL: Save as Draft

Once you have completed defining the properties you can choose to either **Save as Draft** or **Save & Edit**.

Save as Draft will save the shell you created as a Draft assuming you are done with your work on the material for now.

Create Material

Material Type: Resource

Title*: Numbers and Number Sense

Subject*: Mathematics

Grade Range*: Gr 4 to Gr 4

Description*: This resrouce.....

Buttons: Cancel, Save as Draft (circled), Save & Edit

✓ Created material

Buttons: Edit, Copy, Delete, View, New, Import Spreadsheet File, Import Files

Sort by: Date Modified

Results: 1 - 25 of 15,345 (0 selected)

Display 25 items

Results list:

- Numbers and Number Sense
Mathematics | Gr 4 | National School District (ST)
DRAFT
10/9/2012



SAVING A NEW MATERIAL: SAVE & EDIT

Clicking on **Save & Edit** will also save your materials as a Draft, you will also see the remaining tabs to fill in to complete your material. The number of tabs you will see is determined by the type of material you are creating.

Edit Material ✕

R Numbers and Number Sense Poster
Resource Status: Draft

Properties **Content** Aligned Standards Linked Materials Organizers

Title* Numbers and Number Sense

Subject* Mathematics

Grade Range* Gr 4 to Gr 4

Description* This resource.....

Duration 0 Minute(s)

Format Discovery Education Videos

Author Weinstein, David

?

Cancel Save



CREATING CONTENT

- Enter content directly in the fields
- Navigate from field to field using the drop-down
- Upload a file as an attachment
- Enter in a URL

Edit Material ✕

R Numbers and Number Sense
Resource Status: Draft

Properties Content Aligned Standards Linked Materials Organizers

☒ Template ☐ Attachment ☐ URL Only content for the most recently selected option is saved.

Multimedia Projects ?

Multimedia Projects

Online Resources

Print Materials

Online Subscriptions

Rubrics

URL Websites

Manipulative

Miscellaneous

Font Size B I U A ab

Path:

Cancel Save



ALIGNING STANDARDS

You can easily find and align standards to your materials (except Curricular Units).

Edit Material



R Numbers and Number Sense
Resource

Status Draft

Properties Content

Aligned Standards

Linked Materials

Organizers

Mathematics Gr 4

Expand all Collapse all

- ☒ MA.4.1: Number, Number Sense and Operations
- ☐ MA.4.2: Measurement
- ☐ MA.4.3: Geometry and Spatial Sense
- ☐ MA.4.4: Patterns, Functions and Algebra
- ☐ MA.4.5: Data Analysis and Probability
- ☐ MA.4.6: Mathematical Processes

- ☒ MA.4.1: Number, Number Sense and Operations
 - ☒ MA.4.1.A: Use place value structure of the base-ten number system to read, write, represent and compare whole numbers and decimals.
 - ☒ MA.4.1.B: Recognize and generate equivalent representations for whole numbers, fractions and decimals.
 - ☒ MA.4.1.C: Represent commonly used fractions and mixed numbers using words and physical models.
 - ☒ MA.4.1.D: Use models, points of reference and equivalent forms of commonly used fractions to judge the size of fractions and to compare, describe and order them.
 - ☒ MA.4.1.E: Recognize and classify numbers as prime or composite and list factors.
 - ☒ MA.4.1.F: Count money and make change using both coins and paper bills.
 - ☒ MA.4.1.G: Model and use commutative and associative properties for addition and multiplication.
 - ☒ MA.4.1.H: Use relationships between operations, such as subtraction as the inverse of addition and division as the inverse of multiplication.
 - ☒ MA.4.1.I: Demonstrate fluency in multiplication facts with factors through 10 and corresponding divisions.
 - ☒ MA.4.1.J: Estimate the results of whole number computations using a variety of strategies, and judge the reasonableness.
 - ☒ MA.4.1.K: Analyze and solve multi-step problems involving addition, subtraction, multiplication and division of whole numbers.



Materials can be linked to each other using Curriculum Manager.

The relationship between materials are shown at the right.

LINK RELATED MATERIAL(S)

CURRICULAR MATERIAL ALIGNMENTS

● CURRICULUM

- Curricular Units
- Resources & Assessments

● CURRICULAR UNITS

- Instructional Units
- Resources & Assessments

● INSTRUCTIONAL UNITS

- Lesson Plans
- Resources & Assessments

● LESSON PLANS

- Resources & Assessments

● RESOURCES


● ASSESSMENTS



1. From the drop-down select the type of material you wish to link; the list will change based on the type of material you are working on.
2. To filter materials, you can select the subject and grade as well as adding a keyword.
3. Click Filter

LINK RELATED MATERIAL(S)

Edit Material ✕

 Math Grade 5 Unit 1: Negative Numbers
Instructional Unit Status: Active

Properties Content Aligned Standards **Linked Materials** Organizers

Lesson Plans ?

Available Lesson Plans

Mathematics ▼

Gr 5 ▼

Keyword

Filter

Press "Filter" to view items that can be linked to this material.

Linked Lesson Plans


No items of this type have been linked yet.

Cancel Save


ORGANIZERS

Tagging materials by selecting organizers is a useful way to search for materials in Schoolnet. This can be done through the advanced search options.

Edit Material ✕

 **Math Grade 5 Unit 1: Negative Numbers**
Instructional Unit Status: **Active** ▼

Properties Content Aligned Standards Linked Materials **Organizers**



Test CMD (0/2) ▼

- Test CMD (0/2)
- Testing Org (0/2)
- Teaching Methods (0/37)
- Grouping (0/7)
- Assessment (0/10)
- Student Groupings (0/14)
- Bloom's Taxonomy of Cognitive Objectives (0/6)
- Lesson Beneficiaries (0/45)
- Gardner's Multiple Intelligences: Learning Styles (0/8)
- Instructional Strategies (0/9)
- SIOP - ESL (0/15)

Cancel Save



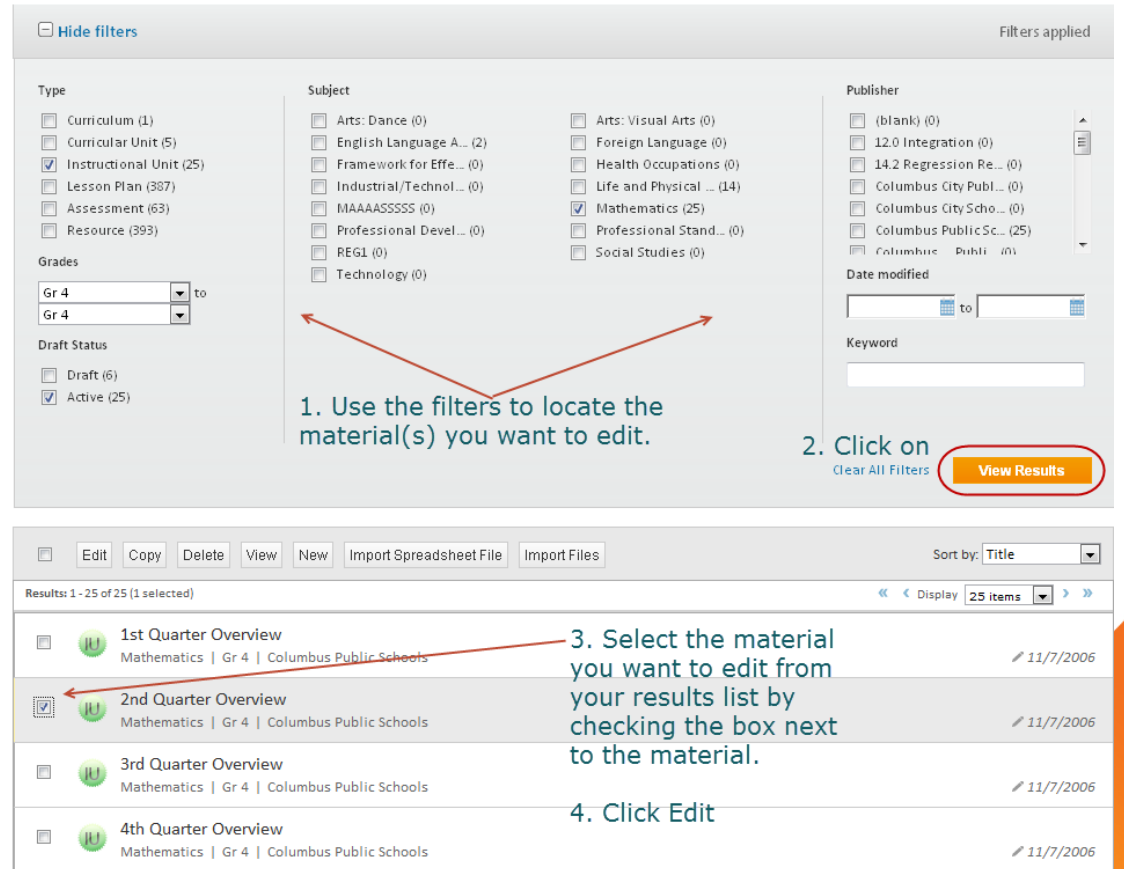
EDITING MATERIALS



EDIT A SINGLE MATERIAL

Curriculum Manager

1. Use the filters to locate the material(s) you want to edit.
2. Click View Results. The Filters will minimize and you will see your results list.
3. Select the material you want to edit from the results list by checking the box next to the material name
4. Click on Edit



Curriculum Manager

☐ Hide filters Filters applied

Type

- ☐ Curriculum (1)
- ☐ Curricular Unit (5)
- ☒ Instructional Unit (25)
- ☐ Lesson Plan (387)
- ☐ Assessment (63)
- ☐ Resource (393)

Grades

Gr 4 to Gr 4

Draft Status

- ☐ Draft (6)
- ☒ Active (25)

Subject

- ☐ Arts: Dance (0)
- ☐ English Language A... (2)
- ☐ Framework for Effe... (0)
- ☐ Industrial/Technol... (0)
- ☐ MAAAASSSSS (0)
- ☐ Professional Devel... (0)
- ☐ REG1 (0)
- ☐ Technology (0)
- ☐ Arts: Visual Arts (0)
- ☐ Foreign Language (0)
- ☐ Health Occupations (0)
- ☐ Life and Physical ... (14)
- ☒ Mathematics (25)
- ☐ Professional Stand... (0)
- ☐ Social Studies (0)

Publisher

- ☐ (blank) (0)
- ☐ 12.0 Integration (0)
- ☐ 14.2 Regression Re... (0)
- ☐ Columbus City Publ... (0)
- ☐ Columbus City Scho... (0)
- ☐ Columbus Public Sc... (25)
- ☐ Columbus Public (0)

Date modified

to





Keyword

1. Use the filters to locate the material(s) you want to edit.

2. Click on [Clear All Filters](#) [View Results](#)

☐ Edit ☐ Copy ☐ Delete ☐ View ☐ New ☐ Import Spreadsheet File ☐ Import Files Sort by: Title

Results: 1 - 25 of 25 (1 selected) Display 25 items

<input type="checkbox"/>		1st Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006
<input checked="" type="checkbox"/>		2nd Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006
<input type="checkbox"/>		3rd Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006
<input type="checkbox"/>		4th Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006

3. Select the material you want to edit from your results list by checking the box next to the material.

4. Click Edit

EDIT A SINGLE MATERIAL

When you click on Edit the Edit Material light box will pop-up giving you access to all the tabs for the material.

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

EDIT MULTIPLE MATERIALS

1. Allows you to make mass changes to any of the fields on the **PROPERTIES** tab.
2. You can select multiple materials of different types of materials to edit at one time.
3. Locate the materials you wish to edit using the filters that we discussed earlier.
4. Click on the checkboxes next to the names of the materials and Click on Edit.

<input type="checkbox"/> Edit <input type="checkbox"/> Copy <input type="checkbox"/> Delete <input type="checkbox"/> View <input type="checkbox"/> New <input type="button" value="Import Spreadsheet File"/> <input type="button" value="Import Files"/>				Sort by: Title
Results 1 - 25 of 412 (7 selected)				Display 25 items
<input checked="" type="checkbox"/>	LP	\$500 to Spend (Extension2)	Mathematics Gr 4 Columbus Public Schools	9/11/2012
<input checked="" type="checkbox"/>	LP	100 Hungry Ants (B7)	Mathematics Gr 4 Columbus Public Schools	9/26/2006
<input checked="" type="checkbox"/>	LU	1st Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006
<input checked="" type="checkbox"/>	LP	2 Inch by 2 Inch Units (A12)	Mathematics Gr 4 Columbus Public Schools	9/26/2006
<input checked="" type="checkbox"/>	LP	2004 Gold Medal Winners (A6)	Mathematics Gr 4 Columbus Public Schools	9/26/2006
<input checked="" type="checkbox"/>	LU	2nd Quarter Overview	Mathematics Gr 4 Columbus Public Schools	11/7/2006
<input checked="" type="checkbox"/>	LP	3-D Characteristics (A13)	Mathematics Gr 4 Columbus Public Schools	9/28/2006



1. When you click on Edit you will see a light box with a blank Properties tab pop-up.
2. You can make changes to any of the fields in the Properties tab and apply them to all the materials you selected.
3. Click on Save once you have made all your changes.

EDIT MULTIPLE MATERIALS

Edit Material ✕

7 items selected Status

Properties

☐ Title*

☐ Subject*

☐ Grade Range* to

☐ Description*

☐ Duration Minute(s)

☐ Author

☐ Publisher

?

Cancel Save



EDIT MULTIPLE MATERIALS

If you want to remove data from a previously completed field(s) on the Properties tab, simply click the box next to the field name and click **Save**.

Edit Material The number of materials you selected to edit will display in the upper left corner of the screen. Status: **Active**

4 items selected

Properties

☐ Description*

☐ Duration

☒ Author

☒ Publisher

☒ Keywords

☐ Rights

1. When you begin typing in a field, a check will appear in the box next to the field name.

2. To remove previously-defined information for all selected materials, select the check box next to the property to revert the field to blank.

Cancel Save

COPY MATERIALS








COPY MATERIALS

1. Use this feature when you want to quickly make shells of the same material type.
2. Select the material you want to copy by clicking the box next to the material name.
3. Click copy. The copied materials will have the same name as the original with the addition of the word (Copy) next to it.

✓ Copied material

☐ Edit ☐ Copy ☐ Delete ☐ View ☐ New Sort by: Date Modified

Results: 1 - 25 of 15,391 (1 selected) << < Display 25 items > >>

<input type="checkbox"/>	 Unit 1 (Copy 3) Mathematics Gr 5 Kentucky Department of Education	DRAFT 10/11/2012
<input type="checkbox"/>	 Unit 1 (Copy 4) Mathematics Gr 5 Kentucky Department of Education	DRAFT 10/11/2012
<input checked="" type="checkbox"/>	 Unit 1 Mathematics Gr 5 Kentucky Department of Education	DRAFT 10/11/2012
<input type="checkbox"/>	 Unit 1 (Copy 2) Mathematics Gr 5 Kentucky Department of Education	DRAFT 10/11/2012
<input type="checkbox"/>	 Unit 1 (Copy) Mathematics Gr 5 Kentucky Department of Education	DRAFT 10/11/2012



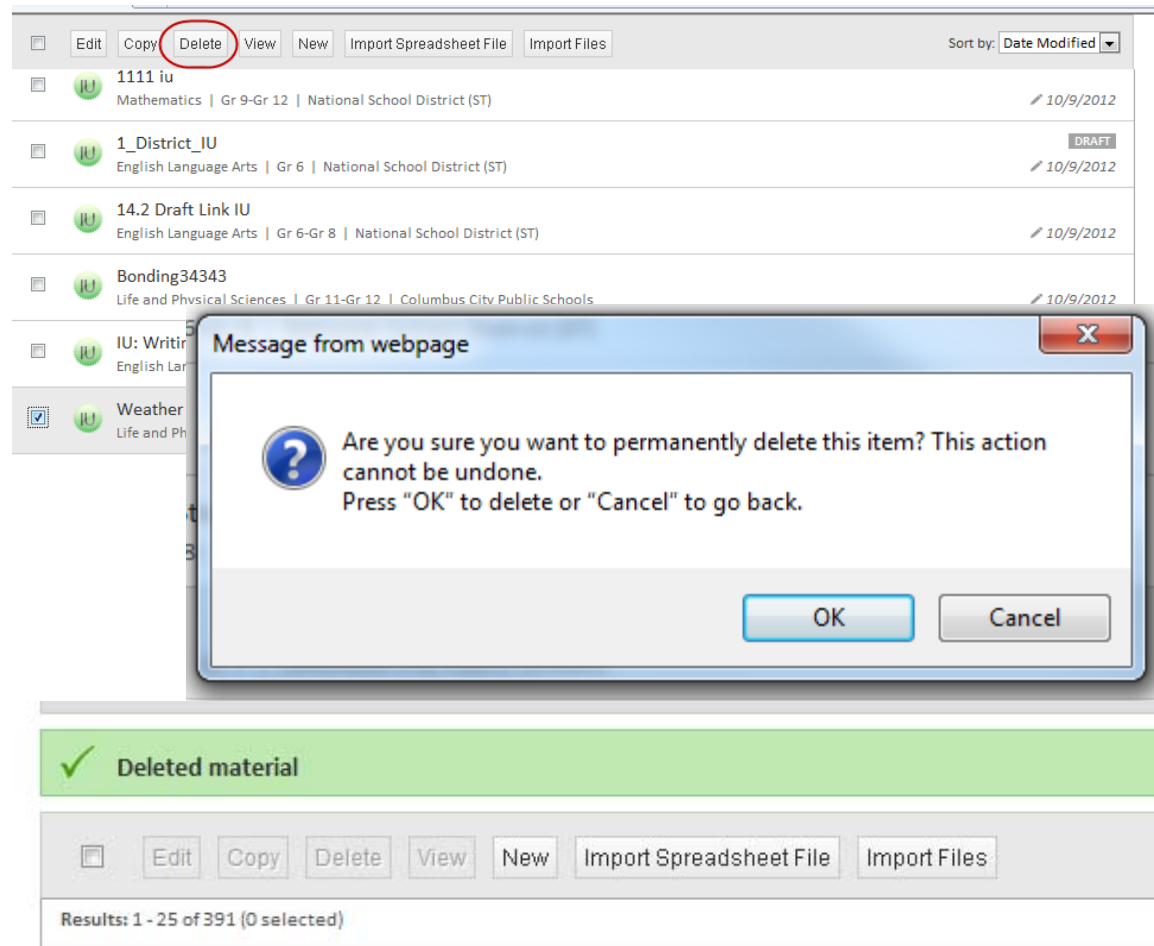
DELETE MATERIALS



If you want to delete a material from the district bank. You can

- Click the box next to the material and click the Delete button.
- Alternatively, you can change the status on the material and make it a DRAFT. This will take the material out of the district bank without deleting it.

DELETE MATERIALS



The screenshot shows a web application interface for deleting materials. At the top, there is a header with the title "DELETE MATERIALS". Below the header is a toolbar with buttons: Edit, Copy, Delete (highlighted with a red circle), View, New, Import Spreadsheet File, and Import Files. To the right of the toolbar is a "Sort by:" dropdown menu set to "Date Modified".

Below the toolbar is a list of materials. Each material has a checkbox, a green circular icon with a white 'U', and text describing the material. The materials listed are:

- 1111 iu: Mathematics | Gr 9-Gr 12 | National School District (ST) | 10/9/2012
- 1_District_IU: English Language Arts | Gr 6 | National School District (ST) | 10/9/2012 (DRAFT)
- 14.2 Draft Link IU: English Language Arts | Gr 6-Gr 8 | National School District (ST) | 10/9/2012
- Bonding34343: Life and Physical Sciences | Gr 11-Gr 12 | Columbus City Public Schools | 10/9/2012
- IU: Writing: English Language Arts | 10/9/2012
- Weather: Life and Physical Sciences | 10/9/2012

A modal dialog box titled "Message from webpage" is overlaid on the list. It contains a question mark icon and the text: "Are you sure you want to permanently delete this item? This action cannot be undone. Press 'OK' to delete or 'Cancel' to go back." There are "OK" and "Cancel" buttons at the bottom of the dialog.

Below the dialog box, there is a green banner with a checkmark icon and the text "Deleted material".

At the bottom of the interface, there is another toolbar with buttons: Edit, Copy, Delete, View, New, Import Spreadsheet File, and Import Files. Below the toolbar is a status bar that says "Results: 1 - 25 of 391 (0 selected)".

IMPORT FILES



1. Click on Import Files
2. Select the material type you wish to create, the grade range and the subject for the files you want to import.
3. Once you have made your selections, click **Next**.

IMPORT FILES

1

Import Spreadsheet File **Import Files**

Select File Properties

2

Type*: **Instructional Unit**

Grade*: **Infant/toddler (0-2)** to **Infant/toddler (0-2)**

Subject*: **Arts: Dance**

Select File Properties

3

Type*: **Instructional Unit**

Grade*: **Gr 5** to **Gr 5**

Subject*: **Mathematics**

Cancel **Next**

4. Select the files you want to import by clicking on the **Click to browse** link.

Underneath the link you will see a list of files NOT supported.

IMPORT FILES

Select Files to Import

4



Select files to upload as Gr 5 - Gr 5 Mathematics Instructional Units: ←



[Click to browse](#)

Maximum file size is 30MB

EXE, BAT, CFM, VB, VBS, NET, COM, DLL file types are not allowed ←

Cancel

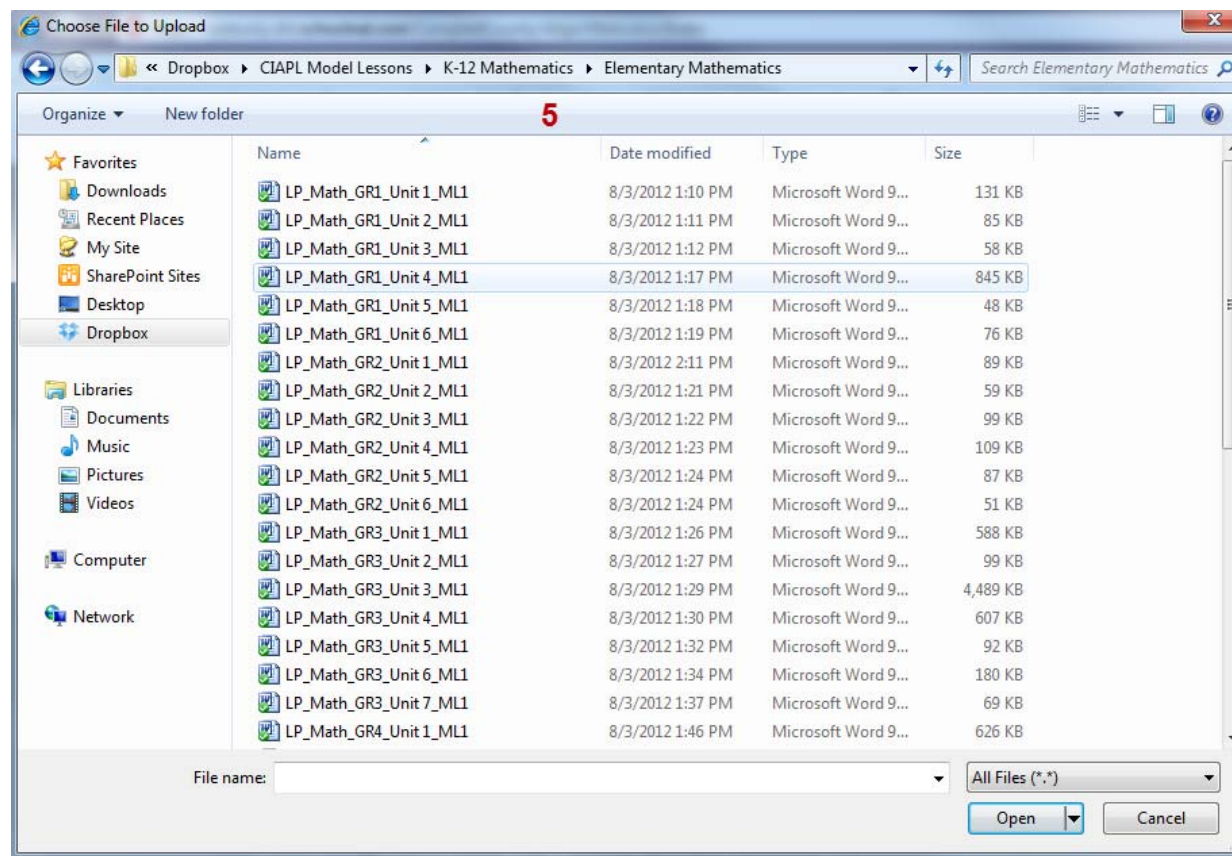
Import



IMPORT FILES

5. Once you click Next you will be taken to the directories on your computer.

- Navigate to the file(s) you want to import.
- You must select each file one at a time.



6. You will be taken to a Import progress screen where you will see a list of all the files you selected to import with a progress bar next to each of the file names.
7. As the files complete uploading, you will see a green checkmark appear next to each file name.

IMPORT FILES

Importing Files

7

5 files selected.

LP_Math_GR1_Unit 1_ML1.doc	<div></div>	Remove
LP_Math_GR1_Unit 6_ML1.doc	<div></div>	Remove
LP_Math_GR1_Unit 1_ML1.doc	<div></div>	Remove
LP_Math_GR3_Unit 5_ML1.doc	<div></div>	Remove

Importing Complete

8

5 file(s) successfully uploaded.

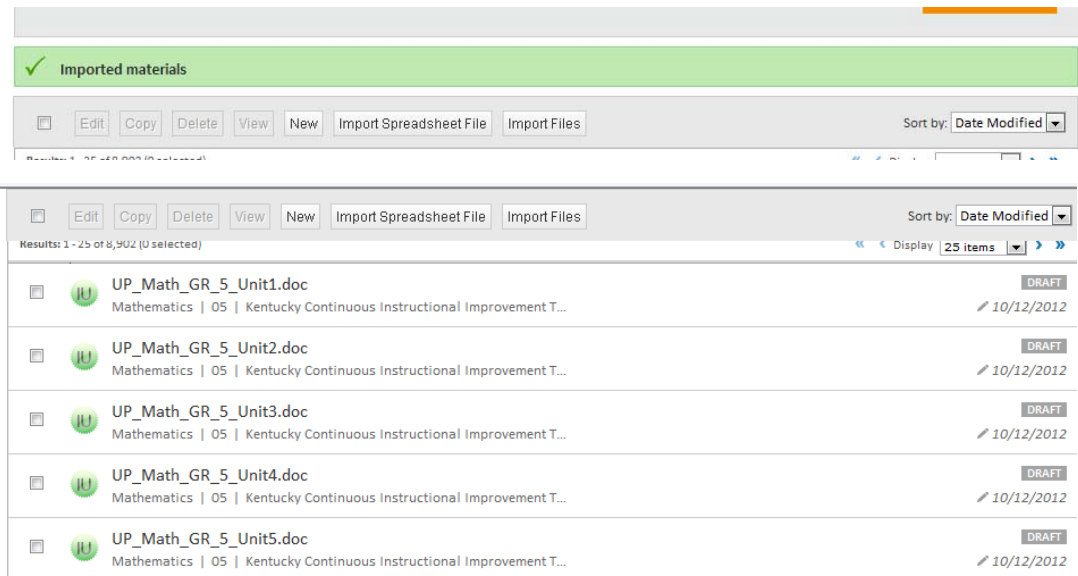
LP_Math_GR1_Unit 1_ML1.doc		✓
LP_Math_GR1_Unit 6_ML1.doc	Files that cannot be validated are not imported.	✓
LP_Math_GR1_Unit 1_ML1.doc		✓
LP_Math_GR3_Unit 5_ML1.doc	Use the on-screen messages to identify problematic files. Once you fix all of the issues that are associated with a file, save your changes and upload a corrected version of each corrected file.	✓
LP_Math_GR2_Unit 1_ML1.doc		✓

Note: The upload process performs a file-by-file validation check. Files without errors are uploaded and curricular items are created and added to the main content page.

Close

8. Once the file have completed importing, you will see the green status bar on your screen.
9. The materials you created will show at the top of the materials list.
10. All materials import with the pre-defined selections you made. They all import as drafts. The material titles import as the file name.

IMPORT FILES



Imported materials

Sort by: Date Modified

Results: 1 - 25 of 8,902 (0 selected)

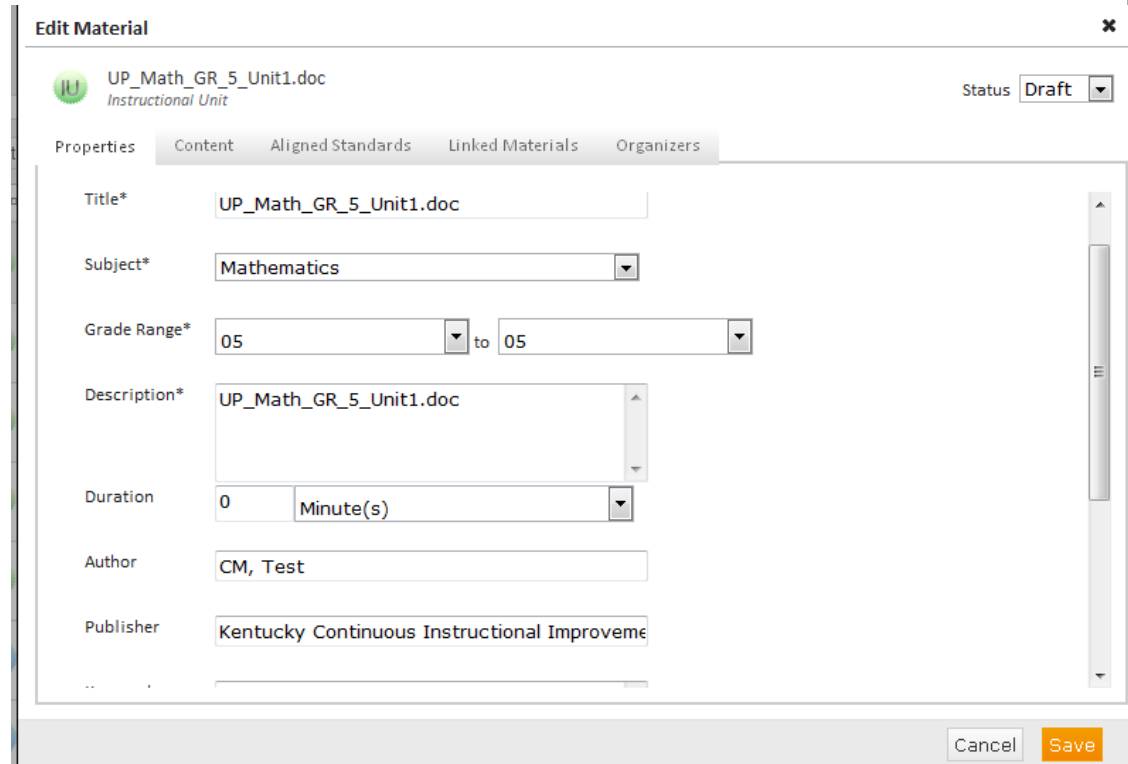
File Name	Status	Date Modified
UP_Math_GR_5_Unit1.doc	DRAFT	10/12/2012
UP_Math_GR_5_Unit2.doc	DRAFT	10/12/2012
UP_Math_GR_5_Unit3.doc	DRAFT	10/12/2012
UP_Math_GR_5_Unit4.doc	DRAFT	10/12/2012
UP_Math_GR_5_Unit5.doc	DRAFT	10/12/2012



IMPORT FILES

9. Your last steps are to
- Complete the Properties tab
 - Align standards
 - Link materials
 - Assign Organizers

This is often an area where you will use the Edit multiple materials functionality.



Edit Material

UP_Math_GR_5_Unit1.doc
Instructional Unit

Status: Draft

Properties | Content | Aligned Standards | Linked Materials | Organizers

Title*: UP_Math_GR_5_Unit1.doc

Subject*: Mathematics

Grade Range*: 05 to 05

Description*: UP_Math_GR_5_Unit1.doc

Duration: 0 Minute(s)

Author: CM, Test

Publisher: Kentucky Continuous Instructional Improvement

Cancel Save