

# Schoolnet: Curriculum Manager - Creating Materials Quick Reference Card

## Schoolnet: Curriculum Manager - Creating Materials

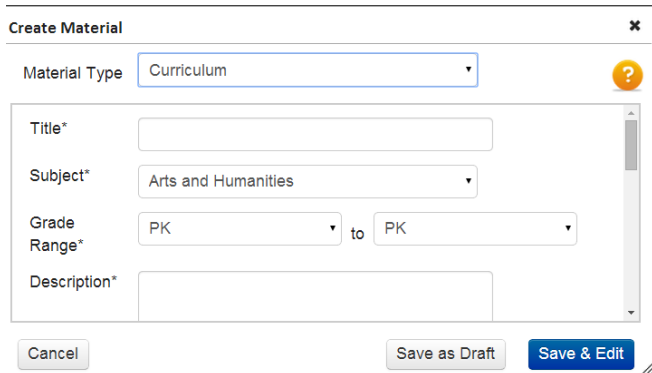
Audience Roles: Leadership, Staff with Materials Approver

Use the Curriculum Manager tool to create your materials within the district materials bank.

### Create Educational Materials

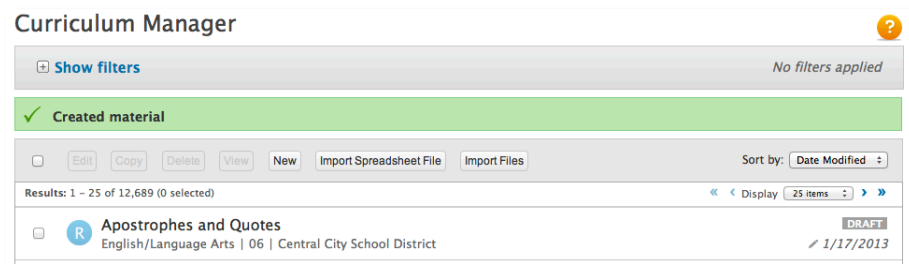
1. Roll your cursor over **Classrooms** and click **Curriculum Manager**
2. Below the filters Click **New** above the list of district materials
3. Select the **Material Type** that you'd like to create
4. Define the properties for your material by typing a **Title** and **Description** and selecting a **Subject** and **Grade Range**

All fields with an asterisk (\*) are required.



5. Click **Save as Draft** to save the shell you have created for this material, or click **Save & Edit** to continue working on this material in draft mode, until you set it as active

When you save the draft, you will see a check mark indicating that you have created a new material. The new material will appear at the top of the materials list. Find the date of creation and the status of the material to the right of the material title. The material will be in DRAFT status until you set it to ACTIVE. While it is in DRAFT, it can only be seen in the Curriculum Manager module and is not visible in the district materials bank.



### Continue Building Your Material

As you create a material, use the tabs at the top of the page to add content, align standards, and add descriptions to it.

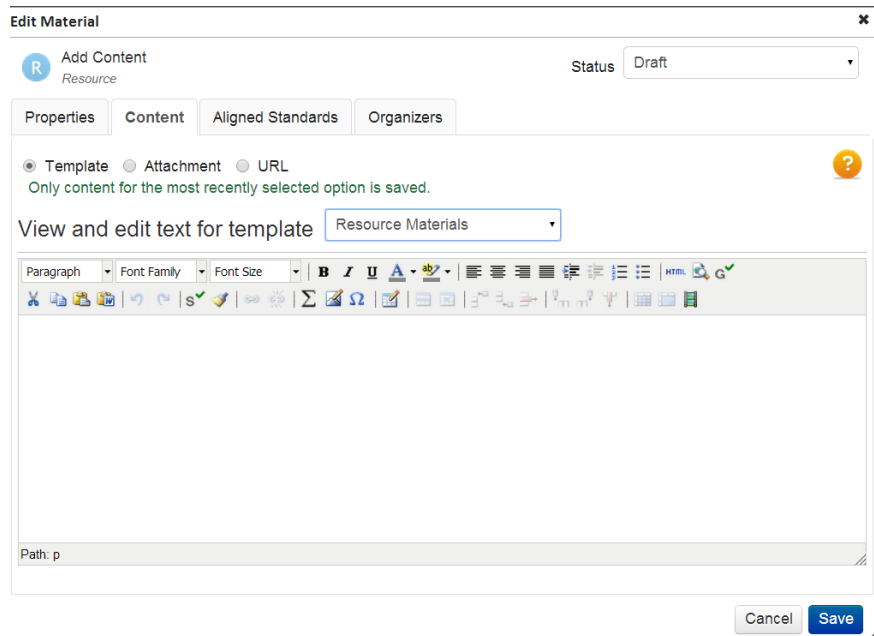
1. Add content to your materials in **Edit** mode by clicking on the **Content** tab (not applicable to all materials)

Create content one of three ways:

- Use the available **Template**
- Upload a file as an **Attachment**
- Enter a **URL**

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When using the **Template**, enter content directly into the HTML editor. Use the menu above the text editor to switch between different fields, as a way to organize different sections of the content.



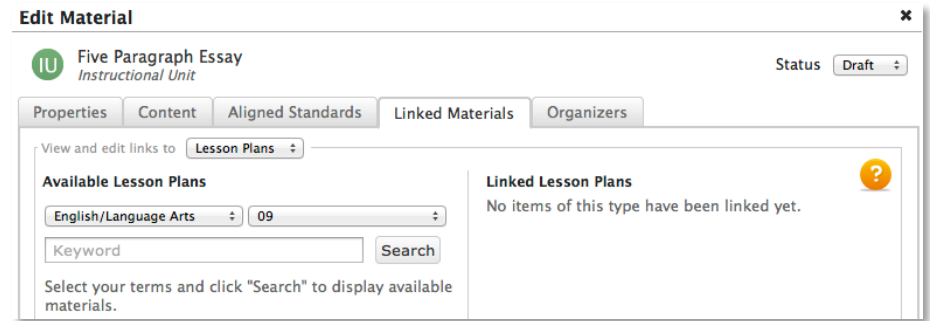
2. Align your material to standards by clicking the **Aligned Standards** tab (not applicable to Curricular Units)

Click the **+** sign to see the lower levels of a standard. Check the standards you want to align to the material. To select all of the standards related to a higher-level standard, click the name of the standard to the right of the checkbox.

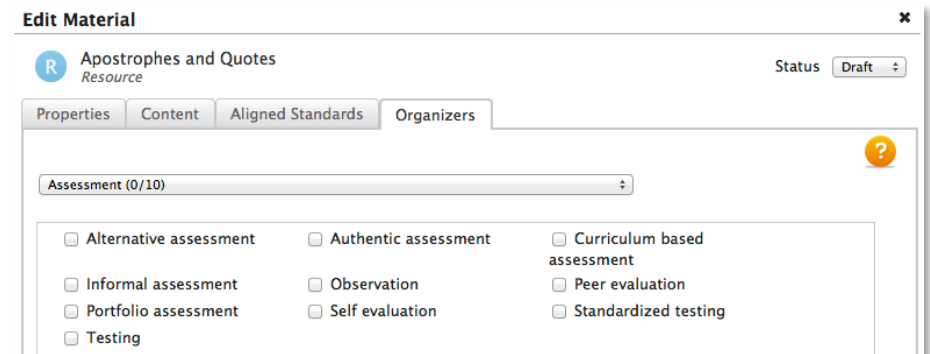
3. Link related materials by clicking the **Linked Materials** tab (not applicable to all materials)

Note that you can only link to materials that have already been created. Use the menu to select the type of material

you wish to link. Use the subject, grade, and keyword filters to locate a desired material. Click **Search** to see a filtered list of materials.



4. Click the **Organizers** tab to tag the material with organizers, which help other users find the material



Use the menu to select the category of organizers, then check the organizers you want to use. Select organizers from multiple categories.

5. Select **Active** from the Status menu in the upper right of the **Edit Material** window
6. Click **Save**