

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

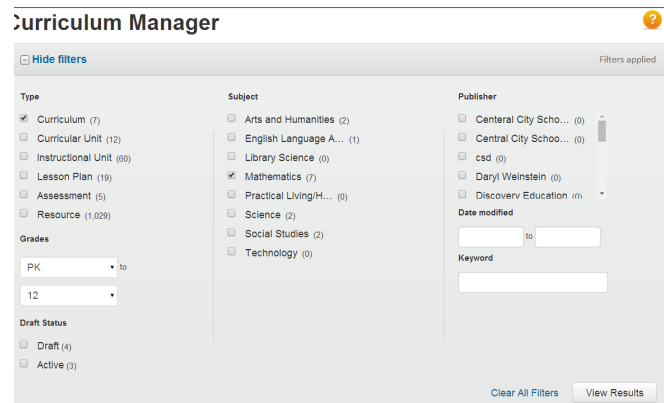
Schoolnet: Curriculum Manager Editing, Copying, and Deleting Materials

Audience Roles: Leadership, Staff with Materials Approver

Locate and edit materials—such as curriculum and 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



The screenshot shows the 'Curriculum Manager' filter interface. It includes sections for 'Type', 'Subject', 'Publisher', 'Grades', and 'Draft Status'. The 'Type' section has 'Curriculum (7)' selected. The 'Subject' section has 'Mathematics (7)' selected. The 'Publisher' section has 'Discovery Education (0)' selected. The 'Grades' section shows 'PK' to '12'. The 'Draft Status' section has 'Draft (4)' and 'Active (3)' options. At the bottom, there are 'Clear All Filters' and 'View Results' buttons.

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

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. Check the box next to two or more materials in the list of district materials
 2. Click **Edit**
- The **Edit Material** window appears, with the **Properties** tab open. Make changes to any of the fields on this tab to apply these changes to all the selected materials.
3. Click **Save** once you have made all your changes

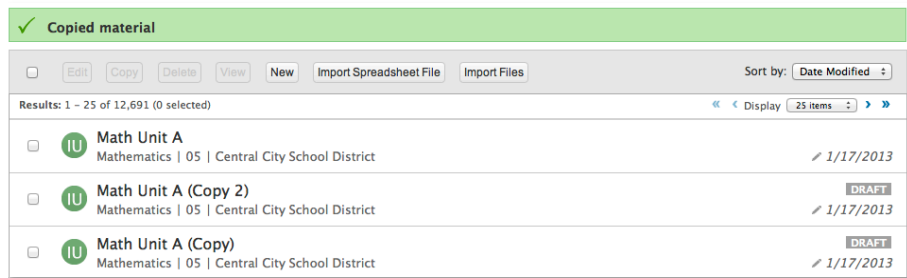
Copying Materials

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Use the copy feature if you want to create multiple shells quickly or 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**

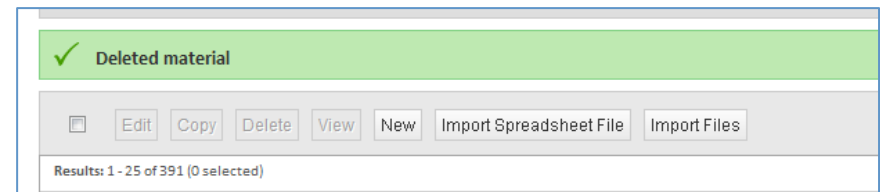
The copied materials will have the same name as the original, with the addition of the word **(Copy)** at the end. Additional copies will have an additional **(Copy)**.



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

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.



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.

Deleting Materials