

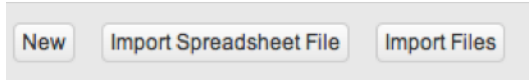
# Schoolnet: Curriculum Manager - Importing Files Quick Reference Card

## Schoolnet: Curriculum Manager – Importing Files

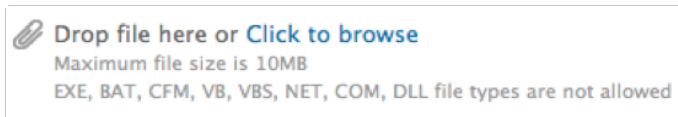
Audience Roles: Leadership, Staff with Materials Approver

Follow the steps below to import files to the materials bank:

1. Roll your cursor over **Classrooms** and click **Curriculum Manager**
2. Below the filters click **Import Files** on the menu bar above the list of materials



3. When the **Select File Properties** window appears, select the type of material you want to import
4. Select the **Grade** range and **Subject** for the files you want to import
5. Click **Next**
6. Select **Click to browse**



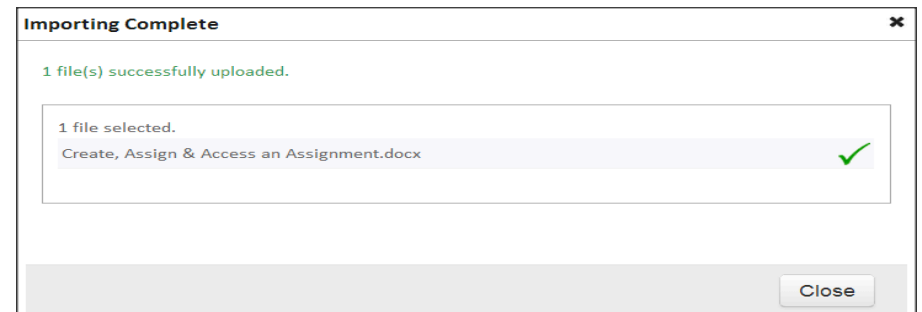
Note: The maximum file size you can upload may vary by site, but will not exceed 30MB. The window also displays a list of file types that are not supported.

7. Locate and select the file(s) you want to import then click **Import**

The **Importing Files** window displays the progress of the files you selected to import. As the files finish uploading, a green checkmark appears next to each file name to indicate when they have uploaded successfully.

Note: During the upload process, the system performs a file-by-file validation check. Files without errors are uploaded and added to the list of materials. Files that cannot be validated are not imported.

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.



8. Once you have uploaded the files successfully, click **Close**

The materials you created appear at the top of the materials list in the DRAFT stage. All materials will import with the pre-defined selections you made and the same name as the file you uploaded.

To complete the materials you uploaded, click **Edit** to:

- Complete the **Properties** tab
- **Align Standards**
- **Link Materials**
- **Assign Organizers**
- Select **Active** from the Status menu

Note: Edit the Properties tab of several materials at one time by checking the box next to multiple materials and clicking **Edit**.