



Collaborative Learning Inc.

Curriculum Mapper[®]

User Manual

Version 2.0

Title

Curriculum Mapper

User Manual

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Preface

Welcome

Thank you for purchasing Instruction Planner™ of Collaborative Learning Inc.™ This manual contains instructions for setting up and using your new web-based productivity program.

Tip • It is important to remember that after logging in to Instruction Planner™ one is no longer browsing the Internet, but interacting with software located online. For this reason, it is imperative to use the navigation tools of *Instruction Planner*, not the Internet Explorer or Firefox, or other browser toolbars.

Collaborative Learning

Collaborative Learning Inc., founded in 1999, is the leading company in productivity software enabling schools to plan, monitor, and analyze instruction and curriculum with targets, benchmarks, and standards.

From our roots in curriculum mapping (Curriculum Mapper) to the July 2009 release of the “next generation,” Curriculum Improvement Studio – an integrated suite of programs – we remain dedicated to outcomes-based planning of instruction, the refinement and publishing of curricula, and the analyzing of student performance, all web-based, in real-time.

Used by thousands of schools and over one million educators, we guarantee successful implementation for every school, with a team of professional development consultants who are experts in curriculum, mapping, instructional planning, and assessment. They have highly valued academic and real-world classroom experience to work with you to reach your achievement goals.

Research has shown that the variance in student learning is directly related to curriculum and instruction that is aligned, or misaligned, to desired outcomes and standards. We strive to produce programs that provide quality tools necessary to the critical decisions that improve student performance, making schools, teachers, students, and communities more successful.

About this manual

This manual is designed to help you get started using Instruction Planner. It contains the following:

- Customer service information
- Introduction to Instruction Planner
- Detailed directions for setting up the system
- Detailed instructions for creating, revising, and using your plans and sending them to Curriculum Mapper
- Administrative Functions of Instruction Planner

Logging into the System



Part One: First Time Logging In

To log in for the first time:

- 1 Use an approved Internet browser to navigate to the website – login.clihome.com
- 2 **Enter** the User ID (Universal ID) and Password provided. (All passwords are case sensitive)
- 3 Click **Log In**.
- 4 **Enter** primary email address, either school or personal.
- 5 **Change Password**. (Passwords are case sensitive; must be 6-12 characters in length, and include only letters and numbers.)
- 6 **Accept** the terms and agreement when requested.
- 7 Click **Continue**.
- 8 The **Personal Profile Page** will appear.
- 9 Complete the **Personal Profile Page** and **SAVE** the profile
- 10 The **Product Selection Page** will appear

Part Two: Confirmation of Email Address

To confirm your email address:

- 1 A Confirmation Link will be sent from Collaborative Learning to your email address. This is the “Confirmation” step. **Click on the Link** provided *within* the email.
- 2 Clicking this link confirms your email address and you will see a pop-up window notification that your email address is now confirmed. This means that you can now use your email address as your User ID.
- 3 **Close out** of the email once completed.

Tip • Should you not confirm your email within 72 hours, when you attempt to log in to the program, you again will be asked for your email, which will generate a second confirmation email to which you must respond.

Part Three: Ongoing Login Instructions

To log in later:

- 1 Go to www.clihome.com and click on **Login** at the top of the page.
- 2 **Enter** your new User Name (your email address) and new Password (if you changed it).
- 3 Click **Log In**.
- 4 The **Product Selection Page** will appear.
- 5 **Click** on Instruction Planner

Tip • Keep in mind:

- **For future logins, the Universal ID or primary email may serve as the user name**
 - **Confirmation of the email address must occur in order to use your email.**
 - **Until confirmation occurs, the User ID (Universal ID) may be used.**
-

Creating Your Profile

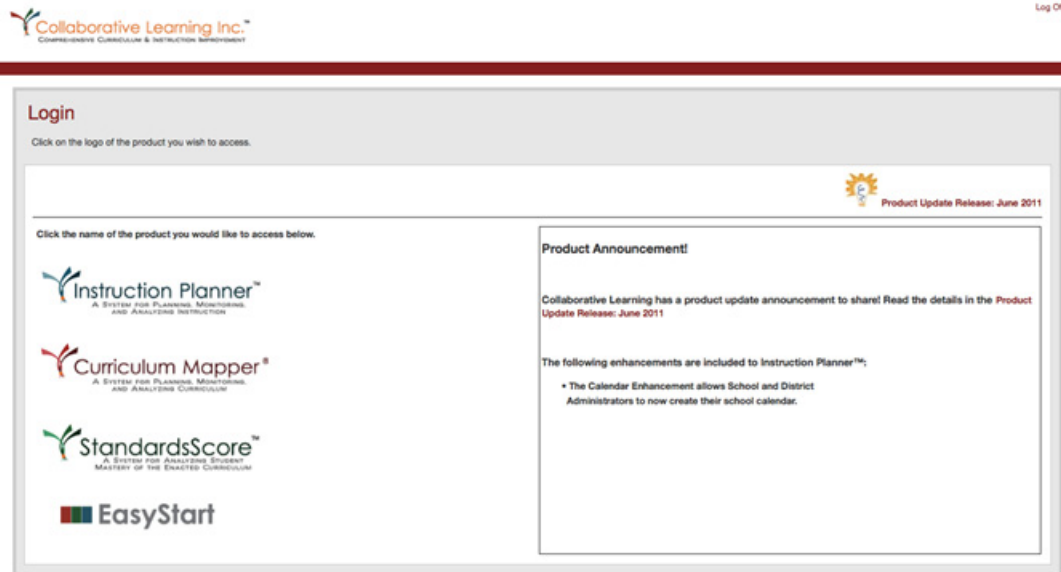
Users have the ability to provide information that will customize their program and help Collaborative Learning communicate information relevant to their grade, subject or interest.

Your Profile may be accessed from any page by clicking on **My Account**.

Preface


Select Instruction Planner to Begin...

Select Instruction Planner to Begin...



Getting assistance

Collaborative Learning Inc. is committed to assisting our customers. The Help system is simple. The system is designed to provide you a variety of tools for finding answers to your questions using a variety of resources:

- Call: 800.318.4555 and speak with an Account Manager
- Email: support@clihome.com
- Call our Tech Support Hotline at 630.282.1646 – we are available from 8 am to 9 pm Eastern time
- Contact your Sales associate
- Grab a variety of resources from our online help indicated by a  on most pages
- Download complete manuals and Quick Guides from our Resource and Help menus.

Conventions

Some or all of the following conventions appear in this guide:

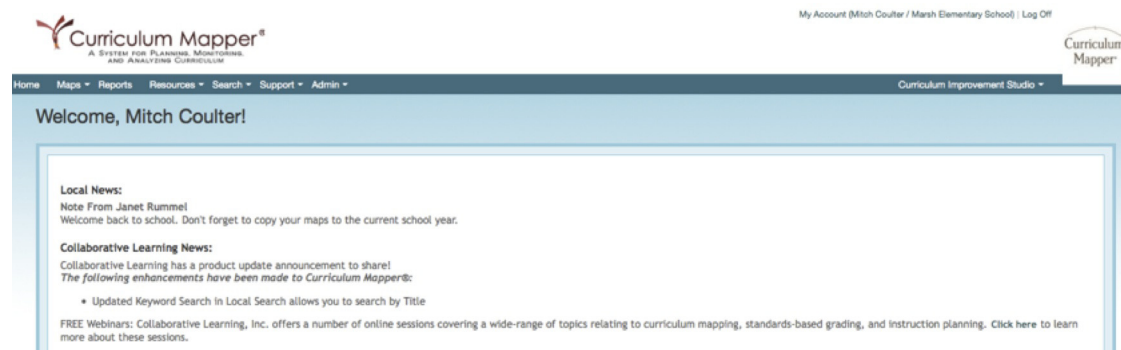
Symbol or Type Style	Represents	Example
Bold	a new term	...called a source object .
<i>Alternate color</i>	(online only) hotlinked cross-references to other sections in this guide; if you are viewing this guide online in PDF format, you can click the cross-reference to jump directly to its location	...see <i>Chapter 3, Data Migration</i> .
<i>Italic</i>	words that are emphasized	...the entry <i>after</i> the current entry...
	the titles of other documents	<i>PLATINUM General Facilities Reference Guide</i>
	syntax variables	<i>COPY filename</i>
Monospace	directories, file names, command names, computer code	&HIGHVL\$RCLIB
	computer screen text, system responses, command line commands	Copy file? Y/N
Monospace bold	what a user types	...enter RUN APP.EXE in the Application field
▶	choosing a command from a cascading menu	File ▶ Import ▶ Object
Highlighted Screen Text	used to callout screen text on character-based screen captures. (When viewed online, the screen text will be blue.)	Dataset... Product... Pamlib...

Curriculum Mapper® User Manual

Step-by-Step to Get Started:

Step	Description
1	Creating A Curriculum Map
2	Editing Curriculum Maps
3	Printing or Viewing Maps
4	School and District Map

Welcome To Curriculum Mapper



Step 1: Creating Curriculum Maps

Adding New Maps

The content taught, the skills students learned, and the assessments used to determine mastery of the skills should all be entered within blocks under the headings of Content, Skills, and Assessment. Blocks are used to segment instruction, identify areas of emphasis, or place

instruction within a specific timeframe. Data can be placed within one block or any number of blocks, depending on preference. Blocks can be named for easy reference. For example, a unit on the American Revolution might have one block on **Causes**, another on **Events**, and another on **Effects**. In Language Arts, blocks can be used to separate **Reading, Writing, Listening, and Speaking**. Blocks simply help organize thinking and teaching.

Thought must be given to the outline structure. Assessments are typically grouped to match the skills being assessed. The optional 4th and 5th columns may also need to be formatted in order to align information for consistency and readability.

Note • Refer to The **Tool Bar in Edit Mode** for a visual representation of tool bar functionality when editing a block.

To add new maps:

- 1 Under the **Maps** tab, select **My Maps**.

- 2 Click **Add New Map** link on right.

Add New Map | Copy Map | Help

- 3 Select **course, month, and year**. Click **OK**.

A screenshot of a form used to add a new map. The form has three dropdown menus: 'Course' with 'Chemistry' selected, 'Month' with 'August' selected, and 'Year' with '2011-2012' selected. At the bottom right of the form are two buttons: 'Cancel Or' and 'Ok'.

- 4 The school name, teacher, e-mail, course #, and grade level will be listed under the course name of the map. The month created will appear below.
- 5 Click **Add New Block** on the right to begin entering map data.

A screenshot of the map editing interface. At the top, there is a 'Show Icon' dropdown menu and a '+Add New Block' button. Below this, there are 'Edit | Hide | Delete' options. At the bottom, there is a table with a header 'Assessment'.

- 6 Click on **Edit** at the top of the new Block.

- 7 Each month of a curriculum map will contain at least one block. A block with a **green** perimeter is in *active* Edit mode.
- 8 Title the block, if desired. (Such as “Reading” or “Events” mentioned above.)
- 9 Enter information into desired columns.
- 10 Click **Save and Close** to exit block.
- 11 Click **Back to Maps List** to return to listing of personal maps or click **Change Map** to use dropdown list to select Course, Month, and Year of another map.

Note • Click **Save** often to prevent data loss.

Important Considerations

Guidelines for writing Content, Skills, and Assessments:

Content	Skills	Assessment
<ul style="list-style-type: none"> – Express as descriptive nouns or noun phrases – Write in phrases rather than sentences – Avoid use of chapter headings, page numbers, acronyms, and abbreviations – Use enough detail to inform others; yet limit to two outline levels 	<ul style="list-style-type: none"> – Express as seeable and measurable verbs (Bloom’s Taxonomy) – Use precise and exhibit active demonstrations of learning – Focus on the skills students learn rather than activities – Write in the language of skills, not a restatement of the standards 	<ul style="list-style-type: none"> – Express as defined nouns that clearly describe the assessment tool: product or performance – Write in measurable and recordable terms – Include the tools used to provide evidence of learning – Format to match skills

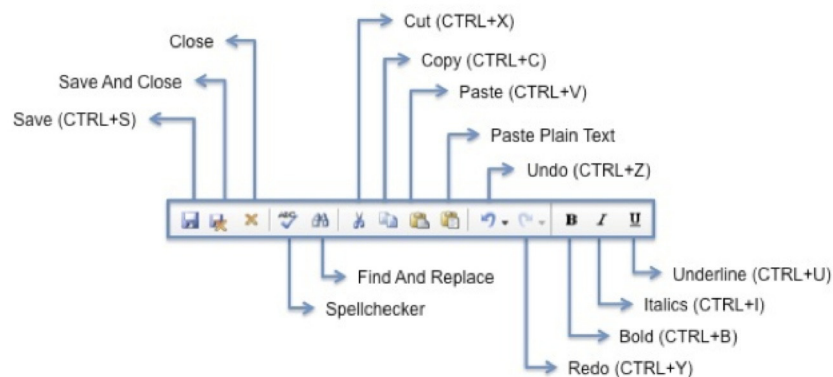
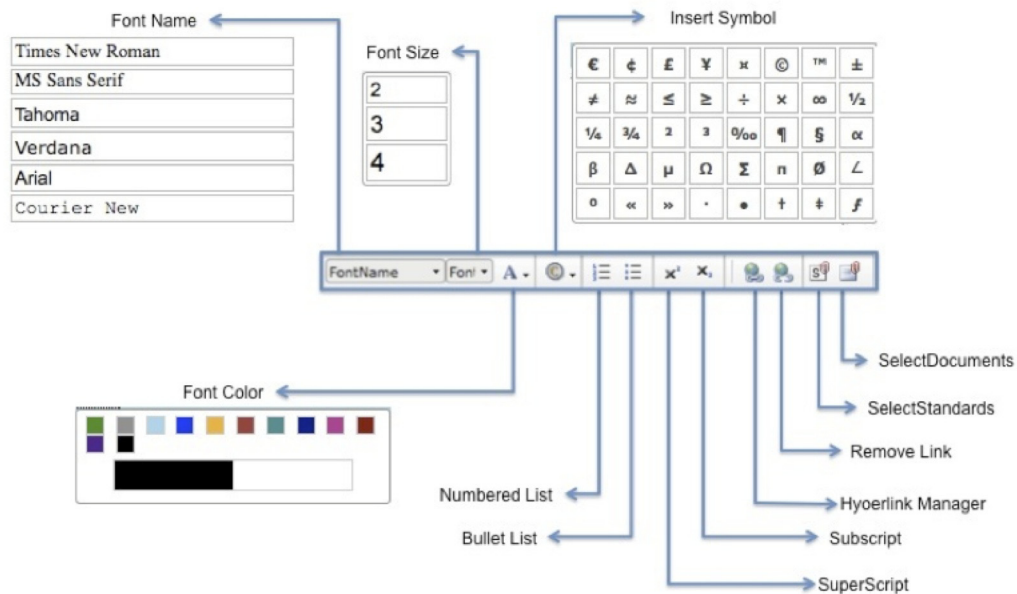


Figure 1-1 • Tool Bar in Edit Mode



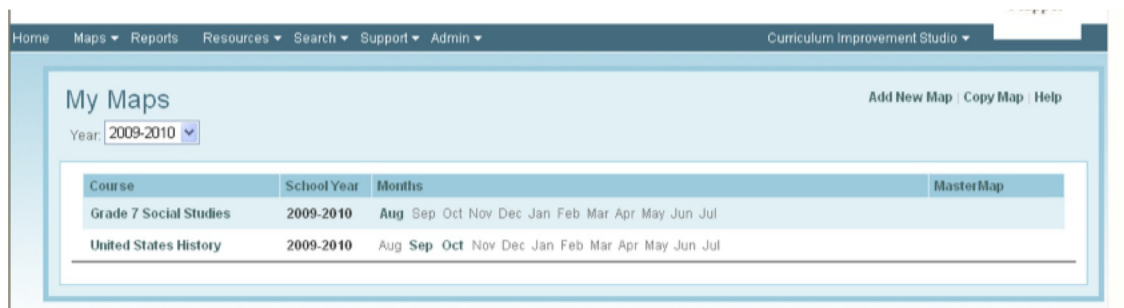
Step 2: Editing Curriculum Maps

Editing Maps

Often when a new year begins a Master Map will need to be edited. Maps copied from year to year will also naturally need to be adjusted to reflect changes in curriculum requirements or student need. This will become increasingly important with the adoption of the Common Core State Standards and adjustments being made by the state and federal government requirements. The next few years will require more than just individual adjustments. Rather multiple grade level adjustments will be made as the Common Core are implemented into our schools.

To edit maps:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the **month** name to edit (example below, “Aug” in Grade 7 Social Studies).



- 3 The screen will refresh and display data in the current month, by block.
- 4 Click **Edit** to add information to desired block. A block with a **green** perimeter is in *active* Edit mode.
- 5 Click **Add New Block** on right for additional blocks. Title the block, if desired.
- 6 Click **Save and Close** to exit block.

Copying Maps

This feature will be very helpful in the coming months as the Common Core State Standards are beginning to be implemented in the schools. As teachers need to shift units around in their school year and from grade level to grade level, copying maps will become even more important.

A teacher's own maps can be copied from one class or year to another class or year.

To copy personal maps:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click on the **month** of the map to copy.
- 3 Click **Copy Map** link on right.
- 4 Choose the **Course, Year, and Month**; click **OK**.

Teachers may copy maps from another teacher or Master Maps, if permission is given by the District or School Coordinator.

To copy maps from another teacher or Master Maps:


- 1 Under the Maps tab, select **My Maps**.
- 2 Click **Copy Map** link on right.
- 3 Choose the **School Display Options, School** and **Year** from the drop down menus.
- 4 Click on the **Course name** to be copied.
- 5 To copy one **month** at a time, click **Add This Month Map**. Choose the **Course, Year** and **Month** to which the month will be copied. Click **OK**.
- 6 To copy all months, click **Add All Months**. Choose the **Course** and **Year**; click **OK**.
- 7 The copied map(s) will appear in the **My Maps** list of Courses.

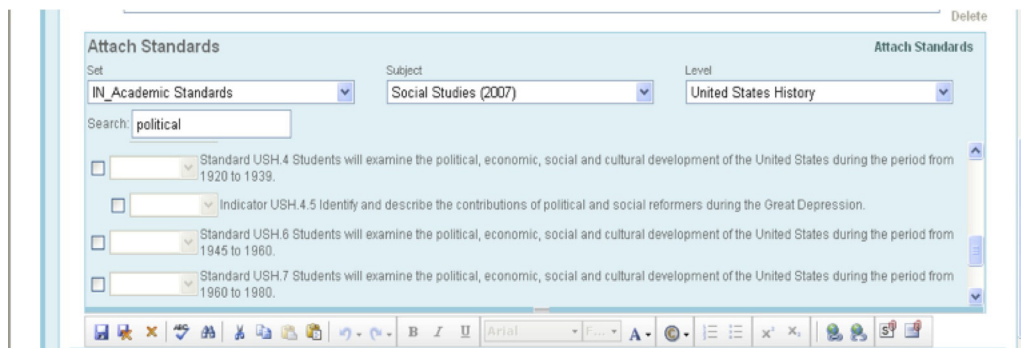
Inserting Standards

The goal of standards is to set priorities on what students need to know and be able to do. Maps should be developed with the standards in mind. Standards from multiple grade levels and/or subject areas can be added to any block. Standards can be attached to the Content, Skills, and/or Assessment Column.

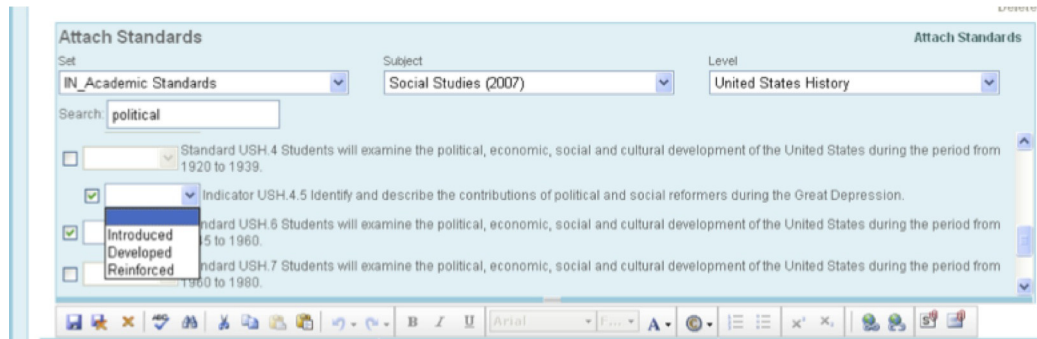
Standards can be attached to every Content or Skill statement, or can be attached to the last statement in a series, in which case it can be assumed that the standard is associated with all Content or Skills statements above. Standards are inserted directly into curriculum maps through the **Edit** mode of a map. The level of the Standards (introduced, *developed*, or *reinforced*) may be indicated if desired.



To insert standards:

- 1 Click **Edit** for the block in which standards will be entered.
- 2 Place cursor  where the standard is to be attached.
- 3 Click **Select Standards**.
- 4 Select the **Set, Subject, and Level** from the dropdown menus.
- 5 Use **Search** to isolate standards containing a word or word part (example below, “political”).



- 6 Place a check in the box(es) next to the desired standard(s).
- 7 From the dropdown menu to the right of the box, select Introduced, Developed, or Reinforced to qualify the Level at which each standard currently lies on the path towards mastery.
- 8 Repeat steps 5-7 until all desired standards are selected.



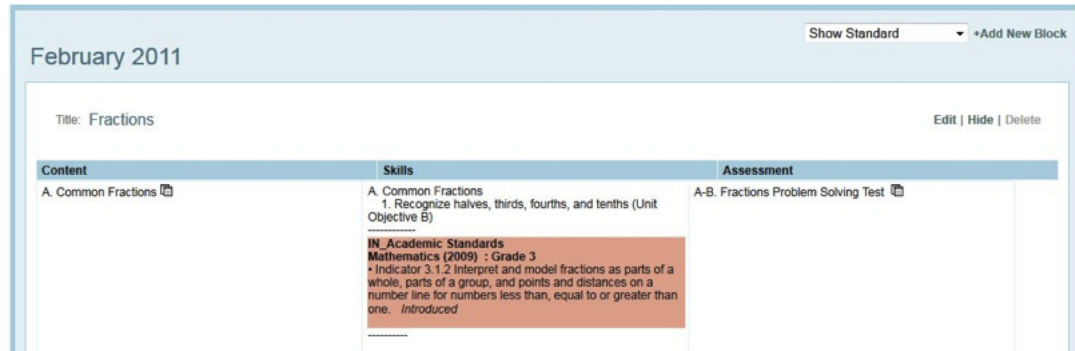
- 9 Click **Attach Standards**. The **Standards icon**  assigned to this set of standards will be placed in the map where the cursor was flashing.
- 10 Click **Select Standards**  to close the Attach Standards window. **Save** the map.

Note • Clicking on a **Standards icon**  when viewing a map will show the attached **Standard number, Description, Level and the Section of the Standard if available.**

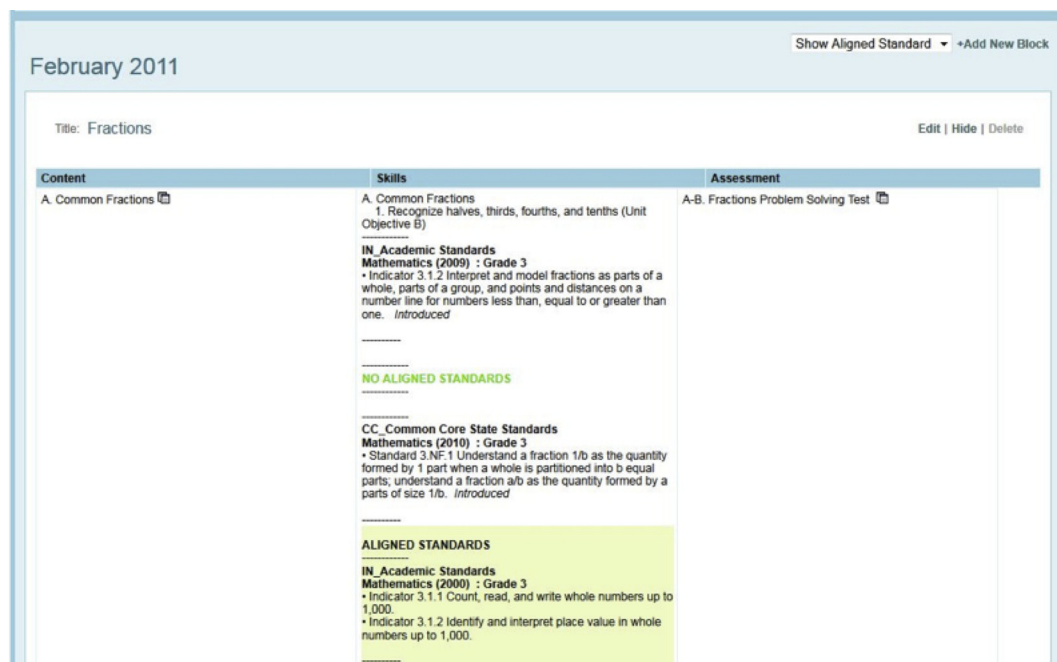
IN_Academic Standards					
Subject: Mathematics (2009)					
Level: Grade 3					
Standard	Description	Level	Section	Average	Trend
Indicator 3.1.2	Interpret and model fractions as parts of a whole, parts of a group, and points and distances on a number line for numbers less than, equal to or greater than one.	Introduced	Grade 3 Math-Period 2 (Mrs. Ramirez Period 2 Math)	3.16	2.57
Performance data drawn from entire school year.					

Note • For customers who have purchased StandardsScore as well you will note that you can see your class **Average** and **Trend** for this benchmark as well.


When viewing any map from My Maps, School Maps or Global Search Maps, choosing **Show Standard**, the text of all standards associated with the standards icons will appear in the block.





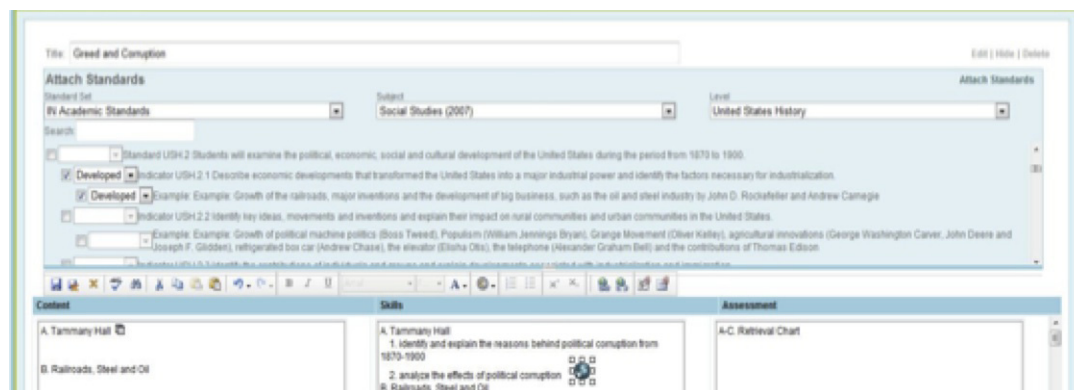
Selecting, **Show Aligned Standards**, the text of sets of standards aligned in the Standards Alignment and Management System (SAMS) and attached to a map can be viewed.



To edit Standards:

- 1 Click **Edit** for the block in which standards will be edited.
- 2 Click the **Standards Icon** to highlight.  Eight white boxes will surround the icon.
- 3 Click **Select Standards**.
- 4 Locate the standard(s) to be added or deleted. Currently attached standards will have a checkmark in the box before the Standard.


- 5 Place a check in the box(es) to **add** desired standard(s).
- 6 Remove the a check in the box(es) to **remove** the desired standard(s).
- 7 From the dropdown menu to the right of the box, select **Introduced**, **Developed**, or **Reinforced** to qualify where each standard currently lies on path towards mastery.
- 8 Repeat steps 4-7 until all desired standards are selected.
- 9 Click **Attach Standards**. The **Standards Icon**  will now contain the most recently selected standards.
- 10 Click **Select Standards**  to close the Attach Standards window.
- 11 **Save** the map.

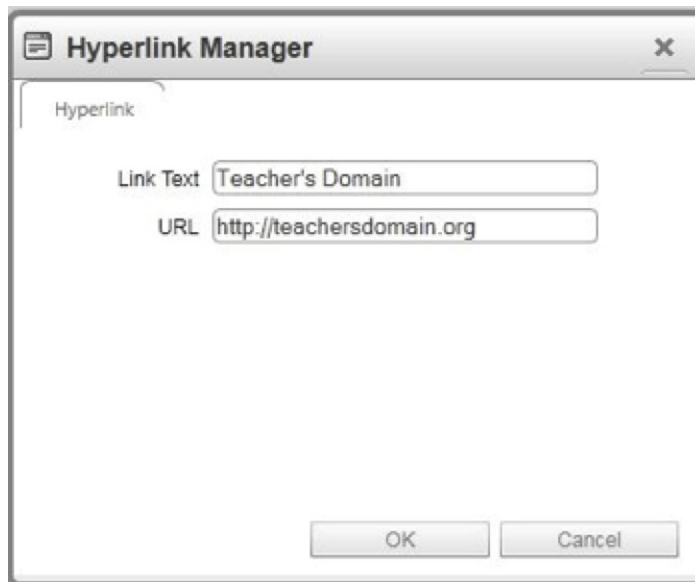



Adding Hyperlinks

Hyperlinks are an excellent way to share with other teachers/administrators websites utilized with students, or accessed while planning instruction. This sharing often leads to other teachers using the same websites, as well as searching for and adding websites of their own.

To add Hyperlinks:

- 1 Click **Hyperlink Manager**. 
- 2 In the Hyperlink Manager window, type or paste the URL of the desired website.
Example: <http://www.si.edu>
- 3 In the **Link Text** box, type in the word or words to be associated with this link in the map. Text highlighted before clicking **Hyperlink Manager** will appear in the **Link Text** line.
- 4 In the **Target** dropdown, select how the new website should open.
- 5 Click **OK**.

6 Save.**To remove Hyperlinks:**


- 1 Highlight the hyperlinked text.
- 2 Click **Remove Link**. 
- 3 The text remains but the link to the website has been removed.
- 4 Save.

Uploading Documents to a Curriculum Map

Documents must be uploaded to Collaborative Learning™ before they can be attached to a Map.

Documents, images, and other types of files can be attached to maps in any column, making them useful as a repository for items used to teach, reinforce, or assess. Inserting documents help to provide explicit criteria on assessments such as projects, labs, writing rubrics, formative assessments, and much more. Resources such as videos, a PowerPoint, or multi-media presentations can become a part of a curriculum map, providing easy access to teaching materials as well as a wealth of information for teachers new to the school/district.


To upload and attach new documents when creating or editing a map:

- 1 Click on the **Month** of a Map.
- 2 Click **Edit**
- 3 Click **Select Documents**.  Follow steps 2-6 to upload files to the Document Library, and steps 7-8 to attach to the map.

- Click **Upload** to add a new file to the Document Library.

Title	Date Added	Category	Access Level
Report Samples	2-10-11	Instructional Resource	View Attach

- Click **Browse** to locate the file.
- Choose **Share Option**. (Remember: **Global Access** is free storage space but will allow all Curriculum Mapper users to see and download the documents with a Global document or map search. Guest access is available only where Districts or Schools allow persons without Mapper accounts to view maps.)

- Enter Document Title and Description, and select **Category**, **File Type**, and **Library**.
- Click **Add File**.
- Click in the location on the map where the document is to be attached. Documents will be attached where the cursor has been placed.
- Click **Attach**  to attach the desired document.
- To close the Document section, click **Select Documents**.
- Save** the Map.

To attaching documents from a Document Library:

- 1 Click **Edit Block**.
- 2 Click on the location where the document will be attached.
- 3 Click the **Select Document** icon.
- 4 Choose documents from the Personal Library, School Library, or District Library
- 5 Check all documents to be attached.
- 6 Click the **Attach Documents**.
- 7 To close the Document section, click **Select Documents**.
- 8 **Save** the Map.

To delete attached documents :

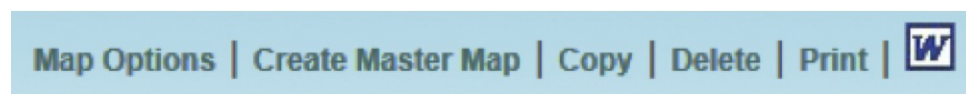
- 1 Click on the line above the document icon.
- 2 Click on the Select Documents icon.
- 3 Uncheck the document or documents
- 4 To close the Document section, click **Select Documents**.
- 5 **Save** the Map.


Step 3: Printing or Viewing Maps


Printing or Viewing One Month of Your Maps

The web page view of personal maps may be printed for one or all months. Maps may also be exported to Microsoft Word for printing.

To print or view one month of your map:




- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the month name.
- 3 If desired, select **Show Standards** from the **Show Icon** dropdown to display the text of the standards in the map in place of the standards icon. Displaying the standards will increase the length of the document.
- 4 In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
- 5 Click **Print**  for the web page view.

- 6 To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
- 7 Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
- 8 Select **Print** within Microsoft Word to print the map.

To print or view all months of your map:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the course name. The map will appear in a popup window; maximize the window.
- 3 If desired, select **Show Standards** from the **Show Icon** dropdown to display the text of the standards in the map in place of the standards icon. Displaying the standards will increase the length of the document.
- 4 In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
- 5 Click **Print** for the web page view.

To print, view and save your map as a Word document:

- 1 To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
- 2 Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
- 3 Select **Print** within Microsoft Word to print the map.
- 4 Click Close to return to **My Maps**.

Note • If the vertical lines separating columns do not print, a browser setting may need to be changed. In Internet Explorer, select **Tools** ► **Internet Options**, and click the **Advanced** tab. Scroll to locate the **Printing** choice and click the box next to **Print Background Colors and Images**. Many schools have security settings and this feature in Internet Explorer may be disabled.

Step 4: Printing or Viewing School or District Maps

The **School Maps** page shows every curriculum map from every course and teacher in the school the user originates as well as providing the user access to the maps of all schools in the district or cluster associated with the school of the user. **School Maps** allows for transparency in the curriculum. Any teacher or administrator has access to the curriculum map data for any class.

To print or view school or district maps:

- 1 Under the **Maps** tab, select **School Maps**.
- 2 To view the curriculum map for a particular course and teacher, click the **Course** name.
- 3 Maps can be sorted on this page by clicking on a column heading.
- 4 Switch between schools in the district by choosing the desired school in the dropdown list at the top of the page.
- 5 To view or print, follow the steps above for printing and viewing all months of a your own personal maps.

Resources

Working with Document Library

Attachments placed in the Document Library may be shared in a variety of ways. Each share option allows for different levels of sharing Documents. Each School is given 1 GB storage space for documents. If a document is shared at the Global Access Level, the storage space for that document is not included in the total for the school, it is free storage space.

Sharing Level Outline:

School Access

None: Shared to no one, private to the teacher

Teachers: Shared only with teachers in the school

District Access

Teachers and Guests: Shared with teachers and any guest who have access to maps

Teachers: Shared only with teachers across the District

Global Access

Teachers and Guests: Shared with anyone who has access to Curriculum Mapper and may be found in a Global search

Teachers: Shared with any teacher or administrator who has access to Curriculum Mapper and may be found in a Global search

Add New File

Share Options

<p>Global Access (Includes District and School)</p> <p><input type="radio"/> Teachers & Guests</p> <p><input checked="" type="radio"/> Teachers</p>	<p>District Access (Includes School)</p> <p><input type="radio"/> Teachers & Guests</p> <p><input type="radio"/> Teachers</p>	<p>School Access</p> <p><input type="radio"/> Teachers</p> <p><input type="radio"/> None</p>
---	---	--

Document Title [Leave Blank to insert file title]

* Document Description

Category

File Type

Library

* - Required Field

Editing Your Document Library

Both folders and files may be added or deleted. If there are a number of files to be uploaded, it is a good idea to create folders for organization.

Document Library My Available Private Space: 999.787 MB

+Add New File +Add New Folder	Attachment Category	Upload Date	Share Options
Report Samples	Instructional Resource	02-10-11 08:52 AM	Global Edit Delete
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">📁</div> Assessments </div> <div style="display: flex; align-items: center; margin-left: 10px;"> +Add New File +Add New Subfolder Edit Hide </div>			
PROBLEMSOLVTE.ST.docx	Assessment	01-11-10 10:38 AM	Global Edit Delete
CRTE.ST.docx	Assessment	01-11-10 10:40 AM	Global Edit Delete
ADDSUBFRACTIONSTEST.docx	Assessment	01-11-10 10:41 AM	Global Edit Delete

Adding a New Folder or Subfolder

To add a folder to the Document Library main organizational structure:

- 1 Under the **Resources** tab, select **Document Library**.
- 2 Click on **Add New Folder**
- 3 Name the **Folder** with a unique name.
- 4 Click on **Add Folder**

To add a subfolder to an existing folder in the Document Library:

- 1 Click on **Add New Subfolder**
- 2 Name the **Subfolder**
- 3 Click on **Add Subfolder**

To uploading documents to the Document Library:

- 1 Go to **Resources** and **Document Library**
- 2 Click **Add New File** across from the folder name
- 3 In the box that opens, click **Browse** to locate the file.
- 4 Choose **Share Option**. (Remember: *Global Access is free space.*)
- 5 Enter Document Title and Description, and select **Category**, **File Type**, and **Library**.
- 6 Click **Add File**.
- 7 The file will appear in the list of documents.

View/Print Standards

Teachers can view and print selected Standards in a complete Standard Sets, Subjects and Levels without accessing their maps.

To view or print Standards:

- 1 Click **Resources** and then **Search/Print Standards**.
- 2 Choose the **Standard Set**.
- 3 Check **Subject** and **Level** desired for viewing and printing.
- 4 Type a word or words in the search box to narrow the focus of the search to only the standards that relate to a particular concept, topic, and/or skill.
- 5 Click **Run Report**.
- 6 To print the report click **Print**. The report will show every standard for the standard set, subjects, and levels selected.

View/Print Standards 

Select your view in each category:

Standard Set
CC_Common_Core_State_Standards

Subject
 English Language Arts (2010)
 Mathematics (2010)

Level
 Grade 2
 Grade 2 Introduction
 Grade 3
 Grade 3 Introduction
 Grade 4

Search
fractions

Run Report

Links

Curriculum Mapper™ has a customizable page for schools to list important web links. By default, several national links and your state standards link are shown on this page. Please note: Collaborative Learning Inc™ is not affiliated with the entities represented on this page and receives no compensation of any kind for providing the links.

Add District and School Links to Websites

Add Link

*URL

*Name

Description

* - Required Field

Cancel Or

District Administrators and School Coordinators can add links to the teacher’s page.

District Links

Curriculum 21 Mapping the Global Classroom of the Future
Resources and ideas for the 21st Century education of our children. The building this will take place in and the intelligent use of technological resources.
Teacher's Domain
This site is sponsored by PBS. Registration is required, but there is no fee for this service.

School Links

American Libraries
Free resources for teaching and learning.

To add links to a teacher's page:

- 1 Click **Links** under the **Resources** menu item
- 2 Click on **+Add Link**
- 3 Enter the URL, name and description of the link to be added.
- 4 Click **Add Link**

To edit an existing link:

- ▶ Click **Edit** to update an existing link.

To remove a link:

- ▶ Click **Delete** to remove a link from the list.

Note • All hyperlinks must begin with *http://* for them to work

To access links from a Teacher Account:

- 1 Under the **Resources** tab, select **Links**.
- 2 To access the web resource, click on the **Title** of the Link.

Search

Locally Searching Maps

The **Local Search** function searches subscribing schools within the school or district according to particular criteria entered by the users. Sharing information among teachers in a school or within a district will assist all staff in being more productive and informed about the teaching and learning.

Note • This is the same report as you can generate from the “Keyword Search” in the Reports area of the program.

How do I search school or district maps? Print

Keyword Search: Search In: Title Content Skills Assessment

Show Only Maps That Match Keyword Search - If this box is unchecked, it will find all maps for the selected criteria and highlight maps that have the "keyword" term.

Select your view in each category:
Check appropriate boxes to narrow your search.

Map Type: (Check All) Dairy Maps Master Maps

Month: September October November December January

Years: (Check All) 2010-2011 2009-2010 2008-2009 2007-2008


School: (Check All) Adams Elementary CU District Office Cooper Hill Middle School Jackson Creek Middle

Subject: (Check All) Alternative Academic Program Applied Technology - other than computers Art Business Education

Grade Level: (Check All) Pre-K Kindergarten 1 2

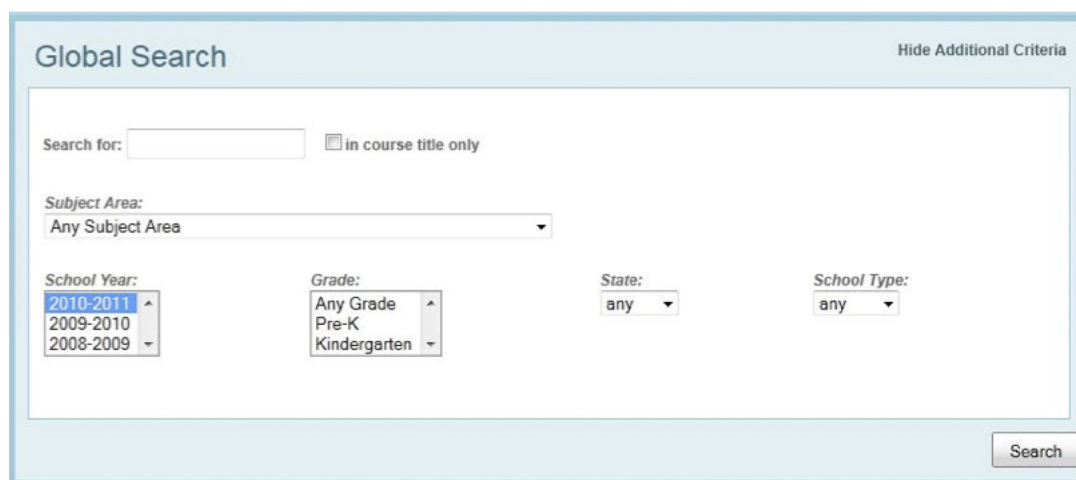
To perform a Local Search:

- 1 Under the **Search** tab, select **Local Search**.
- 2 A **Keyword Search** term can be entered.
- 3 NOTE: Use a wildcard search to search for maps that contain various forms of a term. For example, **estimat*** will return **estimate, estimated, estimation, etc.**
- 4 Check the **Search in:** options to search only course titles.
- 5 Check the columns of the map to include in the search.
- 6 Click on **Show Only Maps That Match Keyword Search** to show only those containing the keyword.
- 7 **Select your view in each category** (Map Type, Month, Years, School Subject, and Grade Level) to further narrow your search.
- 8 Click **Search**.

- 9 The **Map Search Results** displays all courses that match the search criteria.
- 10 The month column identifies which map(s) are available for each course. To view a map click on an underlined month. These maps contain the search term displayed in **bold, red** type.
- 11 Check the boxes to include maps in the comparison.
- 12 Check the column(s) to be displayed.
- 13 Click **Compare**. Results will open in a new window.
- 14 The term entered in the Search will be displayed in **bold, red** type.
- 15 A second term to analyze can be entered in the highlight text box. Click **Highlight**; that term will be highlighted in yellow within the results.
- 16 These reports can be printed or converted to a Microsoft Word document for viewing or printing. Click on and follow the computer prompts.
- 17 To view a chart of the results click on **Create Chart Results**.
- 18 To print the results click on **Print**  **Print** .

Globally Searching Maps

The **Global Search** function searches all subscribing schools of *Curriculum Mapper®* according to particular criteria entered by the users. *Curriculum Mapper®* houses a wealth of curriculum data and resources that teachers share with other teachers. We teach our students, beginning in Kindergarten, the importance of sharing. As professional educators, sharing should be our mantra as well. Teaching is a rewarding but challenging profession and the more we can do to assist each other, the more productive our profession.



The screenshot shows the 'Global Search' interface. At the top right, there is a link 'Hide Additional Criteria'. Below this is a search box with the text 'Search for:' and a checkbox labeled 'in course title only'. Underneath the search box is a 'Subject Area' dropdown menu currently set to 'Any Subject Area'. Below the subject area are four dropdown menus: 'School Year' (with options 2010-2011, 2009-2010, 2008-2009), 'Grade' (with options Any Grade, Pre-K, Kindergarten), 'State' (with option any), and 'School Type' (with option any). A 'Search' button is located at the bottom right of the form.

To perform a Global Search:

- 1 Under the **Search** tab, select **Global Search**.

- 2 A **Search for**: term can be entered or a course title can be searched by checking the in course title only checkbox.
- 3 Click on **Show Additional Criteria** to focus the search by **Subject Area, Grade, State and School Type**
- 4 Choose a **Subject Area** from the drop down menu to limit the search.
- 5 Select a **School Year** from the drop down menu. To include multiple years, press the Ctrl key or Mac Command key, then click each year desired.
- 6 To view all the months for a particular course click on the course title.
- 7 To view one month, click on the underlined month.
- 8 Search results will appear in **bold, red** type.

Document Search

Document Search
Hide Additional Criteria

Search for attached documents that contain this word or phrase: Local Search Global Search

Subject Area:
School:

School Year:
Grade:
Category:
File Type:

Your search found 2 maps that meet your criteria

School	Course	Grade	Master	Name	School Year
CLI District Office	Chemistry	10-12		Deichstetter	2010
CLI District Office	Chemistry	10-12		Jackson	2010

<< first < prev 1 next > last >>

To perform a document search:

- 1 Under the **Search** tab, select **Document Search**.
- 2 Select **Local Search** or **Global Search**
- 3 A **Search for attached documents that contain this word or phrase**: term can be entered that is contained in the document title or the body of the document.
- 4 Click on **Show Additional Criteria** to focus the search by **Subject Area, School, School Year, Grade, Category and File Type**. Global Search include **State and School Type**.

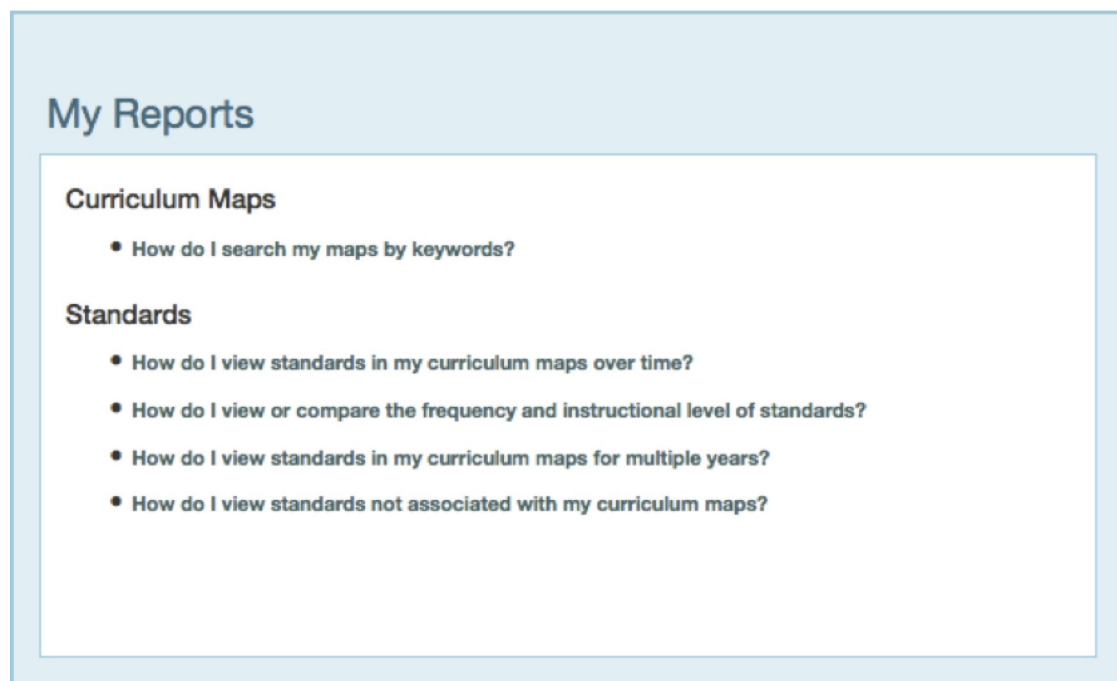
- 5 To search multiple years in the **School Year**, press the Ctrl key or Mac Command key, then click each year desired.
- 6 Click **Search**
- 7 Click on the Title of the map to view the where documents are attached to the map. The icons appear in **red**.
- 8 Click on the icon to **Download the File**.

Reports

The reporting features of Curriculum Mapper provide robust search tools enabling teachers and administrators to discover a total picture of the whole curriculum. From searching for a keyword in maps to analyzing the depth to which standards have been taught, Reports allow teachers and administrators easy access to the information they will require to analyze and refine the curriculum, choose the best practices and make those best practices available for future years.

My Reports

The My Reports section provides those tools for searching a teacher's individual maps.



Curriculum Maps

How do I search maps by keywords?

Curriculum Mapper search by keyword report allows the individual teacher to search their own maps or the maps of others by keyword. Under the **Reports** tab, look under the **My Reports or School Reports** the first area focuses on searching the text of individual Curriculum Maps. Selecting the first option, **How do I search my (school or district) maps by keywords?**, will provide these results.

Keyword Search provides information to:

- Determine when a particular concept or skill is taught.
- Identify concepts or skills that have not been taught or that have been repeated during the year.
- Identify consistent language of state tests throughout the grade level and across the curriculum.
- Determine when skills were assessed.
- Inform instruction related to a particular concept or skill.

To search maps by keywords:

- 1 A **Keyword Search** term can be entered.

Note • Use a wildcard search to search for maps that contain various forms of a term. For example, *estimat** will return *estimate, estimated, estimation, etc.*

- 2 Check the **Search in:** options to search only course titles.
- 3 Check the columns of the map to include in the search.
- 4 Click on **Show Only Maps That Match Keyword Search** to show only those containing the keyword.
- 5 **Select your view in each category** (Map Type, Month, Years, School Subject, and Grade Level) to further narrow your search.
- 6 Click **Search**.
- 7 The **Map Search Results** displays all courses that match the search criteria.
- 8 The month column identifies which map(s) are available for each course. To view a map click on an underlined month. These maps contain the search term displayed in **bold, red** type.
- 9 Check the boxes to include maps in the comparison.
- 10 Check the column(s) to be displayed.
- 11 Click **Compare**. Results will open in a new window.

- 12 The term entered in the Search will be displayed in **bold, red** type.
- 13 A second term to analyze can be entered in the highlight text box. Click **Highlight**; that term will be highlighted in yellow within the results.
- 14 These reports can be printed or converted to a Microsoft Word document for viewing or printing. Click on and follow the computer prompts.
- 15 To view a chart of the results click on **Create Chart Results**.
- 16 To print the results click on **Print**

Standards

How do I view standards in my curriculum maps over time?

- Determine the number of times each month that standards were taught.
- Determine at what level in each case the standard taught. (For example, was it “introduced,” “developed,” “reinforced,” or whether the level was “not specified.”)

Note • The labels for each instructional level may be edited by each district.

- Determine class performance on these standards (for StandardsScore users).

The screenshot displays the Curriculum Mapper search and filter interface. At the top, there are three filter sections: 'Standard Set' with a dropdown menu set to 'CC_Common_Core_State_Standards', 'Subject' with checkboxes for 'English Language Arts (2010)' (checked) and 'Mathematics (2010)', and 'Level' with checkboxes for 'Grade 2 English Language Arts & Literacy in History/Social Studies, Science, & Technical Subjects', 'Grade 3 English Language Arts & Literacy in History/Social Studies, Science, & Technical Subjects' (checked), and 'Grade 4 English Language Arts & Literacy in History/Social Studies'. Below these is a 'Keyword Search [Optional]' field containing the word 'reading'. A 'Search' button is located to the right of the filters.

Below the filters is a table with the following columns: Map, Course, Subject, Grade Level, and School. The table contains three rows of data:

Map	Course	Subject	Grade Level	School
<input type="checkbox"/>	Grade 1 Math	Math	1	CLI District Office
<input type="checkbox"/>	Grade 2 ELA	English Language and Literature	2	CLI District Office
<input type="checkbox"/>	Grade 3 ELA	English Language and Literature	3	CLI District Office

Below the table is a 'Select Standards' button. At the bottom of the interface, there are three checkboxes: 'Show Aligned Standards:' (checked), 'Include Subtopics:' (unchecked), and a 'Show:' dropdown menu set to 'All Standards'. A 'Run Report' button is located at the bottom right.

How do I view or compare the frequency and instructional level of standards?

To view or compare the frequency and instructional level of standards:

- 1 Select the Grade Level
- 2 Click on Select Standards button
- 3 From the pull-down menu, select the standards set, subject and level for the standards to review.
- 4 Check the individual standards for the report, or select a standards level from the drop down box.
- 5 Click “Add/Remove Standards.”
- 6 Click “Run Report.”

How do I view standards in my curriculum maps for multiple years?

How do I view standards not associated with my curriculum maps?

To compare courses:

- 1 Click **Reports**; click **Compare and Search Report**.
- 2 Choose the **Search Criteria** for the report.
- 3 Click **Search**.
- 4 Results will be displayed.
- 5 The month column identifies which month(s) exist for each map.
- 6 Check the boxes to include maps in the comparison.
- 7 Check the column(s) to be displayed.
- 8 Click **Compare**.
- 9 Results will open in a new window.
- 10 Analysis is aided through the use of the **Highlight** feature. Enter a term, click **Highlight**; that term will be highlighted in yellow within the results.
- 11 Click **Close** when finished analyzing.

To Search and Compare by Keyword

- 1 To search by a particular word or words enter keyword(s) in **Keyword Search**.

Note • Use a wildcard search to search for maps that contain various forms of a term. For example, *estimat** will return *estimate, estimated, estimation, etc.*

- 2 Click **Search**.
- 3 Results will be displayed.
- 4 The month column identifies which month(s) exist for each map.
- 5 Check the boxes to include maps in the comparison.
- 6 Check the column(s) to be displayed.
- 7 Click **Compare**.
- 8 Results will open in a new window.
- 9 The term entered in the Search will be displayed in red.
- 10 A second term to analyze can be entered in the highlight text box. Click **Highlight**; that term will be highlighted in yellow within the results.
- 11 These reports can be printed or converted to a Microsoft Word document for viewing or printing. Click on and follow the computer prompts.

Standards and Performance Report

How do I view or compare the frequency and instructional level of standards?

To compare the frequency and instructional level of standards:

- 1 Choose the **School Year, School, and Teacher**.
- 2 The maps associated with the teacher will be listed. Place a checkmark in the box of the map or maps to run the report.
- 3 Click **Select Standards**.
- 4 Choose the **Standard Set, Subject, and Level**.
- 5 To search by a particular word or words enter Keyword(s) in Search.
- 6 Click **Search**.
- 7 Once the standards have loaded, choose **one** of the following:
 - Click the checkbox(es) of the standards to run the report
 - Click **Check All**
 - Choose a **specific level**

- 8 To begin again, check **Clear All**.
- 9 Click **Select Standards**.
- 10 At the bottom of the page click **Run Report**.
- 11 Scroll down to see results.
- 12 The number of times the standard(s) was taught, as well as the month taught, will show in the chart.
- 13 To view the map where the standard(s) was addressed, click on the number under the month and/or the **Total** at the end of the chart. A new window will open showing the standard(s) in bold red. To close the window, click **Close** at the bottom right of the screen.
- 14 To include subtopics in the report, click **Include Subtopics**.
- 15 To remove subtopics, click **Ignore Subtopics**.
- 16 To view a graph of each standard, click on the particular standard under the heading **Topics**.
- 17 To view results of only the standards addressed in the map, click **Show Standards Addressed**.
- 18 To view results of missing standards in the map, click **Show Standards Not Addressed**.
- 19 To compare the occurrences of the standards, check the box in front of the standards.
- 20 Click **Compare**.

Administrative Settings

Manage Courses

Courses may be added by clicking on **Add New Course**. The required fields to identify the course being added are indicated by an **asterisk***. To mark a course as inactive, click on **Edit** and mark the option inactive. Each column may be sorted by clicking on the column title.

Manage Courses						+ Add New Course	
School: CLI District Office							
Course Name	Course Number	Subject Area	Grade Level	Status	Edit	Delete	
English Honors 9	000	English Language and Literature	9	Active	Edit	Delete	
English Honors 9	000	English Language and Literature	9	Active	Edit	Delete	
ELL 1	1000	Other	5-12	Active	Edit	Delete	

Add New Courses

Add New Course

* Course Name

* Course Number

* Grade Level

Pre-K Kindergarten

1 2 3 4 5 6

7 8 9 10 11 12

Subject Area

Subject Area:

Course Description

Textbooks & Material

Prerequisites

Notes

Credit Earned:

College Credit?: Yes No

Course Level(for weighted grades):

Length of Course:

Course is: Active Inactive

Cancel Or

As course offerings are expanded new courses may be added to the course list.

To add new courses:

- 1 Click **Add New Course**
- 2 Enter the course information.
- 3 Required information is indicated with an **asterisk ***
- 4 Click **Add This Course**
- 5 The course will appear in the course list.

Edit Courses

Changes in course names and the status of a course (active or inactive) may be adjusted with the Edit Course function.

To edit courses:

- 1 Click **Edit** to the right of the course name and subject area.
- 2 Enter changes in the course information.
- 3 Required information is indicated with an **asterisk ***
- 4 Click **Save Changes**. The changes will appear in the course list.

Activate or Inactivate Courses

To activate or inactivate courses:

- 1 Click **Edit** to the right of the course name and subject area.
- 2 Scroll to the bottom of the window
- 3 Click the radio button to **Active** or **Inactive**
- 4 Click **Save Changes**. The changes will appear in the course list.

Delete Courses

When a course is no longer in the school roster, the course may be deleted. Deleting a course from the course list does not remove the maps for that course from previous years, but does remove the ability for a teacher to select that course for creating curriculum maps.

To delete courses:

- 1 Click **Delete** to the right of the course name and subject area.
- 2 Click on **Delete** when prompted **“Are you sure you want to delete this course?”**
- 3 Click **Cancel** to return to the **Manage Courses** page.
- 4 The changes will appear in the course list.

School Statistics

School Mapping Progress

School Mapping Progress provides information for each school, each course, teacher and months of the course's available. **The School Mapping Progress** area displays a chart about the maps completed. It also displays teachers as well as courses without maps.

Note • An account does not become active until the user logs on for the first time. Thus, the school may have received one hundred user accounts but only ninety active users are listed. This is because ten users have not yet logged on for the first time. Select each school in the drop down menu **School Year**: to view the information for individual years or in the district account for individual schools.

School Mapping Progress

School Year: 2011-2012

Show Master Maps Only

Course	Teacher	Months	Master Map	School Year
Grade 2 Math	Ramirez,Rosa	Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul		2011

Teachers Without a Curriculum Map

TeacherID	Name
112211	Anderson, Adam
112232	Brown, Rhonda
109230	Guest, Guest
112508	Principal, CLI
112230	Wolinski, Shane

Courses Without a Curriculum Map

Course Name
Grade 1 Math
Grade 1 Reading
Grade 1 Science
Grade 1 Social Studies

Document Library Usage

The Document Library usage can be monitored and documents viewed from this Administrative area. To view the document, click on the document **Title**. Information included for each teacher includes the Titles of the documents uploaded by the teacher, a **Description** of the document, the **Attachment Category**, **File Size**, **Upload Date**, **Doc Library** (in which Library the document resides) and permissions for **Who Can View** the document.

Teacher	Total Restricted / Private Space Used	Total Shared Space Used				
Truitt, Mark	0 KB	24 KB				
Title	Description	Attachment Category	File Size	UploadDate	Doc Library	Who Can View
example	esample	Rubric	24	01/03/2011	Personal	Only teachers using Curriculum Mapper
art and music	online resources	Instruction Resources	41	04/09/2011	Personal	Only teachers from my district
practice	practice	Assessment	27	06/01/2010	Personal	Only teachers using Curriculum Mapper
Celebrity Dropouts	A look at who has succeeded despite leaving school early	Instruction Resources	30	05/10/2010	School	Only teachers using Curriculum Mapper

Export Maps

With the **Export Maps** feature, data may be downloaded from the school account to a personal computer. This Utility will export selected curriculum maps. The exported files may be accessed at a web address indicated in the popup window after the export as be activated. The exported data may be received as a MS Word document or in comma delimited format.

To export data from your school:

- 1 In the **Select Snapshot Criteria** area choose a **School, School Year, Subject Area,** and/or **Courses** from the drop down lists. To choose every course in your school, select the first option labeled **All Courses**. Limit the data exported by choosing particular courses (use the CTRL or COMMAND key to select multiple courses) pull down menus.
- 2 Check **Master Maps Only**, if only Master Maps will be exported.
- 3 In the **On All Maps, Show:** Check information to be shown on all exported Maps.
- 4 To export maps as a Word document, select **Portrait** or **Landscape** format, click on **Create Word Document**
- 5 To export maps to comma-delimited file click on **Create CSV File**.

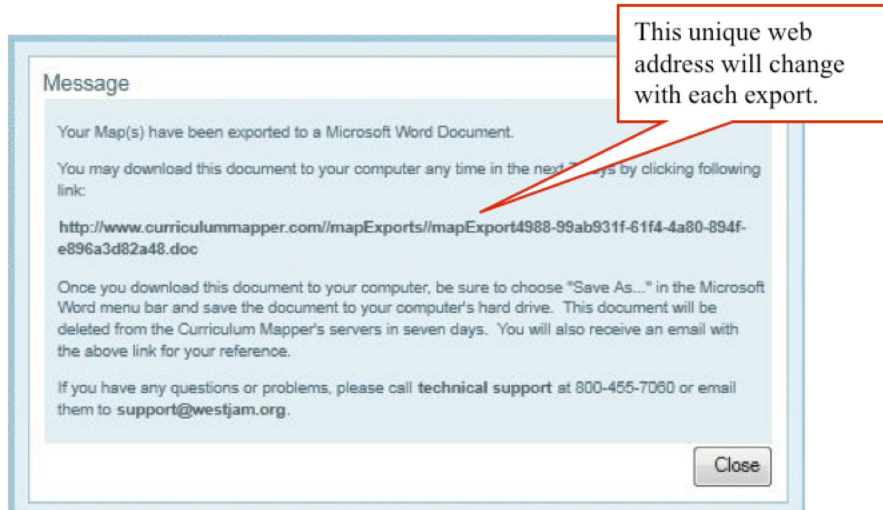
The screenshot shows the 'Admin - Export Maps' utility interface. At the top, it says 'Admin - Export Maps' and 'This Utility will export selected curriculum maps. The exported files will be sent to your email. Please be sure your email address is correct before exporting the maps.' Below this, there are several sections:

- Select Snapshot Criteria:** Includes dropdown menus for 'School:' (CLI District Office), 'School Year:' (2010-2011), and 'Subject Area:' (Science). There is also a '(Or)' separator and a 'Courses:' dropdown menu with options: Chemistry, Earth Science, and Economics.
- Master Maps Only:** A checkbox that is currently unchecked.
- Export Maps to Word Document:** Includes an 'Orientation:' section with radio buttons for 'Portrait' (selected) and 'Landscape'.
- Export Maps to Comma-Delimited File:** This section is currently empty.
- On All Maps, Show:** Includes checkboxes for 'School Name', 'Teacher Name', and 'Teacher Email', all of which are checked.

At the bottom, there are two buttons: 'Create Word Document' and 'Create CSV File'.

- 6 A **unique web address** will be generated to retrieve the exported file.

- 7 **Read and record** the information in the pop-up indicating the maps have been set up for export.



Settings

Update School Information

This area helps to keep school and contact information up-to-date. Not only is the information on this page used by Collaborative Learning to contact your curriculum coordinator, it also controls the information displayed to other users about your school(s). Each designated School Coordinator is responsible for keeping school information updated.

Update School Information
CLI District Office: 4988

* School Name

* Address

* City * State * Zip

* Phone Website

* Contact Last Name * Contact First Name

* Contact Email

Student Population # of Classroom Teachers # of Administrators

School Type Average Tuition School Region

Student Gender Student Schedule

% Student Minority % Student Low-Income Per-pupil expenditure(yearly)

% 2-year or 4-year college matriculation Student/teacher ratio to 1

* Low Grade * High Grade

Cancel Or

To update school information:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Update School Information**.
- 3 Enter the appropriate information in all fields on this page. Required Fields are marked with an **asterisk***
- 4 Click **Save Changes**

Important Note • Providing up-to-date information on this page insures more accurate result when performing a Global Search.

Configure Curriculum Map Format

This option allows you to name columns, add columns and change the order of your columns. Curriculum Mapper™ enables the customization of the map template for a school by customizing the name and display order for up to five fields or columns (in addition to the month). Note that the first three fields are required, although they may be re-named and the order in which they appear may be changed.

Configure Curriculum Map Format

First Field Name: Content Display Order: First
Category: Contents (This cannot be changed)

Second Field Name: Skills Display Order: Second
Category: Skills (This cannot be changed)

Third Field Name: Assessment Display Order: Third
Category: Assessment (This cannot be changed)

Optional

Fourth Field Name: Display Order: Fourth
Category: Essential Questions
 Use a 4th field Don't use a 4th field

Fifth Field Name: Display Order: Fifth
Category: Essential Questions
 Use a 5th field Don't use a 5th field

Additional Options

School Coordinator Settings
 Lock Settings UnLock Settings

Apply these settings to all the Schools in the district

Cancel Or Save Changes

To configure the Curriculum Map format:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Configure Curriculum Map Format**
- 3 Select the options decided on by district or school administrators. **Name** all fields in the map and choose the **Display Order**.
- 4 **District Coordinator only:** The district coordinator may also choose to lock these settings so that individual School Coordinators may not change them and may choose to apply these changes to all schools in the district at once.
- 5 Check **Apply these settings to all the Schools in the District**.
- 6 Click **Save Changes**.
- 7 The new settings will show after logging out and back into the program.

Important Note • Any changes made to the map format will apply to the entire school. Extra columns will be applied to all users and guests. Choosing **Don't use a field** for a column will not erase any data already entered by teachers; moreover, if **Use a Field** is later chosen to show this column, all previously entered data into this field will again be visible.

Configure Copy Map Settings

This area will allow you to determine the types of maps that can be copied. By default, any teacher using Curriculum Mapper may copy a Master Map from any school in his/her district into his/her own account.

The School Coordinator may change this setting to allowing teachers the ability to copy *any* map in the school (a District Coordinator may allow teachers to copy any map from the entire district).

Configure Copy Map Settings

Copy Map Settings

Copy Master Maps only

Copy Diary Maps in School and only Master maps in other Schools in your District

Copy Any Map in your district

Additional Options

School Coordinator Settings

Lock Settings Unlock Settings

Apply these settings to all the Schools in the district

Cancel Or

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Configure Copy Map Settings**
- 3 Choose settings for the entire school.
- 4 **District Coordinator only:** The district coordinator may also choose to lock these settings so that individual School Coordinators may not change them and may choose to apply these changes to all schools in the district at once.

Check **Apply these settings to all the Schools in the District.**

- 5 Click **Save Changes.**

Set Custom Cluster Settings

Select	School	City
<input checked="" type="checkbox"/>	Adams Elementary	Oakbrook Terrace
<input type="checkbox"/>	Copper Hill Middle School	Oakbrook Terrace
<input checked="" type="checkbox"/>	Jackson Creek Middle	Oakbrook Terrace
<input checked="" type="checkbox"/>	Pennington High School	Oakbrook Terrace
<input type="checkbox"/>	Pinewood Elementary School	Oakbrook Terrace
<input type="checkbox"/>	Prairie Elementary School	Oakbrook Terrace
<input type="checkbox"/>	Rogers Elementary School	Oakbrook Terrace

Additional Options

School Coordinator Settings

Lock Settings Unlock Settings

Cancel Or

Here the administrator can identify feeder schools that you may want to place in a cluster group. Custom Clusters reduce the number of schools to choose from in viewing maps and running reports. Setting Custom Clusters within a District reduces the number of schools a teacher need to choose from in viewing maps and running reports.

To set Custom Cluster settings:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Set Custom Cluster Settings**
- 3 Check the schools to appear in the menus for all teachers from this school.
- 4 **District Coordinator only:** The district coordinator may lock these settings so that individual School Coordinators may not change them.
- 5 To remove a Custom Cluster, **Uncheck All**
- 6 Click **Save Changes**.

Update Announcements

Update Announcement

Display Announcement?
 Yes No

Announcement

Welcome to the Curriculum Mapper 2010. We are all embarking on a new way to document, view and analyze curriculum. For any questions please contact the Curriculum Mapper Teacher Leader in your school.

Additional Options

School Coordinator Settings
 Lock Settings Unlock Settings

Apply these settings to all the Schools in the district

Cancel Or

This area allows you to display a custom message to teachers from your school or district when they log in.

An announcement might include a welcome message, announcements, information for teachers, reminders of milestones in the mapping process, or congratulations to teachers who have made exceptional strides in mapping.

To update announcements:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Update Announcement**
- 3 Answer **Display Announcement?**
- 4 Enter the text to be seen by the school or district.
- 5 Under **Additional Options, School Coordinator Settings**, choose to lock settings from being altered by others.
- 6 If desired, check **Apply these settings to all the Schools in the District**.
- 7 Click **Save Changes**.

Manage Standard Coverage

You have the ability to change the identifiers for all standards. The default *Introduced*, *Developed*, and *Reinforced* can be changed to terms that meet needs of the school or district.

Select	Coverage
<input type="checkbox"/>	<input type="text" value="Introduced"/>
<input type="checkbox"/>	<input type="text" value="Developed"/>
<input type="checkbox"/>	<input type="text" value="Reinforced"/>

Additional Options

School Coordinator Settings

Lock Settings Unlock Settings

Apply these settings to all the Schools in the district

Cancel Or

To manage Standard Coverage:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Manage Standard Coverage**
- 3 **Select** the Coverage you wish to change.
- 4 Enter the desired **Coverage** language
- 5 Under **Additional Options**, **School Coordinator Settings**, choose to lock settings from being altered by others.
- 6 If desired, check **Apply these settings to all the Schools in the District**.
- 7 Click **Save Changes**.

Manage Document Library

The intention of this area is to allocate document space among users. Each school has 1 GB of storage space available for uploaded files. Sharing options determines which of the uploaded files will use space from the total available for the school.

Document Library Manager

School Allocated Private Space: 1000 MB School Available Private Space: 999.537 MB School Available Shared Space: Unlimited

Allocated Space: MB [Allocate This Space To All Teachers](#)

[Check All](#) | [Uncheck All](#)

Teacher names in red have exceeded their allocated file attachment space

	Teacher	Access Level	No Of Documents	Allocated Space(MB)	Private File Space	Shared File Space
<input type="checkbox"/>	inactive,one	School Coordinator	0	<input type="text" value="0"/>	0	0
<input type="checkbox"/>	four,inactive	District Coordinator	3	<input type="text" value="0"/>	0	1,116
<input type="checkbox"/>	Alcock,Marie	District Coordinator	0	<input type="text" value="0"/>	0	0

To manage the Document Library:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Manage Document Library**
- 3 If the School or District Coordinator wants to allocate the same amount of space to each teacher, the number of MB may be entered in the **Allocated Space** area, then click on **Allocate This Space To All Teachers**.
- 4 To allocate varying amount of space to each teacher, click the **check box** in front of the teacher's name and enter the amount of allocated space in MB into the **Allocated Space (MB) column**.
- 5 Click **Save Changes**

Update Public Maps

Some Districts or Schools choose to share Read-Only access to Curriculum Maps. Curriculum Mapper® allows a District Coordinator to select maps as Public Maps, identifying them to be viewed via a web link. Once this selection is complete, **please call Collaborative Learning to request a hyperlink for others to access your Public Maps**. Anyone clicking on this hyperlink can instantly view these Public Maps with no logon required. All teacher names and emails are removed and replaced with the district name and notes.

The screenshot shows a web form titled "Update Public Maps". It contains several sections:

- Allow outside access to view the public maps below?** with radio buttons for "Yes" (selected) and "No".
- Display Email Address above Public Maps?** with radio buttons for "Yes" (selected) and "No".
- District Name (appears on public maps)** with a text input field containing "CLI District for Curriculum Mapping".
- District Email Address** with an empty text input field.
- Welcome Message (Appears at the top of Public Map List)** with a large empty text area.
- Header Note (Appears at the top of each Public Map)** with a large empty text area.
- Buttons for "Cancel Or" and "Save Changes".
- A status box: **Public Maps access is ON**. Below it, it says "Click here to designate maps as Public Maps." and "Click here to hide/unhide columns in Public Maps." (with "here" as a link).
- A final instruction: **Please call Curriculum Mapper to request a link for others to access your Public Maps**.

Important Note • Public Maps and Master Maps are different things. Any curriculum map chosen, Master Map or other, may be designated as a Public Map.

To update Public Maps:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Update Public Maps**
- 3 Complete the information on the page (District name and Email address, whether or not to display Email address above public maps, welcome message, and header note).
- 4 Click **Save Changes**
- 5 At the bottom of the page, **Click here designate maps as Public Maps**. This will open a window where desired maps can be included in Public Maps by checking the box in the left hand column. Then click **Save Changes**.

- 6 To select columns to show in Public Maps, **Click here to hide/unhide columns in Public Maps**. Select the **School** from the drop down, click the checkbox next to the desired columns. As an **Additional Option**, click the checkbox **Apply all these settings to all the schools in the District** and **Save Changes**.
- 7 Please call Collaborative Learning Inc™ to request a link for others to access your Public Maps.

Set Curriculum Mapper Version Level

The screenshot shows a dialog box titled "Set Version Level". At the top, there is a dropdown menu currently showing "CLI District Office". Below this are three radio button options: "Allow Teachers to Choose Version Level" (which is selected), "Allow Teachers to use Curriculum Mapper Classic", and "Allow Teachers to use Curriculum Mapper 2010". Underneath these is the "School Coordinator Settings:" section, which includes "Lock Settings" (selected) and "Unlock Settings". To the right of these settings is a checkbox labeled "Apply these settings to all schools in the district:". At the bottom right of the dialog, there are two buttons: "Cancel Or" and "Save Settings".

To set Curriculum Mapper version level:

- 1 Click **Settings** under the **Admin** menu
- 2 Click **Set Curriculum Mapper Version**
- 3 Select the school from the drop down list
- 4 Click the radio button to the left of the permissions listed
- 5 The Coordinator may Lock Settings or Unlock the settings, to control who may change the settings.
- 6 To include all schools in the district click the checkbox after **Apply these setting to all schools in the district**.
- 7 Click **Save Settings**




SAMS

Standards Alignment and Management System

While in Curriculum Mapper, hover over **Admin** menu and select **SAMS**.

This system is designed to help manage the standards that teachers use in their classroom each day.

Select from the menu items below to manage standards sets; select the icon to view a short 1-2 minute instructional video on the many functions of the SAMS system.

- Create and Revise Standards Sets 
- Manage Subject Areas 
- Create a New Custom Standards Set 
- Align Standards and Benchmarks
- Manage Standards Set Display
- Manage Standards Icons

EasyStart

EasyStart is an account management tool that allows program administrators to control a variety of functions and permission levels in all three products. This new functionality replaced the *User Accounts* options previously located in the Admin Menu of Curriculum Mapper.

There are two ways to access this area:

- ▶ Log in; click the **EasyStart** logo on the Product Selection Page
- Or**
- ▶ While in Curriculum Mapper, hover over **Admin** menu and select **EasyStart**.

EasyStart allows School/District Coordinators to do the following:

- Manage User Account
- Create and Print User Reports
- View the number of paid, active, and available subscriptions
- Transfer or Request Subscriptions
- Import Users
- Deactivate Users to remove teachers from the active, temporarily or permanently, list so they will no longer be able to log in and create/edit maps.
- Create New Accounts and add a new teacher to a school. This can only be accomplished if enough accounts are available.

Support

Feedback and Technical Support

- Select Support in the menu bar, click **Feedback & Technical Support**.
- Select **Type of feedback** from the drop-down list. (Question, Comment, Problem)
- Enter feedback into **Comments** text box.
- Click **Submit Feedback**.

My Suggestions

- Select Support in the menu bar, click **My Suggestions**.
- A new window will open.
- Complete the form.
- Click **Done**

My Suggestions can also be accessed from the **Feedback & Technical Support** page by clicking **Click here to share your ideas and suggestions with Collaborative Learning**.

Phone support

- Call 800.318.4555
- Monday – Friday
- 7am CT to 9pm CT



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