

School Pathways SIS

Creating a Master Curriculum for LC Classes

A. List Curricula/Create New Curricula - getting there!

1. Log into <https://schoolname.spsis.com>
2. Click on the words 'Learning Center' on the top blue bar.
3. Log in using the same log in you use for ReportWriter
4. Choose your center and then click on 'Management.'

The screenshot displays the School Pathways SIS Learning Center Administration interface. At the top, there is a navigation bar with links: Home, Site Home, Administration, Learning Center, My Pages, Staff Info, Parents - Students, Help, and Logout. Below this is a section for 'All Learning Centers' with a dropdown arrow. The main content area is titled 'Learning Center Administration' and features a table for 'Center for the Arts' with columns for 'Classes In Session: 3', 'Class Registrations: 0', and 'Students: 0'. Below the table are several menu sections: 'Classes' (List / Create Classes, Approve Assignments, Find Class, Confirm Master Agreement Addendums), 'Student Registration' (Find/Add Student, Process Registration Request, Manually Register/Withdraw Student, Show All Registrations for this Learning Center, Auto-Registration), 'Curricula' (List Curricula / Create New Curricula, Show Public Course List, Cost (ED) Count for Courses), 'Reports' (Students enrolled at this Learning Center, Attendance/Medical Roster, Students and Classes, Work Summary/Progress Report, Report Cards Issued by Staff, Student Report Cards, Teacher Attendance by LP, Quick Learning Center Export, Student Daily Attendance, Attendance Verification by Student, Learning Center MA Addendum Compliance Report), and 'Learning Center Administration' (Edit Basic Learning Center settings, Define a Course Registration Window, Define rooms in this Learning Center, Define Holidays for this this Learning Center, Define areas for Learning Centers (optional)). The 'Curricula' section is circled in red.

5. Click on List Curricula/Create New Curricula.

B. Creating your own new master curriculum.

In this step you decide what your curriculum will look like for each of your classes. You can choose to import ReportWriter curricula from any of the curricula already inputted by School Pathways, to create your own assignments, or to use a combination from each of these. Once

this master curriculum is set for a class, instructors can always modify their own master curriculum or just add custom assignments when assigning.

STEP 1 - Naming your curriculum

1. To Add New Curriculum - click on "Add a New Curriculum"

Name	Owner	Edit
Speech 1	Brenneman L	Properties Text Content

- Name the curriculum. The curriculum name you create should make this curriculum easy to find in a list. Add your name - such as - English 9 - Mr. Jones. (See how others are listed already in your school).
- Choose a basic category.
- Curriculum Code - leave blank for the system to create one. This step is not important to how the curriculum is used.
- Choose the instructor from the drop-down list. *If you do not have the choice to pick an instructor, you are not set with proper securities. Talk to security administrator or call School Pathways. Securities are set to allow only the instructor in charge of the curricula to edit it once it's set. Any instructor that uses the curriculum can add custom assignments at the point it is assigned to students.*
- Add the name of any texts you might want to use (optional)
- Choose grade levels – all that apply.
- **Save & Exit** to just save the name you've created - or - **Save, Edit Curriculum** to immediately work on assignments.

STEP 2 - Adding objectives/assignments to curriculum

A. You can create your own assignments from scratch

- Click on Text Content to the far right of the course name if you are looking at the list of courses available to your school - or
- Click on Add New Module to start creating your own customized assignments.
- Name your Module (a module can be a unit, a week's assignments, a month's assignments, a chapter - you choose).
- Each new *objective* must have a space break (see example below).
- Each new *assignment* must have a space break (see example below).

- Once you've created a module and saved it, it will always be module 1 unless you delete the module. You cannot create Module 1 and Module 2, then try to add a new Module between the two.
- **CONFIRM** the module is correct. You are taken to a preview page. Misspelled words are shown in red. You can **Go Back, Edit or Save As Is**.
- Click on **Standards** in the upper right corner of the module area to attach CA State Standards to your assignments. These will not show until the assignments are printed.
- You can always click on the **Edit** in the upper right corner to change any entries in a module.
- Click on **Del** in the upper right corner to remove the module completely. You must always confirm a delete by typing CONFIRM in all caps and clicking on the delete button.

Name: Computer Skills 5th-7th
Module Number: 1
Module Title: Chapter 1 - Understanding Computers.
Objectives: (separate each objective with one or more blank lines) List types of computers and their uses. Explain the parts of a computer. Describe input, output and types of software.
Assignments: (separate each assignment with one or more blank lines) Read Section 1-1: What is a Computer, pp. 4-6. Read Section 1-2: Parts of a Computer, pp. 7-8. Read Section 1-3: Information and the Computer, pp. 10-11. Practice typing on either Mavis Beacon or at the Sense Lang site < http://www.sense-lang.org/typing/ > (need to Log on to Atomic Learning and view tutorials (intro) for the OS you use most (post which series you viewed).

B. You can import curriculum already created from ReportWriter:

- Click on Import ReportWriter Course.
- Choose the category your course will be found in (i.e. algebra would be in mathematics; keyboarding is in electives) to narrow your search.
- Choose a grade level the RW curricula will be found in.
- **Global** means it is a standard ReportWriter course entered by the staff at School Pathways. You can also choose **Personal** or **School** courses added by a teacher into ReportWriter. Choose School to find courses specific to your school.
- Click **UPDATE** to see the list.
- When you find your curriculum, click **"import"** at the end of the row.
- Curriculum is ready to work with. You can use it as is or customize it by clicking on the Edit button.
- You can edit this curriculum to make it your own. See C. Editing your master curriculum below.

C. Editing your master curriculum

You will see a list of master curricula already created for your school. This curricula is available to ALL learning centers for your school. If you do not see your curriculum, go to **Step B** on p. 1

If you are the owner of a master curriculum on the Curricula List, you can edit it. There are four things you can do to edit a curriculum:

1. Edit course Properties (name of course or grade levels).
2. Add assignments by clicking on **Text Content**.
3. Delete modules by click on **Text Content**
4. Add State Standards to a module by clicking on **Text Content**

1. Edit course Properties

- Here you can change the name of the course or delete the course (only if it has never been actually assigned to a student).

2, 3, and 4. Change objectives or assignments

- Click on Text Content. You'll see all modules already set for your curriculum. Click Edit in the top right corner for the module you want to work on.
- Each separate *objective* must have a space break (see example below). You can erase or add any number of objectives as long as there's a space between each objective. Each objective can be a paragraph.
- Each separate *assignment* must have a space break (see example below). You can erase or add any number of assignments as long as there's a space between each assignments. Each assignment can be a paragraph.
- Once you've created a module and saved it, **it will always be module 1** unless you delete the module. You cannot create Module 1 and Module 2, then try to add a new Module between the two.
- **CONFIRM** the module is correct. You are taken to a preview page. Misspelled words are shown in red. You can **Go Back, Edit** or **Save As Is**.
- Click on **Standards** in the upper right corner of the module area to attach CA State Standards to your assignments.
- You can always click on the **Edit** in the upper right corner to change any entries in a module.
- Click on **Del** in the upper right corner to remove the module completely. You must always confirm a delete by typing confirm in all caps and clicking on the delete button.
- Click DONE when you have completed your edits.

The only way to delete ALL modules at one time is to delete the course in Properties!

Name: Computer Skills 5th-7th
Module Number: 1
Module Title: Chapter 1 - Understanding Computers.
Objectives: (separate each objective with one or more blank lines) List types of computers and their uses. Explain the parts of a computer. Describe input, output and types of software.
Assignments: (separate each assignment with one or more blank lines) Read Section 1-1: What is a Computer, pp. 4-6. Read Section 1-2: Parts of a Computer, pp. 7-8. Read Section 1-3: Information and the Computer, pp. 10-11. Practice typing on either Mavis Beacon or at the Sense Lang site < http://www.sense-lang.org/typing/ > (need to Log on to Atomic Learning and view tutorials (intro) for the OS you use most (post which series you viewed).

D. Deleting a whole curriculum

You can delete a curriculum by deleting the course PROPERTIES. If a course has been used for student assignments, it will not delete.