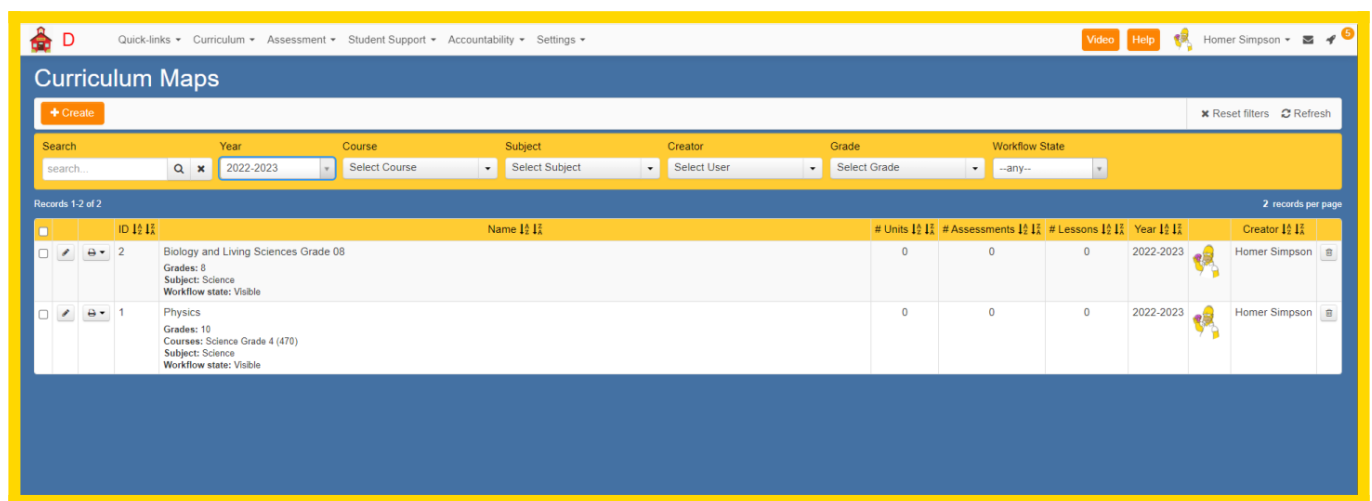# 02.G. Linking Existing Units to a Curriculum Map

Curriculum Maps allow you to gather together all the units for a course so that they can be found and managed as a unified set. Use the steps below to bundle units together for each of your courses.

1) Click the **Curriculum Map** option from the Curriculum dropdown menu at the top of the screen.

2) Click the "Create" button on the Curriculum Map grid.

3) On the "General" tab, enter the following required and recommended fields:

Required Fields:

- **Name**: The name displayed for all curriculum for a certain course (Example: "Grade 4 Math", "ELA Grade 1", "Chemistry", "US American History I")
- **Description**: Longer description of this curriculum map
- **Year**: School-year when this curriculum will be used
- **Subject**: general area for this curriculum
- **Workflow State**: status that determines if the curriculum map is complete and ready to use viewed by others. Values will depend on your district's configuration.

Recommended Fields:

- **Course**: Link one or multiple courses that will use this curriculum map.
- **Grades**: Link the grade level(s) that this curriculum map is intended for.

4) Click the Units tab

5) Click the "Link Units" button.

6) Use the search fields on the pop-up to find the units you wish to house within this curriculum map. You can select a unit by double-clicking it.

- Please Note: A unit can be linked to one and only one Curriculum Map. If a unit is already linked to a different map you can either unlink that unit from the map it is currently associated with OR you can copy the unit and

link the copy to another curriculum map.

- Please Note: If you are not sure which units should be part of this curriculum map because the Unit names are not descriptive enough, you can open the Units screen and inspect your units more closely. Once you find the correct units you can copy the Unit ID numbers.

- Then return back to the Unit tab of the Curriculum Map and paste the Unit ID into the "Search" field and click the 'magnifying glass' icon to search for the appropriate unit.
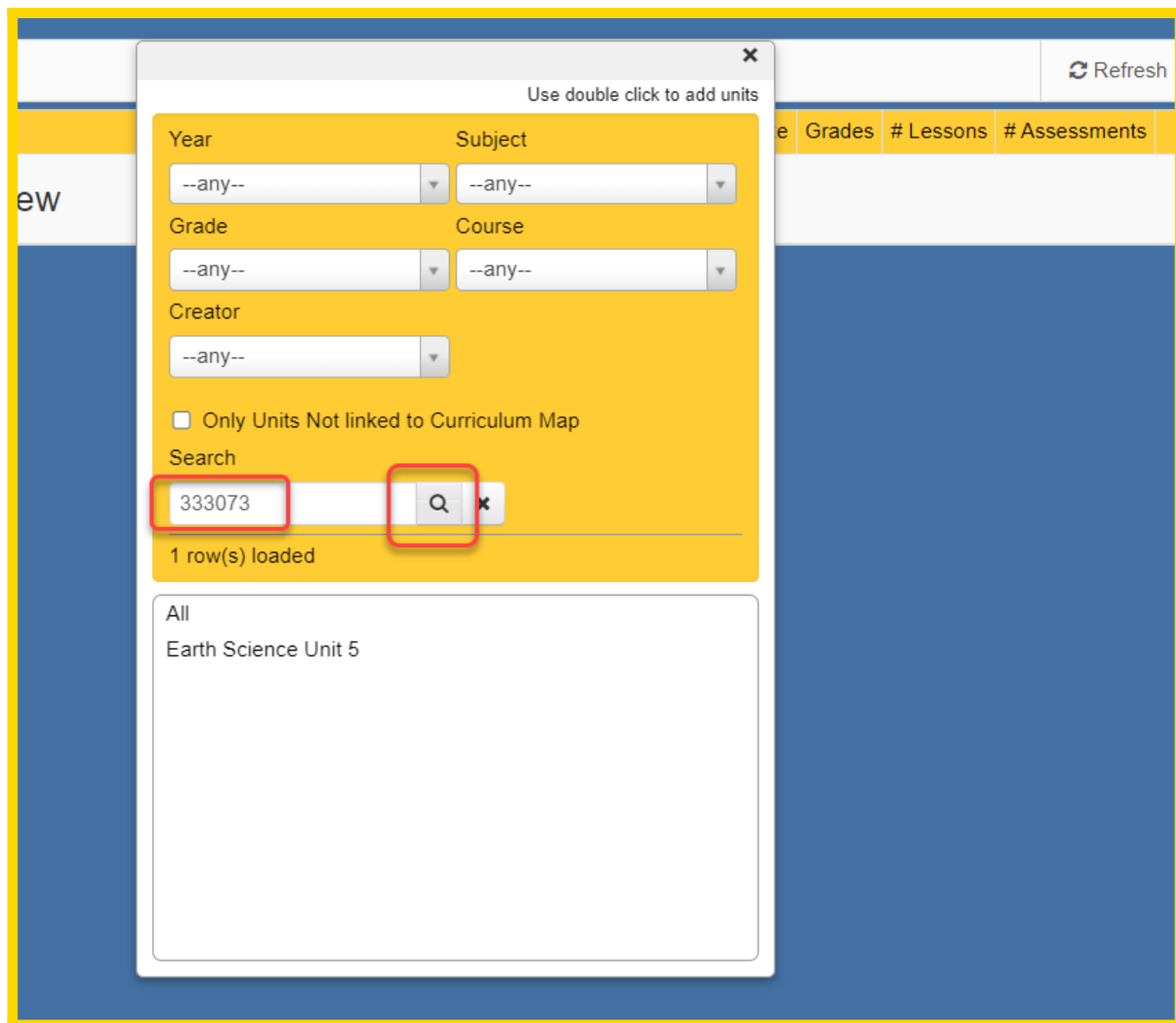
7) Once the units for this curriculum map are all displayed you can use the 'up' and 'down' arrow buttons to arrange the units in the correct order. You can also rename your Units or update Start Dates and End Dates directly from this screen without needing to open the individual units.

8) Once your have made your changes, click "Save & Close"

9) Follow these steps for each course Curriculum Map that you would like to create.