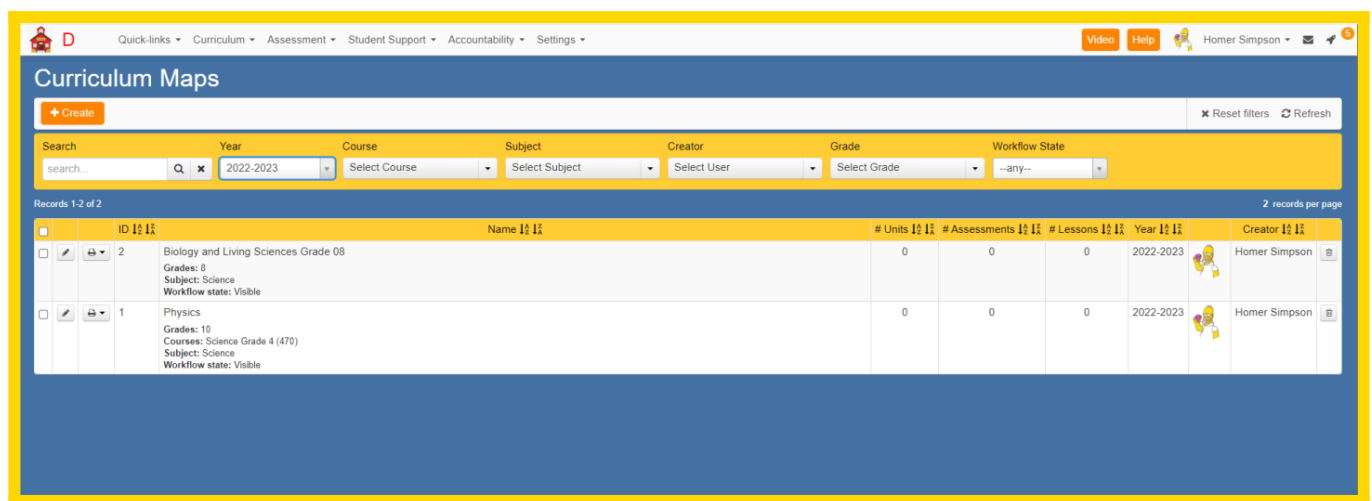


02.G. Linking Existing Units to a Curriculum Map

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.



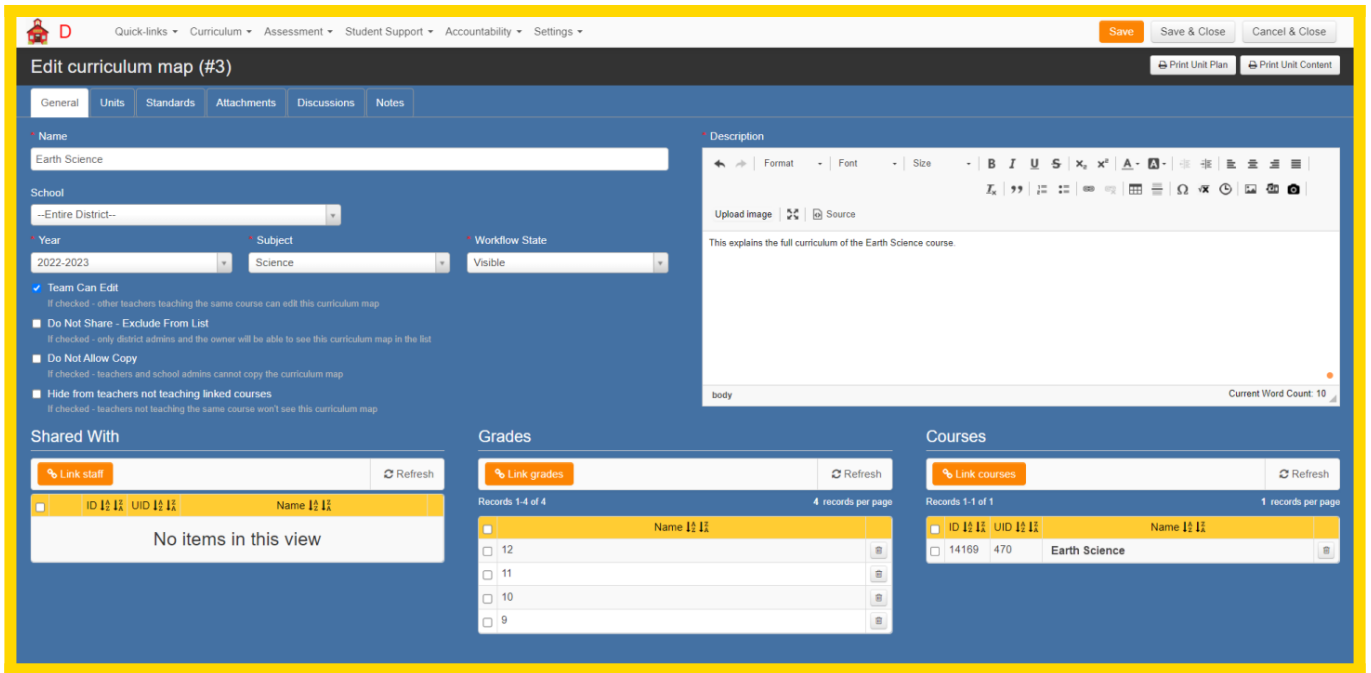
3) On the "General" tab, enter the following required and recommended fields:

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.

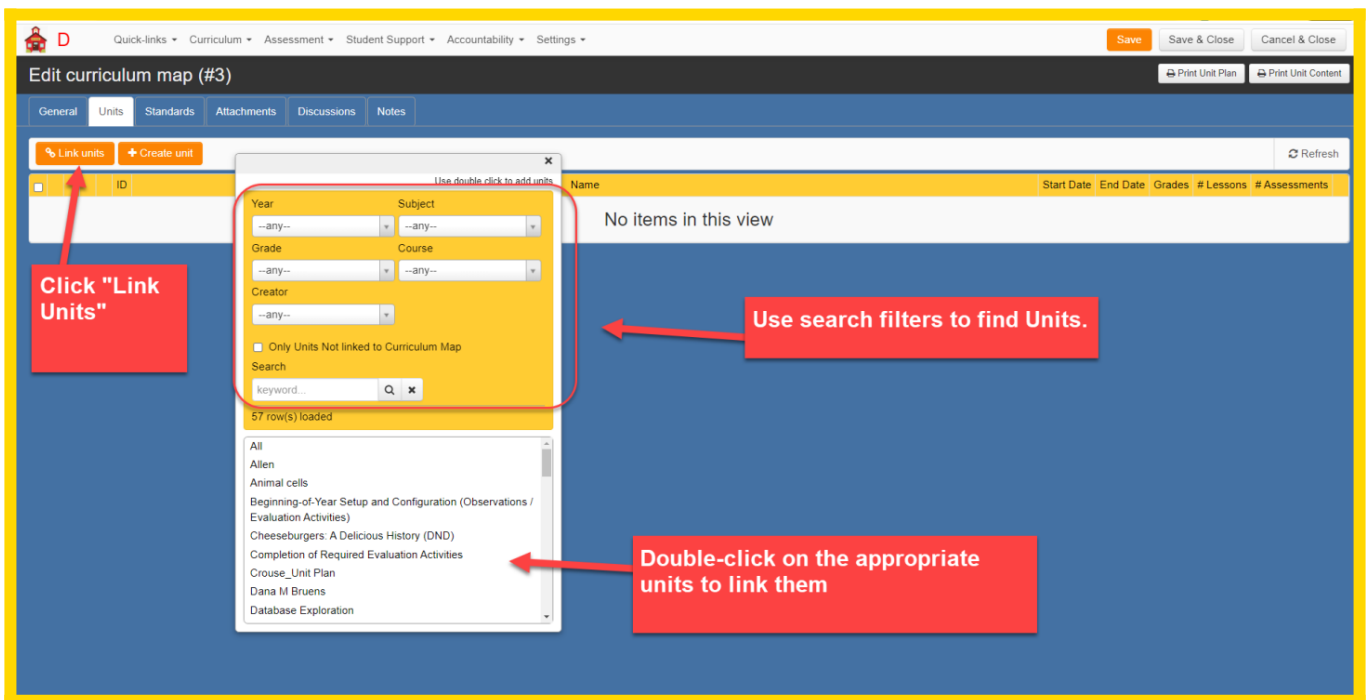
Recommended Fields:

- **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.

The screenshot shows the 'Edit curriculum map (#3)' interface. At the top, there are navigation tabs: General, Units, Standards, Attachments, Discussions, and Notes. Below the tabs, there are buttons for 'Link units' and 'Create unit'. A table displays three units:

ID	Name
333074	Earth Science Unit 1
327027	Earth Science Unit 2
327029	Earth Science Unit 3

A red arrow points from a red text box to the first three units in the table. The text box contains the text: "These units are not linked to this Curriculum Map." To the right, a search modal is open, showing a search bar with the text 'Earth' and a list of results including 'Earth Science Unit 4' through 'Earth Science Unit 7'. The modal also includes fields for Year, Subject, Grade, Course, and Creator, and a checkbox for 'Only Units Not linked to 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.

D
Quick-links ▾ Curriculum ▾ Assessment ▾ Student Support ▾ Accountability ▾ Settings ▾

Units

+ Create
 Mass update
 Copy unit(s)
 Export to Excel
 Print unit(s)

Search

District/Set

Year

Course

Grade

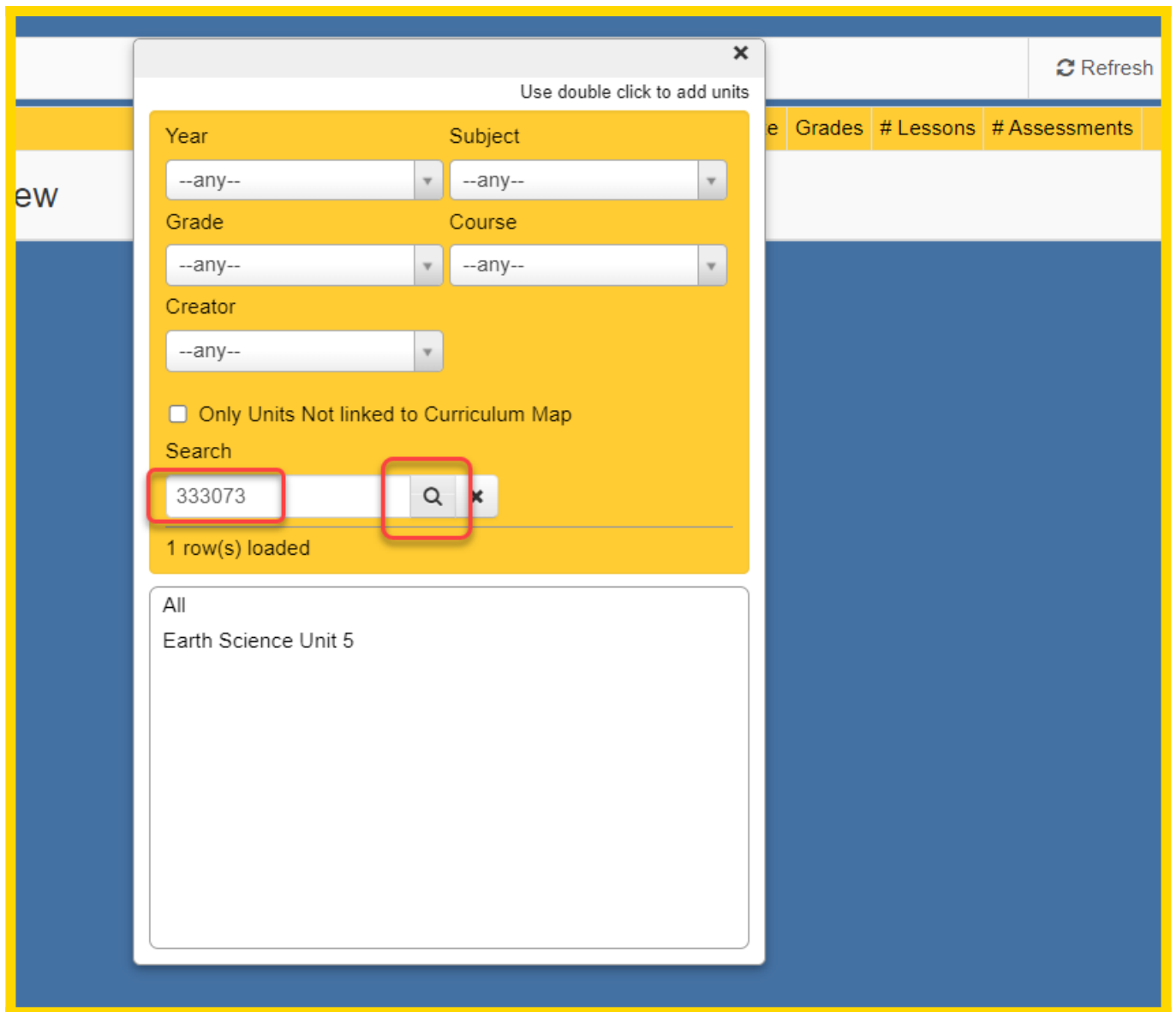
Show in Description

Curriculum Map

Records 1-15 of 15

				ID	Name/Description
					School Grade Subject
<input type="checkbox"/>				327029	Earth Science Unit 3 Workflow state: Visible Grade: 9, 10, 11, 12 School: Sandbox School Subject: Science
<input type="checkbox"/>				327030	Earth Science Unit 4 Workflow state: Visible Grade: 10 School: Sandbox School Subject: Science
<input type="checkbox"/>				333073	Earth Science Unit 5 Workflow state: Visible Grade: 10 School: Sandbox School Subject: Science
<input type="checkbox"/>				333077	Earth Science Unit 5 Workflow state: Visible Grade: 10 School: Sandbox School Subject: Science

- 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.

The screenshot shows the 'Edit curriculum map (#3)' interface. At the top, there are navigation tabs: 'General', 'Units', 'Standards', 'Attachments', 'Discussions', and 'Notes'. Below the tabs are buttons for 'Link units', 'Create unit', and 'Refresh'. A table lists seven Earth Science Units. Red callout boxes provide instructions: 'Use the arrow button to reorder units' points to the arrow icons in the first column; 'Click on the text to rename a unit' points to the unit names; 'Click on the date field to edit dates for a unit' points to the 'Start Date' field.

ID	Name	Start Date	End Date	Grades	# Lessons	# Assessments
333074	Earth Science Unit 1			9, 10, 11, 12	0	0
327027	Earth Science Unit 2	08/23/2023		9, 10, 11, 12	2	2
327029	Earth Science Unit 3			9, 10, 11, 12	0	0
327030	Earth Science Unit 4			9, 10, 11, 12	0	0
333073	Earth Science Unit 5			9, 10, 11, 12	0	0
327033	Earth Science Unit 6			9, 10, 11, 12	0	0
333078	Earth Science Unit 7			9, 10, 11, 12	0	0

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

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