



NYLearns
Curriculum Management
and Standards-based System

Curriculum Administration – Headers and Templates

February 2016

Need Help?

- ? NYLearns.org/support
- ? helpdesk@NYLearns.org
- ? 800.590.6126

This page is intentionally blank

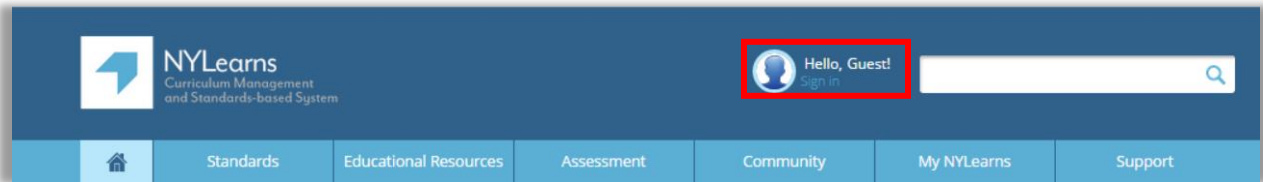
Contents

Signing in to NYLearns.....	4
Curriculum Mapping	6
Creating a Template Header	8
Edit a Template Header	10
Delete a Template Header	11
Creating a Template.....	12
Adding Columns to the Template	14
Identify/Subject Areas/Courses/Grade Levels for the Template.....	17
Granting Access to the Template.....	18
Managing the Templates	19
To Edit a Template	19
To Copy a Template	19
To Place a Template Online or Offline	20
To Delete a Template.....	21

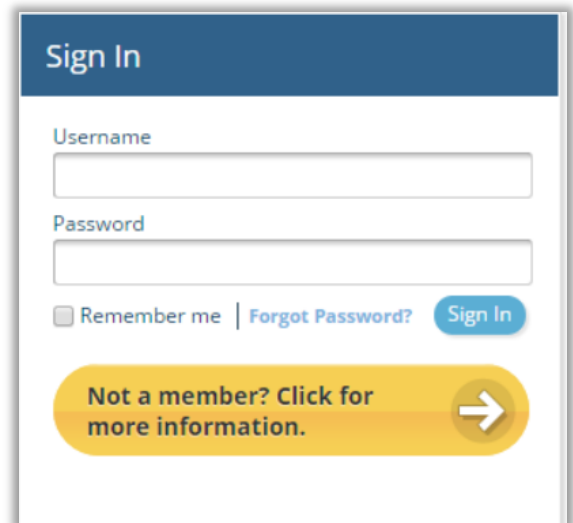
This page is intentionally blank

Signing in to NYLearns

1. Navigate to <http://www.nylearns.org>
2. Click the **Sign in** link



OR locate the **Sign In** area on the **Home Page**.



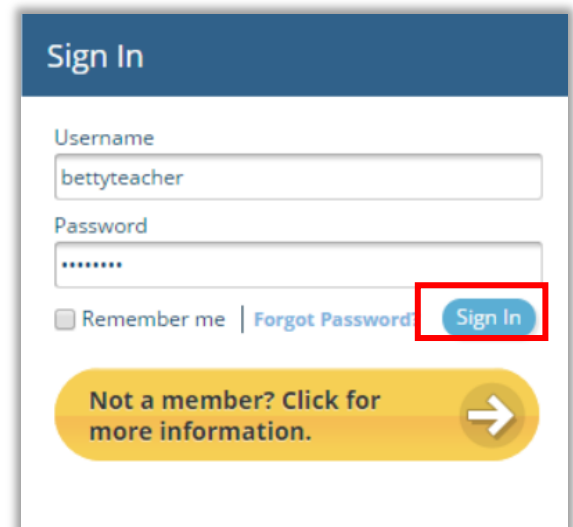
3. Enter your **Username** and **Password** and click **Sign In**.

NOTE: You may check the box to the left of **Remember Me?**

if you wish to have the computer remember your login information.



Please exercise caution on public/shared computers.



This page is intentionally blank

Curriculum Mapping

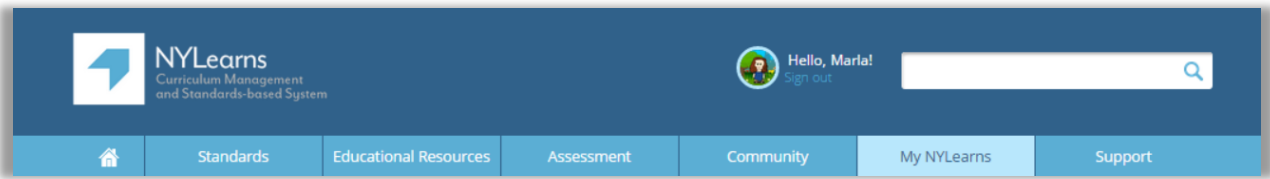
Curriculum Mapping is a process by which educational organizations outline the scope and sequence of their curriculum, align curriculum to Standards, assure coherence, and inform educational decision-making at both the district and building levels.

A curriculum map:

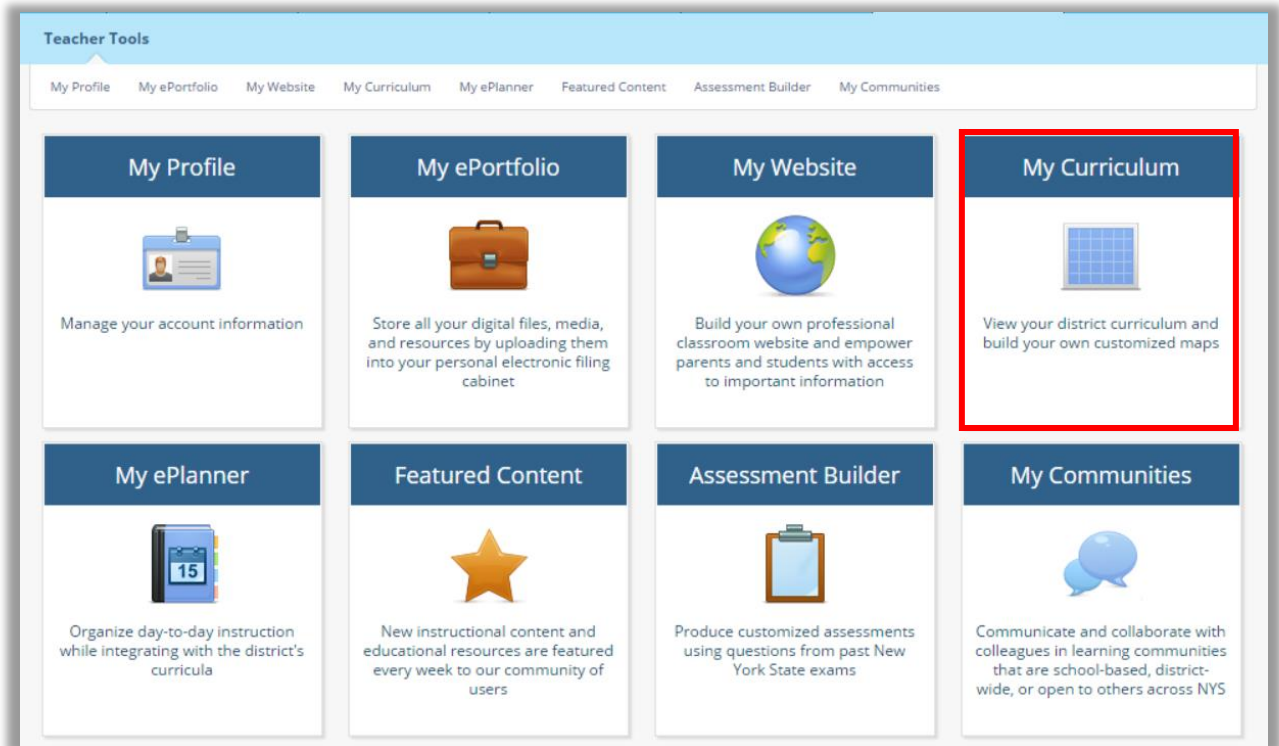
- Captures the content, skills, and assessments taught or administered at each grade level within a school building or district.
- Organizes this information into an easily accessed visual that presents a timeline of instruction by grade level or course.
- Ensures that there is horizontal and vertical coherence across the curriculum throughout all grades in each discipline.
- Can be used in gap analyses to show redundancies, or where coverage may be lacking at each grade level.

Although the examples shown within this manual may differ from your organization's maps, the steps will be very similar.

1. Click the **My NYLearns** tab.



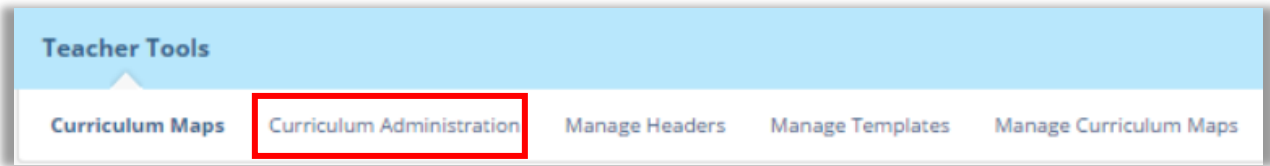
2. Choose **My Curriculum** from the **Teacher Tools** menu.



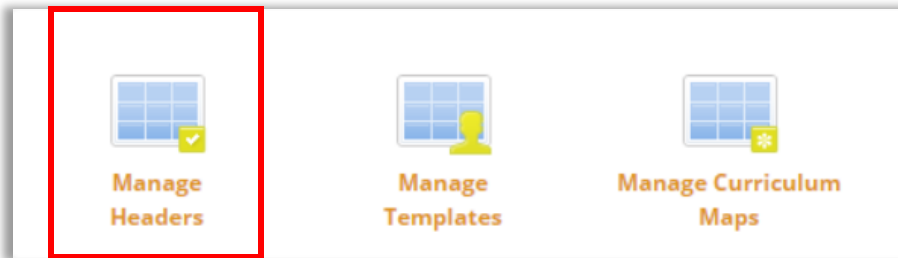
Creating a Template Header

Create a **Header** for your organization's **Curriculum Maps**.

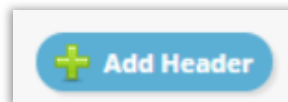
1. Click on **Curriculum Administration**.



2. Click on the **Manage Headers** button.

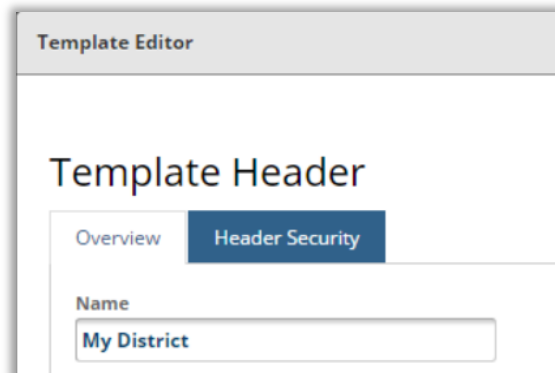


3. Click on the **Add Header** button.

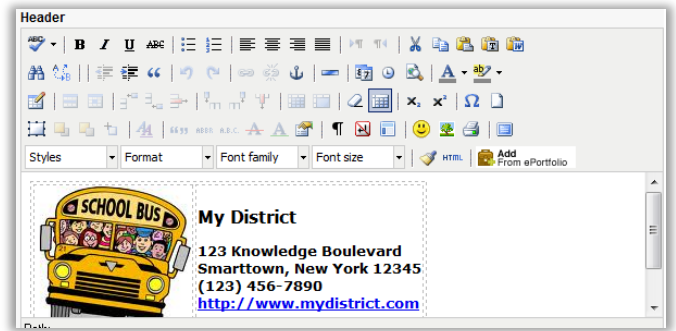


4. This action will yield a pop-up:

- Enter a **Name** for your **Header**.



- Use the rich-text editor to enter text and/or images that you would like to appear in the **Header** of your organization’s maps.

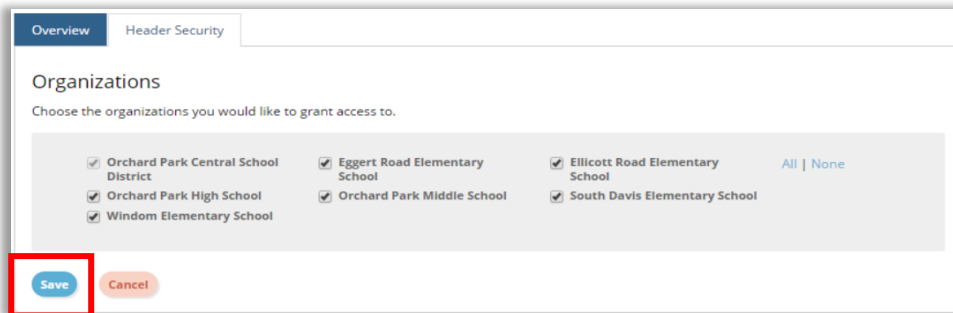


- Click the **Save** button, and then click **Ok**.



5. Click the **Header Security** tab. This tab controls which buildings within your organization will be able to use the **Header**.

- Place a checkmark to the left of the building(s) that you wish to use the **Header**, and then click the **Save** button.

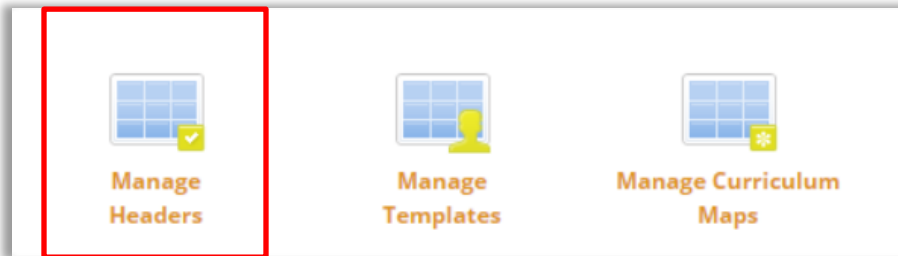


6. Close the window. The **Template Header** will be added to the list of available **Headers** on the **Manage Headers** tab.

Name	Date Modified	Edit Delete
My Header	1/11/2011 8:08:00 PM	 

Edit a Template Header

- To **Edit a Template Header**, select **Manage Headers** from the **Curriculum Administration** menu.



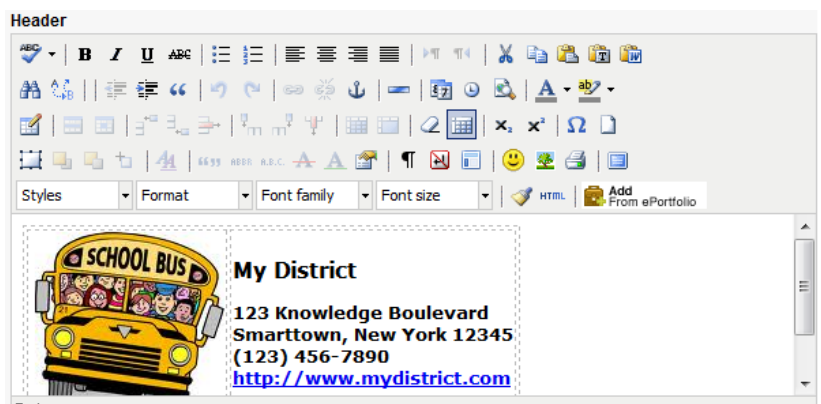
- Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).



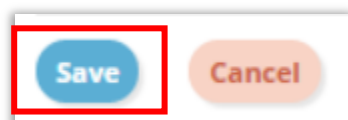
- Click on the **Edit icon** (pencil).

Name	Date Modified	Assigned Templates	Options
My District	5/19/2015 3:09:00 PM	1	  

- Make whatever changes are necessary to the **Header**.

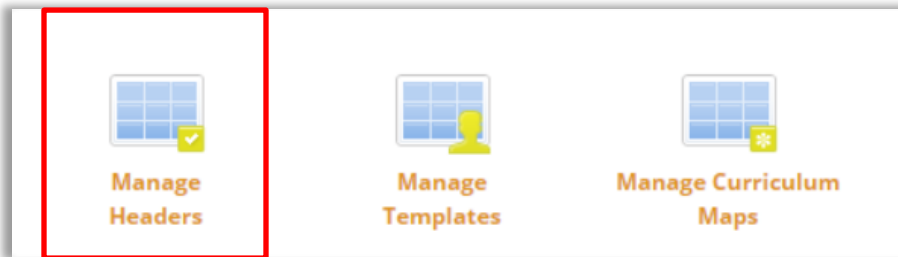


- Click the **Save** button, and then click **Ok**.

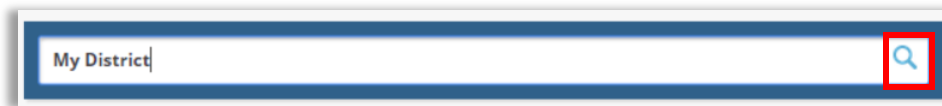


Delete a Template Header

1. To **Edit** a **Template Header**, select **Manage Headers** from the **Curriculum Administration** menu.



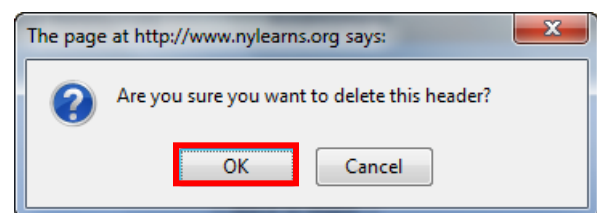
2. Enter a **Keyword/Phrase** to search for the **Header**, and then click the **Search icon** (magnifying glass).



3. Click on the **Delete icon (X)**.

Name	Date Modified	Assigned Templates	Options
My District	5/19/2015 3:09:00 PM	1	  

4. Click **OK** and the **Header** will be removed from the list.



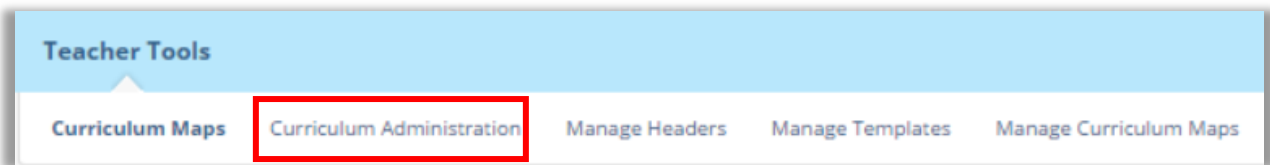
NOTE:

If the **Header** is being used on **Template(s)**, you will not be allowed to **Delete** the **Header**.

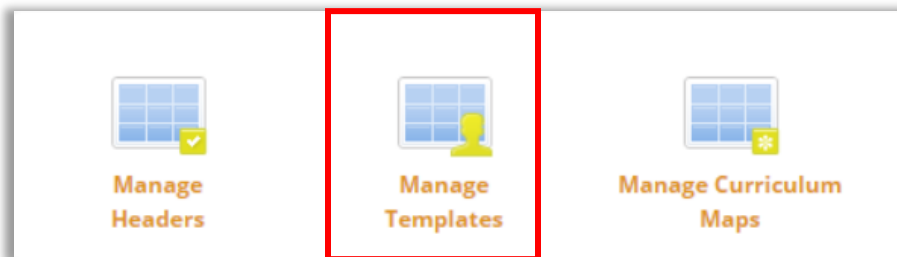
Creating a Template

Determine required fields and their sequencing for your organization's **Curriculum Maps**. These fields must be compiled into **Template(s)** that will be used to develop your district's **Maps**. Districts may create as many or as few **Templates** as they find manageable to represent curriculum across all levels and disciplines.

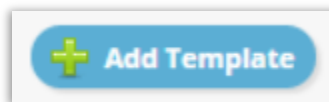
1. Click on **Curriculum Administration**.



2. Click on the **Manage Templates** button.

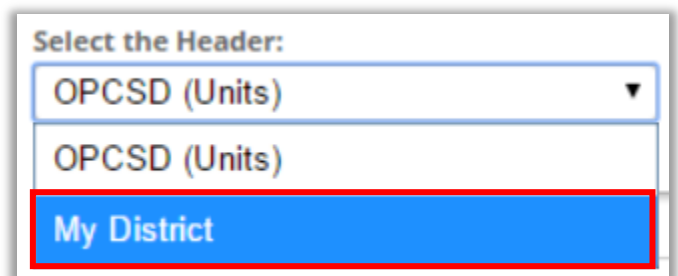


3. Click on the **Add Template** button.

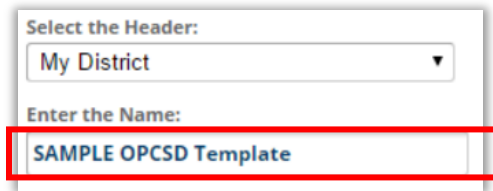


4. This action will yield a pop-up:

- Select a **Header** from the drop-down menu.



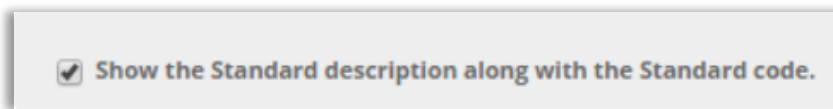
- Enter a **Name** for the **Template**.



Select the Header:
My District ▼

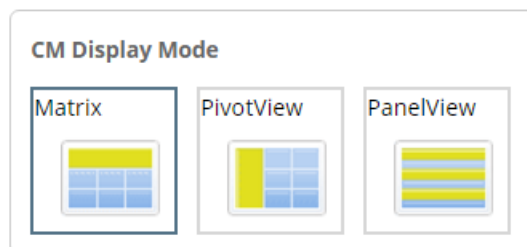
Enter the Name:
SAMPLE OPCSD Template

- Deselect the checkmark to the left of the statement if you wish to have only the **Standard code(s)** number and NOT the **Standards text** appear on the map.



Show the Standard description along with the Standard code.

- Select a default **CM Display Mode** for the **Template**:



CM Display Mode

Matrix PivotView PanelView

- **Matrix View** – appears as a chart with column headers across the page and sections running lengthwise.
- **Pivot View** – appears as a chart with column headers down the page and sections running widthwise.
- **Panel View** – Appears in portrait orientation, by sections. With sections expanded, column headers appear with content beneath. Best option for printing.

5. Click **Save** to continue building the **Template**.



Create/Edit Template Save Close

Adding Columns to the Template

1. Click the **Columns** tab.

Columns

Select the columns to appear in the CM. Rename, reorder and/or delete where necessary.

Column Name:	Rename Column:	Description:	Width:	Column Tool:	Private:	Options
-- Select --	<input type="text"/>	<input type="text"/>	300	HTML Edit	False	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
-- Select --	<input type="text"/>	<input type="text"/>	300	HTML Edit	False	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
-- Select --	<input type="text"/>	<input type="text"/>	300	HTML Edit	False	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

2. Select a **Column Name** to appear in the **Template**.

Column Name:

-- Select --

3. Rename the **Column**, if necessary

Rename Column:

4. Enter a **Description**, if required.

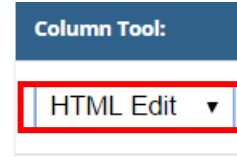
Description:

5. Enter a **Width** for the **Column**, if necessary.

Width:

NOTE: The default width for a **Column** is 300 pixels.

6. Select the **Column Tool** appropriate for the **Column**.

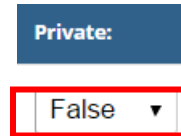


- ***HTML editor*** – Allows you to enter and format regular text and images using ePortfolio.
- ***Standards Alignment*** – Allows you to select the **Standards** to auto-populate from the alignment tool, eliminating the need to enter explicit text.

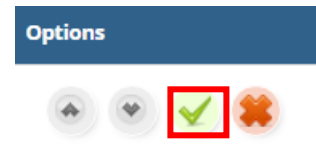
NOTE: If “Standards Alignment” is not selected for entering standards, the frequency reporting tool within the curriculum matrix will not function properly, eliminating the capability to produce gap analyses.

7. Select **True** or **False** as applicable for making the column **Private**.

Choosing **True** means the specific column will be hidden in any maps made from this template (to those outside of the user District).



8. Click the **green check** from **Options** to save your column.



9. Repeat steps 2-8 to insert additional Columns. Use the **Add Column** button to add a place for additional columns, entering **Width** and selecting the **green check** to accept each additional column.

Column Name:	Rename Column:	Description:	Width:	Column Tool:	Private:	Options
Standards ▾	Standards		300	Standards ▾	False ▾	⬆️ ⬇️ ✓ ✖️
Vocabulary ▾	Vocabulary		300	HTML Edit ▾	False ▾	⬆️ ⬇️ ✓ ✖️
Units ▾	Units		300	HTML Edit ▾	False ▾	⬆️ ⬇️ ✓ ✖️
Topics ▾	Topics		300	HTML Edit ▾	False ▾	⬆️ ⬇️ ✓ ✖️

Save All Columns **Add Column**

- Once you have created multiple **Columns**, you may wish to reorder them by using the **Up or Down Arrows**. This will move the column one position per click.

Column Name:	Rename Column:	Description:	Width:	Column Tool:	Private:	Options
Standards	Standards		300	Standards	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Vocabulary	Vocabulary		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Units	Units		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Topics	Topics		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

- Click the **Save All Columns** button to save the columns within the template. An application message will confirm your choice, click **OK**.

Column Name:	Rename Column:	Description:	Width:	Column Tool:	Private:	Options
Standards	Standards		300	Standards	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Vocabulary	Vocabulary		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Units	Units		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Topics	Topics		300	HTML Edit	False	<input type="button" value="Up"/> <input type="button" value="Down"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

- Select from the drop down menu or name the column for the teacher's instructional maps. Default is "Notes for Teaching."

Select or name the column for the teachers' instructional maps (IMs). This column represents a teachers' "personal" space on the curriculum map.

Column Name:	Rename Column:
Notes for Teaching	Notes for Teaching

- Click into **Tags** tab.

Identify/Subject Areas/Courses/Grade Levels for the Template

1. Select the **Subject Area(s)** appropriate for the **Template**.

Subject Area(s)

All / None

<input type="checkbox"/> Career Development and Occupational Studies	<input type="checkbox"/> English as a Second Language	<input type="checkbox"/> English Language Arts (2005)
<input type="checkbox"/> English Language Arts (NYS P-12 Common Core)	<input type="checkbox"/> Health, Physical Education, and Family and Consumer Sciences	<input type="checkbox"/> Information Fluency Continuum
<input type="checkbox"/> Languages Other Than English	<input type="checkbox"/> Literacy in History/Social Studies (NYS 5-12 Common Core)	<input type="checkbox"/> Literacy in Science and Technical Subjects (NYS 6-12 Common Core)
<input type="checkbox"/> Math, Science & Technology	<input type="checkbox"/> Mathematics (NYS P-12 Common Core)	<input type="checkbox"/> Native Language Arts
<input type="checkbox"/> Next Generation Science Standards	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Social Studies (NYS K-12 Framework Common Core)
<input type="checkbox"/> The Arts		

2. Select the **Course(s)** appropriate for the **Template**.

Course(s)

All / None

<input type="checkbox"/> Algebra I (NYS P-12 Common Core)	<input type="checkbox"/> Algebra II (NYS P-12 Common Core)	<input type="checkbox"/> Art
<input type="checkbox"/> Biology/Living Environment	<input type="checkbox"/> Calculus AB	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Computer Literacy	<input type="checkbox"/> Computer Programming I	<input type="checkbox"/> Computer Programming II
<input type="checkbox"/> Earth Science	<input type="checkbox"/> English Language Arts	<input type="checkbox"/> English Language Arts (9-12)
<input type="checkbox"/> English Regents	<input type="checkbox"/> Foreign Language	<input type="checkbox"/> French I
<input type="checkbox"/> French II	<input type="checkbox"/> French III	<input type="checkbox"/> French IV
<input type="checkbox"/> French V	<input type="checkbox"/> Geometry (NYS P-12 Common Core)	<input type="checkbox"/> Global History and Geography
<input type="checkbox"/> Grade 12: Economics, the Enterprise System, and Finance	<input type="checkbox"/> Grade 12: Participation in Government	<input type="checkbox"/> Health
<input type="checkbox"/> Home & Careers	<input type="checkbox"/> Integrated Algebra	<input type="checkbox"/> Integrated Algebra II and Trigonometry
<input type="checkbox"/> Integrated Geometry	<input type="checkbox"/> Latin I	<input type="checkbox"/> Latin II
<input type="checkbox"/> Latin III	<input type="checkbox"/> Math A	<input type="checkbox"/> Math B
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Music	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Physics	<input type="checkbox"/> Pre-Calculus	<input type="checkbox"/> Precalculus (NYS P-12 Common Core)
<input type="checkbox"/> Science	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Spanish I
<input type="checkbox"/> Spanish II	<input type="checkbox"/> Spanish III	<input type="checkbox"/> Spanish IV
<input type="checkbox"/> Spanish V	<input type="checkbox"/> Technology	<input type="checkbox"/> Trigonometry
<input type="checkbox"/> United States History and Government		

3. Select the **Grade Level(s)** appropriate for the **Template**.

Grade Level(s)

All / None

<input type="checkbox"/> 10th Grade	<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade
<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade
<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade
<input type="checkbox"/> Commencement	<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Pre-Kindergarten	

4. Click into the **Security** tab.

Granting Access to the Template

1. Select the **Organization(s)** you wish to have access to the **Template**.

Template Security

Choose the organizations you would like to grant access to.

<input type="checkbox"/> Standardsville Central School District	<input checked="" type="checkbox"/> PLS 3rd Learning	All None
---	--	------------

2. Click the **Save** button, and then click **Ok**.
















Create/Edit Template

Save Close

3. Click the **Close** button to return to the **Curriculum Administration** tab.

Managing the Templates

Once a **Template** has been created, there are several options available to you by selecting the **Manage Templates** button from the **Curriculum Administration** tab. Locate the correct **Template**. The **Map Options** icons show the choices to **Edit**, **Copy**, **Delete** and **View** the **Template**, as well as placing it **Online** so that others may view it. Hovering above each will show their meaning.

Template Name	Date Modified	Assigned Curriculum Maps	Options
c test	2/16/2016 4:15:00 PM	0	    
Entrepreneurship	7/8/2015 1:41:00 PM	2	    
NYS Social Studies Framework	3/4/2015 10:21:00 AM	0	    

To Edit a Template

1. Click the **Edit Template** icon (pencil). This will open the **Template** for revision.



2. Repeat the steps previously described to make edits necessary. Be sure to click the **Save** button and **OK** to save any changes.

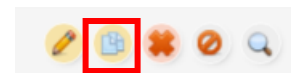
Create/Edit Template

Save

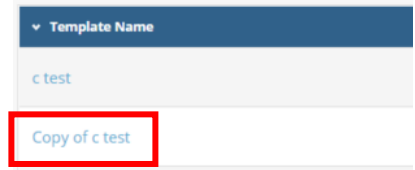
Close

To Copy a Template

1. Copying a **Template** can save time if you are creating several **Templates** with the same **Fields**. Locate the **Template** you wish to copy in the list. Click the **Copy** icon, and then click **OK**.



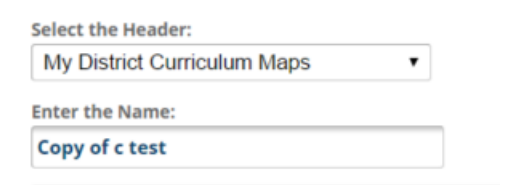
2. A copy of the **Template** will be created and named in the **Template** list preceded with the words “copy of.”



3. Click the **Edit Template icon** (pencil). This will open the new copy for revision.



4. Edit the **Template Name** field to avoid confusion between the original, and the new template.



5. Repeat the steps previously described to make edits necessary. Be sure to click the **Save** button and **OK** to save any changes.

To Place a Template Online or Offline

1. When a **Template** is ready to be shared with others, it needs to be placed online. As you are creating the **Template**, only you are able to view it. To make it available to others in your organization, click the **Online/Offline icon** (red circle) in the **Options** column.

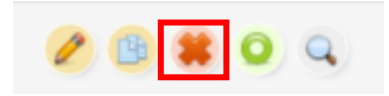


2. The **Online/Offline icon** will change to green, indicating that the **Template** can be viewed by others. To switch it back to **Offline**, click the **Online/Offline icon** again.

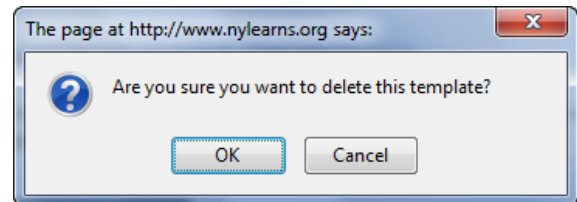


To Delete a Template

1. Click the **Delete** icon (red X) in the **Options** column.



- Click **OK**, and the map will be permanently deleted.



NOTE: You may only **Delete a Template** if there have been no **Curriculum Maps** created with it, and the **Template** is marked **Offline**.



NYLearns.org Help Desk

Email: helpdesk@nylearns.org

Toll free: 1-800-590-6126

Bob Hartz

Director of Strategic Partnerships

bhartz@nylearns.org

1-716-855-2250 x150

1-585-329-9687 (cell)

Cynthia Kline

Education Program Manager

ckline@nylearns.org

1-716-855-2250 x180

1-716-228-6449 (cell)