admin, curriculum

Curriculum Sharing

Curriculum sharing is available to share with all School Pathways schools (schools). It is not limited to schools within your district. Once the Curriculum Sharing function has been turned on – you will be using the Manage Curricula function and the Bookshelf function.

Sharing from a School:

Location: **Teacher Pages > Manage Curricula**

1. Search the Master Curricula by ALL or specific staff and 'Show All Curricula'
2. Under the Sharing column, click on the link 'Set Course Shares' next to the curricula.

3. Set up schools to share:
   - To share curricula with a school, type in the scope name exactly as it displays on the browser bar for example: https://milestonehs.plsis.com would be typed in as milestonehs.
   - Click on 'Add Share'
   - When a school is added to share, the school will then display on the left side of the page under 'Currently Shared With'
   - If you would like to remove a sharing school, you can click on the red X next to the school name and the curriculum will not be available to share.

   - Grid View:
     Courses and schools can be mass shared or mass unshared by clicking on the checkbox next to the course title/school.
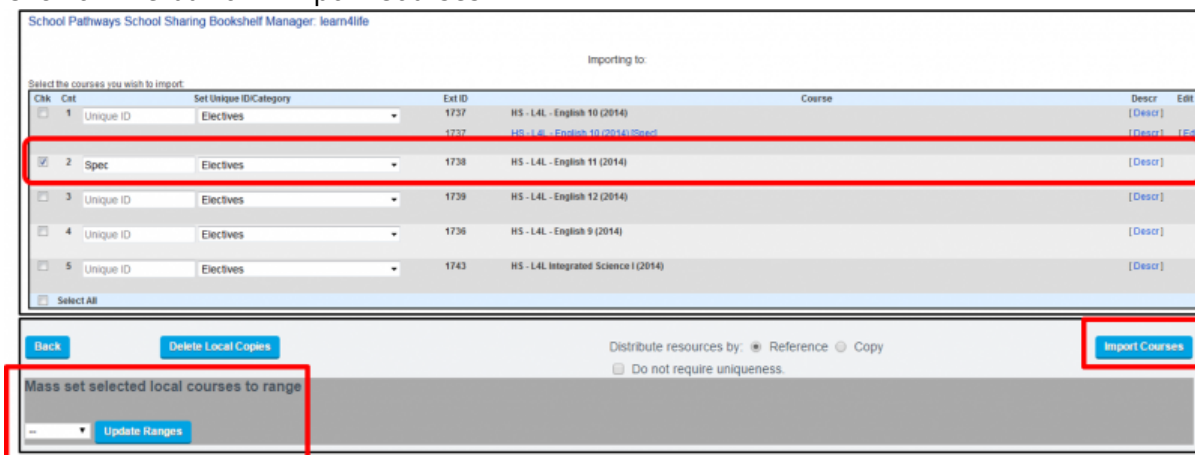
Importing Curriculum in the Receiving School:

Location: **Admin > Settings > Bookshelf Settings**

1. Below the title 'School Pathways School Sharing,' click on your sharing school link.
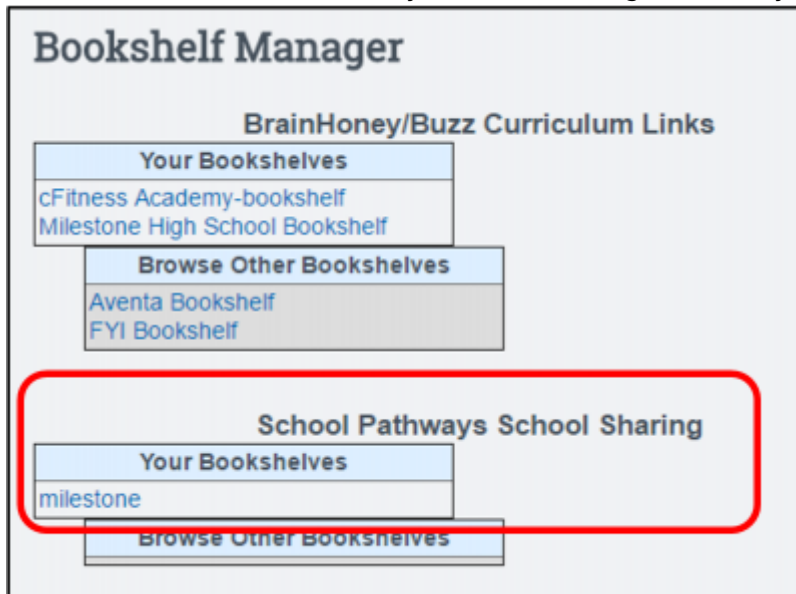
2. Import Course:
   1. Check the course(s) to import
   2. Enter a Unique ID – example 'Spec'
   3. Choose the Category
   4. Click on the button ' Import Courses'

3. Import Status
   1. A copy of the shared course has been imported into the receiving school.
      Black – Shared / not imported. \\Blue – Imported course.
   2. Click on the 'Edit' link.
   3. Change the Range from Personal to School Name, in order for the course to be used by the entire school. Save.

Note: Other settings - Change create/owner – when the course is imported, it will be imported under the name of the user who is currently logged in. You may want to set the Creator/Owner to the actual creator of the course from the sharing school.

Review Curricula:

Teacher Pages > Manage Curricula

1. Search the Manage Curricula by ALL or specific staff and 'Show All Curricula'

Note: the unique id is displayed in brackets after the course title. This is what the users will see when assigning curriculum.