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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:

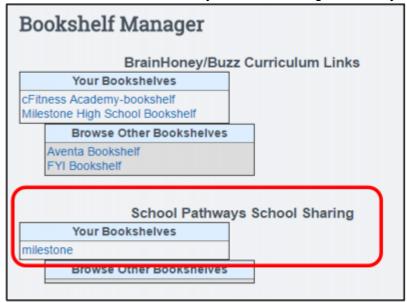
Courses and schools can be mass shared or mass unshared by clicking on the checkbox next to the course title/school.



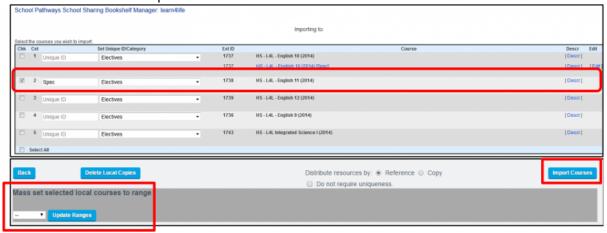
# **Importing Curriculum in the Receiving School:**

### Location: Admin > Settings > Bookshelf Settings

1. Below the title 'School Pathways School Sharing,' click on your sharing school link.



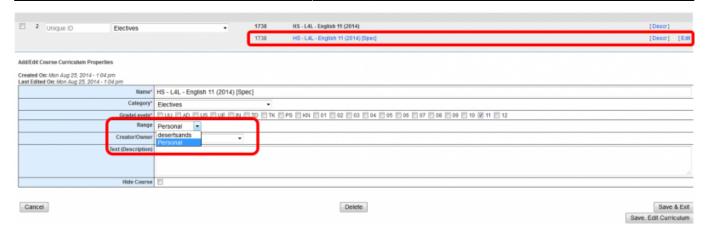
- 2. Import Course:
  - 1. Check the course(s) to import
  - 2. Enter a Unique ID example 'Spec'
  - 3. Choose the Category
  - 4. Click on the button 'Import Courses'



- 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.

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#### **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.



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