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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. Curriculum available in Teachers>Manage Curriculum can be shared. Once the Curriculum Sharing function has been turned on – you will be using the Manage Curricula (Teachers>Manage Curriculum) function and the Bookshelf function (Admin>Settings>Bookshelf Settings). If you do not see a school you wish to share with listed in the Bookshelf Settings area, please contact your School Pathways Account Manager.

Sharing from a School:

Location: Teacher Pages > Manage Curricula

- 1. Search the Master Curricula by ALL (all staff at your school) or a specific staff.
- 2. Under the Sharing column, click on one of the links to 'Set Course Shares' next to the curricula you want to share. You will later be able to choose more.

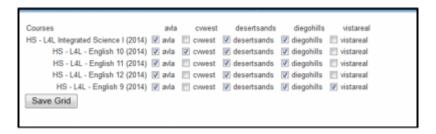


- 3. Set up schools to share:
 - To share curricula with a school, type in the scope name exactly as it displays on the browser bar for example: https://milestonehs.plsis.com would be typed in as milestonehs. This is typically done for you by School Pathways. Please call if you need assistance.
 - Click on 'Add Share.' If you get an error, contact your School Pathways Account Manager to allow the school setting.
 - 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:

<u>Location: Admin > Settings > Bookshelf Settings</u>

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



2. Import Course:

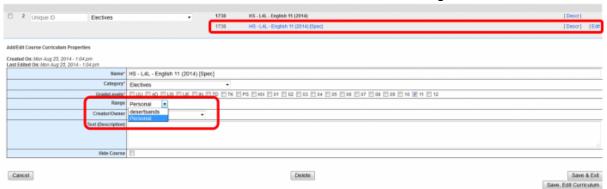
- Check the course(s) to import
- Enter a Unique ID examples of unique IDs could be words, letters or a combination of each.
- Choose the general curriculum Category the curriculum will be found in when searching.
- Set the Range. Some curricula may originally be personal while others are set to school. If you want to change all that are imported to a range, do that now and UPDATE RANGE.
- Distribute resources: Reference or Copy. This only pertains to curriculum imported from online sources.
- Click on the button 'Import Courses'

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- 3. Import Status
 - $\circ\,$ A copy of the shared course has been imported into the receiving school.
 - Black Shared / not imported.
 - Blue Imported course.
 - Click on the 'Edit' link.
 - 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.

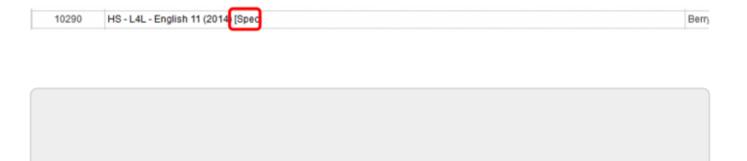


Review Curricula:

<u>Teacher Pages > Manage Curricula</u>

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.



Last update: 2017/01/30 plsis:curriculum_sharing_between_schools https://schoolpathways.com/knowledgebase/doku.php?id=plsis:curriculum_sharing_between_schools&rev=1485797068 17:24

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