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.

A	Add/Edit Course Curriculum Properties									
Reeves, LeAnn										
Show Only Non-Hidden Curricula Show Only Hidden Curricula Show All Curricula Show All Curricula										
	pdate									
- 6	Local Id	Name	Owner	# Classes	Edit		Sharing			
1	4384	0-8 - Great Science Adventures, Discovering Earth's Landforms - Common Sense Pre [SP] [Custom]	Reeves, LeAnn	7	Edit Properties	Edit Conten	Set Course Shares			
1	4559	0-8 - Great Science Adventures, The World of Light and Sound - Common Sense (200 [SP] [Custom]	Reeves, LeAnn	1	Edit Properties	Edit Conten	Set Course Shares			
1	4391	0 - California Mathematics, Concepts, Skills, and Problem Solving - Macmilian Mc [SP] [Custom]	Reeves, LeAnn	1	Edit Properties	Edit Conten	Set Course Shares			
1	4068	1-6 - How to Make Books with Children Series, Literature and Writing Connections [SP] [Custom]	Reeves, LeAnn	2	Edit Properties	Edit Conten	Set Course Shares			
1	4782	1-6 - Science in a Nutshell, Charge It, Static Electricity - Delta Education (19 [SP] [Custom]	Reeves, LeAnn	1	Edit Properties	Edit Conten	Set Course Shares			

- 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.
 - $\circ\,$ 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.

Manage Course Shares Currently Shared With	Add Share	Grid View
X none	To share this course with another school, enter their scope name:	
Done		

• Grid View:

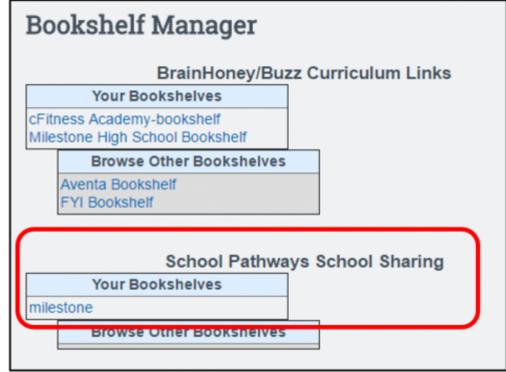
Courses and schools can be mass shared or mass unshared by clicking on the checkbox next to the course title/school.



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:
 - Check the course(s) to import
 - $\circ\,$ 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'

				Importing to:	
elect the courses you wish to in DNR Cet Unique ID	Set Unique ID/Category Electives		Ext ID 1737	K5 - L4L - English 10 (2014)	Descr [Descr]
			1737	H5-L4L - Eastwh 10 (2014) (Sould	[Descr]
2 Spec	Electives		1738	HS - L4L - English 11 (2014)	[Descr]
3 Unique ID	Electives	•	1739	HS - L4L - English 12 (2014)	[Descr]
4 Unique ID	Electives		1736	H5 - L4L - English 9 (2014)	[Descr]
5 Unique ID	Electives		1743	HS - L4L Integrated Science I (2014)	[Descr]
Select All					
lack	Delete Local Copies			Distribute resources by: 🛞 Reference 💿 Copy	Import Cours
				Do not require uniqueness.	
ass set selected lo	cal courses to range				

3. Import Status

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.
- $\circ\,$ 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.

	2 Unique ID Electives		1738	HS-L4L-	- English 11 (2014)	[Descr]				
			1738	HS+L4L+	-English 11 (2014) (Spec)	[Descr] [Edit				
Add/Edit Course Curriculum Properties										
Created On: Mon Aug 23, 2014 - 104 pm Last Edited On: Mon Aug 23, 2014 - 104 pm										
	Name* HS - L4L - English 11 (2014) [St									
Category* Electives										
	Gradel evels*									
		Personal	1							
		desertsands .								
	Fext (Description))							
	Hide Course									
	Cancel				Delete	Save & Exit Edit Curriculum				

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

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