

To add links to a teacher's page:

- 1 Click **Links** under the **Resources** menu item
- 2 Click on **+Add Link**
- 3 Enter the URL, name and description of the link to be added.
- 4 Click **Add Link**

To edit an existing link:

- ▶ Click **Edit** to update an existing link.

To remove a link:

- ▶ Click **Delete** to remove a link from the list.

Note • All hyperlinks must begin with *http://* for them to work

To access links from a Teacher Account:

- 1 Under the **Resources** tab, select **Links**.
- 2 To access the web resource, click on the **Title** of the Link.

View/Print Standards [View](#) [Print](#)

Select your standards category

Standards Set: CC Common Core State Standards

Subject: English Language Arts (2012)
Mathematics (2012)

Grade: Grade 2
Grade 2 Introduction
Grade 3
Grade 3 Introduction
Grade 4

Search: fractions

Run Report

Links

Curriculum Mapper™ has a customizable page for schools to list important web links. By default, several national links and your state standards link are shown on this page. Please note: Collaborative Learning Inc™ is not affiliated with the entities represented on this page and receives no compensation of any kind for providing the links.

Adding a New Folder or Subfolder

To add a folder to the Document Library main organizational structure:

- 1 Under the **Resources** tab, select **Document Library**.
- 2 Click on **Add New Folder**
- 3 Name the **Folder** with a unique name.
- 4 Click on **Add Folder**

To add a subfolder to an existing folder in the Document Library:

- 1 Click on **Add New Subfolder**
- 2 Name the **Subfolder**
- 3 Click on **Add Subfolder**

To uploading documents to the Document Library:

- 1 Go to **Resources** and **Document Library**
- 2 Click **Add New File** across from the folder name
- 3 In the box that opens, click **Browse** to locate the file.
- 4 Choose **Share Option**. (Remember: *Global Access* is free space.)
- 5 Enter Document Title and Description, and select **Category**, **File Type**, and **Library**.
- 6 Click **Add File**.
- 7 The file will appear in the list of documents.

View/Print Standards

Teachers can view and print selected Standards in a complete Standard Sets, Subjects and Levels without accessing their maps.

To view or print Standards:

- 1 Click **Resources** and then **Search/Print Standards**.
- 2 Choose the **Standard Set**.
- 3 Check **Subject** and **Level** desired for viewing and printing.
- 4 Type a word or words in the search box to narrow the focus of the search to only the standards that relate to a particular concept, topic, and/or skill.
- 5 Click **Run Report**.
- 6 To print the report click **Print**. The report will show every standard for the standard set, subjects, and levels selected.

Add New File

[Browse...](#)

Share Options

Global Access (Includes District and School)

Teachers & Guests
☒ Teachers

District Access (Includes School)

Teachers & Guests
☐ Teachers

School Access

Teachers
☐ None

Document Title [Leave Blank to insert file title]

* Document Description

Category ▼

File Type ▼

Library

Personal Library ▼

* Required Field

[Cancel](#) Or [Add File](#)

Editing Your Document Library

Both folders and files may be added or deleted. If there are a number of files to be uploaded, it is a good idea to create folders for organization.

Document Library My Available Private Space: 999.787 MB

Add New File Add New Folder	Attachment Category	Upload Date	Share Options
Report Samples	Instructional Resource	02/10/11 08:52 AM	Global Edit Delete
Assessments Add New File Add New Subfolder			Edit Delete
PROBE SMPOLYTE \$1.docx	Assessment	01/11/10 10:28 AM	Global Edit Delete
CRTES Labca	Assessment	01/11/10 10:40 AM	Global Edit Delete
ADD-SUBP-RACIOWSTEST \$1.docx	Assessment	01/11/10 10:41 AM	Global Edit Delete

To print or view school or district maps:

- 1 Under the **Maps** tab, select **School Maps**.
- 2 To view the curriculum map for a particular course and teacher, click the **Course** name.
- 3 Maps can be sorted on this page by clicking on a column heading.
- 4 Switch between schools in the district by choosing the desired school in the dropdown list at the top of the page.
- 5 To view or print, follow the steps above for printing and viewing all months of a your own personal maps.

Resources

Working with Document Library

Attachments placed in the Document Library may be shared in a variety of ways. Each share option allows for different levels of sharing Documents. Each School is given 1 GB storage space for documents. If a document is shared at the Global Access Level, the storage space for that document is not included in the total for the school, it is free storage space.

Sharing Level Outline:**School Access**

None: Shared to no one, private to the teacher

Teachers: Shared only with teachers in the school

District Access


Teachers and Guests: Shared with teachers and any guest who have access to maps

Teachers: Shared only with teachers across the District

Global Access

Teachers and Guests: Shared with anyone who has access to Curriculum Mapper and may be found in a Global search


Teachers: Shared with any teacher or administrator who has access to Curriculum Mapper and may be found in a Global search

- 6 To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
- 7 Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
- 8 Select **Print** within Microsoft Word to print the map.

To print or view all months of your map:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the course name. The map will appear in a popup window; maximize the window.
- 3 If desired, select **Show Standards** from the **Show Icon** dropdown to display the text of the standards in the map in place of the standards icon. Displaying the standards will increase the length of the document.
- 4 In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
- 5 Click **Print** for the web page view.

To print, view and save your map as a Word document:

- 1 To export the map to **Microsoft Word**, click the  icon in top right corner. A dialog box will appear.
- 2 Select **Open** to open the map in Microsoft Word. Select **Save** to save map and then open in Microsoft Word.
- 3 Select **Print** within Microsoft Word to print the map.
- 4 Click Close to return to **My Maps**.

Note • If the vertical lines separating columns do not print, a browser setting may need to be changed. In Internet Explorer, select **Tools ► Internet Options**, and click the **Advanced** tab. Scroll to locate the **Printing** choice and click the box next to **Print Background Colors and Images**. Many schools have security settings and this feature in Internet Explorer may be disabled.

Step 4: Printing or Viewing School or District Maps

The **School Maps** page shows every curriculum map from every course and teacher in the school the user originates as well as providing the user access to the maps of all schools in the district or cluster associated with the school of the user. **School Maps** allows for transparency in the curriculum. Any teacher or administrator has access to the curriculum map data for any class.

To attaching documents from a Document Library:

- 1 Click **Edit Block**.
- 2 Click on the location where the document will be attached.
- 3 Click the **Select Document** icon.
- 4 Choose documents from the Personal Library, School Library, or District Library
- 5 Check all documents to be attached.
- 6 Click the **Attach Documents**.
- 7 To close the Document section, click **Select Documents**.
- 8 **Save** the Map.

To delete attached documents :

- 1 Click on the line above the document icon.
- 2 Click on the Select Documents icon.
- 3 Uncheck the document or documents
- 4 To close the Document section, click **Select Documents**.
- 5 **Save** the Map.


Step 3: Printing or Viewing Maps

Printing or Viewing One Month of Your Maps

The web page view of personal maps may be printed for one or all months. Maps may also be exported to Microsoft Word for printing.

To print or view one month of your map:


Map Options | Create Master Map | Copy | Delete | Print | 

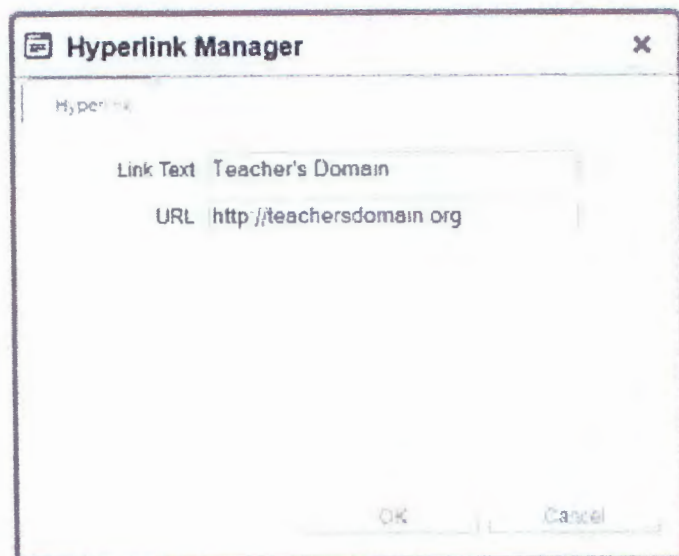
- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the month name.
- 3 If desired, select **Show Standards** from the **Show Icon** dropdown to display the text of the standards in the map in place of the standards icon. Displaying the standards will increase the length of the document.
- 4 In the web browser, select **File, Page Setup** to change from Portrait to Landscape.
- 5 Click **Print**  for the web page view.

- 4 Click **Upload** to add a new file to the Document Library.



- 5 Click **Browse** to locate the file.
- 6 Choose **Share Option**. (Remember: **Global Access** is free storage space but will allow all Curriculum Mapper users to see and download the documents with a Global document or map search. Guest access is available only where Districts or Schools allow persons without Mapper accounts to view maps.)

- 7 Enter Document Title and Description, and select **Category**, **File Type**, and **Library**.
- 8 Click **Add File**.
- 9 Click in the location on the map where the document is to be attached. Documents will be attached where the cursor has been placed.
- 10 Click **Attach**  to attach the desired document.
- 11 To close the Document section, click **Select Documents**.
- 12 **Save** the Map.

6 Save.**To remove Hyperlinks:**


- 1 Highlight the hyperlinked text.
- 2 Click **Remove Link**.
- 3 The text remains but the link to the website has been removed.
- 4 Save.



Uploading Documents to a Curriculum Map

Documents must be uploaded to Collaborative Learning™ before they can be attached to a Map.

Documents, images, and other types of files can be attached to maps in any column, making them useful as a repository for items used to teach, reinforce, or assess. Inserting documents help to provide explicit criteria on assessments such as projects, labs, writing rubrics, formative assessments, and much more. Resources such as videos, a PowerPoint, or multi-media presentations can become a part of a curriculum map, providing easy access to teaching materials as well as a wealth of information for teachers new to the school/district.

To upload and attach new documents when creating or editing a map:

- 1 Click on the **Month** of a Map.
- 2 Click **Edit**
- 3 Click **Select Documents**.  Follow steps 2-6 to upload files to the Document Library, and steps 7-8 to attach to the map.


- 5 Place a check in the box(es) to **add** desired standard(s).
- 6 Remove the a check in the box(es) to **remove** the desired standard(s).
- 7 From the dropdown menu to the right of the box, select **Introduced**, **Developed**, or **Reinforced** to qualify where each standard currently lies on path towards mastery.
- 8 Repeat steps 4-7 until all desired standards are selected.
- 9 Click **Attach Standards**. The **Standards Icon**  will now contain the most recently selected standards.
- 10 Click **Select Standards**  to close the Attach Standards window.
- 11 **Save** the map.



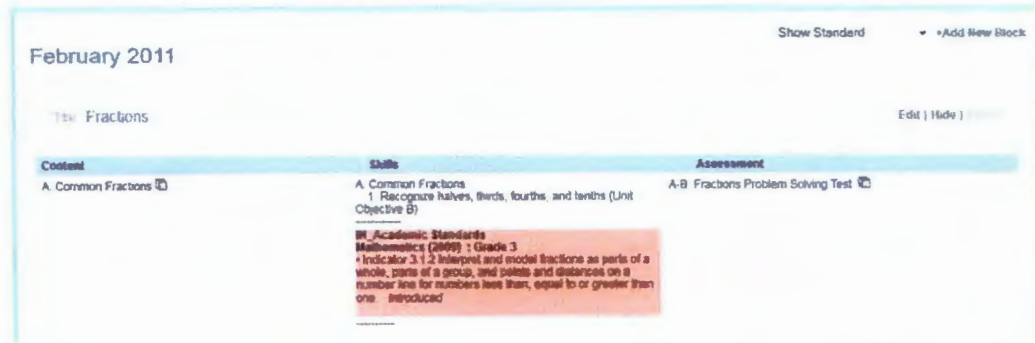
Adding Hyperlinks

Hyperlinks are an excellent way to share with other teachers/administrators websites utilized with students, or accessed while planning instruction. This sharing often leads to other teachers using the same websites, as well as searching for and adding websites of their own.

To add Hyperlinks:

- 1 Click **Hyperlink Manager**. 
- 2 In the Hyperlink Manager window, type or paste the URL of the desired website.
Example: <http://www.si.edu>
- 3 In the **Link Text** box, type in the word or words to be associated with this link in the map.
Text highlighted before clicking **Hyperlink Manager** will appear in the **Link Text** line.
- 4 In the **Target** dropdown, select how the new website should open.
- 5 Click **OK**.


When viewing any map from My Maps, School Maps or Global Search Maps, choosing **Show Standard**, the text of all standards associated with the standards icons will appear in the block.



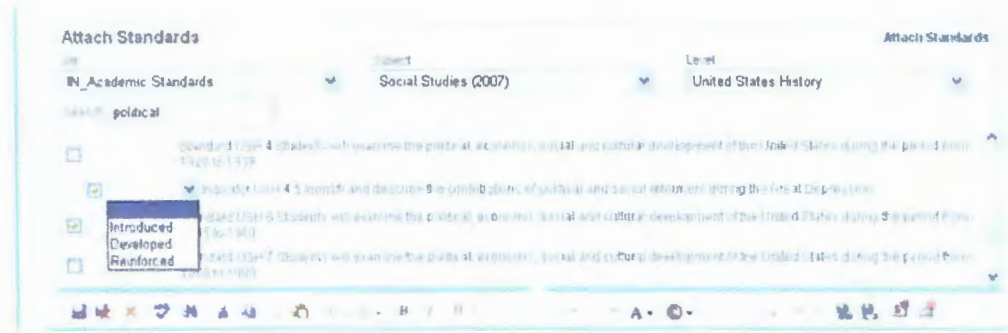
Selecting, **Show Aligned Standards**, the text of sets of standards aligned in the Standards Alignment and Management System (SAMS) and attached to a map can be viewed.




To edit Standards:

- 1 Click **Edit** for the block in which standards will be edited.
- 2 Click the **Standards Icon** to highlight.  Eight white boxes will surround the icon.
- 3 Click **Select Standards**.
- 4 Locate the standard(s) to be added or deleted. Currently attached standards will have a checkmark in the box before the Standard.

- 6 Place a check in the box(es) next to the desired standard(s).
- 7 From the dropdown menu to the right of the box, select Introduced, Developed, or Reinforced to qualify the Level at which each standard currently lies on the path towards mastery.
- 8 Repeat steps 5-7 until all desired standards are selected.



- 9 Click **Attach Standards**. The **Standards icon**  assigned to this set of standards will be placed in the map where the cursor was flashing.
- 10 Click **Select Standards** to close the Attach Standards window. **Save** the map.

Note • Clicking on a Standards icon  when viewing a map will show the attached Standard number, Description, Level and the Section of the Standard if available.

IN_Academic Standards

Subject: Mathematics (2009)

Level: Grade 3

Standard	Description	Level	Section	Average	Trend
Indicator 3.1.2	Interpret and model fractions as parts of a whole, parts of a group, and points and distances on a number line for numbers less than, equal to or greater than one	Introduced	Grade 3 Math-Period 2 (Mrs. Ramirez Period 2 Math)	3.16	2.57

Performance data drawn from entire school year

Note • For customers who have purchased StandardsScore as well you will note that you can see your class **Average** and **Trend** for this benchmark as well.

To copy maps from another teacher or Master Maps:

- 1 Under the Maps tab, select **My Maps**.
- 2 Click **Copy Map** link on right.
- 3 Choose the **School Display Options**, **School** and **Year** from the drop down menus.
- 4 Click on the **Course name** to be copied.
- 5 To copy one **month** at a time, click **Add This Month Map**. Choose the **Course**, **Year** and **Month** to which the month will be copied. Click **OK**.
- 6 To copy all months, click **Add All Months**. Choose the **Course** and **Year**; click **OK**.
- 7 The copied map(s) will appear in the **My Maps** list of Courses.

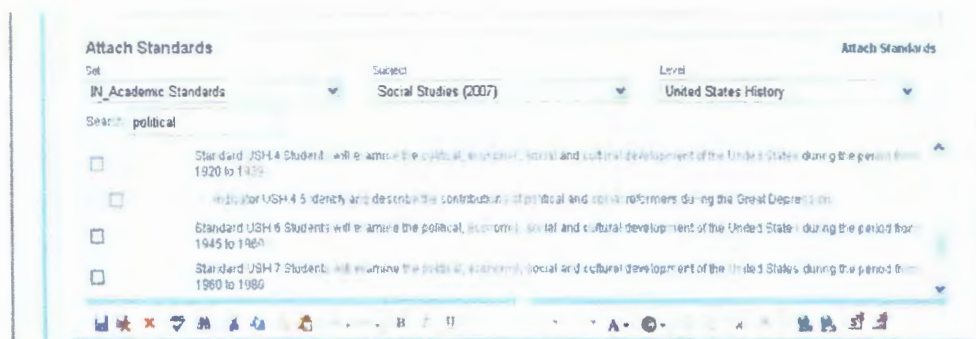
Inserting Standards

The goal of standards is to set priorities on what students need to know and be able to do. Maps should be developed with the standards in mind. Standards from multiple grade levels and/or subject areas can be added to any block. Standards can be attached to the Content, Skills, and/or Assessment Column.

Standards can be attached to every Content or Skill statement, or can be attached to the last statement in a series, in which case it can be assumed that the standard is associated with all Content or Skills statements above. Standards are inserted directly into curriculum maps through the **Edit** mode of a map. The level of the Standards (introduced, *developed*, or *reinforced*) may be indicated if desired.

To insert standards:

- 1 Click **Edit** for the block in which standards will be entered.
- 2 Place cursor where the standard is to be attached.
- 3 Click **Select Standards**.
- 4 Select the **Set**, **Subject**, and **Level** from the dropdown menus.
- 5 Use **Search** to isolate standards containing a word or word part (example below, "political").



- 3 The screen will refresh and display data in the current month, by block.
- 4 Click **Edit** to add information to desired block. A block with a **green** perimeter is in *active* Edit mode.
- 5 Click **Add New Block** on right for additional blocks. Title the block, if desired.
- 6 Click **Save and Close** to exit block.

Copying Maps

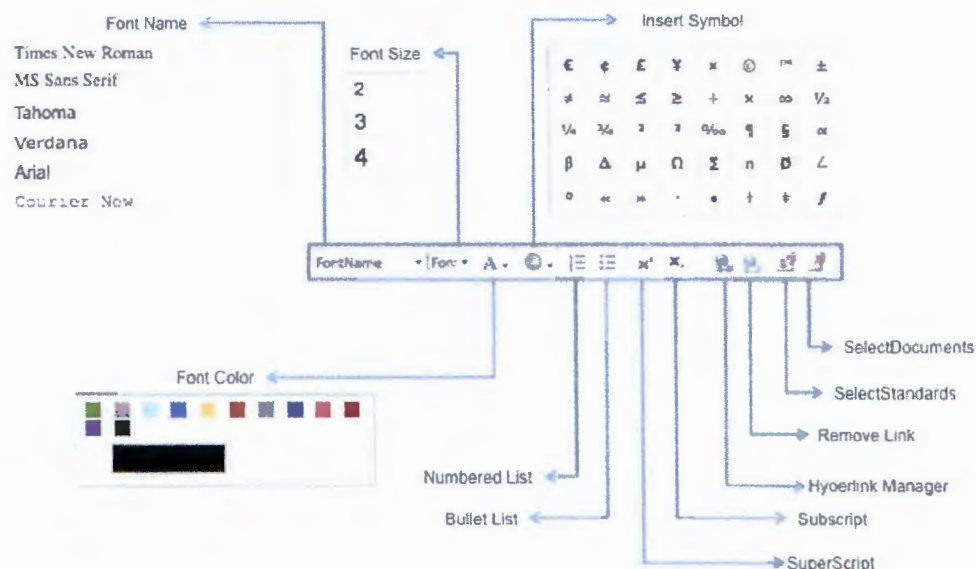
This feature will be very helpful in the coming months as the Common Core State Standards are beginning to be implemented in the schools. As teachers need to shift units around in their school year and from grade level to grade level, copying maps will become even more important.

A teacher's own maps can be copied from one class or year to another class or year.

To copy personal maps:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click on the **month** of the map to copy.
- 3 Click **Copy Map** link on right.
- 4 Choose the **Course, Year, and Month**; click **OK**.

Teachers may copy maps from another teacher or Master Maps, if permission is given by the District or School Coordinator.



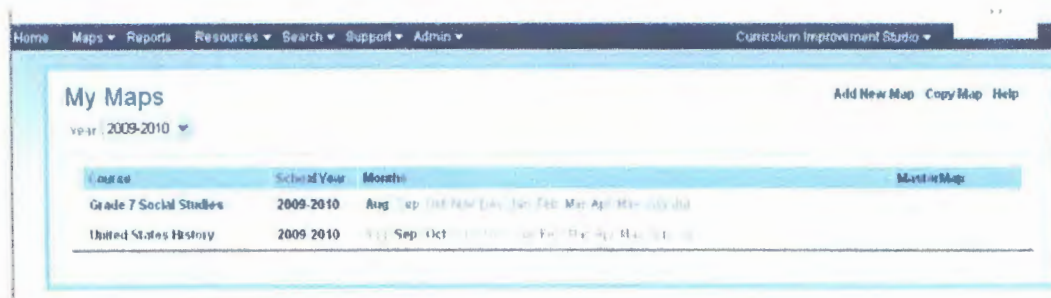
Step 2: Editing Curriculum Maps

Editing Maps

Often when a new year begins a Master Map will need to be edited. Maps copied from year to year will also naturally need to be adjusted to reflect changes in curriculum requirements or student need. This will become increasingly important with the adoption of the Common Core State Standards and adjustments being made by the state and federal government requirements. The next few years will require more than just individual adjustments. Rather multiple grade level adjustments will be made as the Common Core are implemented into our schools.

To edit maps:

- 1 Under the **Maps** tab, select **My Maps**.
- 2 Click the **month** name to edit (example below, "Aug" in Grade 7 Social Studies).



- 7 Each month of a curriculum map will contain at least one block. A block with a **green** perimeter is in *active* Edit mode.
- 8 Title the block, if desired. (Such as “Reading” or “Events” mentioned above.)
- 9 Enter information into desired columns.
- 10 Click **Save and Close** to exit block.
- 11 Click **Back to Maps List** to return to listing of personal maps or click **Change Map** to use dropdown list to select Course, Month, and Year of another map.

Note • Click **Save** often to prevent data loss.

Important Considerations

Guidelines for writing Content, Skills, and Assessments:

Content	Skills	Assessment
<ul style="list-style-type: none"> – Express as descriptive nouns or noun phrases – Write in phrases rather than sentences – Avoid use of chapter headings, page numbers, acronyms, and abbreviations – Use enough detail to inform others; yet limit to two outline levels 	<ul style="list-style-type: none"> – Express as seeable and measurable verbs (Bloom’s Taxonomy) – Use precise and exhibit active demonstrations of learning – Focus on the skills students learn rather than activities – Write in the language of skills, not a restatement of the standards 	<ul style="list-style-type: none"> – Express as defined nouns that clearly describe the assessment tool: product or performance – Write in measurable and recordable terms – Include the tools used to provide evidence of learning – Format to match skills

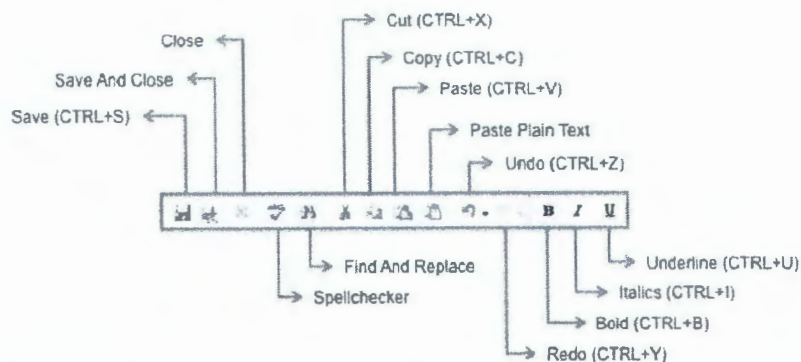


Figure 1-1 • Tool Bar in Edit Mode

instruction within a specific timeframe. Data can be placed within one block or any number of blocks, depending on preference. Blocks can be named for easy reference. For example, a unit on the American Revolution might have one block on **Causes**, another on **Events**, and another on **Effects**. In Language Arts, blocks can be used to separate **Reading**, **Writing**, **Listening**, and **Speaking**. Blocks simply help organize thinking and teaching.

Thought must be given to the outline structure. Assessments are typically grouped to match the skills being assessed. The optional 4th and 5th columns may also need to be formatted in order to align information for consistency and readability.

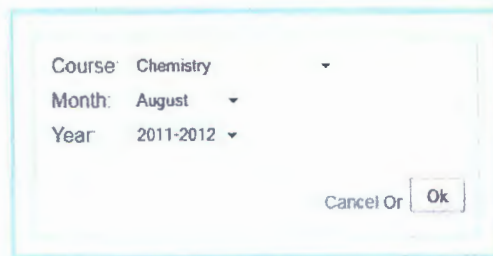
Note • Refer to The **Tool Bar in Edit Mode** for a visual representation of tool bar functionality when editing a block.

To add new maps:

- 1 Under the **Maps** tab, select **My Maps**.

- 2 Click **Add New Map** link on right. **Add New Map** **Copy Map** **Help**

- 3 Select **course**, **month**, and **year**. Click **OK**.



- 4 The school name, teacher, e-mail, course #, and grade level will be listed under the course name of the map. The month created will appear below.
- 5 Click **Add New Block** on the right to begin entering map data.



- 6 Click on **Edit** at the top of the new Block.



1

Curriculum Mapper® User Manual

Step-by-Step to Get Started:

Step	Description
1	Creating A Curriculum Map
2	Editing Curriculum Maps
3	Printing or Viewing Maps
4	School and District Map

Welcome To Curriculum Mapper



Step 1: Creating Curriculum Maps

Adding New Maps

The content taught, the skills students learned, and the assessments used to determine mastery of the skills should all be entered within blocks under the headings of Content, Skills, and Assessment. Blocks are used to segment instruction, identify areas of emphasis, or place

Conventions

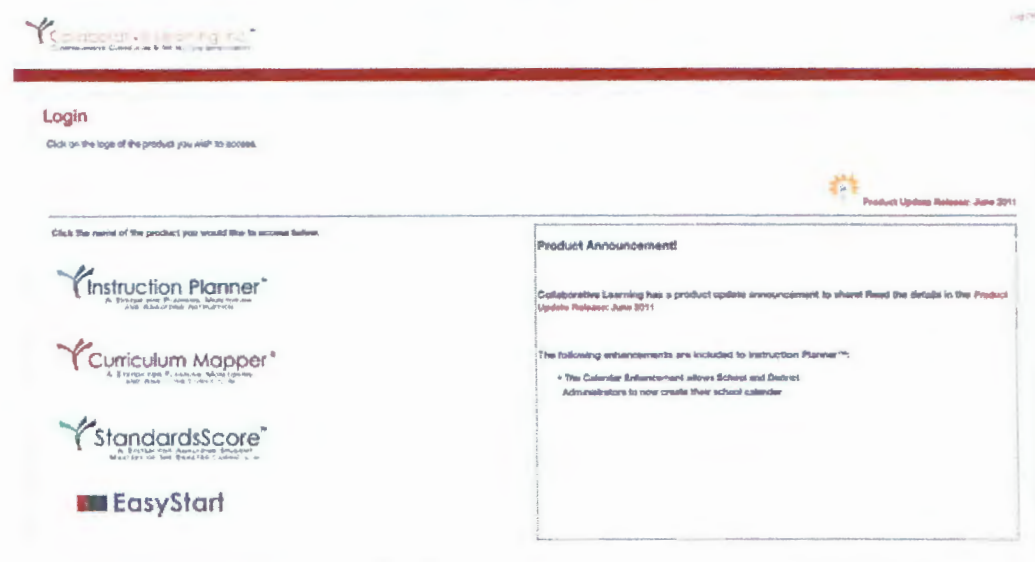
Some or all of the following conventions appear in this guide:

Symbol or Type Style	Represents	Example
Bold	a new term	...called a source object .
<i>Alternate color</i>	(online only) hotlinked cross-references to other sections in this guide; if you are viewing this guide online in PDF format, you can click the cross-reference to jump directly to its location	...see <i>Chapter 3, Data Migration</i> .
<i>Italic</i>	words that are emphasized	...the entry <i>after</i> the current entry...
	the titles of other documents	<i>PLATINUM General Facilities Reference Guide</i>
	syntax variables	<i>COPY filename</i>
Monospace	directories, file names, command names, computer code	&HIGHLVL\$RCLIB
	computer screen text, system responses, command line commands	Copy file? Y/N
Monospace bold	what a user types	...enter RUN APP.EXE in the Application field
►	choosing a command from a cascading menu	File ► Import ► Object
Highlighted Screen Text	used to callout screen text on character-based screen captures. (When viewed online, the screen text will be blue.)	Dataset... Product... Parmlib...

Preface


Select Instruction Planner to Begin...

Select Instruction Planner to Begin...



Getting assistance

Collaborative Learning Inc. is committed to assisting our customers. The Help system is simple. The system is designed to provide you a variety of tools for finding answers to your questions using a variety of resources:

- Call: 800.318.4555 and speak with an Account Manager
- Email: support@clihome.com
- Call our Tech Support Hotline at 630.282.1646 – we are available from 8 am to 9 pm Eastern time
- Contact your Sales associate
- Grab a variety of resources from our online help indicated by a  on most pages
- Download complete manuals and Quick Guides from our Resource and Help menus.

Part Three: Ongoing Login Instructions

To log in later:

- 1 Go to www.clihome.com and click on **Login** at the top of the page.
- 2 **Enter** your new User Name (your email address) and new Password (if you changed it).
- 3 Click **Log In**.
- 4 The **Product Selection Page** will appear.
- 5 **Click** on Instruction Planner

Tip • Keep in mind:

- For future logins, the Universal ID or primary email may serve as the user name
 - Confirmation of the email address must occur in order to use your email.
 - Until confirmation occurs, the User ID (Universal ID) may be used.
-

Creating Your Profile

Users have the ability to provide information that will customize their program and help Collaborative Learning communicate information relevant to their grade, subject or interest.

Your Profile may be accessed from any page by clicking on **My Account**.

Part One: First Time Logging In

To log in for the first time:

- 1 Use an approved Internet browser to navigate to the website – login.clihome.com
- 2 **Enter** the User ID (Universal ID) and Password provided. (All passwords are case sensitive)
- 3 Click **Log In**.
- 4 **Enter** primary email address, either school or personal.
- 5 **Change Password**. (Passwords are case sensitive; must be 6-12 characters in length, and include only letters and numbers.)
- 6 **Accept** the terms and agreement when requested.
- 7 Click **Continue**.
- 8 The **Personal Profile Page** will appear.
- 9 Complete the **Personal Profile Page** and **SAVE** the profile
- 10 The **Product Selection Page** will appear

Part Two: Confirmation of Email Address

To confirm your email address:

- 1 A Confirmation Link will be sent from Collaborative Learning to your email address. This is the “Confirmation” step. **Click on the Link** provided *within* the email.
- 2 Clicking this link confirms your email address and you will see a pop-up window notification that your email address is now confirmed. This means that you can now use your email address as your User ID.
- 3 **Close out** of the email once completed.

Tip • Should you not confirm your email within 72 hours, when you attempt to log in to the program, you again will be asked for your email, which will generate a second confirmation email to which you must respond.

Preface

About this manual

About this manual

This manual is designed to help you get started using Instruction Planner. It contains the following:

- Customer service information
- Introduction to Instruction Planner
- Detailed directions for setting up the system
- Detailed instructions for creating, revising, and using your plans and sending them to Curriculum Mapper
- Administrative Functions of Instruction Planner

Logging into the System





Preface

Welcome

Thank you for purchasing Instruction Planner™ of Collaborative Learning Inc.™ This manual contains instructions for setting up and using your new web-based productivity program.

Tip • It is important to remember that after logging in to Instruction Planner™ one is no longer browsing the Internet, but interacting with software located online. For this reason, it is imperative to use the navigation tools of *Instruction Planner*, not the Internet Explorer or Firefox, or other browser toolbars.

Collaborative Learning

Collaborative Learning Inc., founded in 1999, is the leading company in productivity software enabling schools to plan, monitor, and analyze instruction and curriculum with targets, benchmarks, and standards.

From our roots in curriculum mapping (Curriculum Mapper) to the July 2009 release of the “next generation,” Curriculum Improvement Studio – an integrated suite of programs – we remain dedicated to outcomes-based planning of instruction, the refinement and publishing of curricula, and the analyzing of student performance, all web-based, in real-time.

Used by thousands of schools and over one million educators, we guarantee successful implementation for every school, with a team of professional development consultants who are experts in curriculum, mapping, instructional planning, and assessment. They have highly valued academic and real-world classroom experience to work with you to reach your achievement goals.

Research has shown that the variance in student learning is directly related to curriculum and instruction that is aligned, or misaligned, to desired outcomes and standards. We strive to produce programs that provide quality tools necessary to the critical decisions that improve student performance, making schools, teachers, students, and communities more successful.

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Title

Curriculum Mapper

User Manual

User Guide: CD101

Printed: August 2011

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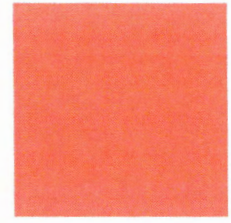
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Collaborative Learning Inc.

Curriculum Mapper®

User Manual

Version 2.0



Collaborative Learning Inc.™
COMPREHENSIVE CURRICULUM & INSTRUCTION IMPROVEMENT



Curriculum Mapper

FOR K-12 TEACHERS

WEB ADDRESS: <http://www.login.clihome.com>



A. First Time Logging In

1. Use an approved internet browser to navigate to the website
2. Enter the User ID and Password provided (All passwords are case sensitive)
3. Click Log In.
4. Enter primary email address.
5. Change Password. (Passwords are case sensitive; must be 6-12 characters in length and include only letter and numbers).
6. Accept the terms and agreement when requested.
7. Click Continue.
8. The Personal Profile Page will appear.
9. Complete the Personal Profile Page and SAVE the profile

B. Confirm Email Address

1. A Confirmation Link will be sent from Collaborative Learning to your email address. This is the "Confirmation" step. Click on the Link provided within the email.
2. Clicking this link confirms the accuracy of your information. You will now be able to use your email address as your user ID.
3. Close out of the email once completed.

TIP: Should you not confirm your email within 72 hours, you again will be asked for your email which will generate a second confirmation email to which you **MUST** respond.

My Curriculum Mapper Account: User ID _____

Password _____