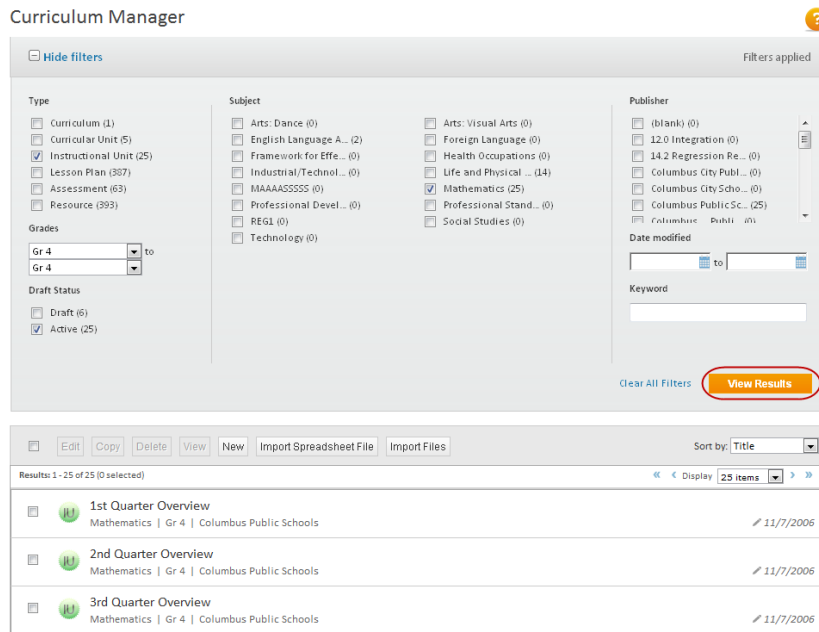


Curriculum Manager: Editing, Copying, & Deleting Materials

Quick Reference Card

To Edit a Single Material

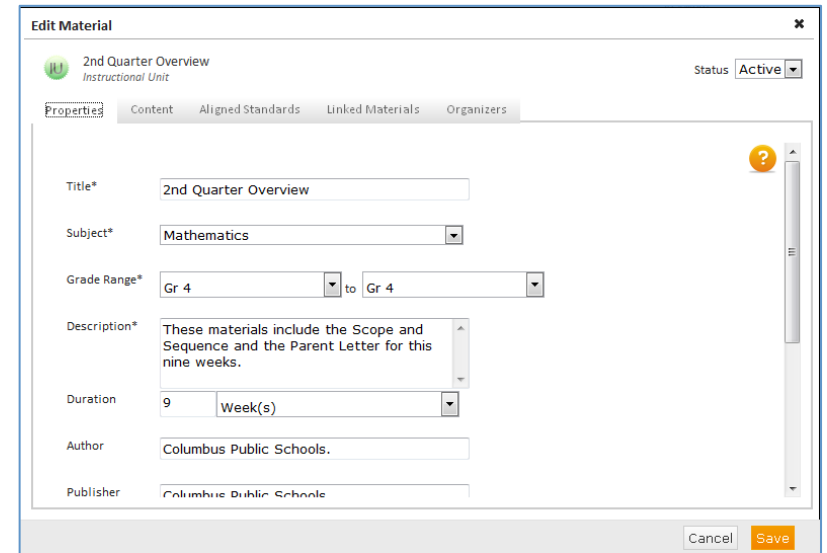
1. Use the filters to locate the material you want to edit. Click **View Results** to apply the filters. Select the material you want to edit from the results list by checking the box next to the name of the material. Click **Edit** at the top of the list.



The screenshot shows the Curriculum Manager interface. On the left, there are filter sections for Type, Subject, Grades, and Draft Status. The 'View Results' button is highlighted in orange. Below the filters is a table of results:

Material Name	Subject	Grade	Publisher	Date Modified
<input type="checkbox"/> 1st Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/7/2006
<input type="checkbox"/> 2nd Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/7/2006
<input type="checkbox"/> 3rd Quarter Overview	Mathematics	Gr 4	Columbus Public Schools	11/7/2006

2. The material light box will pop up, giving you access to all the tabs for the material you selected.



The screenshot shows the 'Edit Material' light box for a '2nd Quarter Overview' instructional unit. The 'Properties' tab is active, showing the following fields:

- Title*: 2nd Quarter Overview
- Subject*: Mathematics
- Grade Range*: Gr 4 to Gr 4
- Description*: These materials include the Scope and Sequence and the Parent Letter for this nine weeks.
- Duration: 9 Week(s)
- Author: Columbus Public Schools.
- Publisher: Columbus Public Schools

Buttons for 'Cancel' and 'Save' are visible at the bottom right.

Editing Multiple Materials

Editing multiple materials allows you to make mass changes to any of the fields on the **Properties** tab at once. For instance, you might change the Author, Publisher, or Grade Range for a set of materials.

1. Locate the materials you wish to edit by using the available filters, clicking the checkboxes next to the names of the desired materials, and click **Edit**.
2. The light box which pops up will display the blank **Properties** tab. You can make changes to any of the fields

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on this tab and apply these changes to all the selected materials.

Click **Save** once you have made all your changes.

Edit Material

7 items selected Status

Properties

Title*

Subject*

Grade Range* to

Description*

Duration

Author

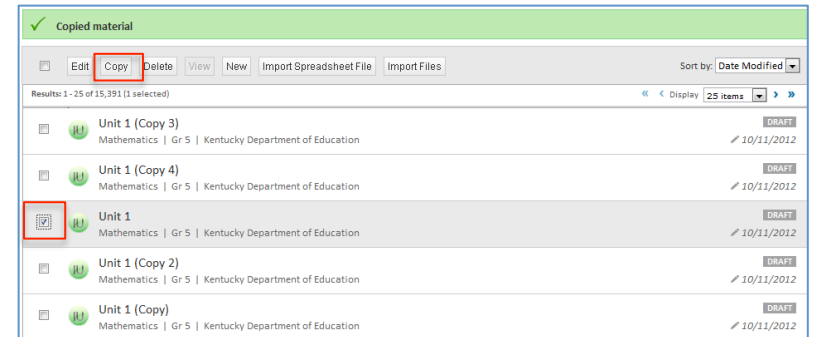
Publisher

Cancel Save

Copying Materials

The copy feature is helpful if you want to quickly create shells for the same material type. For instance, need to create 6 Instructional Units for Mathematics Grade 5. Since most of the fields on the properties tab will be the same (subject, grade, author, publisher), you can easily and efficiently create one unit, copy it, and then edit the Title and Description fields of each copy.

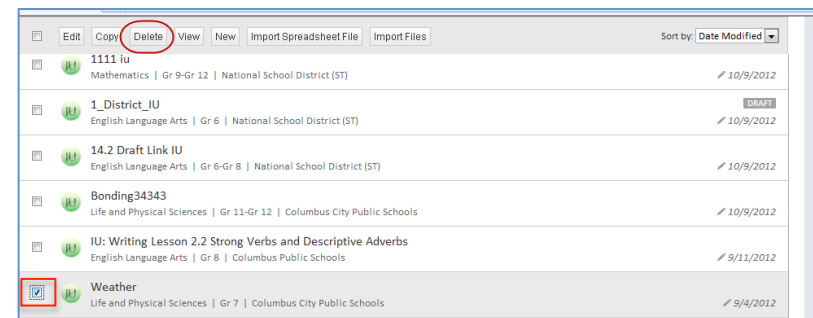
1. Select the material you want to copy by clicking the box next to the material name. Click **Copy**.



2. The copied materials will have the same name as the original with the addition of the word (Copy), (Copy 2), (Copy 3), etc. Select a copy to edit it and change the Title and Description fields.

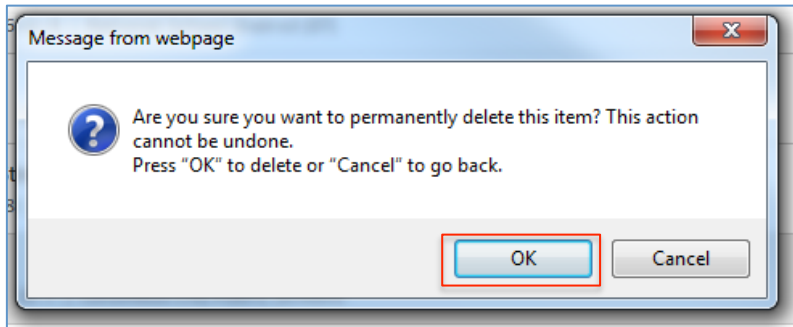
Deleting Materials

1. Select the material you want to delete by clicking the box next to the material name. Click **Delete**.

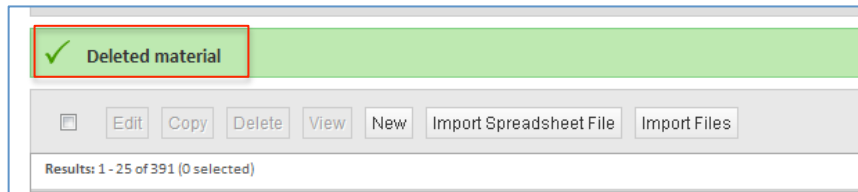


2. A warning message appears. Click **OK** to permanently delete this material from the District Materials Bank.

Editing, Copying, & Deleting Materials



You will see confirmation that a material has been deleted at the top of the materials list.



Note: If you would like to remove a material from the District bank without deleting it, you can simply change the status on the material from Active to Draft.