TeacherEase
Curriculum and Lessons
Instructor Guide

Self-Contained Version

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1 Login

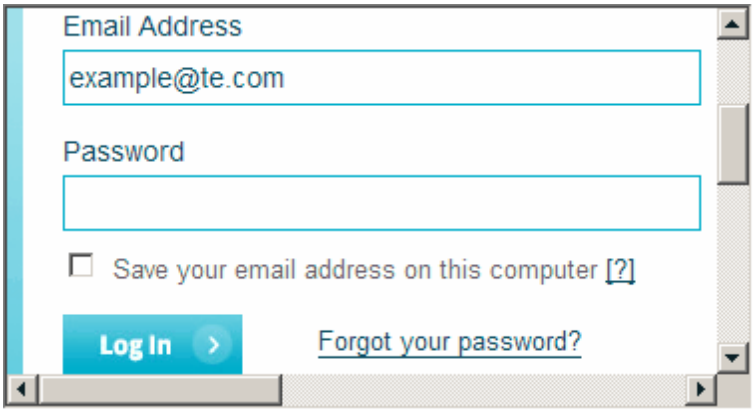
The first step is to login to TeacherEase. Once you have entered the Internet:

- Go to www.TeacherEase.com

The home page describes the basic features of TeacherEase. Feel free to browse the site. Before you can set up or use any of these features, you will need to login:

- Type in your email address and password. Typically you will use the email address and password supplied by the school. Your password will be supplied by the TeacherEase administrator at your school (unless you registered online).
- Click “Log in” to access your school data.

Once you've logged in from the site's main page, you can log out and log back in from within the program.



- Choose to have your email address remembered on the logged in computer.
- If you ever forget your password, click "Forgot your password?". This will allow TeacherEase to automatically email your password to you.

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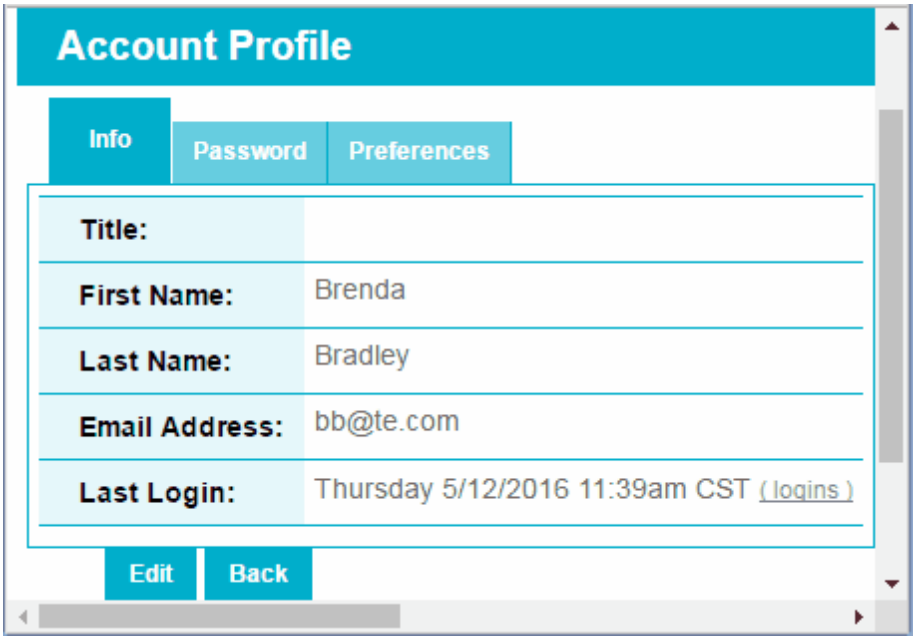
2 Account Profile

View/modify your account information. Change your name, email address, password and other account preferences.

The first time you login, you will be asked to change your password. TeacherEase will display the "Account Profile" page. Choose a password that is easy for you to remember, but hard for someone else to guess. There are no limitations on the characters used for passwords. Passwords are case sensitive.

Main > Account Profile



Click the "logins" link to view a history of your login attempts. All successful and failed logins are shown with the corresponding date, time and IP address. **Note:** Times are shown using Central Standard Time.

Use the tabs at the top to view corresponding account details.

Edit
Scroll through available tabs to modify account details. View your subscription expiration date.
Note: The standard browsing mode allows you to browse TeacherEase securely, with the best performance. Set "Browse Securely" to "Yes" under the "Preferences" tab if you want to encrypt all the pages with SSL (secure socket layer). This will be slightly slower but even more secure.

Note: If you forget your password, click on "Forgot your password?" on the "Login" page and it will be emailed to you.

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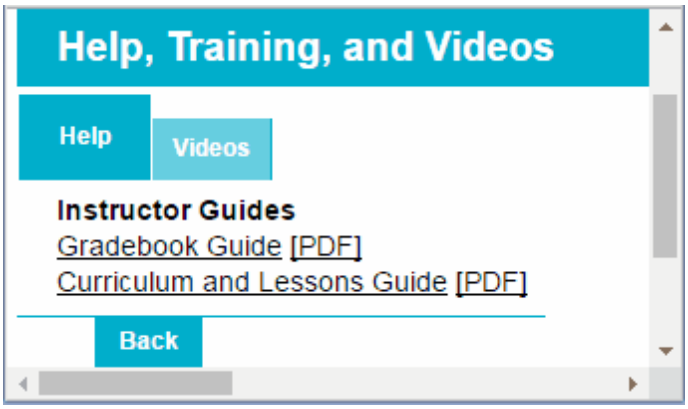
3 Help & Video

Access user documentation, online help, and instructional videos.

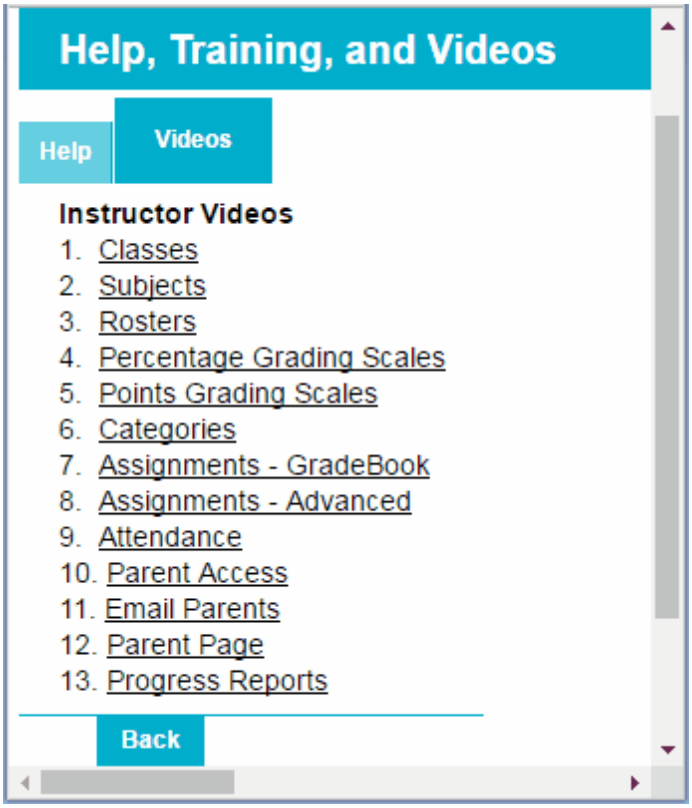
Main > Help & Video



Use the tabs to access the desired information:

Help: Access online product help for instructors. Click a guide link to access all of the corresponding help files. Access a PDF version of the corresponding Instructor Guide by clicking the [PDF] link next to the guide.

Note: Context sensitive help can be accessed for any page by clicking "Online Help" under the "Help" tab when on a page.



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Videos: Access instructional videos for instructors on a specific product topic. These videos can also be accessed by clicking "Videos" under the "Help" tab.

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4 Instructor Main

Once you've logged in, you will find yourself on the "Instructor Main" page. This allows you to easily access TeacherEase functionality. For example: adding subjects, creating curriculum, lessons, and linking to standards.

Navigate the site using either the dropdown menus or links. Links are configurable to provide easy access to those you use the most often. The news feed is also configurable; receive the information you need in a timely manner. Additionally, a summary of upcoming assignments is displayed in the far right column.

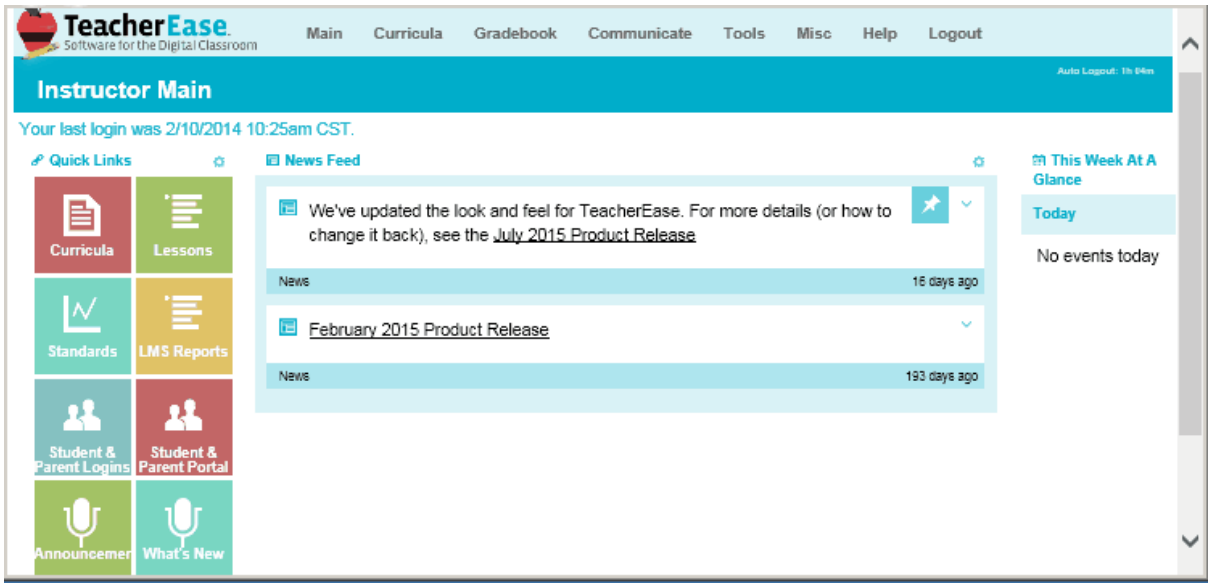
Use the icon to configure the links and news feed.

To get back to “Instructor Main” at any time, go to the top of the page and click the **Main** tab. These two names are synonymous. We will refer to "Instructor Main" as "Main" throughout the rest of the guide.

Throughout this guide we'll use the following convention to guide you through the appropriate web pages.

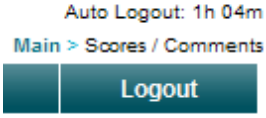
Main > Curricula Setup

This notation means start at the “Main” page and click on the “Setup” link under the "Curricula" heading.



What's New? is updated after every new release. View details to see what's changed.

The Help tab gives you access to context sensitive online help, videos, email support and feedback. See "Help & Video" for more details.



Control your session timer: Click on any page to reset the timer back to the default minutes. **Note:** Minutes can be set at Main > Account Profile. Navigation breadcrumbs are provided to help you keep track of which page you're on.

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Note: You can access TeacherEase from anywhere via the Internet. This means you can use it from school, home, or anywhere you have an Internet connection. You can use a Mac, PC, or other computing device – as long as it's connected to the Internet.

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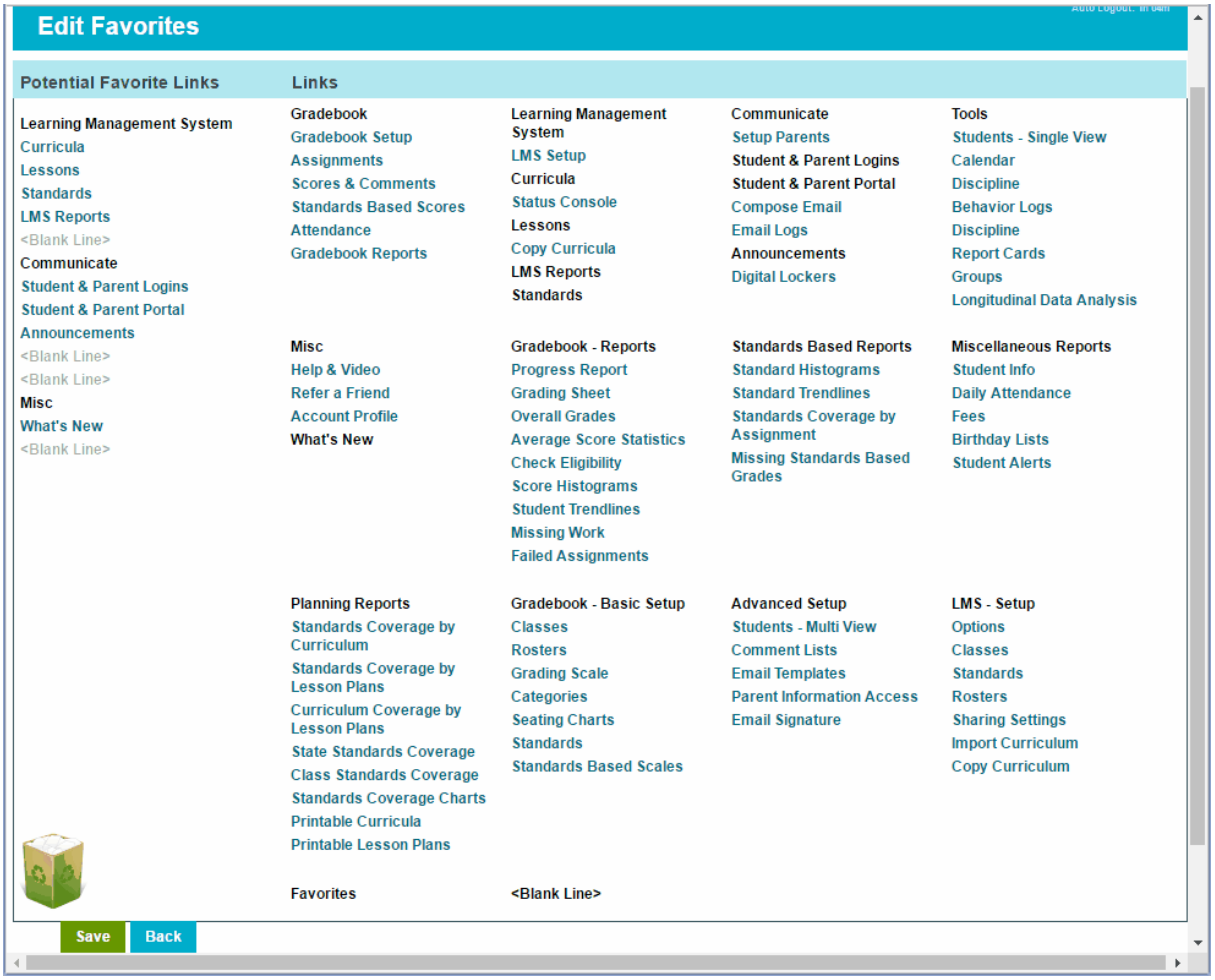
4.1 Edit Favorites

Manage what you see on Instructor Main. Customize links to show those used most often. Arrange them in your preferred order. **Note:** All functionality is available using the tabs at the top of Instructor Main.

Main > [Far Left Column]



Drag and drop selections to customize your main page.

Add a link to Favorites: Select a link from the "Links" box, drag it to the desired position in the "Favorites" box. **Note:** Displayed favorites are shown in gray in the links box.

Remove a link from Favorites: Select a link from the "Favorites" box and drag it to either the "Links" box, or the the trash bin. **Note:** Links that aren't favorites are shown in blue.

Format links, headers, spacing: To reorder favorites drag them to the desired location. The black headings can also be moved, as needed. Drag the "Favorites" header or "<Blank Line>" to additionally format the page. **Note:** Blank lines can be inserted multiple times.

Save
Save your favorites and return to Instructor Main.

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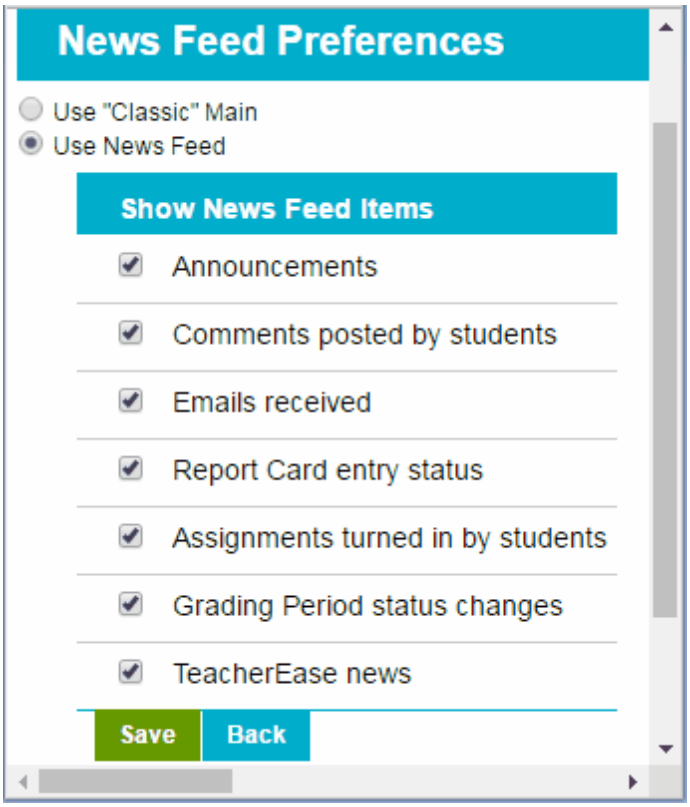
4.2 News Feed Preferences

Set your news feed preferences to customize what's provided on your main page.

Main > [Middle Column]



Select/de-select items for your news feed, then save.

Change back to classic mode, if desired.

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5 Overview

The **Curriculum and Lessons** portion of TeacherEase provides a framework for creating comprehensive curriculum, linked to standards, for your classes. Build and manage your curriculum; align curriculum units, lessons, and assignments. Associate standards and digital resources to any portion of your curriculum.

Start by completing setup to customize your curriculum/lessons, set up your classes and assign standards to them. Import common core, state, and/or district defined standards into your classes. Teachers can also define additional skills for their classes and track student performance versus those skills. TeacherEase uses the terminology "standards" even if you type the skills in yourself.

Once setup is complete, teachers can create their own curriculum units, or import district/school defined curricula, when available. Curriculum units typically include topics or a collection of content to be taught for a specified timeframe. They lay the foundation from which individual lessons can be developed. Start with "scope and sequence" information, add timeframes, standards, resources, and more details as you build the curriculum.

Develop detailed lessons to reflect content and skills taught, and how they're assessed, for each of your classes. Define the goals and objectives for a topic being taught, timeframe for instruction, assessment of skills, project resources, standards coverage, etc. Lessons can be shared with others in your district, school or team for collaborative purposes.

Generate assignments linked to a lesson and curriculum unit. Create assignments with digital resources for students to use when completing their work. Align assignments with standards assigned to the class, curriculum, and lesson to provide standards-based assessments.

Utilize Curriculum/Lessons reports to determine adequate coverage of curriculum and standards.

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6 Setup

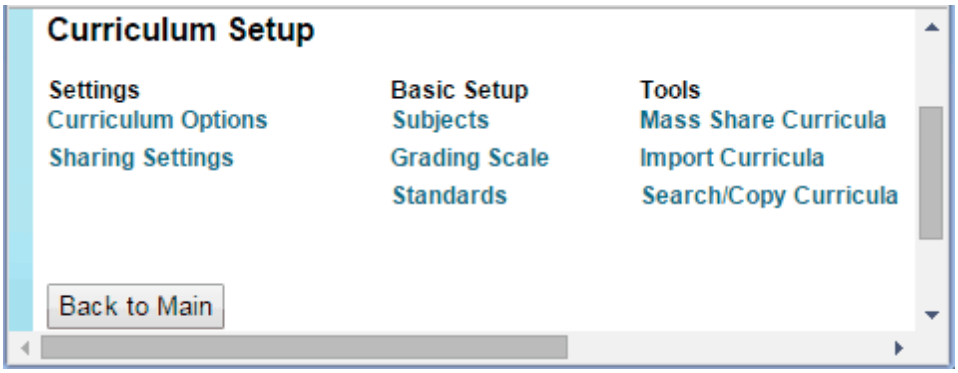
TeacherEase may be used by individual teachers or an entire school or district. When an individual teacher uses TeacherEase, they'll perform the initial setup (options, subjects, standards, etc).

The first step in using the Curriculum/Lessons portion of TeacherEase is to set up your subjects and assign standards. You can also customize details for your curriculum and lessons. In setup you can allow/disallow viewing and searching of your lessons by other teachers.

Start with the **Setup** link under **Curricula** from the "Main" menu.

We'll use the convention below when clicking a series of links:

Main > Curricula Setup



Note: If an entire school/district adopts TeacherEase, several items may be centrally managed. This means that your TeacherEase Admin may define subjects, assign curriculum details, initiate sharing, etc.

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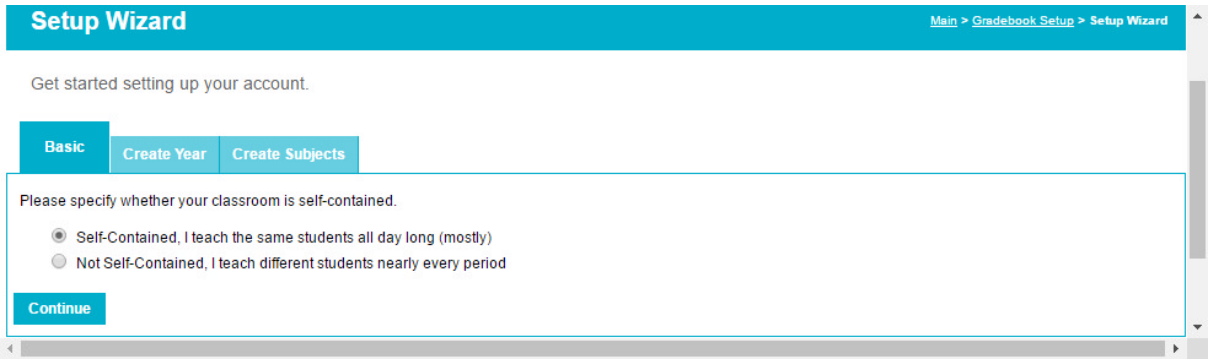
6.1 Setup Wizard

If permissions allow you to create/modify classes and students, you will be provided with the setup wizard to aide you in managing key entities for an academic year.

The setup wizard will lead you through creating an academic year and subjects.

Main > Setup > Setup Wizard

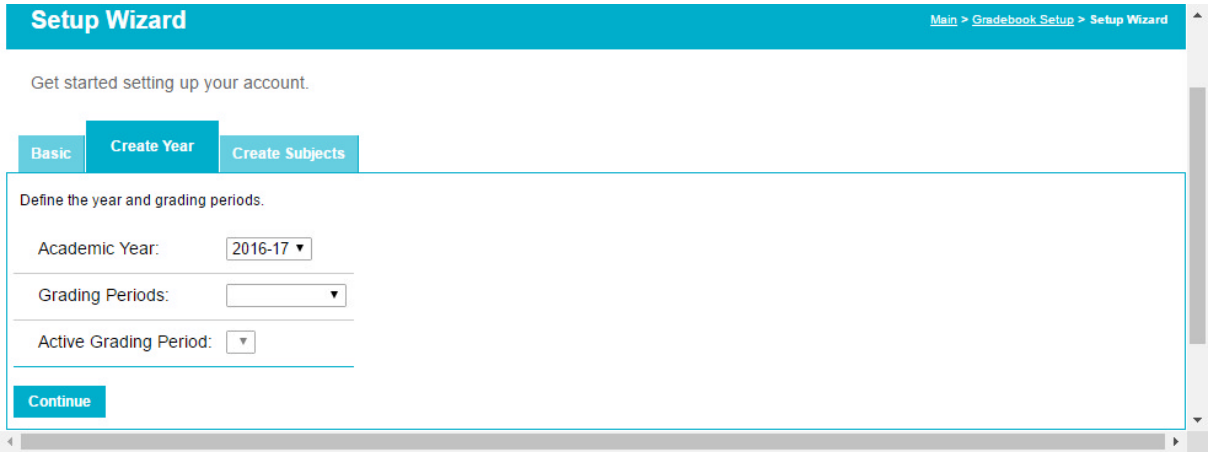


Select the type of classroom that matches how you teach. The TeacherEase terminology will be aligned to match the the way you work.

Teachers in self-contained classrooms typically teach multiple subjects to the same students throughout the day. This is most often elementary level classrooms.

Teachers that have students that move between classes throughout the day and typically teach only a few subjects are not self-contained. This is most often junior high, middle and/or high schools.

Create Year:



Select the current academic year and grading periods that are most applicable to your school. Choose which grading period is currently active.

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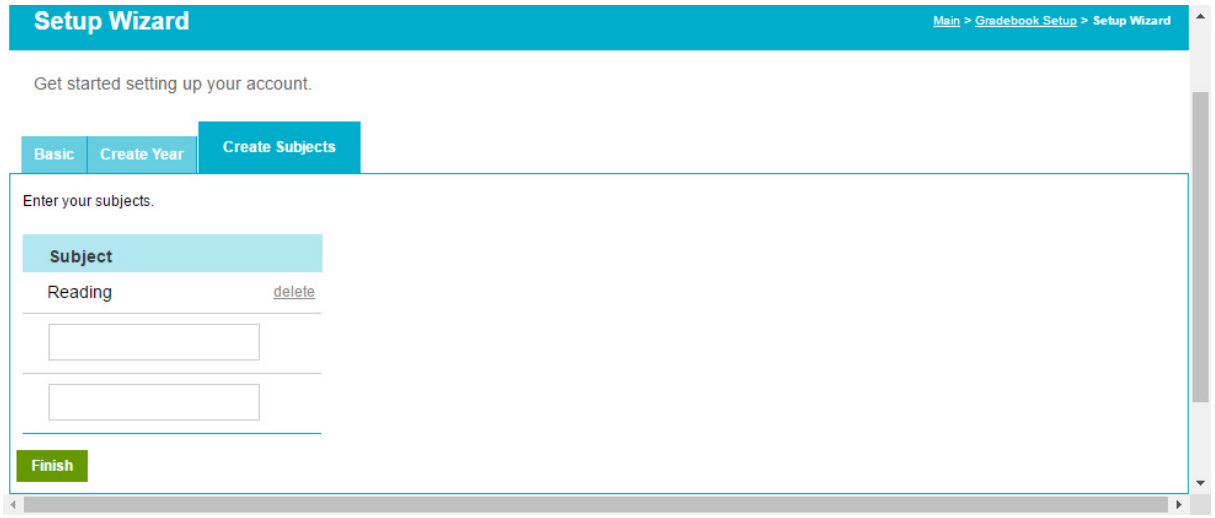
Create Classes:



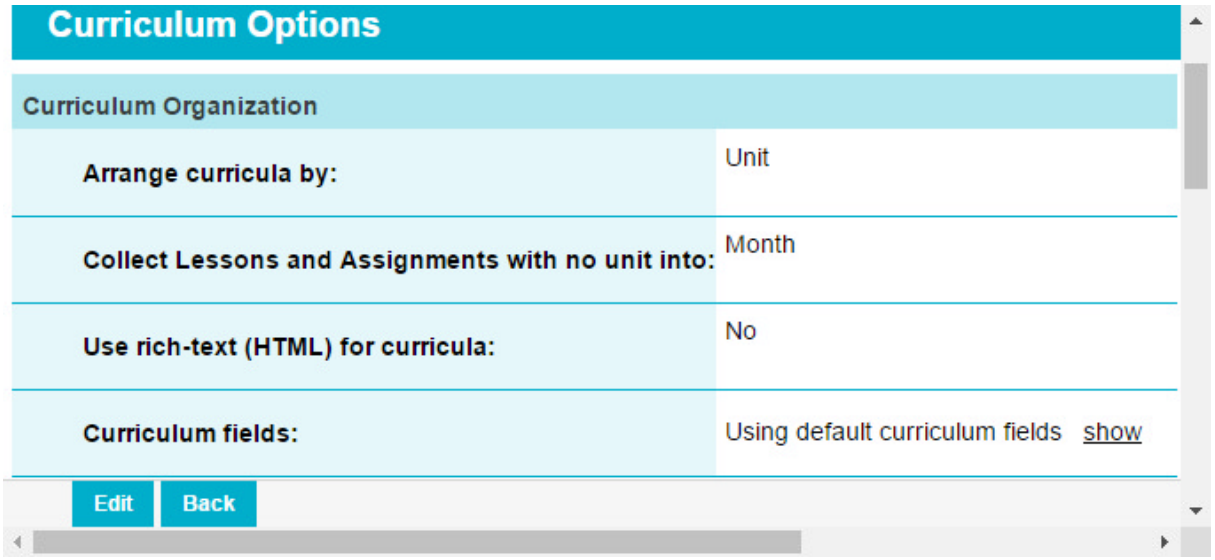
Enter the names and section numbers of classes that you'll be teaching for this academic year.

6.2 Curriculum Options

Customize curriculum details to match how you manage curricula and lessons. Settings affect how your curriculum and lesson pages look and their corresponding fields names.

Note: Districts/schools may define uniform content and format for all curriculum and/or lessons. A district/school may choose to have everyone use the same fields/names, or they may allow individual teachers to customize fields to suit their needs. If teachers are not allowed to change curriculum or lesson fields, they can be viewed but not modified.

Main > Curricula Setup > Curriculum Options



Default fields are indicated when your fields match your districts' fields. Custom fields are indicated when your fields differ from the district.

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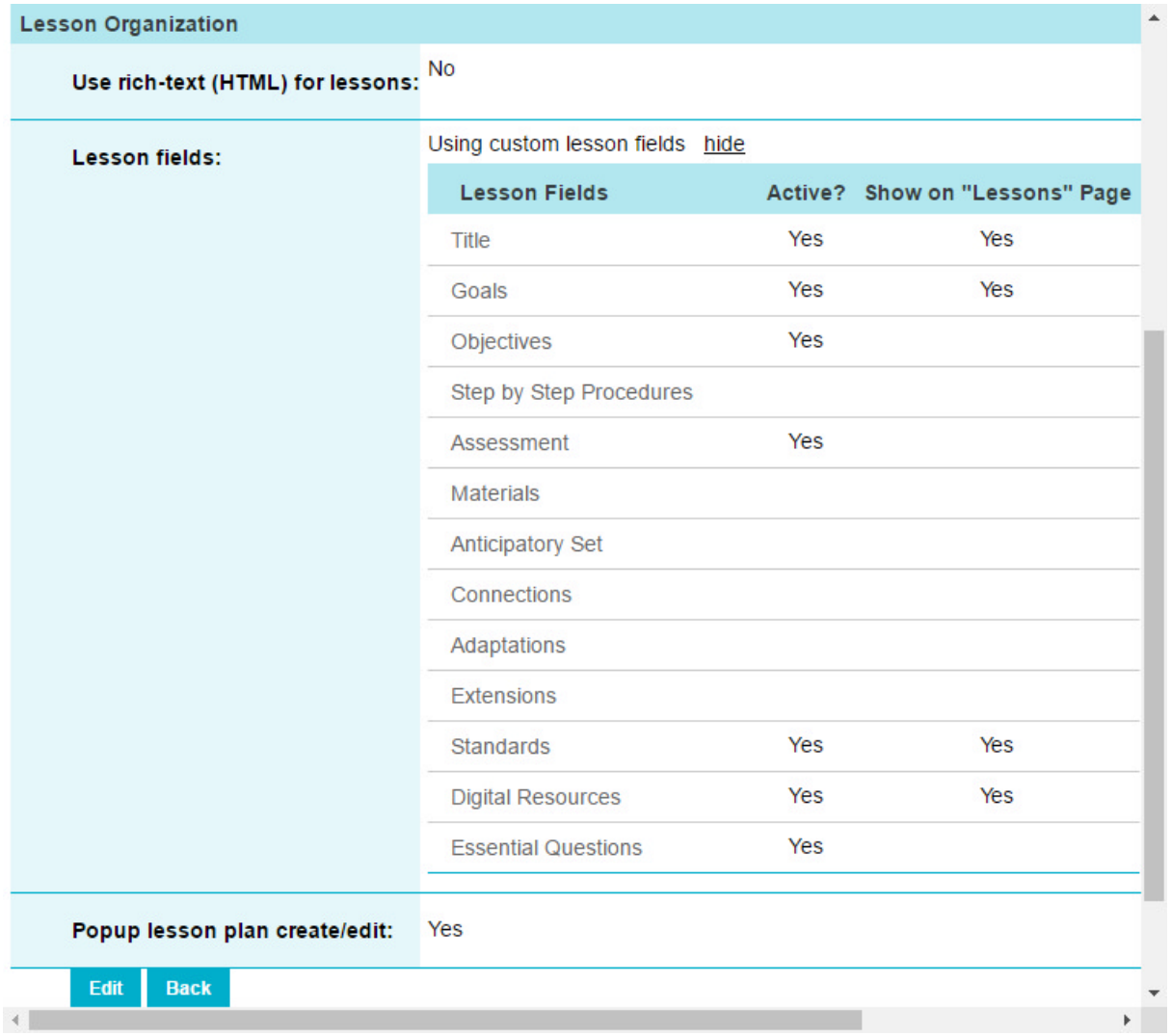

Lesson Organization

Use rich-text (HTML) for lessons: No

Lesson fields: Using custom lesson fields hide

Lesson Fields	Active?	Show on "Lessons" Page
Title	Yes	Yes
Goals	Yes	Yes
Objectives	Yes	
Step by Step Procedures		
Assessment	Yes	
Materials		
Anticipatory Set		
Connections		
Adaptations		
Extensions		
Standards	Yes	Yes
Digital Resources	Yes	Yes
Essential Questions	Yes	

Popup lesson plan create/edit: Yes

Edit Back

Use "show/hide" to expand/collapse the curriculum and lesson field details. Click "Edit" to change any of the provided fields, as allowed.

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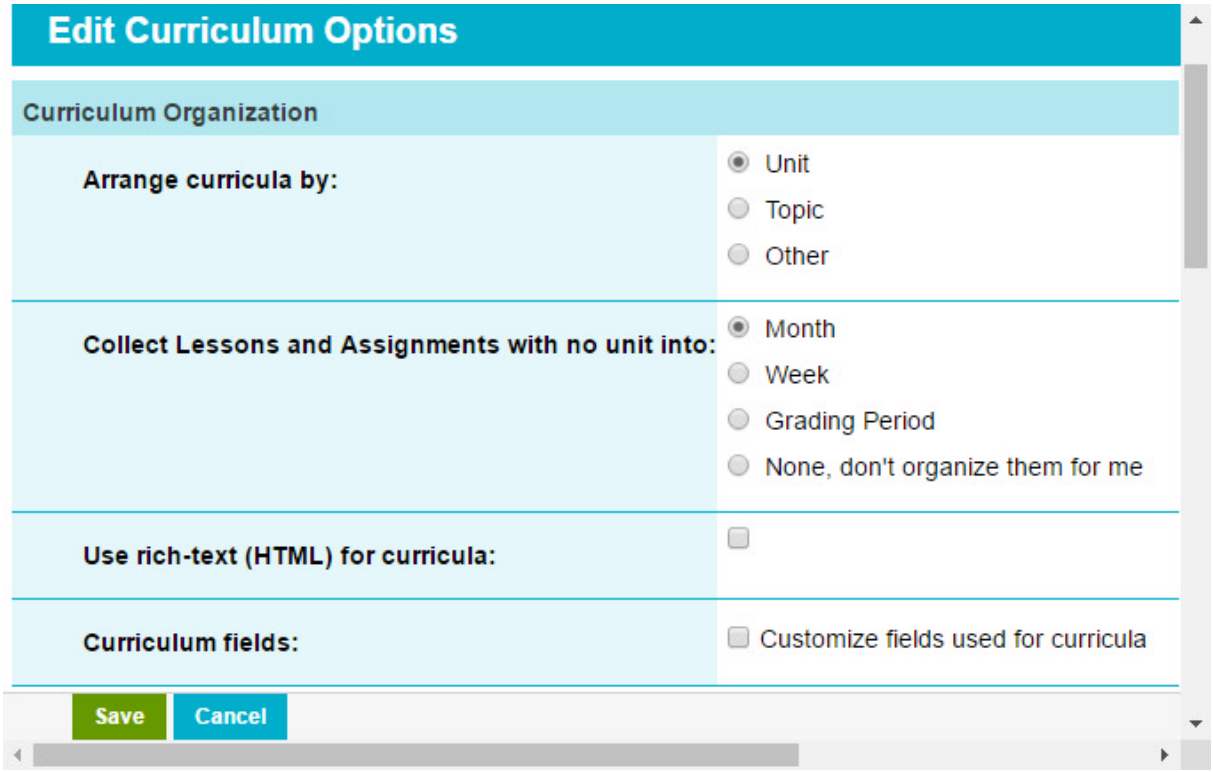
6.2.1 Edit Curriculum Options

Teachers have a lot of flexibility in defining exactly how their curriculum will look. Customize unit and field names for curriculum and lessons. Select active fields, and which fields to show.
Note: Some districts/schools may prevent individual instructors from modifying curriculum fields.

Main > Curricula Setup > Curriculum Options > Edit



Customize what your curriculum units are called. Choose a name from the list, or select "Other" to enter any name you prefer. Change default entries to create custom curriculum field names, and determine which fields are active/visible on the curriculum pages. Chosen areas will apply to curriculum for all classes/subjects. The checked, active fields are provided when creating new curriculum.

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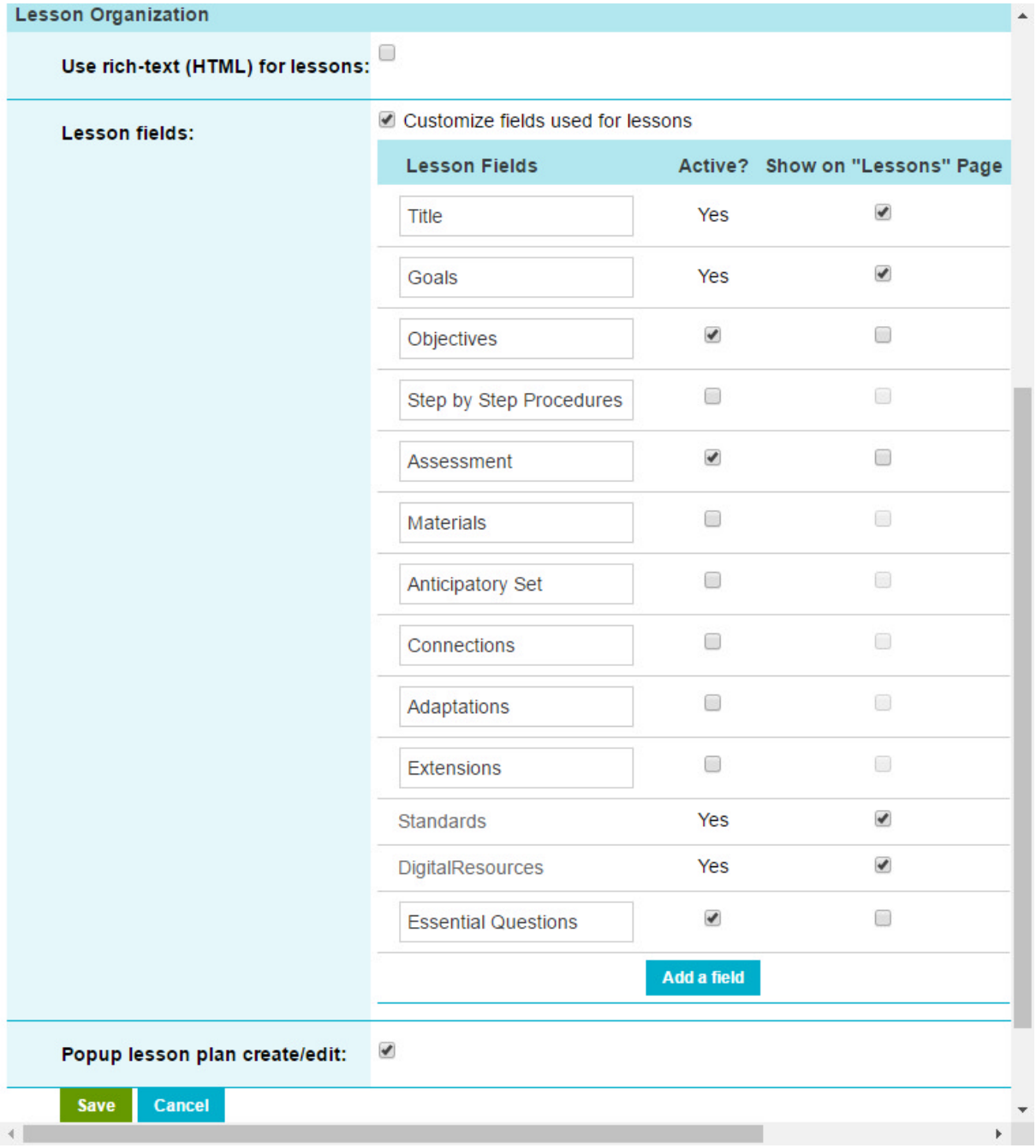

TeacherEase allows teachers to enter a large amount of data when creating lessons. This may not be desirable for all teachers. Some teachers will want lessons with less data. Customize the fields to configure the structure of your lessons. Modify field names, select active fields, and which fields to show on lesson pages. Chosen areas will apply to lessons for all classes/subjects. **Note:** Some districts/ schools may prevent individual instructors from modifying lesson fields for their classes/subjects.

Active?: Checked fields are provided when creating/editing lessons.

Show on "Lessons" Page: Checked fields are shown in the "Details" section on lesson pages.

Popup lesson plan create/edit: Set to "Popup" for a convenient way to create/edit lessons or create assignments without leaving the "Lessons" page.

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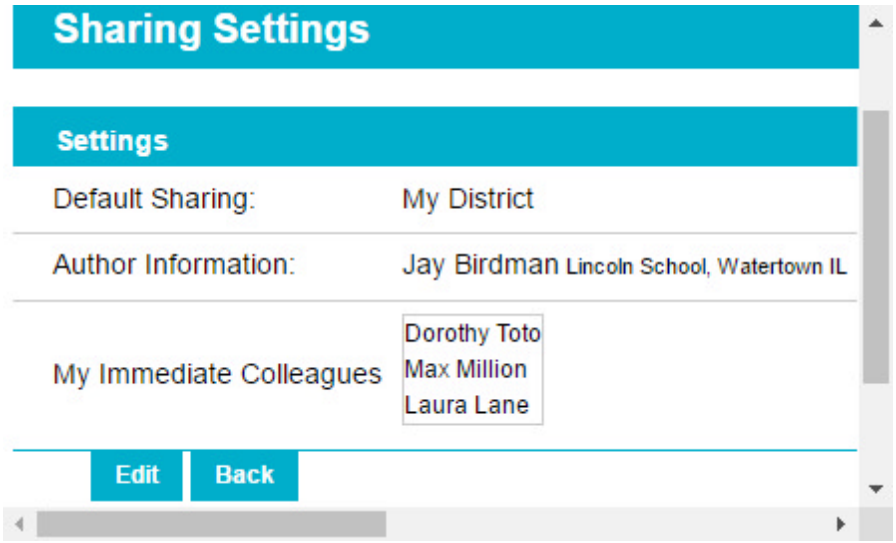
6.3 Sharing Settings

Share your curricula with multiple peers. Set defaults for sharing your assignments, lessons, units, and digital resources. When creating new curricula, sharing permissions will be defaulted to your chosen sharing settings. Teachers can collaborate with others by sharing their units, lessons, assignments and/or digital resources. Sharing allows other teachers to search for and view class materials for use "as is" or to modify as needed.

Main > Curricula Setup > Sharing Settings



View the default settings for sharing. Edit settings to meet your sharing needs. **Note:** Districts/schools may set sharing defaults for instructors. They can also allow teachers to hide individual units, lessons, classes, as needed.

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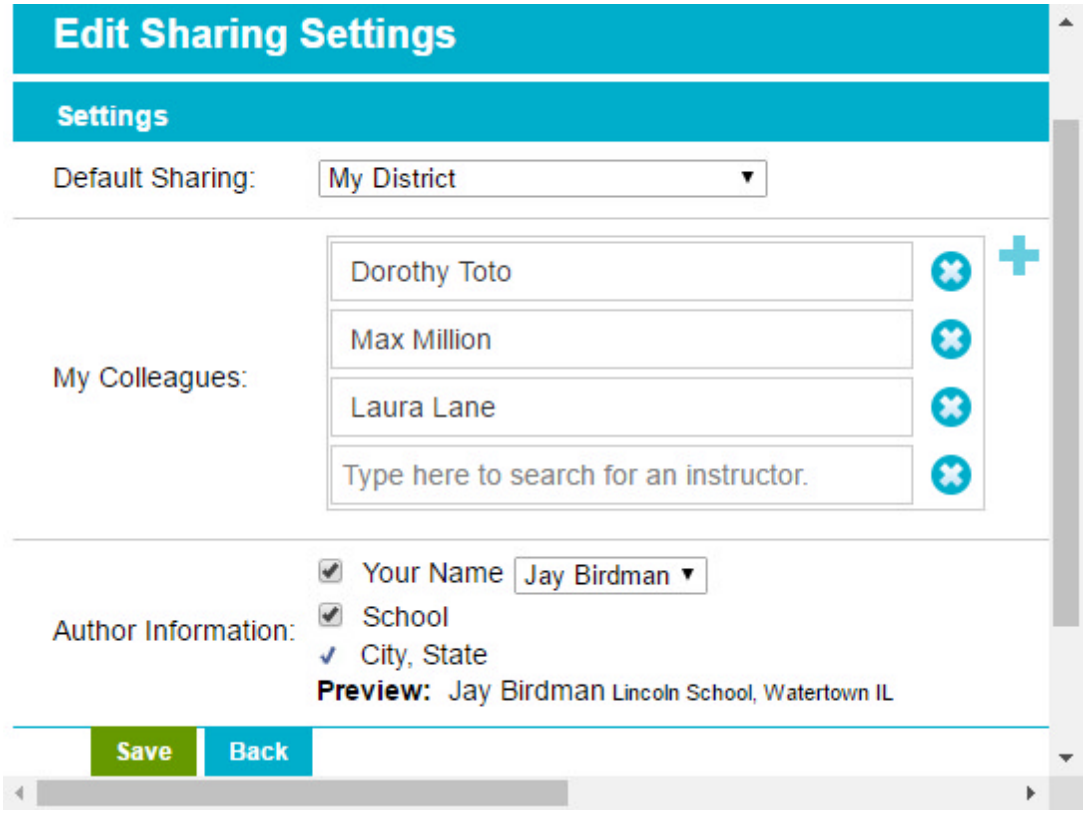

Default Sharing: Choose to share with all TeacherEase users, all teachers in your district, specific colleagues, or to not share.

My Colleagues: To share with a subset of teachers, for example, those in your school or work team, set default sharing to "My Colleagues". Then select colleagues for sharing. Use the + to add as many teachers as needed. Use the **X** to remove a colleague.

Author Information: Select how you want your information displayed to colleagues when they view your shared work.

6.4 Subjects

Subjects are the different areas of study taught to your classroom of students. View and manage your subjects. **Note:** Individual teachers using TeacherEase must input their own subject information. If an entire school has adopted TeacherEase, the main office may input this information for you.

Main > Curricula Setup > Subjects

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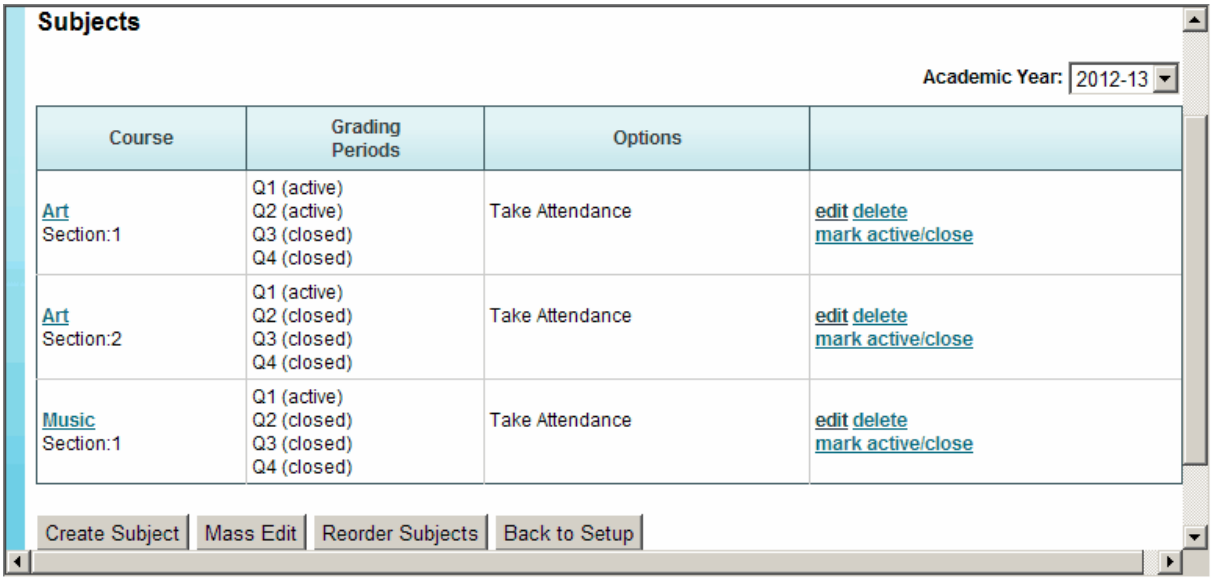

Create Subject
Adds a new subject. **Note:** A new academic year does not appear on the "Subjects" page until you have created at least one subject for that year. For more details on starting a new academic year see the "Start a New Academic Year" section.

Mass Edit
Modify many subjects at once with the same change(s). **Note:** If the school admin has assigned the subject to a course, the subject/grade level cannot be modified.

Reorder Subjects
Change the order of your subjects to suit your needs.

Edit
Changes details for a subject.

Delete
Removes a subject. **Note:** Deleting a subject also removes the subject roster, grading scale, assignments, scores, etc. Use caution deleting subjects since deleted subjects, and associated data, cannot be recovered.

Mark active/close
Mark a grading period "active" or "closed". Teachers can enter data (assignments, scores, lessons, etc.) into “active” grading periods. “Closed” grading periods are hidden for convenience (and data is preserved for posterity). Typically you'll only want one grading period active at a time.

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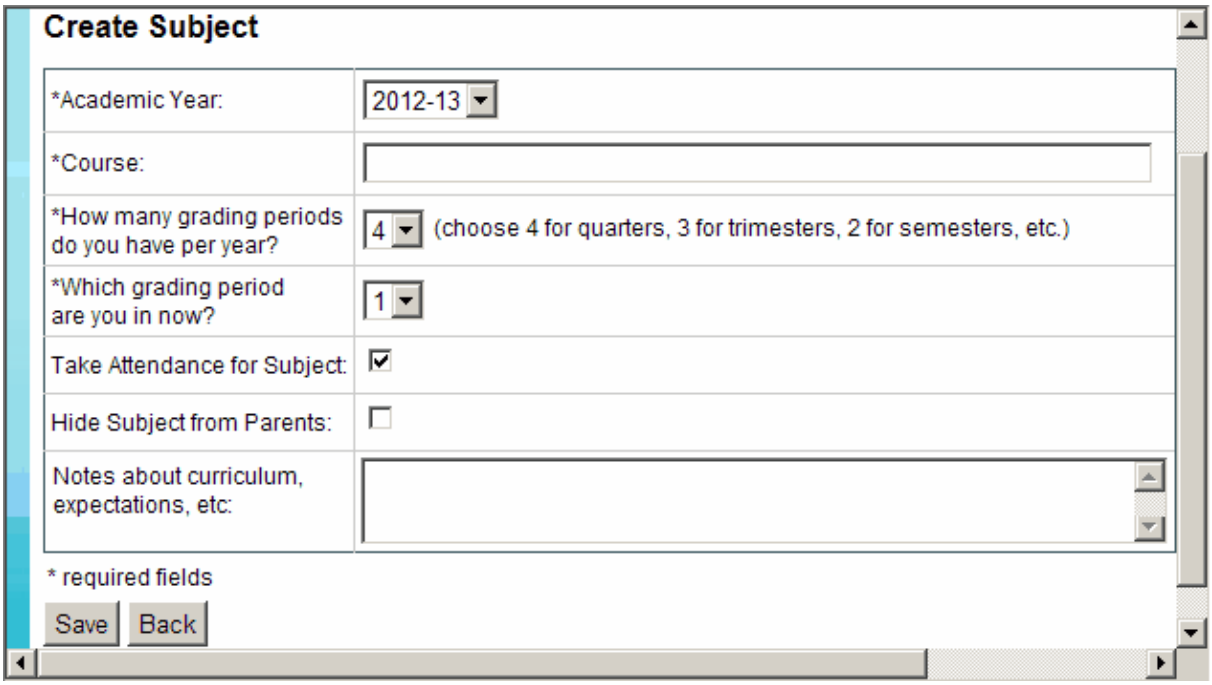
6.4.1 Create Subject

Create a new subject to add to your subjects list.

Main > Curricula Setup > Subjects > Create Subject



Academic Year: Select your current academic year from the drop down box.

Course: Enter the course name to which the subject is aligned.

How many grading periods do you have per year?: Choose the number of grading periods your school has in an academic year.

Take Attendance for Subject: Uncheck if you do not take attendance for this subject.

Hide Subject from Parents: Clicking this box will prevent parent web access to this subject.

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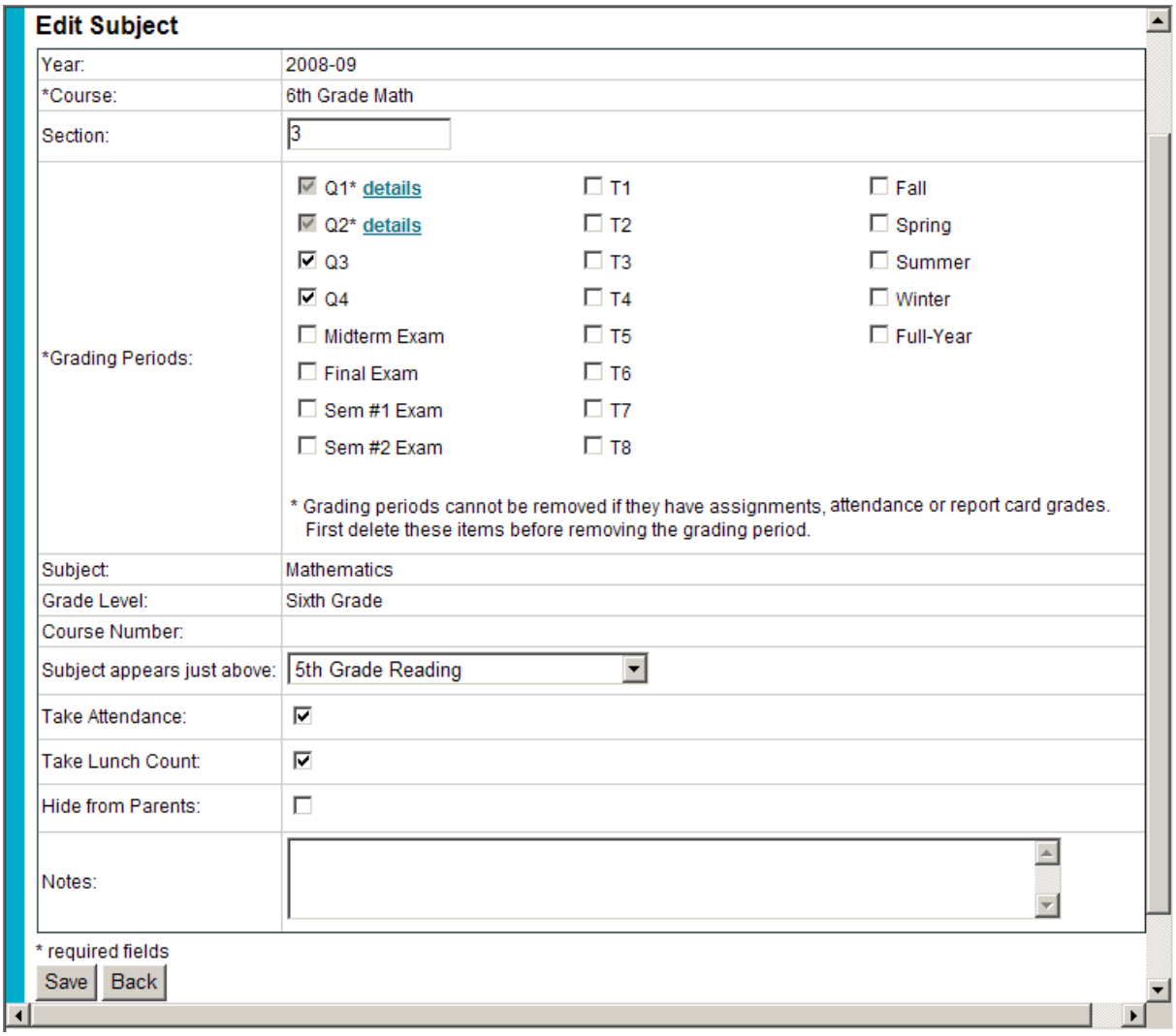
6.4.2 Edit Subject

Once a subject is created you can add more details, such as, subject area, grade level, section, and course numbers. **Note:** if the school admin has assigned the subject to a course, these fields cannot be modified.

Main > Curricula Setup > Subjects > Edit



Grading Periods: Grading periods cannot be removed if they contain assignments, attendance, or report card grades. Click the "details" link to view items assigned for the grading period. Click the link of the item to go to the corresponding page. Use "Mass Delete" to remove information associated with the grading period. **Note:** Use extreme caution when using "Mass Delete" as the data cannot be recovered.

TeacherEase is compatible with many different grading period configurations. Choose the grading period(s) that best fits your school's marking periods.

Quarters: Use grading periods that divide the academic year into quarters.

Exams: Exams can be calculated into final student grades. This is useful for when a semester, midterm, or final exam needs to be factored into a grade.

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Terms: Use any number of grading periods you would like. (Up to eight)

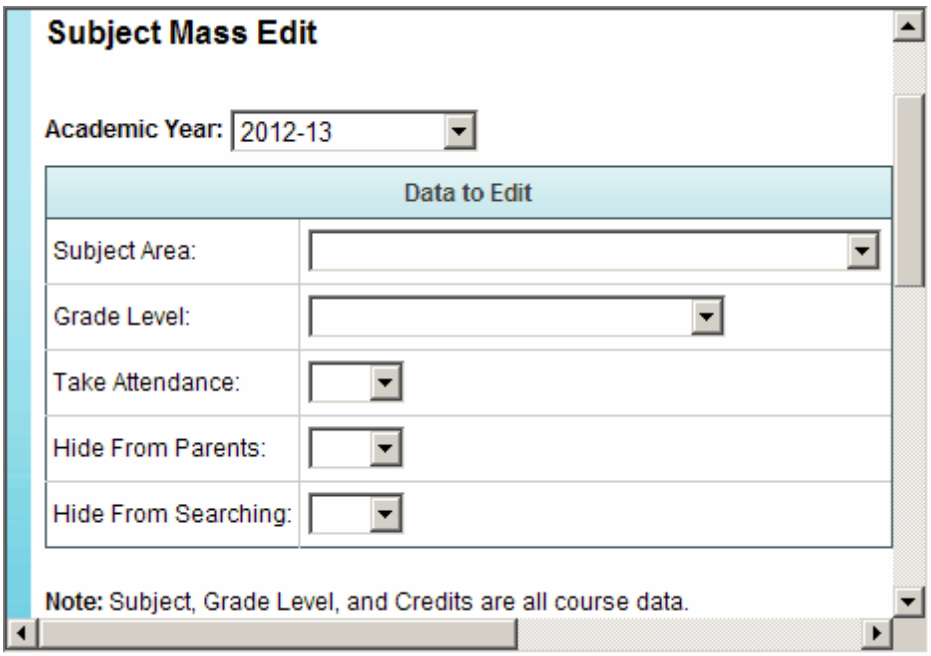
Seasonal grading periods: Use seasonal grading periods.

Subject appears just above: Change order of subjects using drop down box.

6.4.3 Mass Edit

Make the same change(s) to several subjects at the same time.

Main > Curricula Setup > Subjects > Mass Edit



First, select the data that you want to change for selected subjects

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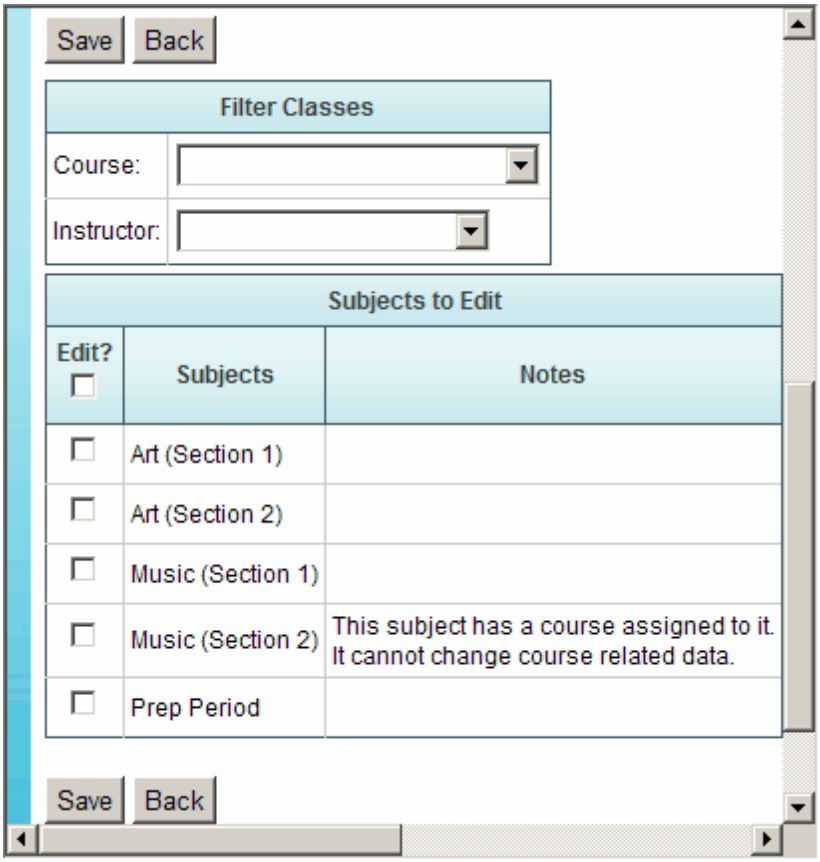

Next, filter the subjects to narrow the list, as needed. Filter by course or by instructor.

Finally, choose the subjects to which the changes apply. **Note:** If a subject has a course assigned to it, you cannot edit the subject area, grade level, or credits.

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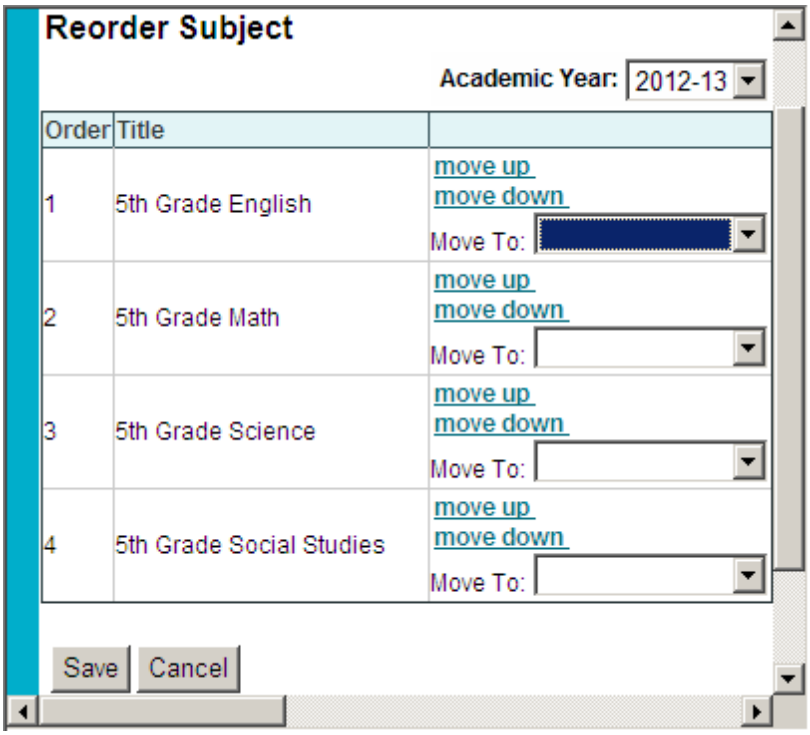
6.4.4 Reorder Subjects

Change the order in which your subjects appear in TeacherEase.

Main > Curricula Setup > Subjects > Reorder Subjects



Move Up
Shifts the subject up one position.

Move Down
Shifts the subject down one position.

Move To: Places the subject in the chosen position.

Note: Subjects will appear in saved positions wherever subject order is used in TeacherEase.

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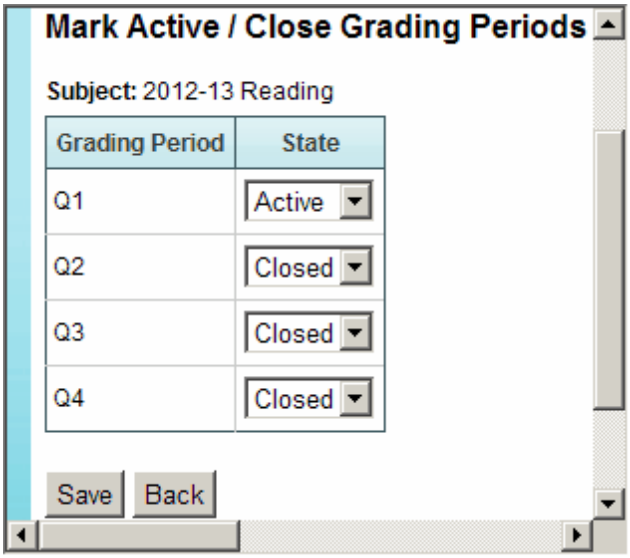
6.4.5 Mark Active/Close Grading Period

Teachers can enter data into “active” grading periods. “Closed” grading periods are hidden for convenience (and data is preserved for posterity).

Main > Curricula Setup > Subjects > Mark Active/Close



Your current grading period should be marked "active" while previous and upcoming grading periods should be marked "closed".

Curriculum and lessons are entered into active grading periods. If a grading period is closed, no modifications can be made.

Once a grading period is complete, update it to mark it closed and open the following grading period by marking it active.

Note: To aid data entry, closed grading periods are hidden from view.

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6.5 Start a New Academic Year

At the beginning of each academic year, there are a few maintenance operations that must be performed in TeacherEase.

Create New Subjects: Create new subjects for the new year. On the "Create Subject" page, select the upcoming year from the “Academic Year” drop down list.

Main > Setup > Subjects > Create Subject

Close Old Grading Periods: Close old grading periods to preserve subject data while hiding it from view.

Main > Setup > Subjects > Mark Active/Close

Remove Old Subjects: Delete old subjects that have not been used and aren't needed for the new academic year.

Main > Setup > Subjects > Delete

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6.6 Standards

Teachers may want to track student performance versus standards. They may also want to define their own skills and track student performance versus those skills. TeacherEase provides the ability to do "skills-based assessment" versus standards or your own skills.

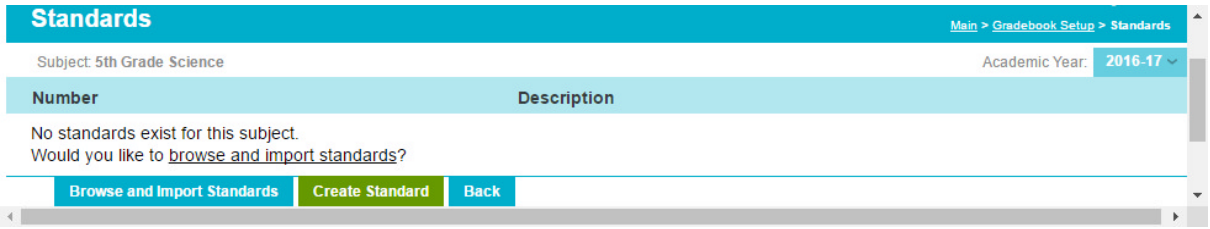
TeacherEase allows you to track skills with "standards". Standards can be either pre-defined, or teacher defined skills. TeacherEase uses the terminology "standards" even if you type the skills in yourself.

TeacherEase is initially populated with common core, state, and district standards.

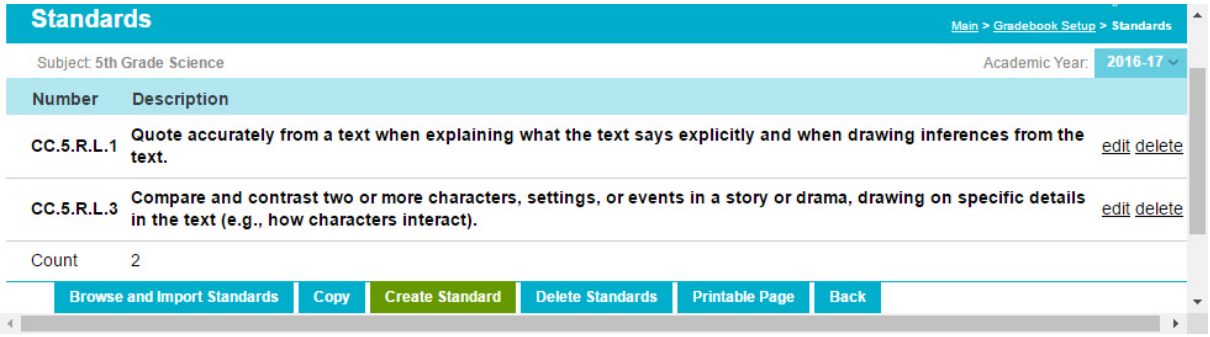
After standards have been configured for a subject, teachers can enter scores for each standard (more on this later). This allows teachers to track student performance for each standard and access useful data like: On which standards are the class struggling? On which skills is a single student struggling? Are the students make consistent progress?

Note: Your TeacherEase admin may have setup standards for you in which case you will not be able to browse and import standards.

Main > Curricula Setup > Standards



Choose an academic year and class to browse and import standards.



Once imported, manage standards for the subject.

Browse & Import Standards
Import Common Core, state, district or your own standards into this subject.

Copy
Copy existing standards to other subjects.

Create Standard
Create your own standards.

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Delete Standard
Removes selected standards from the list. Items may only be deleted if there are no references to them.

Edit
Modify the existing standard details.

Delete
Removes a single standard from the list. Items may only be deleted if there are no references to them.

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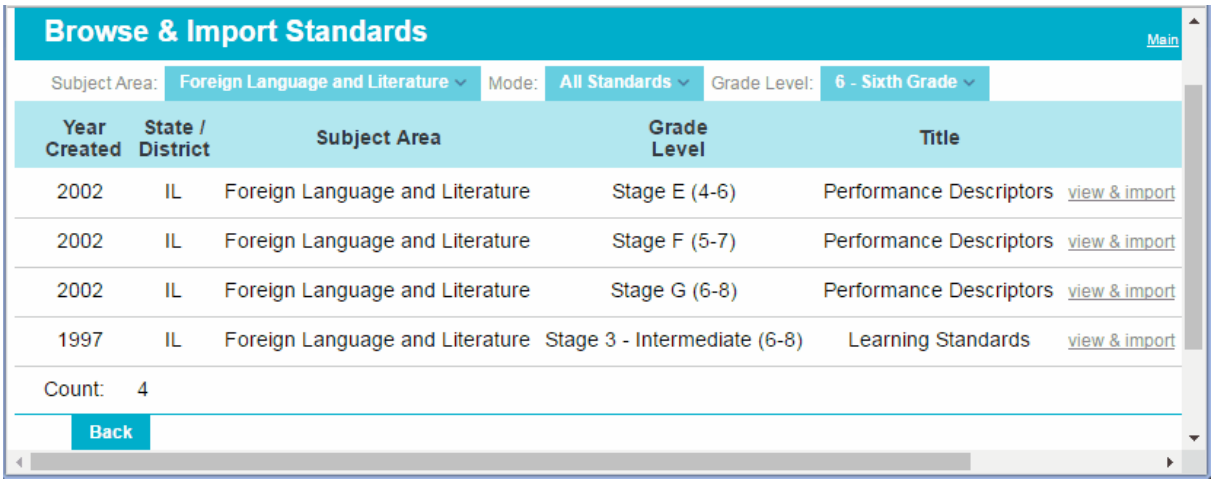
6.6.1 Browse and Import Standards

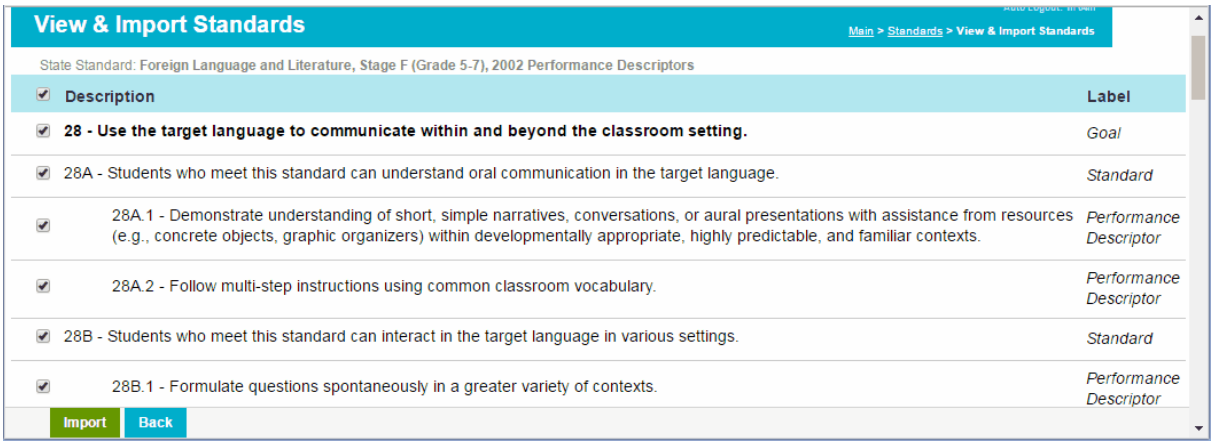
Import chosen standards into your subjects. You can import an entire standard or just portions of it.

First, search for a standard based on entered criteria, such as, subject area, grade level, district, etc.

Main > Curricula Setup > Standards > Browse & Import Standards



Find available standards based on selections. View and import selected standards.



When choosing a standard with sub-items, all items are automatically selected. De-select items to remove them prior to importing.

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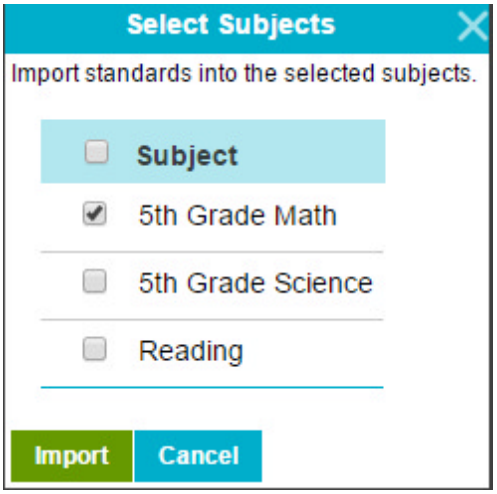
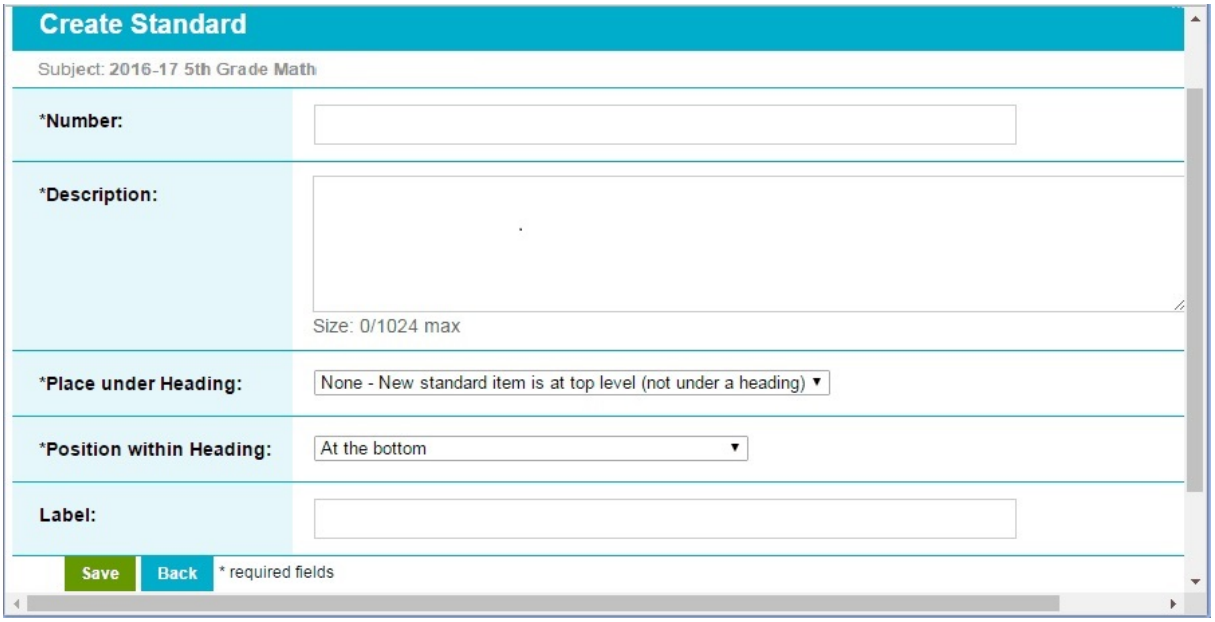


Select other subjects to import the standards into, as needed.

6.6.2 Create Standard

You can manually enter standards to create your own set of skills. This is useful when skills are individually assessed.

Main > Curricula Setup > Standards > Create Standard



Enter a number and description for the new standard.

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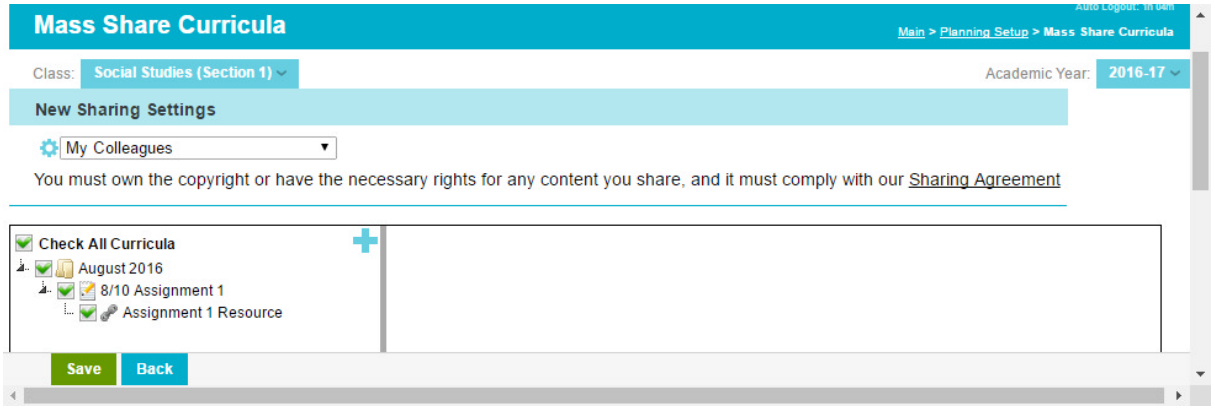
6.7 Mass Share Curricula

Quickly share existing curricula with chosen colleagues.

Main > Curricula > Setup > Mass Share Curricula



Share curricula for a chosen academic year and class.

Share With: Select who to share the curricula with from the dropdown menu. The default is set from your chosen "Sharing Settings". Click the to update your default sharing settings, as needed.

Use the / to expand/collapse the table to view available curricula. Right click a curriculum item to view it's details.

Use the check box to select items to share. Click again to de-select, as needed.

Note: Sub-items for any item selected are automatically included. For example: If you select a curriculum unit, all items associated with that unit; lessons, assignments and digital resources will be shared.

6.8 Import Curricula

For districts that enter their "official" curriculum into TeacherEase, the first step for teachers is to import the curriculum. This provides a nice starting point for new teachers. It also gives experienced teachers a baseline of instructional content and timelines.

Note: For teachers without district curricula, go to the "Curricula" page to manually create curriculum.

Main > Curricula Setup > Import Curricula

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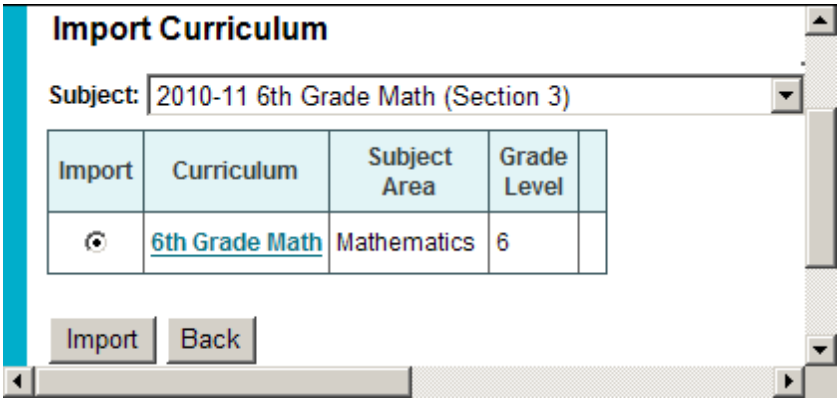

Once imported, you'll be taken to the "Curricula" page where you can view/manage curriculum details.

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6.9 Search/Copy Curricula

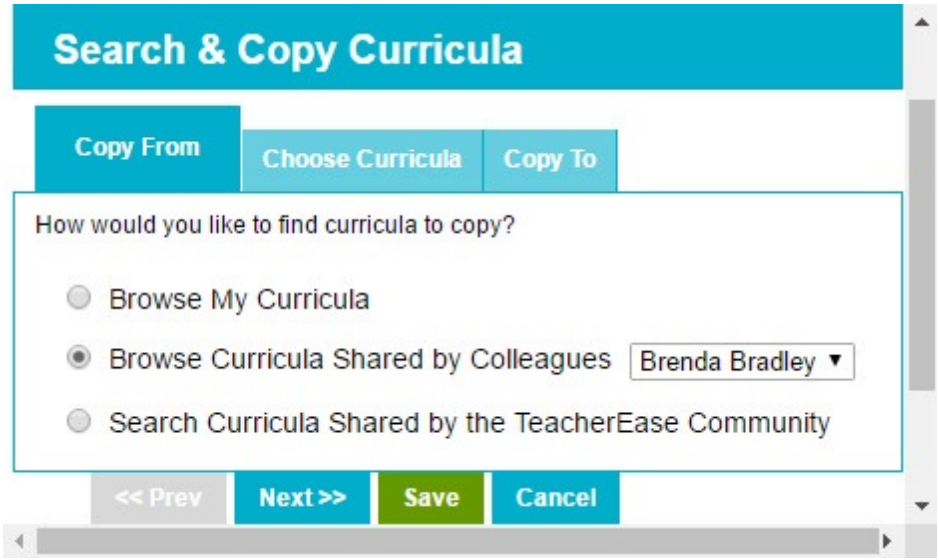
Copy your own curriculum items or copy curricula from other instructors. Copy units, lessons, assignments, and/or digital resources. Quickly copy curriculum from one class to another or from one year to another.

Main > Search/Copy Curricula

-OR-

Main > Curricula > Search/Copy

Utilize the "Search/Copy Curricula" wizard to lead you through copying your own items or those shared from others.



Select which curricula to search and copy. You can copy your own curriculum items from any previous academic year. You can also browse/copy curriculum items from other instructors that have sharing permissions set for you. Select the colleague from the provided dropdown box. Additionally, search and copy curricula shared by the entire TeacherEase community. See "Search TE Community Curricula" for more details.

Choose Curricula: First, select an academic year and class from which to copy curriculum.

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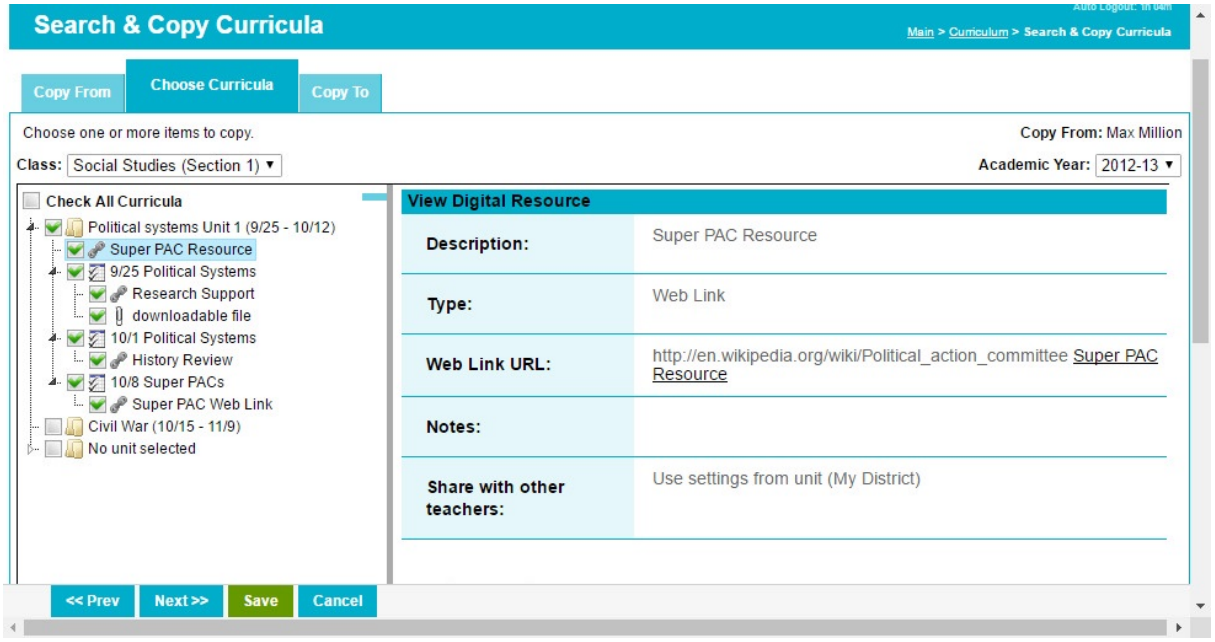

Use the arrows to expand/collapse the table to view available choices. Click an item to view it's details.

Use the check box to select available items to copy. Click again to de-select, as needed.

Note: Sub-items for any item selected are automatically included in the copy. For example: If you select a curriculum unit, all items associated with that unit; lessons, assignments and digital resources will be copied.
Note: Only items of the same type can be copied at the same time. For example: If you choose to copy a unit, you may only select other units to copy. If you choose to copy assignments, only other assignments can be copied, etc.
Note: Digital resources can only be copied separately to classes with existing units, lessons, and/or assignments.

Copy To:

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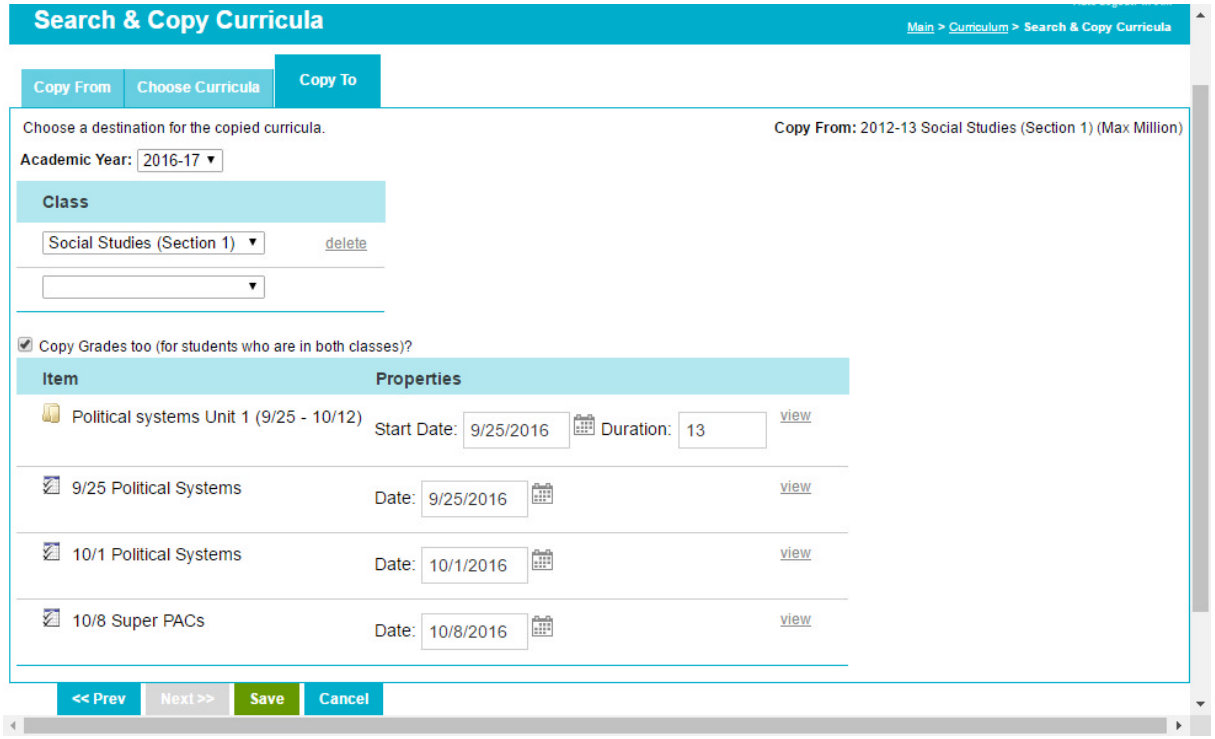


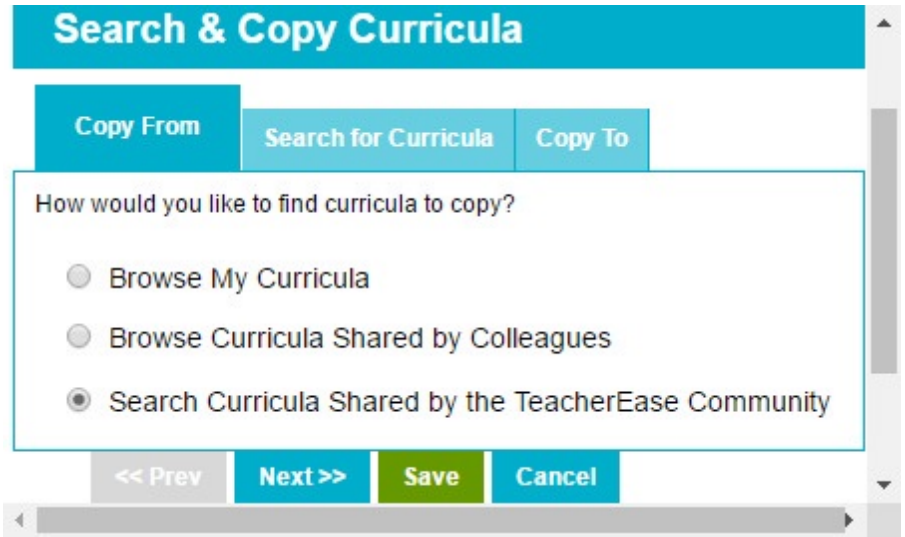
Select a class to copy curriculum items into. **Note:** You can choose to copy grades for students who are in multiple classes.

Modify information, such as start/due dates, for items being copied, as needed. Change grading periods, if needed. View grading info, as available, and modify as needed.

6.9.1 Search TE Community Curricula

Search curricula shared by the entire TeacherEase community. View lessons and corresponding digital resources. **Note:** This can be accessed from any of the "Search/Copy" links by selecting "Search Curricula Shared by the TeacherEase Community".

Main > Search/Copy Curricula



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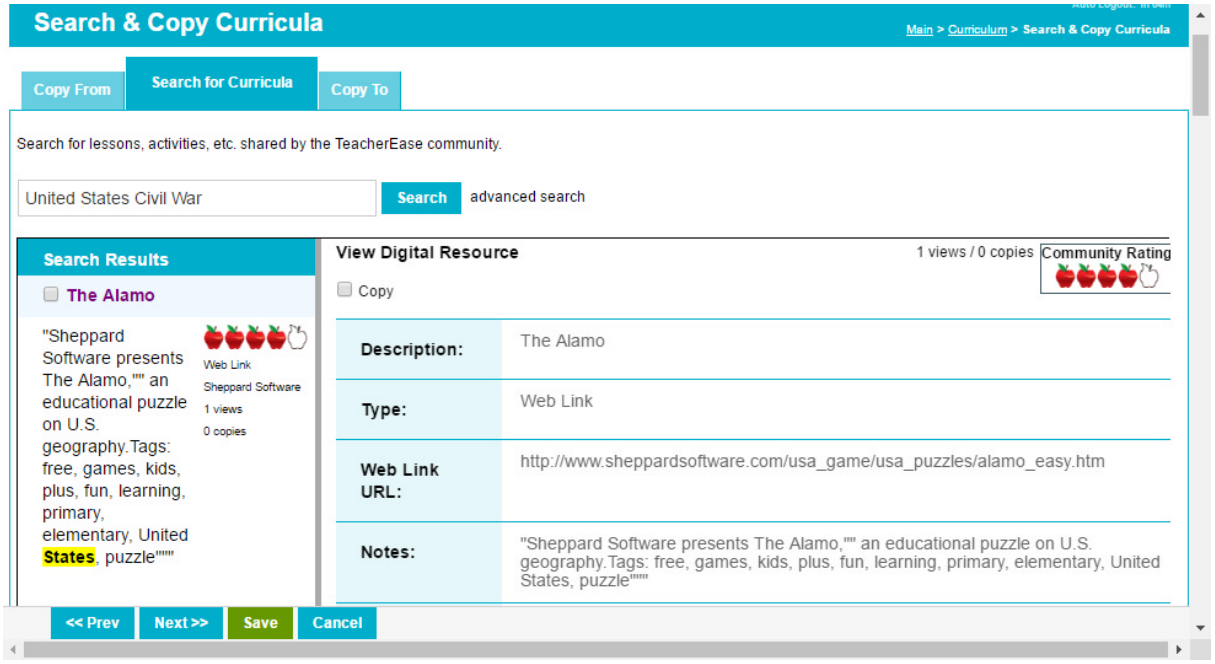
Enter information in the search box to perform a simple search. Click on the results title to view content details.



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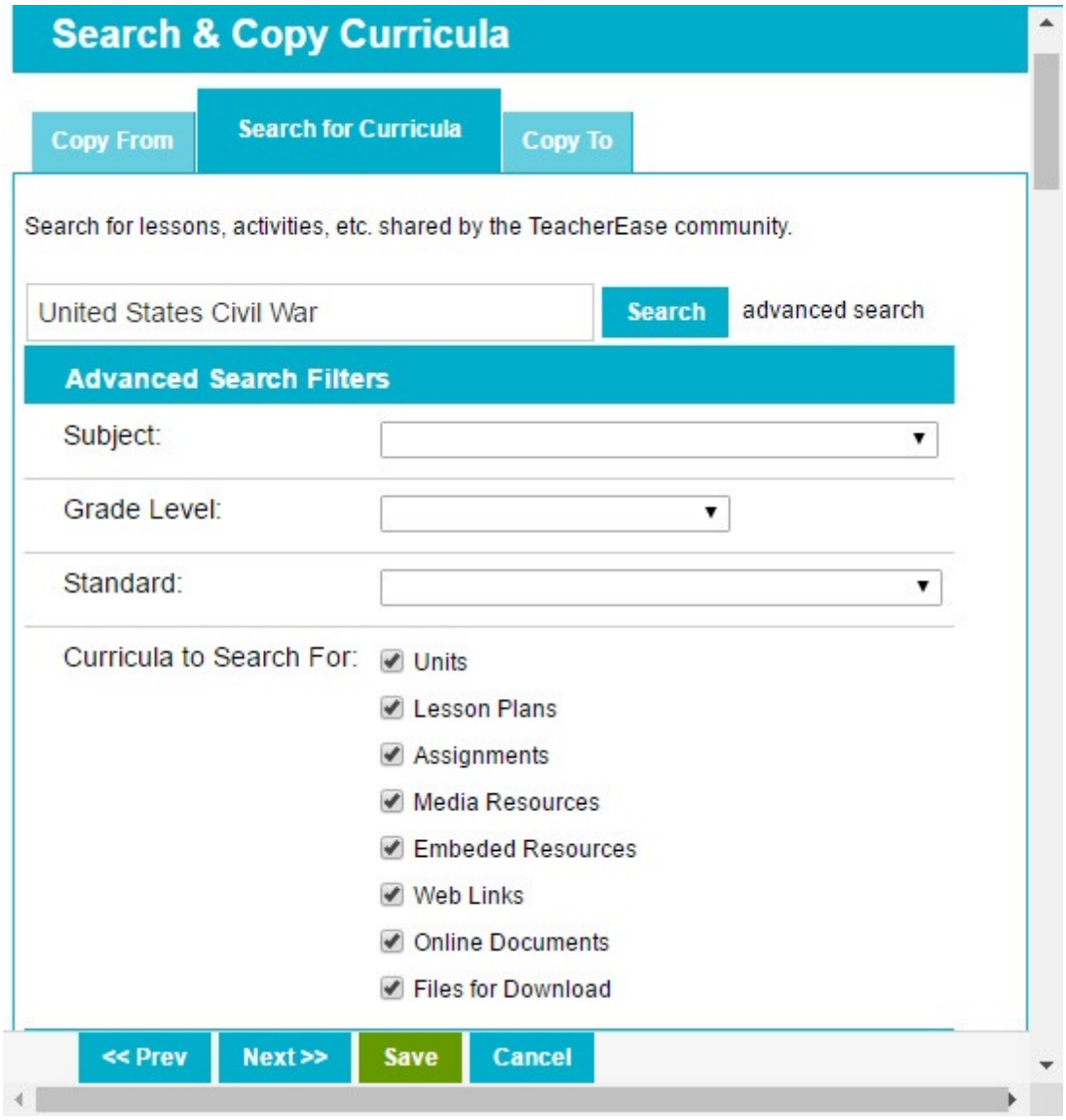
Use "advanced search" to refine your search by subject, grade level, standards, etc.



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7 Curricula

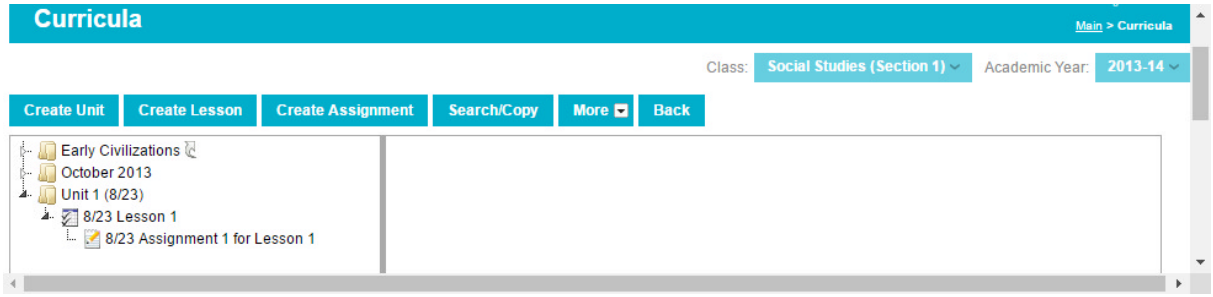
Build and manage your curriculum using a top-down approach; create curriculum units, then add lessons, and assignments. Align standards and digital resources with any portion of your curriculum.

The TeacherEase curriculum module provides a structure that assists instructors in connecting what they need to teach with the desired outcomes for student achievement. Instruction can be organized by topic/unit and timeframe for each class. Connect key objectives to learning activities and skills to be mastered. The curriculum is organized in multiple levels, creating a tree structure.

Curriculum can be created by individual teachers to reflect exactly what they teach in class, or it can be generated at the district level to reflect the "official" curricula for a course. Either approach will create a repository that can be shared.

Curriculum defines the content and skills to be taught and the time-frames allotted for instruction. Curriculum units/topics and lessons can be shared among faculty to improve collaboration. By looking at curriculum in other classes, teachers can identify gaps and repetitions in the curricula, along with opportunities for cross-curricular integration. Finally, curriculum can provide new teachers with a "cookbook" to follow when getting started.

Main > Curricula



Initially, there will be no curriculum defined and you will be prompted to create a curriculum unit/topic. **Note:** The terminology "unit/topic/month" etc., is set either by yourself, at Main > Setup > Options, or by your school's TeacherEase admin. The default for new users is "Curriculum Unit".

Select the academic year and class for which to create a curriculum unit.

Create Curriculum Unit

Begin by creating a curriculum unit for the chosen class and academic year. Define the content and skills to be taught and the time-frames allotted for instruction. **Note:** Districts may want to define uniform content for course curricula. They can set permissions to allow teachers to only import or use district defined curricula. If teachers permissions are set to use district level curriculum, it can be viewed but not modified. Teachers can still create individual lessons and link them to district curriculum units.

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Curriculum Page Logistics:
Create/manage the curriculum information on the page:
Utilize the preview pane to the right of the curriculum tree to view/edit existing items or create new items.

1) Click an item to view details in the preview pane
2) Left-click an item to expand the item tree and view the item details
3) Right click an item to popup the action menu
4) Point to an item, then click the down arrow to popup the action menu
5) Hover over the vertical line dividing the tree and preview pane, click and drag to resize the windows

Note: Available actions differ based on the type of entity; curriculum unit, lesson, or assignment.

Click the tree arrows to expand or collapse a portion of the tree structure.

Curriculum Page Icons:

Curriculum Unit

Lesson

Assignment

Document File

Playable Media/Video

Web link

7.1 Create Unit

For teachers without an "official" district curricula loaded into TeacherEase, they can create their own. Each curriculum unit documents content to be delivered in the classroom. Begin by creating a unit for a specified timeframe, for a chosen class. Add digital resources and link standards to the unit, as needed. This provides an outline of classroom activities and resources for teachers to utilize when defining their detailed lessons.

Main > Curricula > Create Unit

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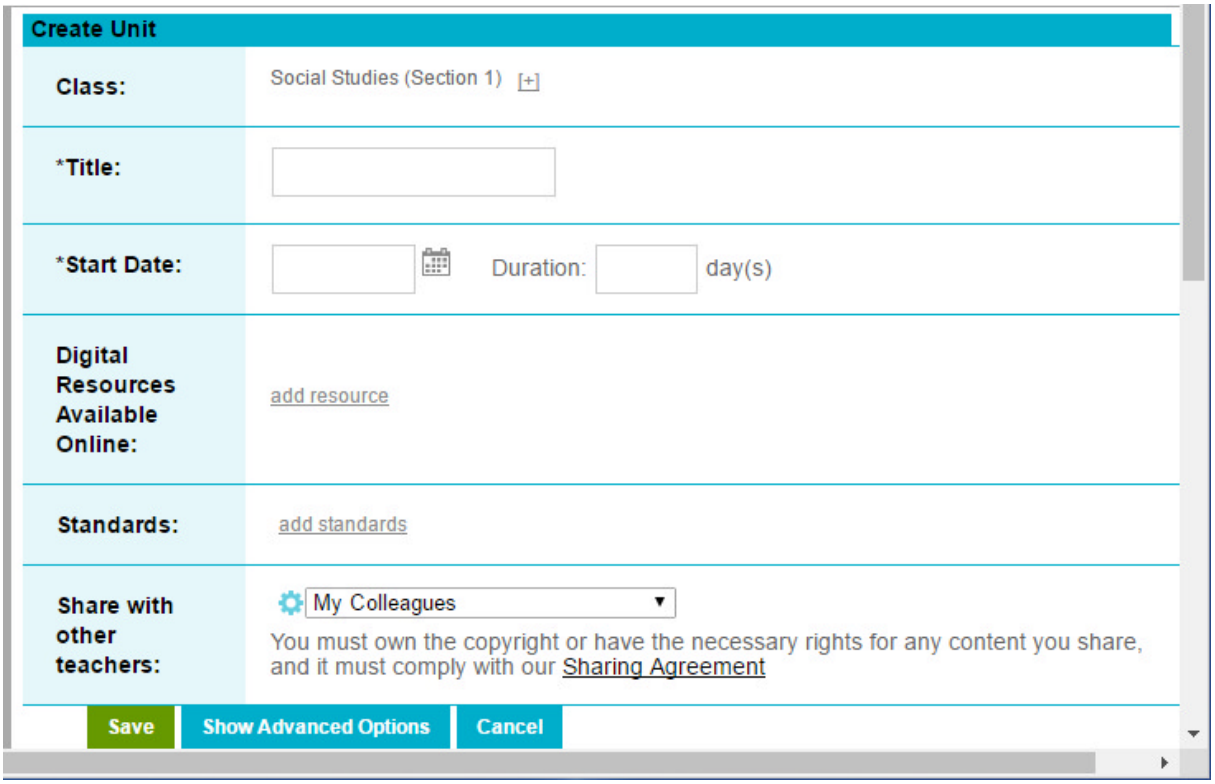

Title: Enter a meaningful title for your curriculum unit.

Start/Duration: One of the most important features of curriculum units is that they are geared to the school calendar. Use "Start" and "Duration" to define timeframes for items to be taught.

Add Resource: Assign digital resources for students to use when completing their work. Resources can be electronic files, videos, or web links. For more details see the "Add Digital Resource" section, below.

Add Standards: Include standards to be covered by this unit, as needed. Standards are pre-populated from those assigned to the corresponding subject. For more details on adding standards see the "Add Standards" section, below.

Show/Hide Advanced Options
Expand/collapse the popup to show all fields for the curriculum unit. Enter additional details, as needed,

Share with other teachers: Allow other instructors to copy this curriculum unit.

Fill in the remaining fields and save the unit. The new unit is made available on the "Curriculum" page where lessons can then be added.

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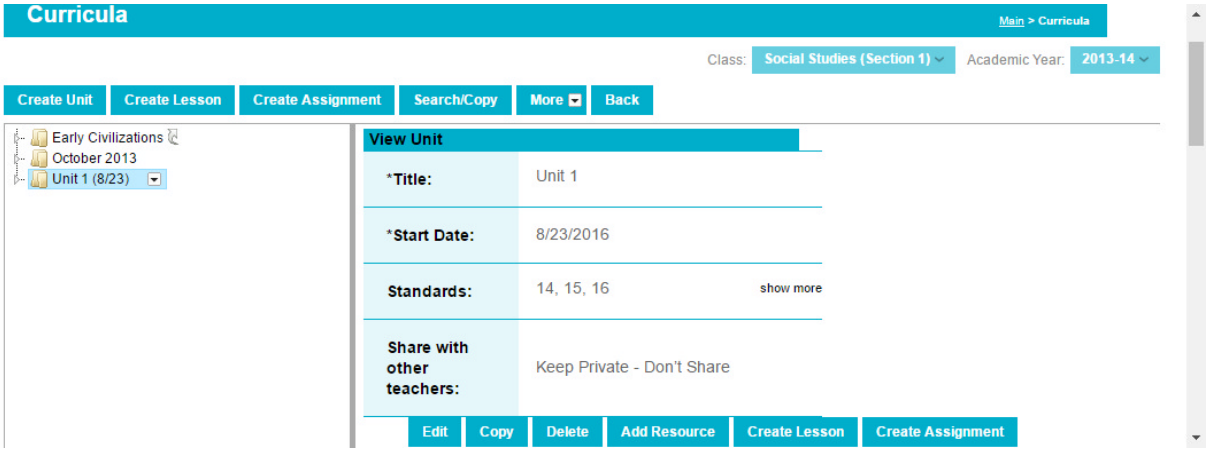

7.2 Create Lesson

Define lessons linked to curriculum units for each of your classes. Lessons are created by individual teachers to reflect exactly what they teach in class. Lessons define the goals and objectives for a specific topic being taught and the time-frame allotted for instruction. Additionally, digital resources and standards can be defined for each lesson. **Note:** To create lessons independent of curriculum units, goto Main > Lessons.

Main > Curricula > [Select a Unit] > Create Lesson

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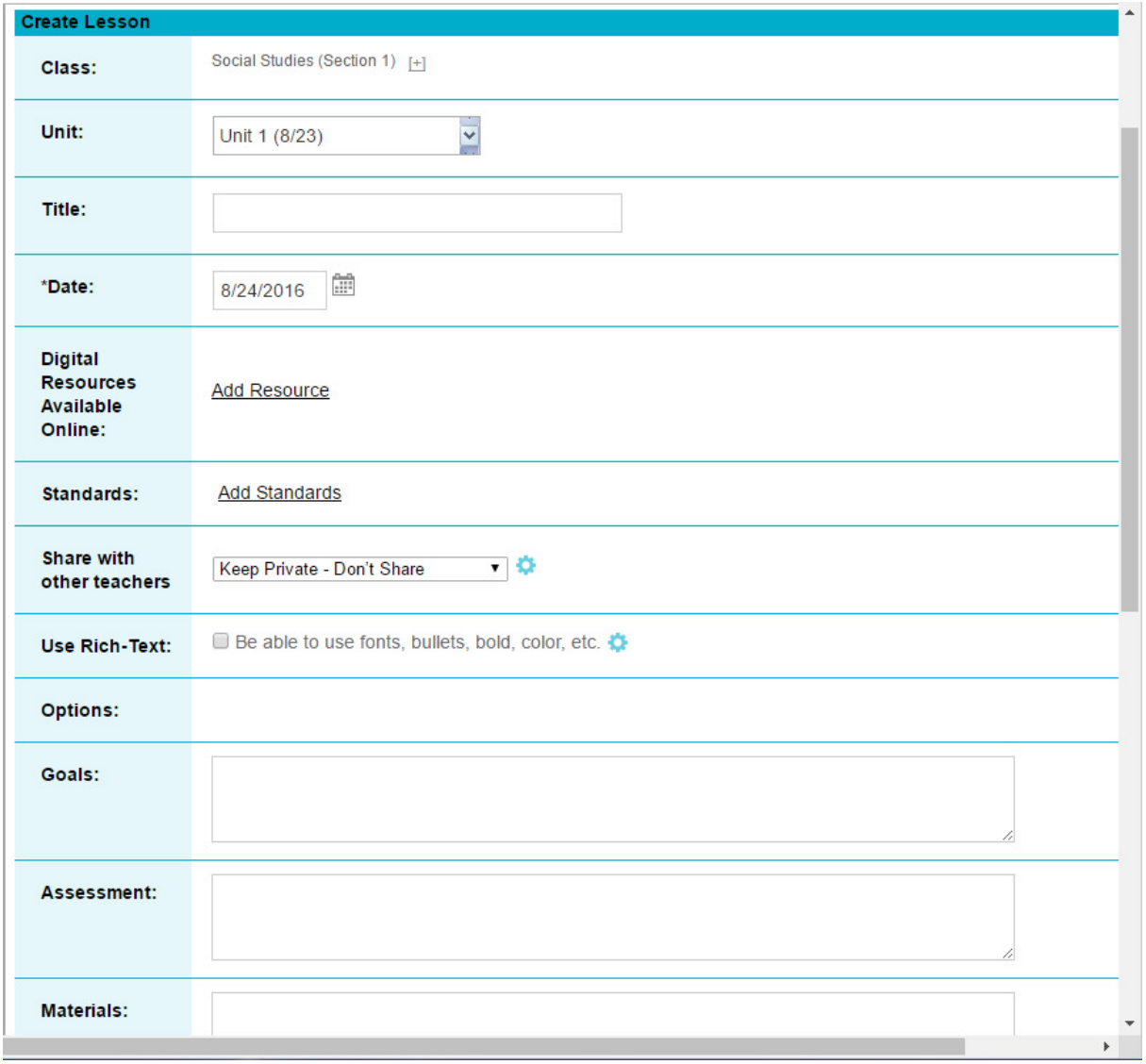

Title: Enter a descriptive title for the lesson.

Date: Enter the date the lesson will be taught. **Note:** The curriculum unit start date is pre-populated.

Add Resource: Assign digital resources for students to use when completing their work. Resources can be electronic files, videos, or web links. For more details see the "Add Digital Resource" section, below.

Add Standards: Select standards that apply to this lesson, as needed. The standards selection is pre-populated from the corresponding curriculum unit and/or subject. For more details on adding standards see the "Add Standards" section, below.

Share with other teachers: Allow others to view/copy this lesson.

Fill in the remaining fields and then save the lesson. The new lesson is made available on the "Curricula" page where assignments can be added.

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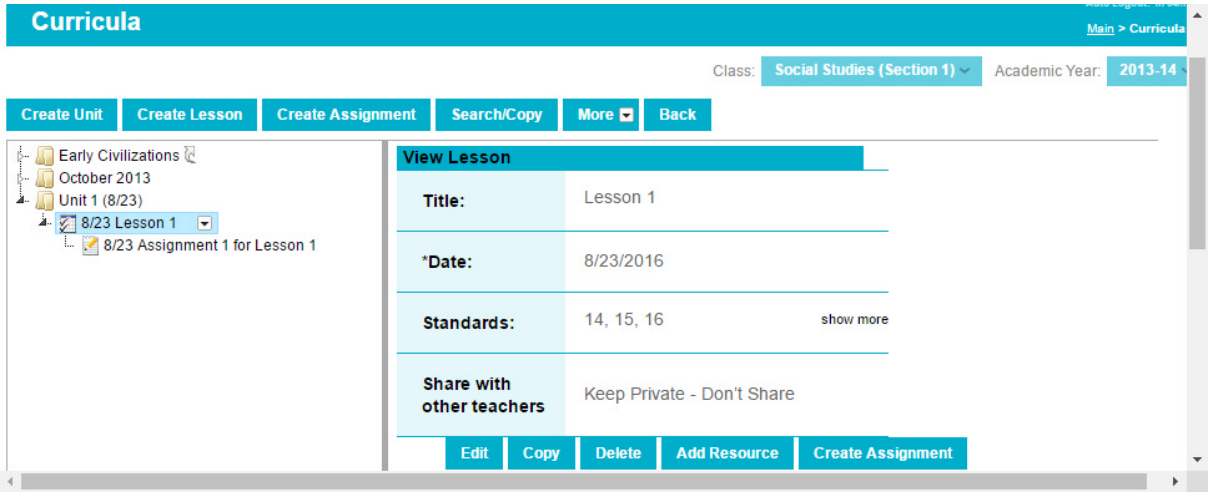

7.3 Create Assignment

Define assignments linked to a lesson and/or curriculum unit. Create an assignment each time you give students new work to assess their skills. Add digital resources to the assignment for students to use when completing their work. Align the assignment with standards, as needed. **Note:** Assignments can be added to either a Curriculum Unit or Lesson.

Main > Curricula > [Select a Curriculum Unit or Lesson] > Create Assignment

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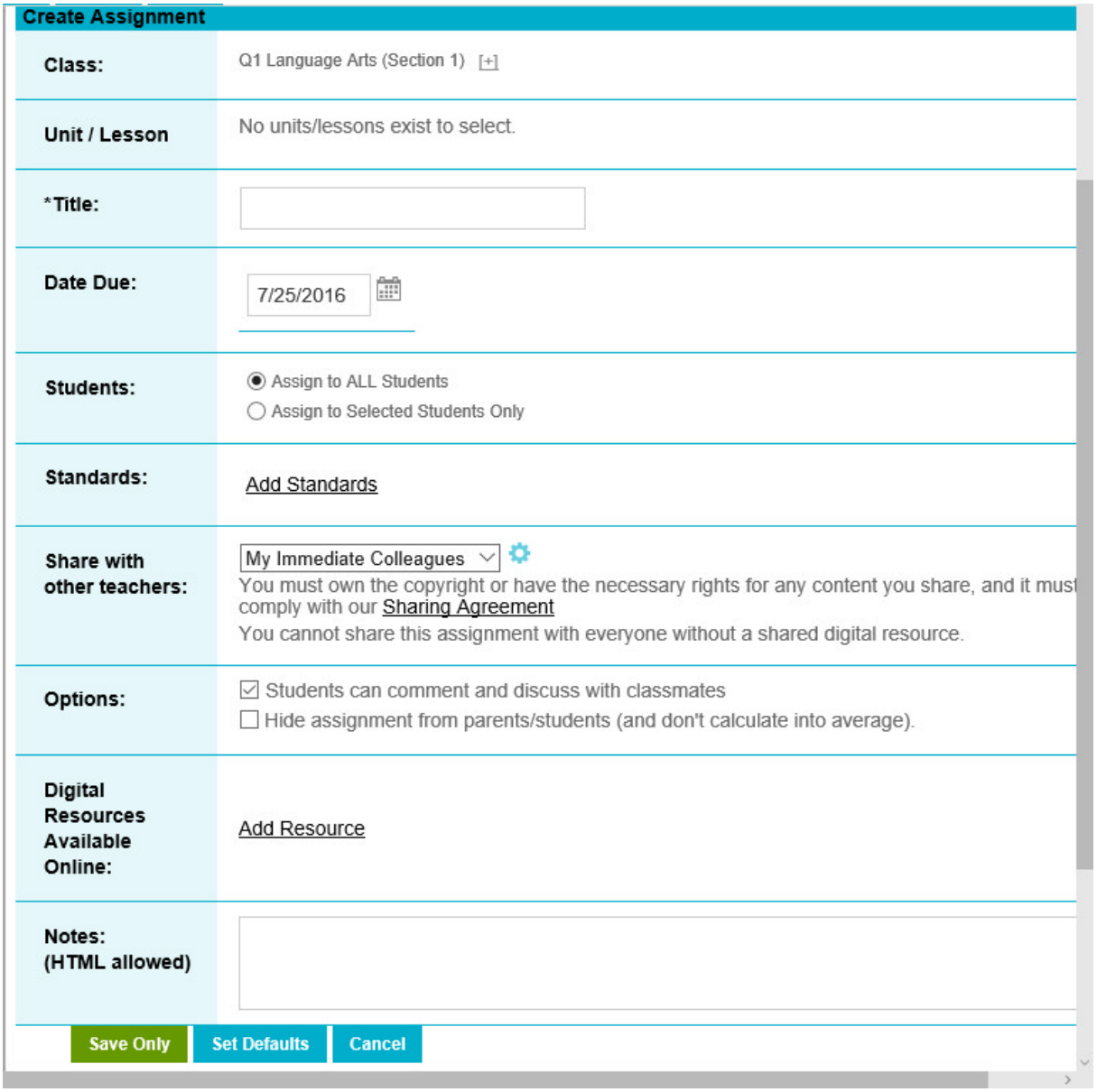

Title: Enter a descriptive title for the assignment. **Note:** The corresponding curriculum unit or lesson title is pre-populated, if available.

Date Due: Indicate which day the assignment is due. The due date is optional. Enter future assignments into TeacherEase to allow students/parents to monitor upcoming homework. **Note:** The corresponding curriculum unit or lesson date is pre-populated, if available.

Students: Choose to assign this assignment to all students in selected subject(s), some of the students, or no students. See "Assign Students" below for more details. **Note:** To assign no students, select the option "Assign to Selected Students Only" and uncheck the box at the top.

Standards: Add standards to the assignment. **Note:** Standards are pre-populated from those assigned to the corresponding curriculum unit or lesson. See "Add Standards" below for more details.

Share with other teachers: Set sharing options for the assignment.

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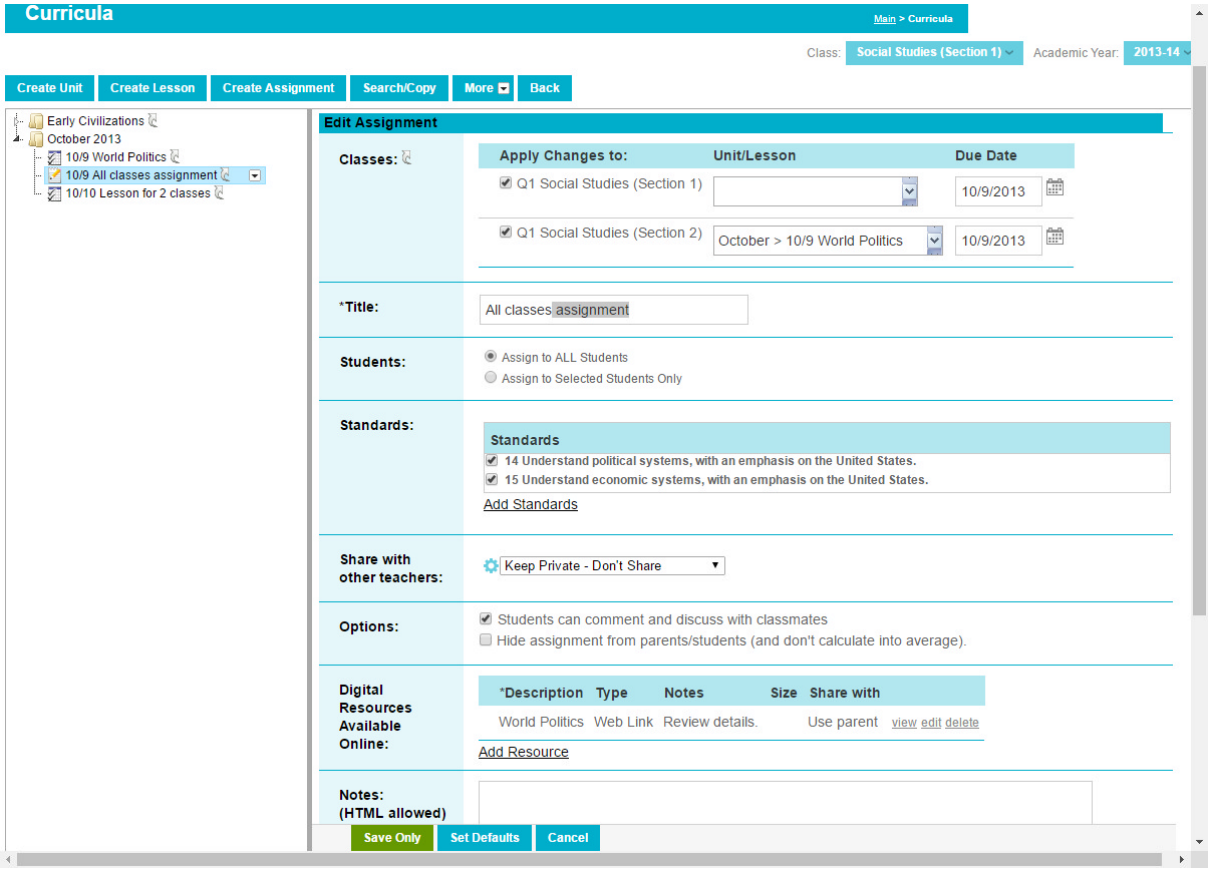
Options: Enable collaboration by allowing students to converse with you and their peers while working assignments online. Choose to hide the assignment from being viewed on the student/parent portal, as needed.

Digital Resources: Assign digital resources for students to use when completing an assignment. Resources can be an electronic file, video or a web link. See "Add Digital Resources" below for more details.

Notes: Enter more details for the assignment. Parents/students can view notes from the "Assignments & Lessons" link on the Parent/Student Portal. You can use HTML in this section. If you've uploaded the assignment to the Internet, you can link to the assignment using HTML (to download the assignment).

Set Defaults
Select preferred grading, comments and shown field defaults to use when creating new assignments.

Once saved, the new assignment is available at both Main > Curricula and Main > Assignments.



7.3.1 Assign Students

Select students to add to the assignment. Assign to all students in selected subject(s), some students, or no students.

Main > Curricula > Create Assignment > Assign Students

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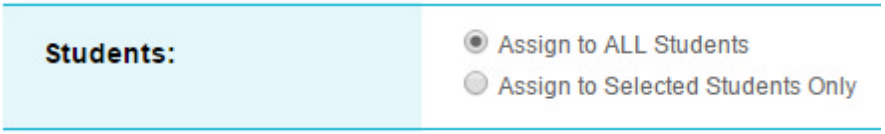
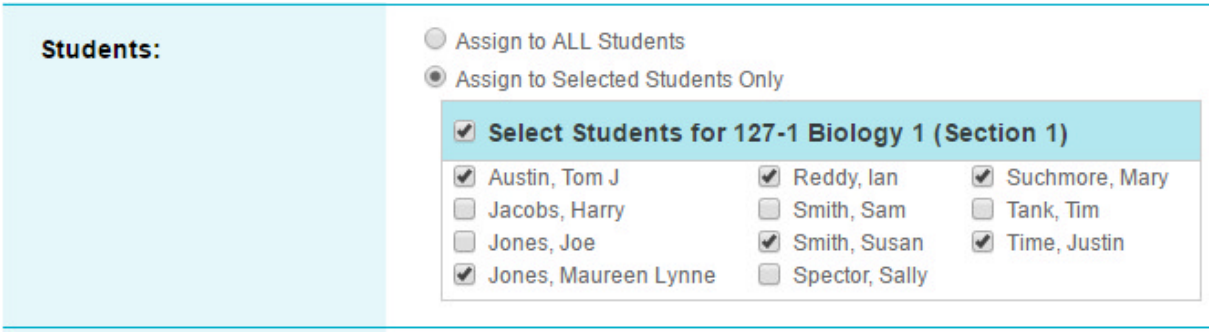


Assign to all students in all classes to which the assignment applies. This is the default.



Individually select students for the assignment, or don't assign any students until a later time.

Note: To create an assignment with no students assigned, select the option "Assign to Selected Students Only" and uncheck the box at the top to deselect all students. This is useful for creating future assignments.

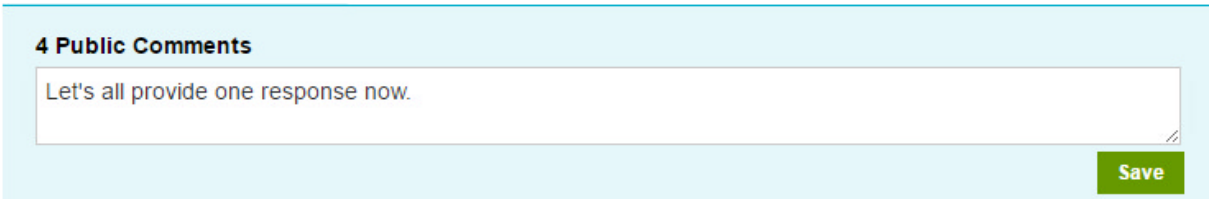
7.3.2 Student Comments

Promote peer collaboration by allowing student comments on assignments. Send/receive comment postings to/from students. Unless explicitly hidden by the teacher, all posting are viewable by all assigned students when they view the assignment on the student portal.

Note: Enable student comments when creating and/or editing assignments. Teachers can view comments on the Assignments pages. Students can see comments when accessing their assignments online.

Main > Curricula > View Assignment

Comments are shown at the bottom of the assignment details.



Type your comment into the provided text box, then "Save" to enter it for viewing.

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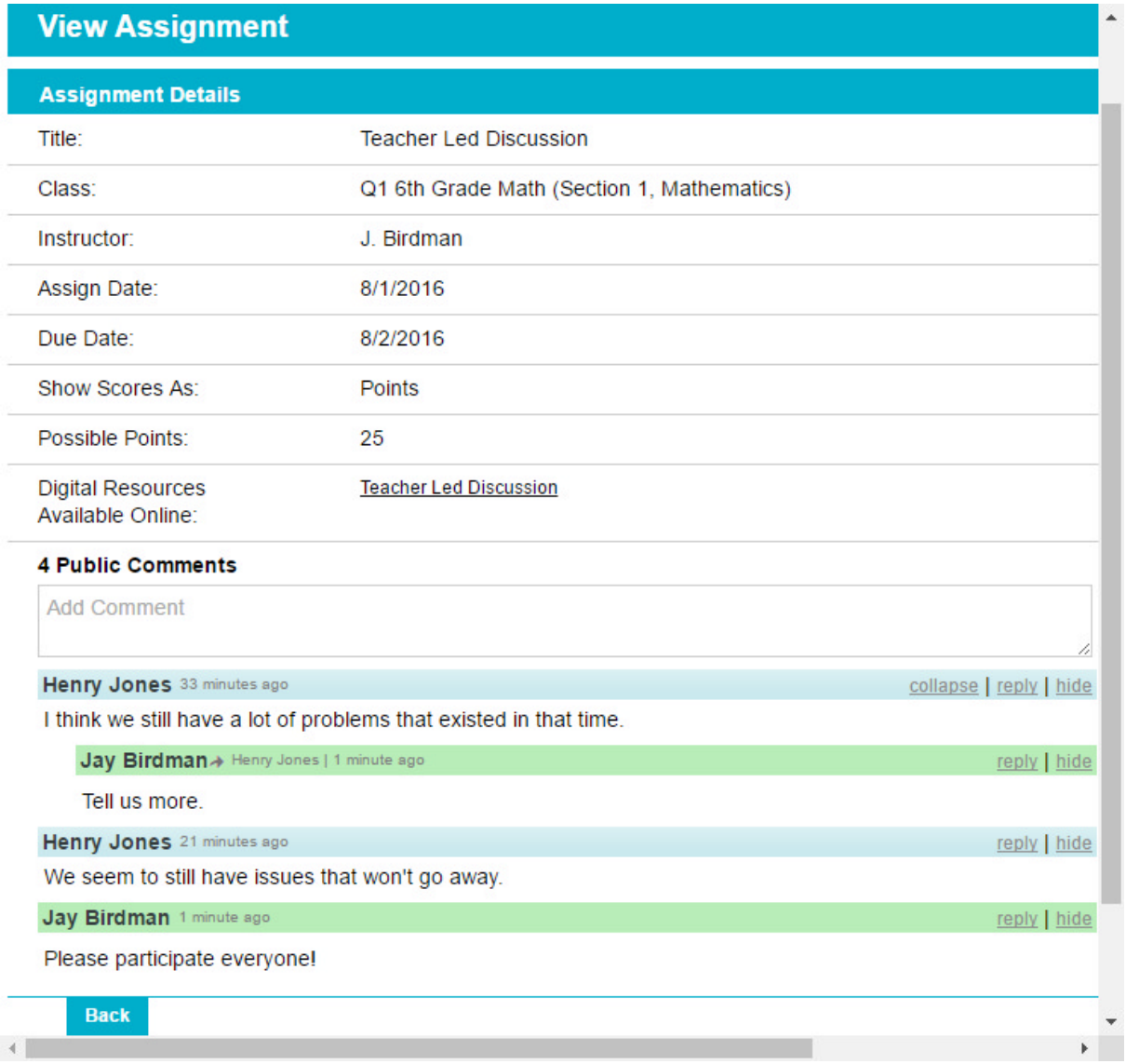

Note: Use the browser refresh to view newly entered comments.

Expand/Collapse: Click any level of the comment thread to view or hide the comment details.

Reply: Enter a reply to a student's comment.

Hide/Show: Hide a comment to prevent students from viewing it, along with any corresponding replies. This is useful in the event of an inappropriate posting. Click "show" to allow viewing by everyone. The default is that nothing is hidden.

View/Un-View: When a comment is hidden, click "view" so that you can read the posting, click "un-view" to conceal it again.

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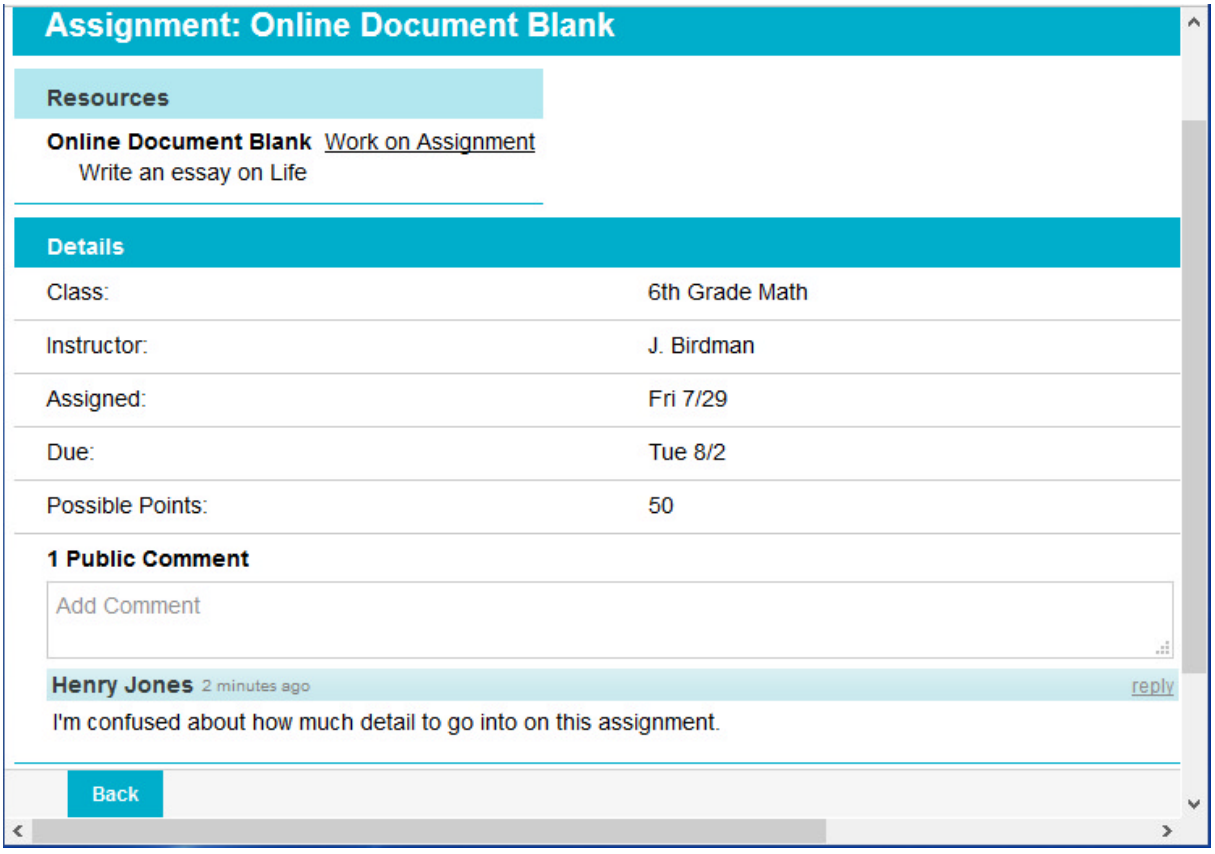
Students see comments on the student portal. Students can see comments when viewing or working on assignments.

Student Main > Assignments & Lessons > Assignment Name



Note: Use the browser refresh to view newly entered comments.

Expand/Collapse: Click any level of the comment thread to view or hide the comment details.

Reply: Enter a reply to the teacher's or another student's comment.

7.4 Add Standards

With the focus on standards-based education, states, districts, schools, and teachers are creating standards-based curriculum. Define and manage your curriculum utilizing a standards-based approach to instructional management.

TeacherEase provides an initial set of common core and state defined standards which can be mapped to specific classes and curriculum to assure sufficient coverage when assessing student performance.

Note: Prior to adding standards to your curriculum, first align your subjects to standards at Main > Setup > Standards.

Create class curriculum aligned to standards, then assess student performance versus those standards.
Note: Standards can be added to any level of the curriculum tree. Standards are added either when creating or editing curriculum entities.

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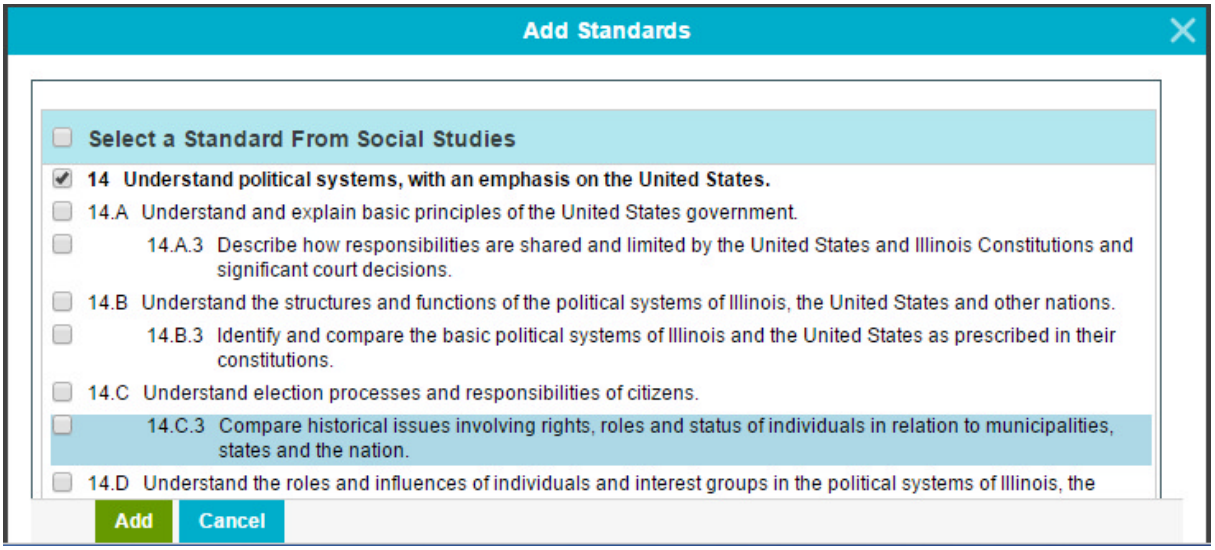
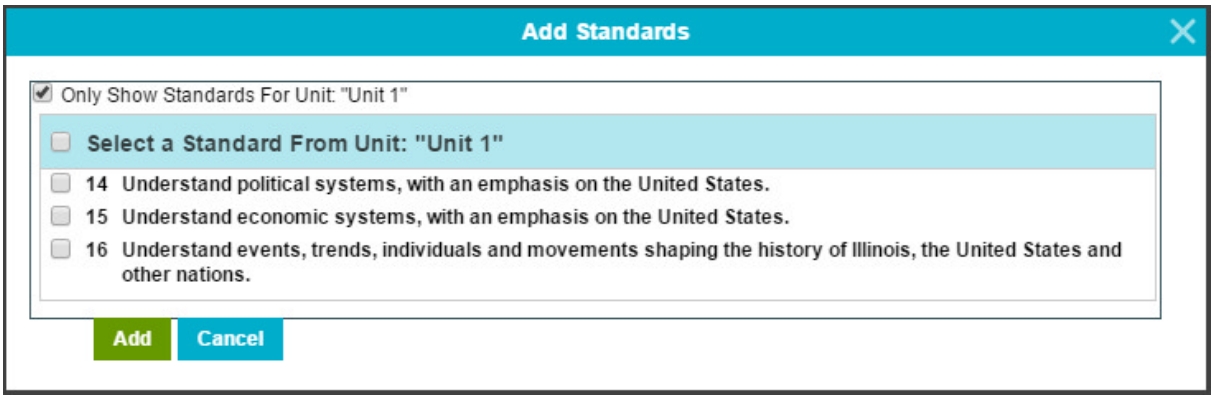
Main > Curricula > Create [... details below]

Create Unit > Add Standards:



When adding standards to a curriculum unit, all subject standards are provided for selection. Select all subject standards, or select individual standards, then "Add" and "Save".

Create Lesson > Add Standards:



When adding standards to a lesson, all standards assigned to the curriculum unit are initially provided for selection. Uncheck "Only Show standards for Unit" to view/select additional standards for the lesson. If the corresponding curriculum unit doesn't have standards assigned, you can still add standards from the class standards list.

Create Assignment > Add Standards:

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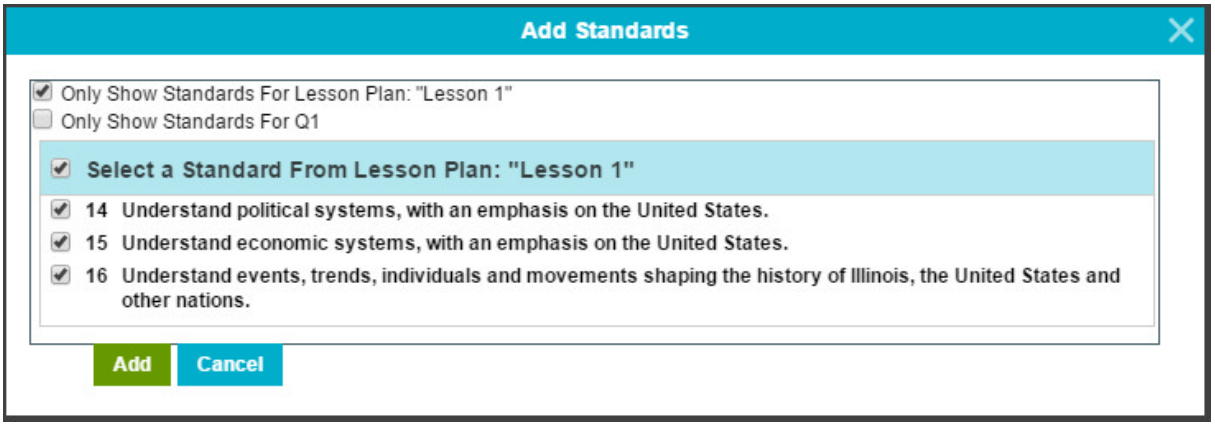

Standards assigned to the corresponding lesson are initially provided for selection. To add the selection simply "Save" the assignment. To view/select additional standards click "Add Standards", then uncheck "Only Show Standards for Lesson Plan", make your selections, then "Add" and "Save". You also have the option to narrow standards shown by grading period.

Delete Standards:
To quickly remove standards from any curriculum entity, edit the entity, uncheck standard(s) to be removed, and save.

7.5 Add Digital Resources

Once your curriculum details are defined, assign digital resources for students to reference/use when completing class assignments. Resources can be electronic files, videos or web links. **Note:** Digital resources can be added to any level of the curriculum tree. Once added, digital resources are denoted by the same icons as on the Curricula page.

Main > Curricula > Create/Edit Entity > Add Resource

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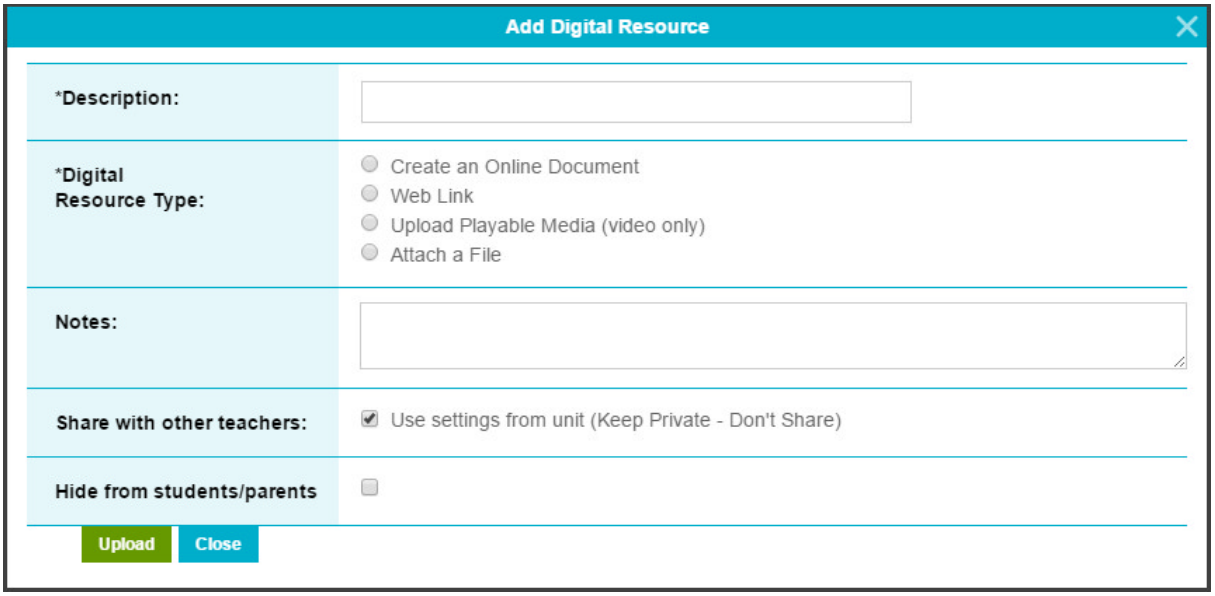

First enter a description for the resource, then select the resource type. Available actions differ based on the resource type.

Hide from students/parents: [Available for resources added to units and lessons.] Check to hide the digital resource from students/parents. Students can view all resources attached at any level of the curriculum that is aligned with their assignments unless explicitly hidden. Hide resources so they will not appear on the student/parent portal. Use this to manage if/when students have access to resources attached to units or lessons.
Note: To allow access later, edit the curriculum entity that the digital resource is assigned to, and then edit the resource.
Note: Digital resources added to assignments are shown/hidden with the assignment.

Note: Digital resources can be added to units, lessons or assignments.

7.5.1 Online Document

Online Document: Upload or create an online document for students to use when completing their work. Once added, students can view the document from the student portal. Types of documents that can be uploaded include: MS-Word, PDF, TIFF, JPG, scanned image format, etc. **Note:** You can provide notes for online documents added to assignments. Students can view these when accessing the online document.

Note: iPad users, please use a laptop/PC to upload documents.

Existing Document:

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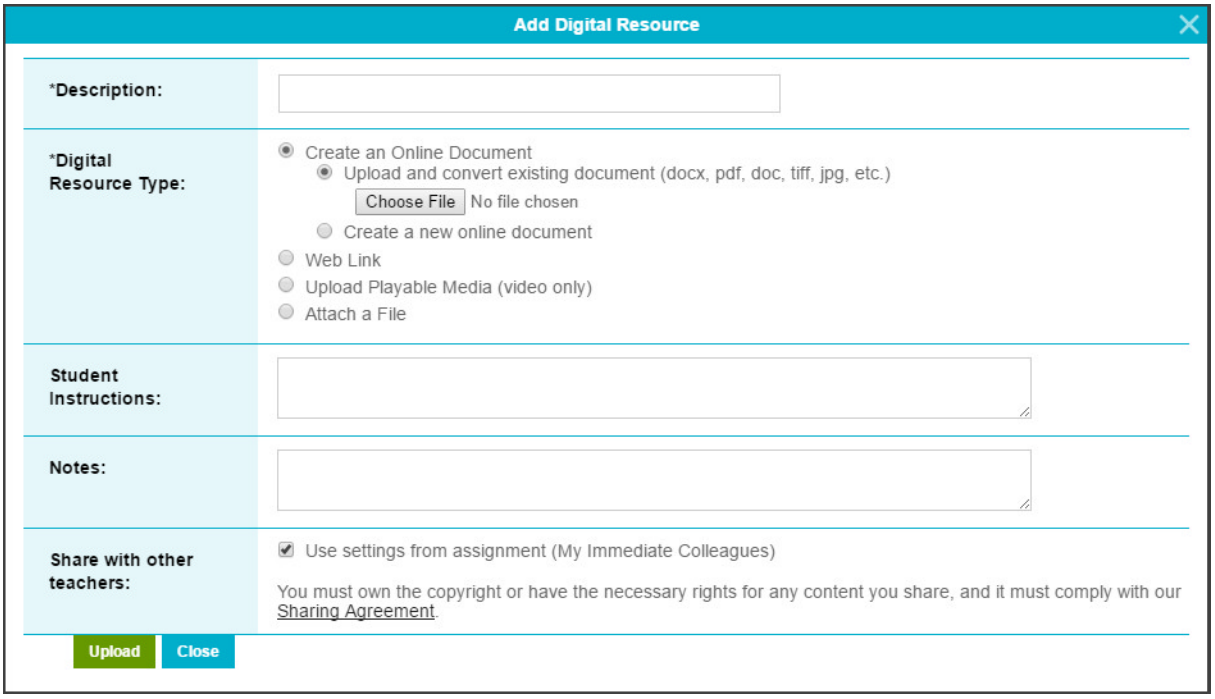
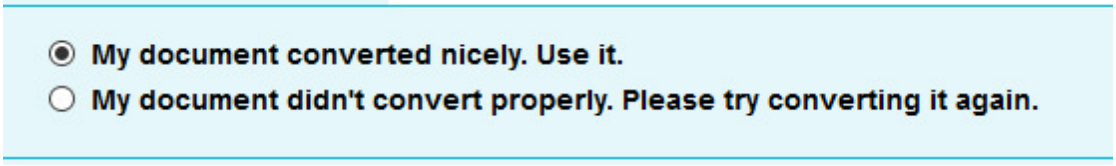


Upload Existing Document: Upload and covert an existing document. Either browse or choose file, depending on your browser, then "Upload" the file.



Review and confirm that the document converted properly, click "Add" to add it to your curriculum entity. **Note:** If the document didn't convert properly you can try uploading again. If it still does not convert, it will be changed to a "File for Download".

New Online Document:

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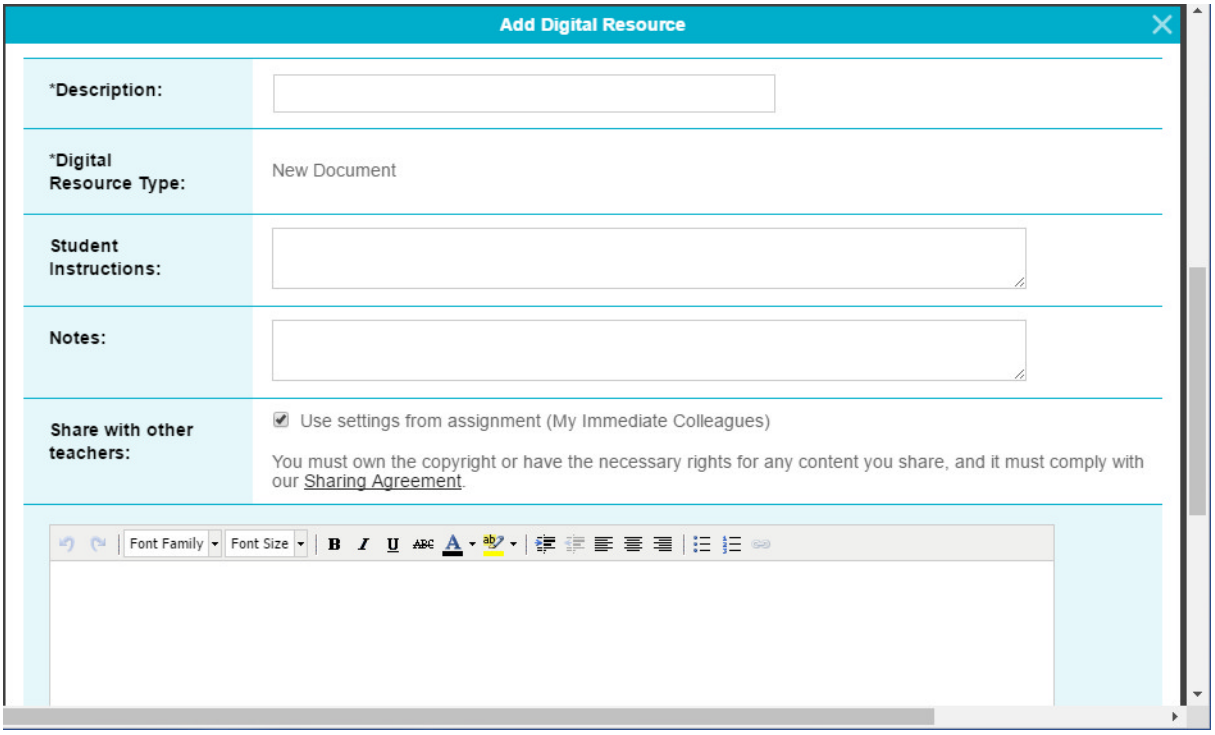
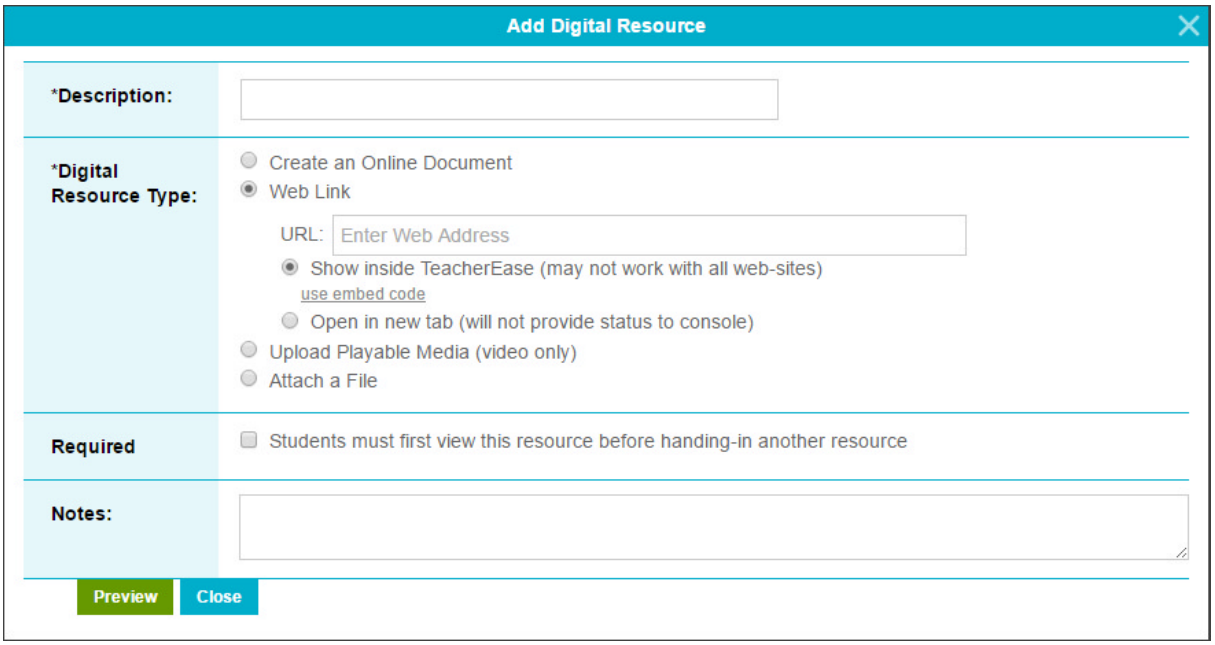


Create a new online document: Enter a completely new document directly into the online editor. Once complete, click "Add" to save and add it to your curriculum entity.

7.5.2 Web Link

Web Link: Add a web link for students to access when completing their work. Once added, students can access the web link information from the student portal.



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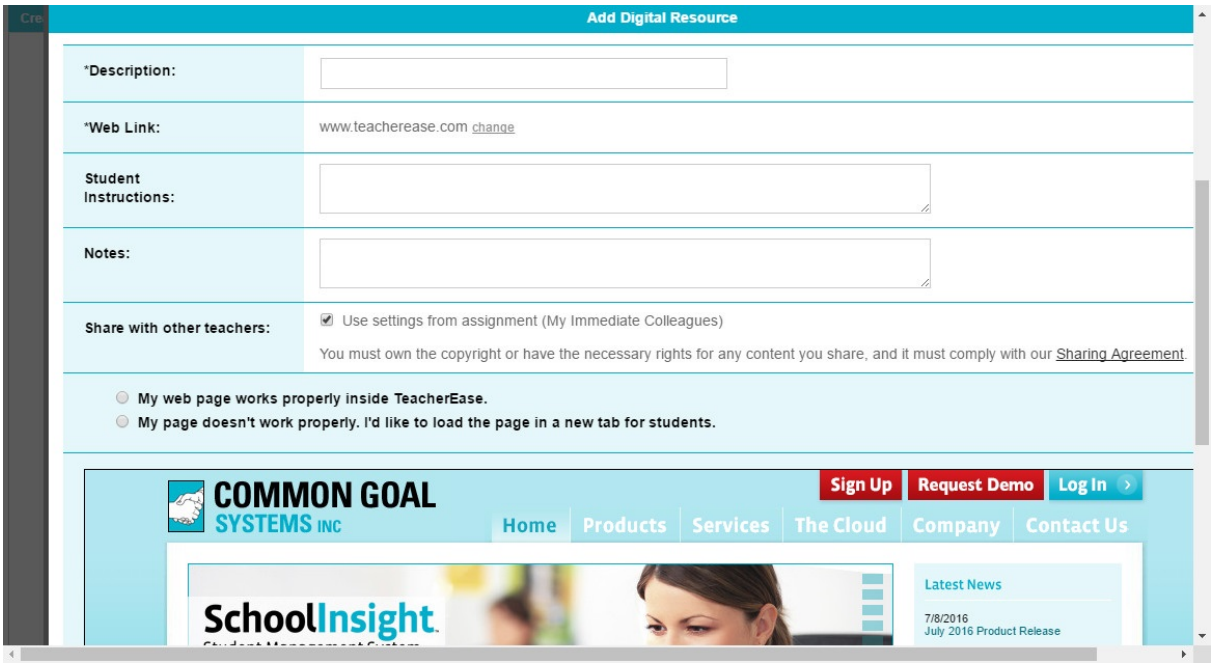
Enter or copy/paste a web address/URL. Determine how the web page will be viewed. Preview the link to make sure it opens correctly.

- Open inside TeacherEase: opens page within TeacherEase, prevents need to leave our site
- Open in new tab: opens a new tab with the page displayed external to the TeacherEase site
- Use Embed Code: Copy/paste provided code from a site to embed their html code, allowing content to be viewed within TeacherEase



Review the web page and confirm the chosen method is working properly. Enter additional details for students, as needed.

Note: Once added, the URL content is automatically uploaded to assigned students' TeacherEase and is viewable by students/parents at Student/Parent Main > Assignments & Lessons.

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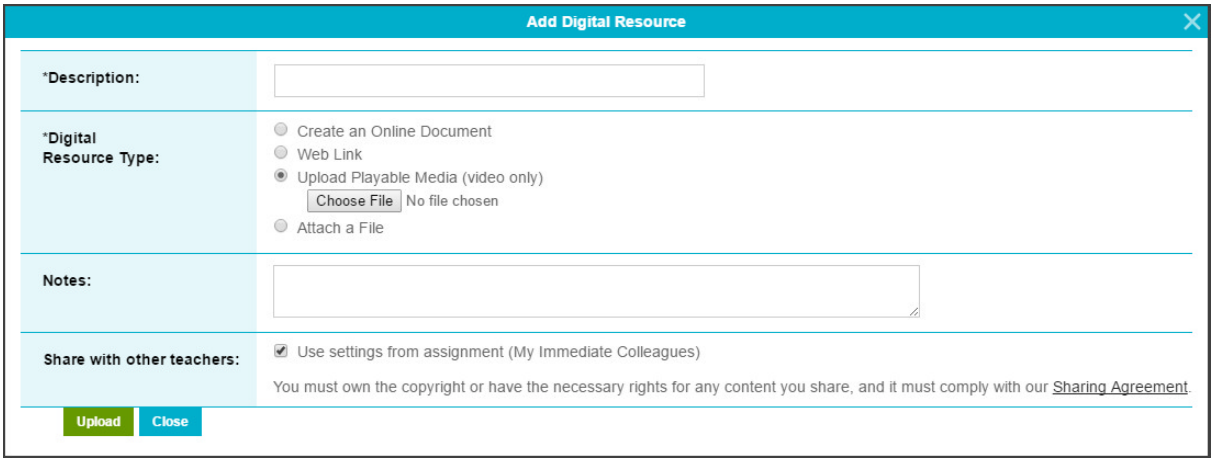
7.5.3 Playable Media

Playable Media: Upload a playable media file. Once added, students can view the media from the student portal.
Note: You can provide notes for media resources added to assignments. Students can view these when accessing the video.



Upload playable media: Upload an existing media file. Browse or choose file to find/select your file, then "Upload". Types of media files currently supported are: SWF, OGG/OGV (available in Firefox), MP4 and WEBM (available in Chrome).

Enter additional instructions for students, as needed.

Once added to an entity, use "View" to review how it will play for students.

Enter additional details for students, then click "Add" to add it to your curriculum entity.

Note: If the page doesn't work properly, select to open a new tab, the page will be displayed external to the TeacherEase site.

Note: The URL content is automatically uploaded to the assigned students' TeacherEase page and is viewable by students/parents at Student/Parent Main > Assignments & Lessons.

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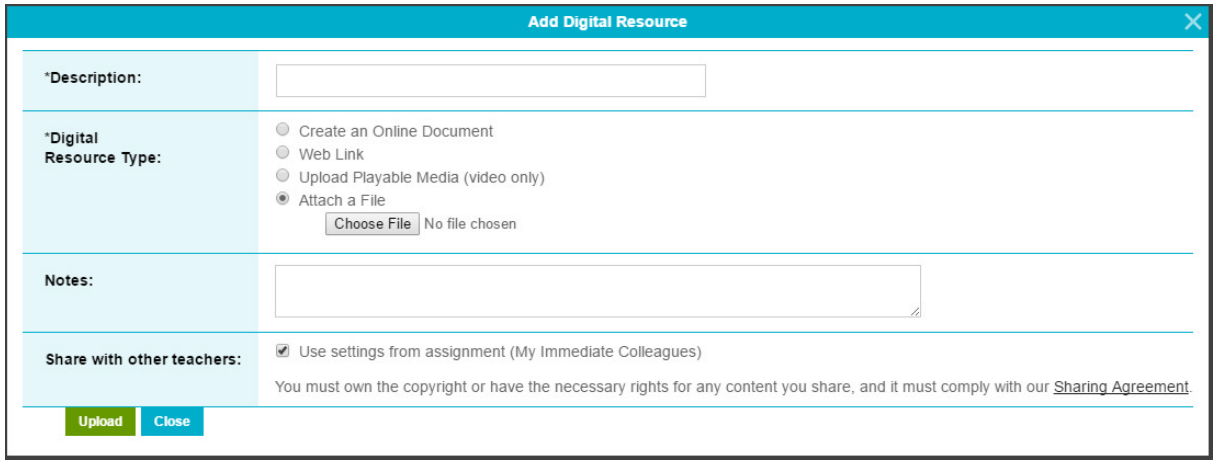
7.5.4 Attach a File

Attach a File: Add one or more file attachment(s). Once added, students can view and save the file to a location of their choosing.
Note: You can provide notes for downloaded files added to assignments. Students can view these when accessing the file.



Browse or choose file, then "Upload" the file. **Note:** File content is automatically uploaded to the assigned students' TeacherEase page and is viewable by students/parents at Student/Parent Main > Assignments & Lessons. Since files are immediately uploaded, any change to the file location will require that the resource be deleted and re-added.

Enter additional instructions for students, as needed.

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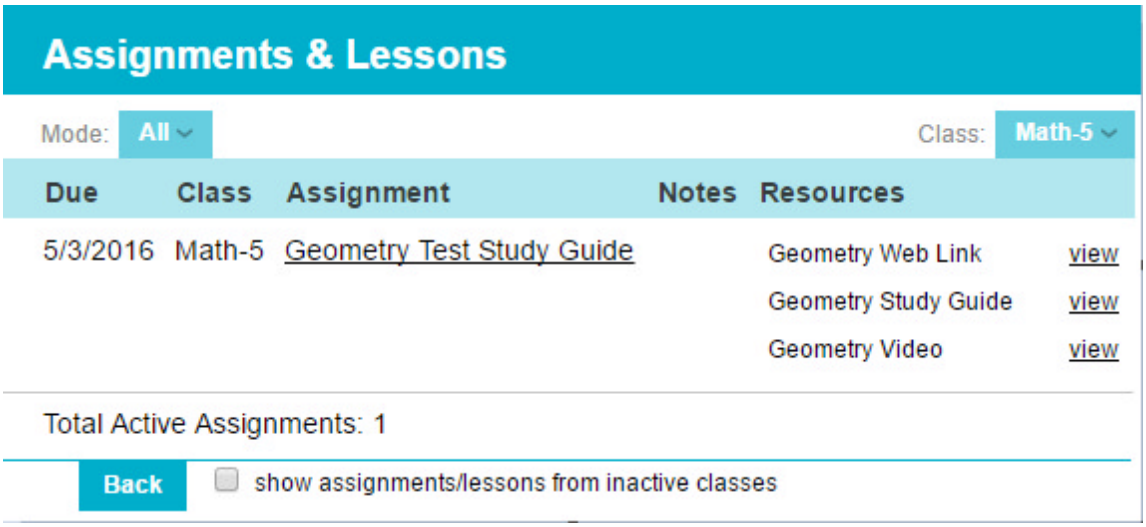
7.5.5 Digital Resources on Student Portal

Teachers may include digital resources for students to use when working on their assignments. Students/parents can view the digital resources associated with assignments on the student/parent portal. They can view assignments by week, month, or view all of their assignments.

Student Main > Assignments & Lessons



Above is an example of an assignment with several digital resources. Students click the "view" link next to a resource for access. Click the assignment name to view all assignment details. **Note:** In the week/ month modes, point to the assignment then click to view details.

View

- Online documents popup immediately; students can read them online.
- Media files popup immediately; students can view them online.
- Web links are automatically accessed when the view link is clicked.
- Downloadable files can be opened and saved to any location for easy access:

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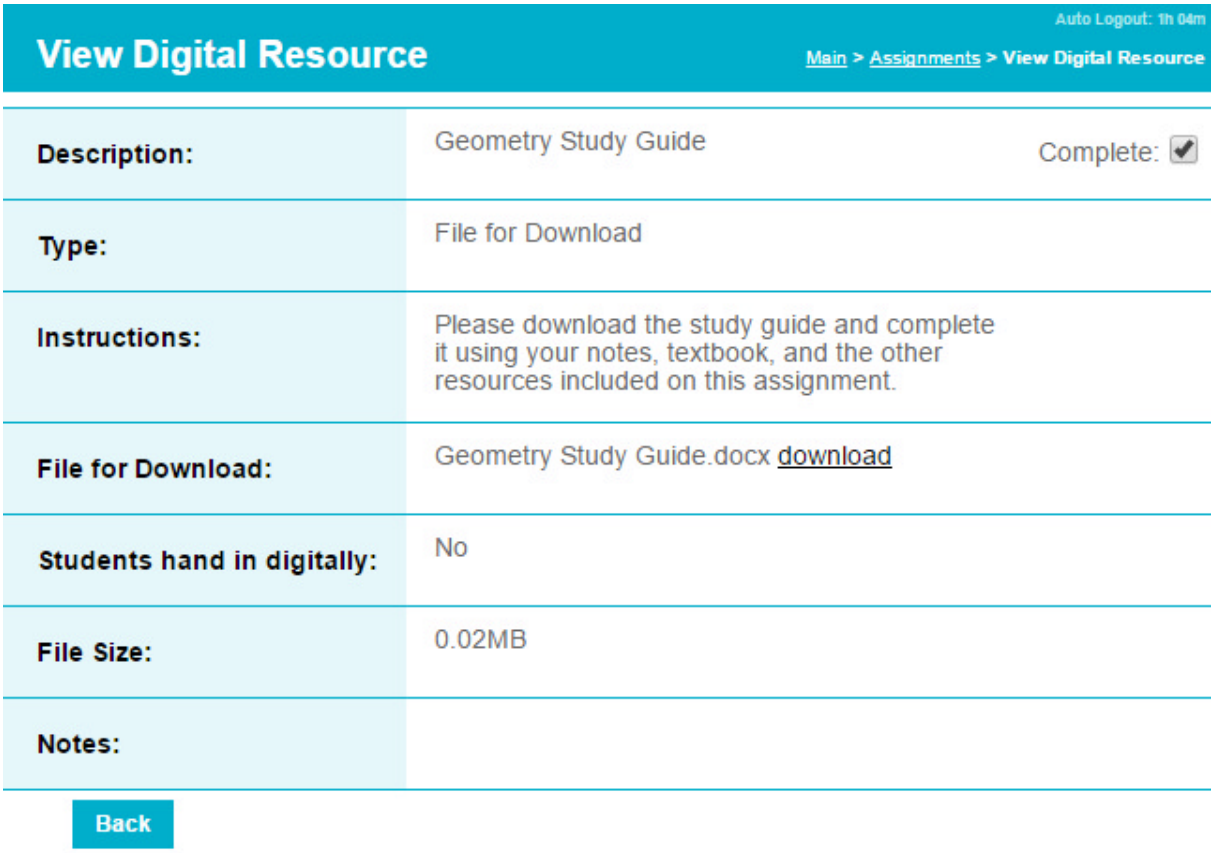

7.6 Search/Copy Curricula

Copy your own curriculum items or copy curricula from other instructors. Copy units, lessons, assignments, and/or digital resources. Quickly copy curriculum from one class to another or from one year to another.

Main > Search/Copy Curricula

-OR-

Main > Curricula > Search/Copy

Utilize the "Search/Copy Curricula" wizard to lead you through copying your own items or those shared from others.

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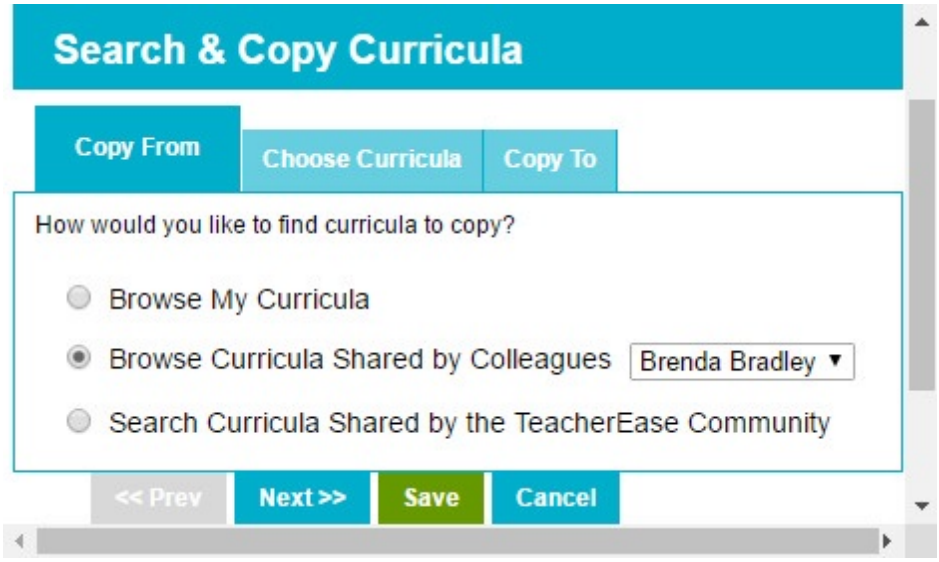
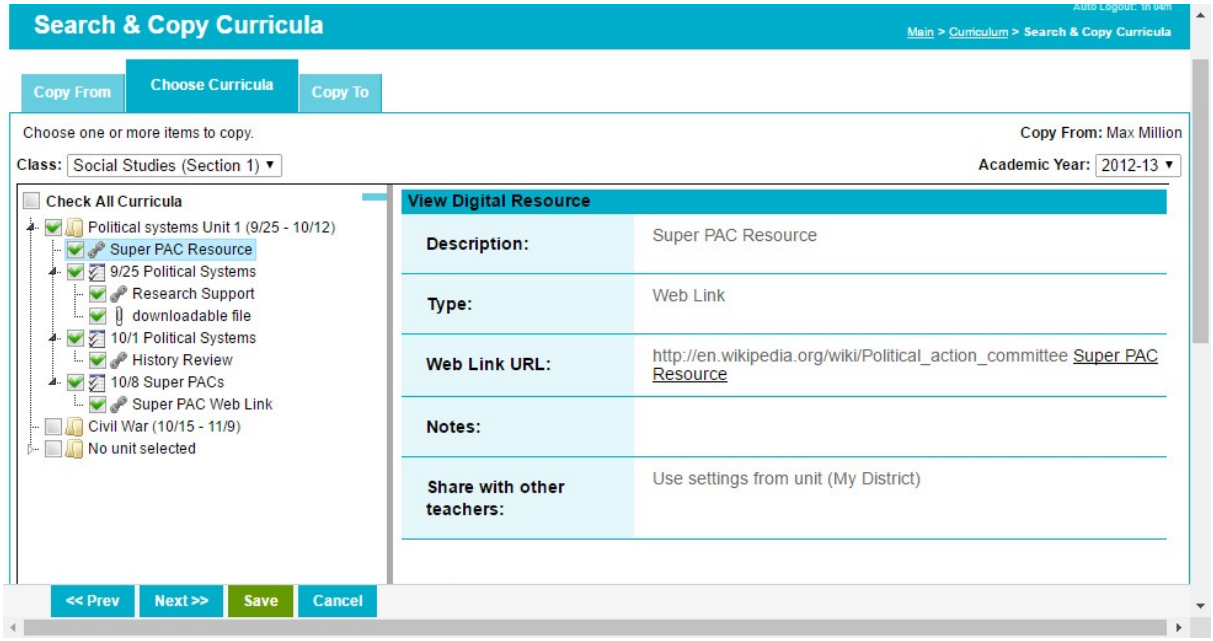


Select which curricula to search and copy. You can copy your own curriculum items from any previous academic year. You can also browse/copy curriculum items from other instructors that have sharing permissions set for you. Select the colleague from the provided dropdown box. Additionally, search and copy curricula shared by the entire TeacherEase community. See "Search TE Community Curricula" for more details.

Choose Curricula: First, select an academic year and class from which to copy curriculum.



Use the arrows to expand/collapse the table to view available choices. Click an item to view it's details.

Use the check box to select available items to copy. Click again to de-select, as needed.

Note: Sub-items for any item selected are automatically included in the copy. For example: If you select a curriculum unit, all items associated with that unit; lessons, assignments and digital resources will be copied.

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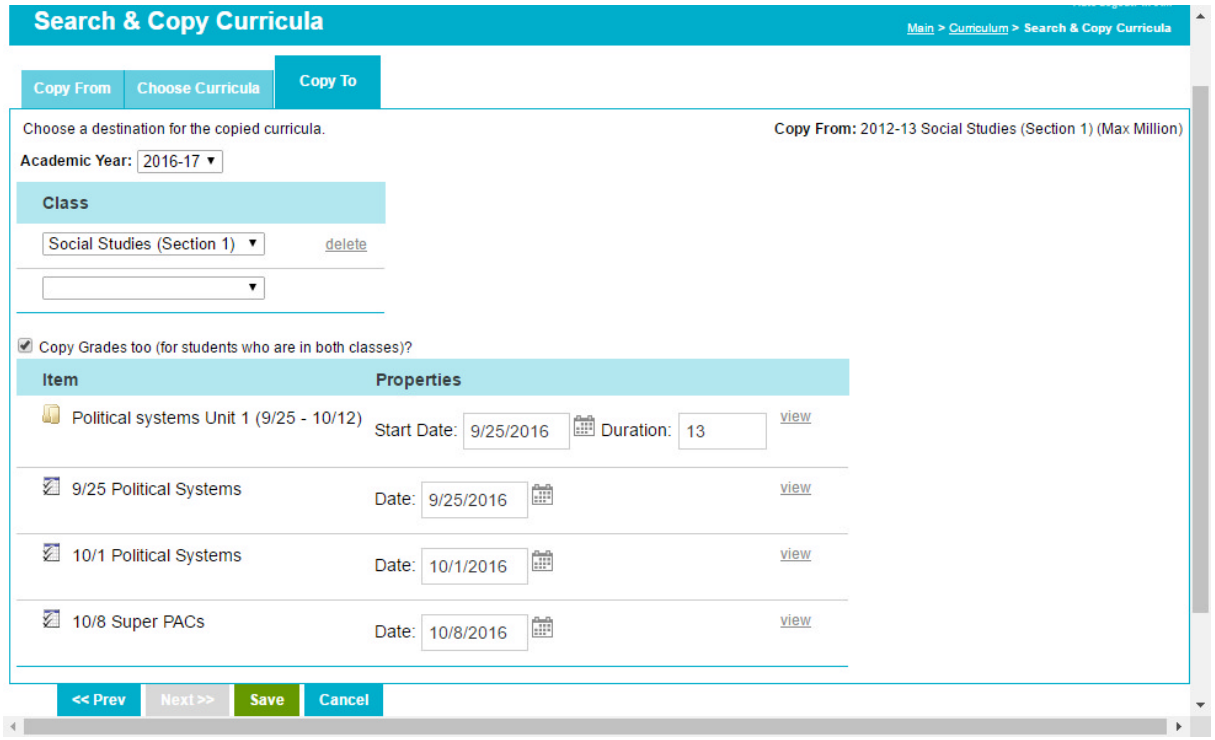
Note: Only items of the same type can be copied at the same time. For example: If you choose to copy a unit, you may only select other units to copy. If you choose to copy assignments, only other assignments can be copied, etc.
Note: Digital resources can only be copied separately to classes with existing units, lessons, and/or assignments.

Copy To:



Select a class to copy curriculum items into. **Note:** You can choose to copy grades for students who are in multiple classes.

Modify information, such as start/due dates, for items being copied, as needed. Change grading periods, if needed. View grading info, as available, and modify as needed.

7.6.1 Search TE Community Curricula

Search curricula shared by the entire TeacherEase community. View lessons and corresponding digital resources. **Note:** This can be accessed from any of the "Search/Copy" links by selecting "Search Curricula Shared by the TeacherEase Community".

Main > Search/Copy Curricula

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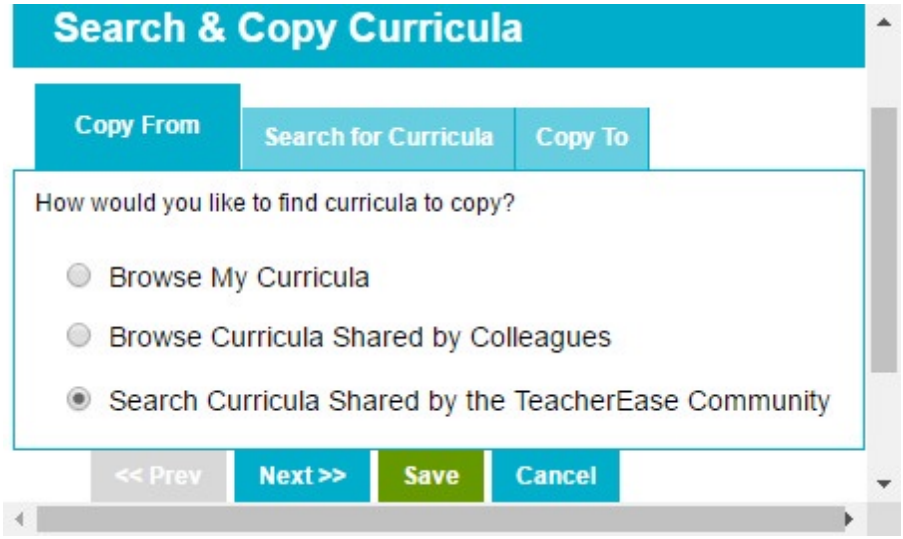

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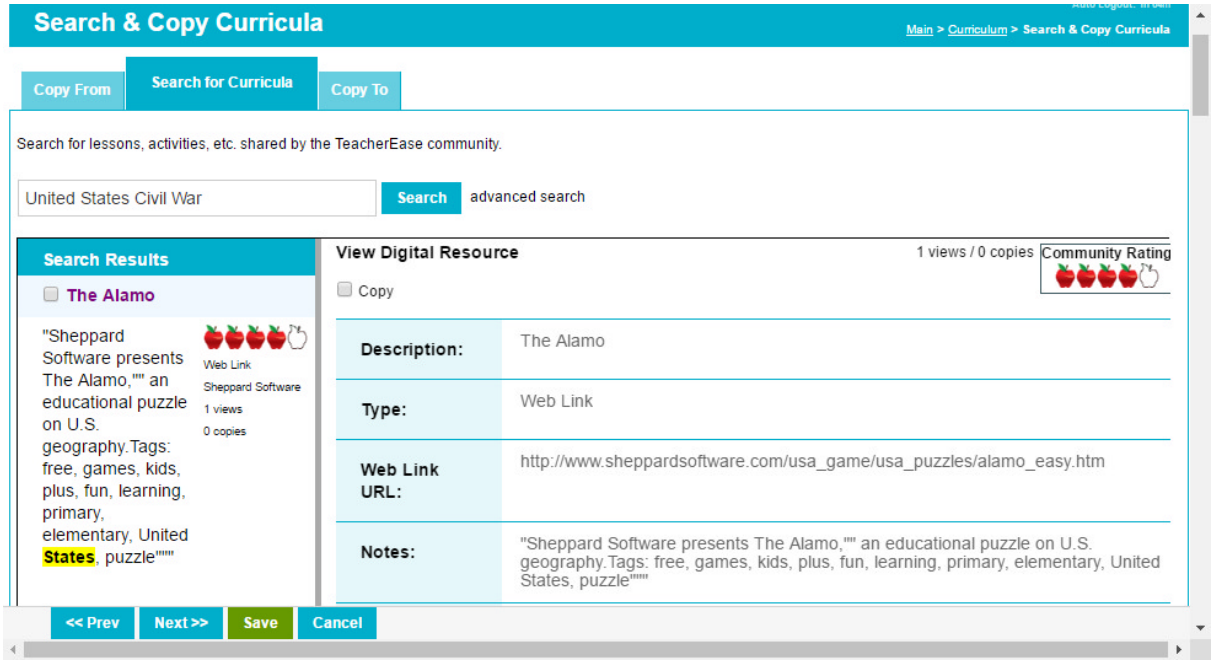
Enter information in the search box to perform a simple search. Click on the results title to view content details.



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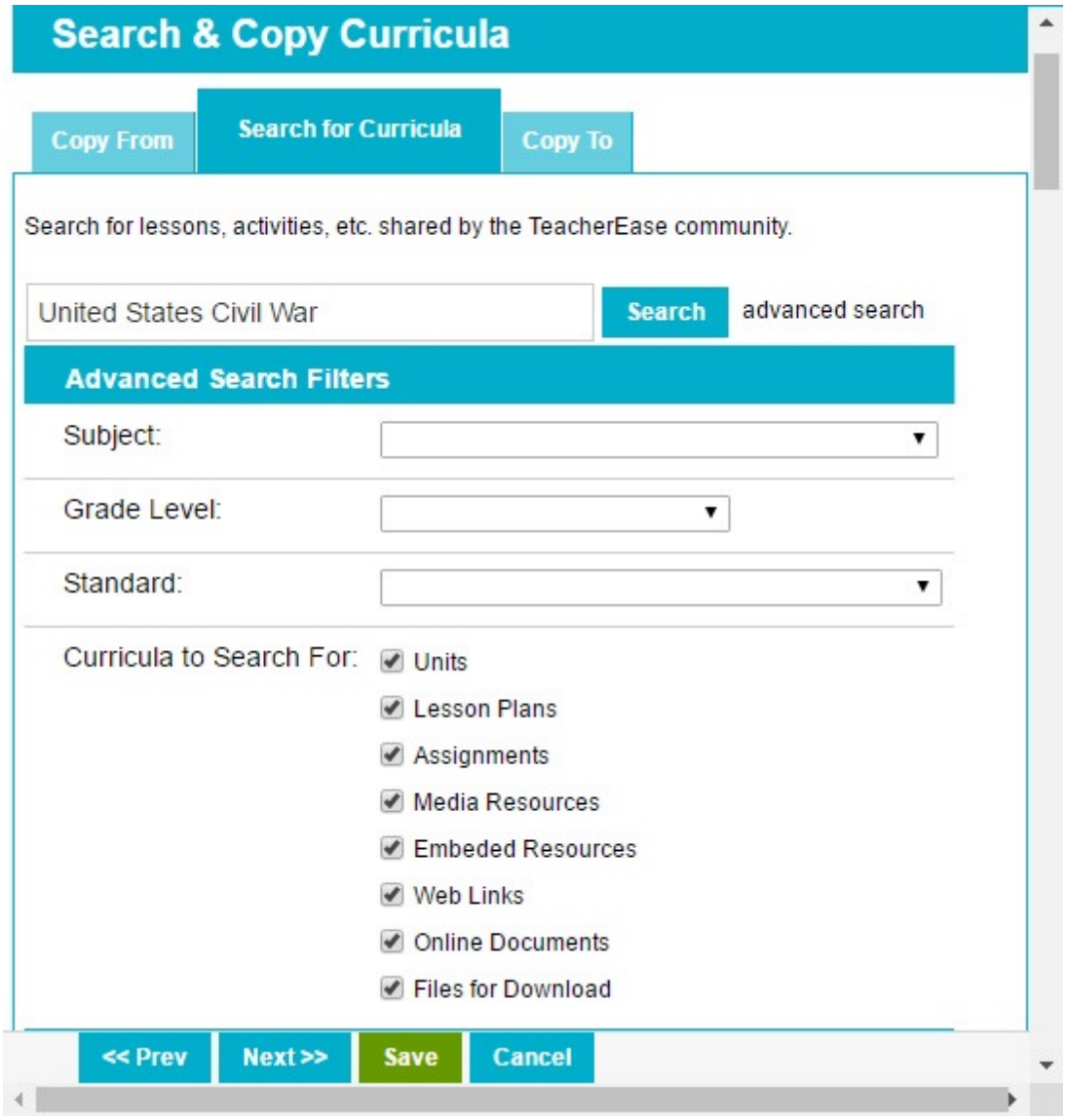
Use "advanced search" to refine your search by subject, grade level, standards, etc.



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8 Lessons

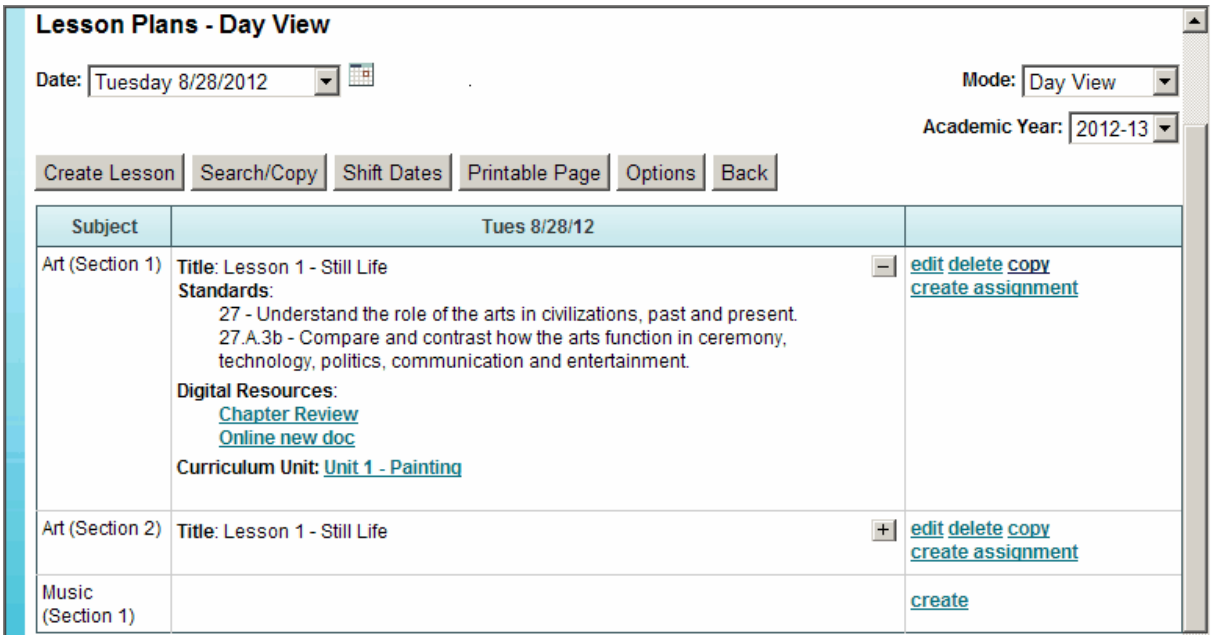
TeacherEase provides you with the ability to create detailed lessons in one of two ways. Define lessons while building your entire curriculum at Main > Curricula. Define lessons separate from curriculum here. Either method allows you to create lessons linked to standards and curriculum for each subject in a specific timeframe. You can also create assignments from the lessons. Later, run reports to track coverage of standards and curriculum. Lessons can be shared with others in your district or team.

Note: If you want to link lessons to curriculum, create the curriculum units first. For more details goto Main > Curricula.

Lessons are created by individual teachers to reflect exactly what they teach in class. Lessons define the goals and objectives for a specific topic being taught and the time-frame allotted for instruction. By looking at lessons in other subjects, teachers can find opportunities for cross-curricular integration and collaborative planning. Finally, the lesson repository provides new teachers with a "cookbook" to follow when getting started.

Lessons have 3 modes, Day View, Week View, Subject View to support your planning needs.

Main > Lessons



The day view shows all lessons for the chosen date for all subjects. Use the + and − to show more/ less of the lesson details.

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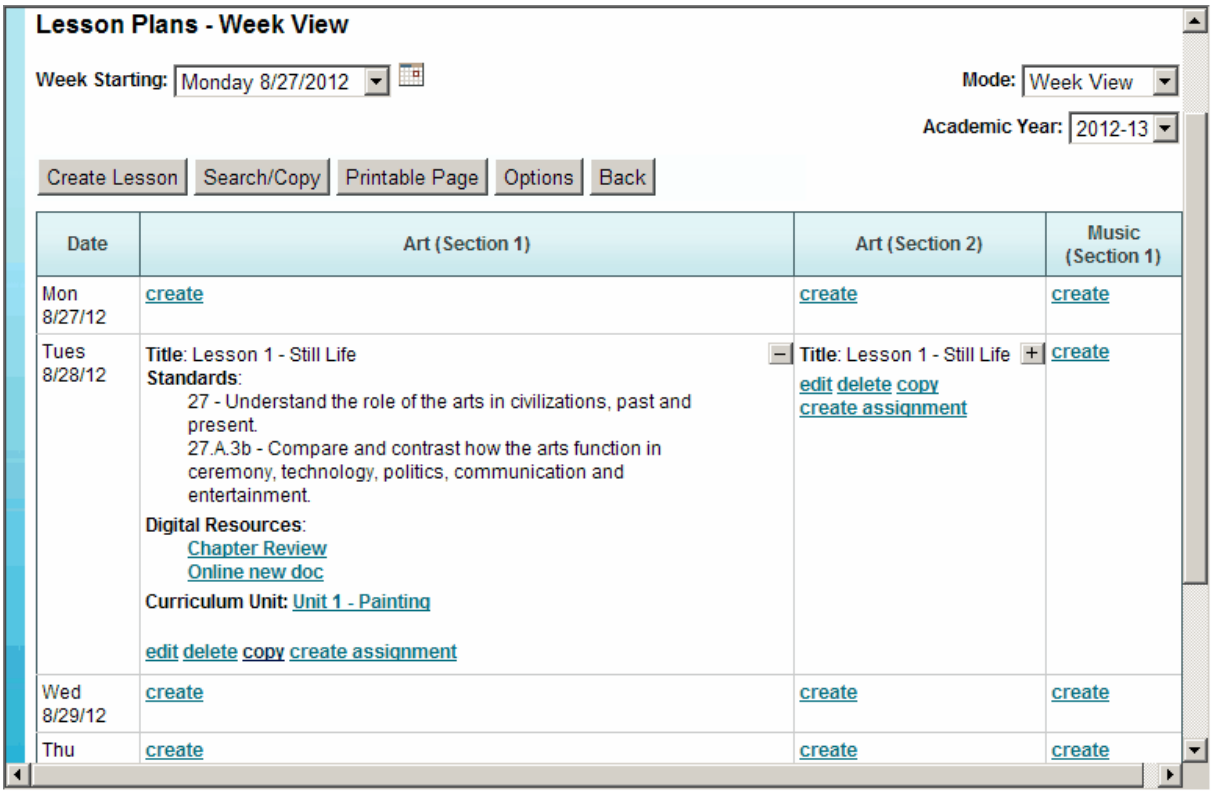

The week view shows all of the subjects and lessons for a chosen week. In this view, you can see that lessons haven't yet been created for the entire week.

Note: To change the order that your subjects appear, reorder subjects at Setup > Subjects > Reorder Subjects.

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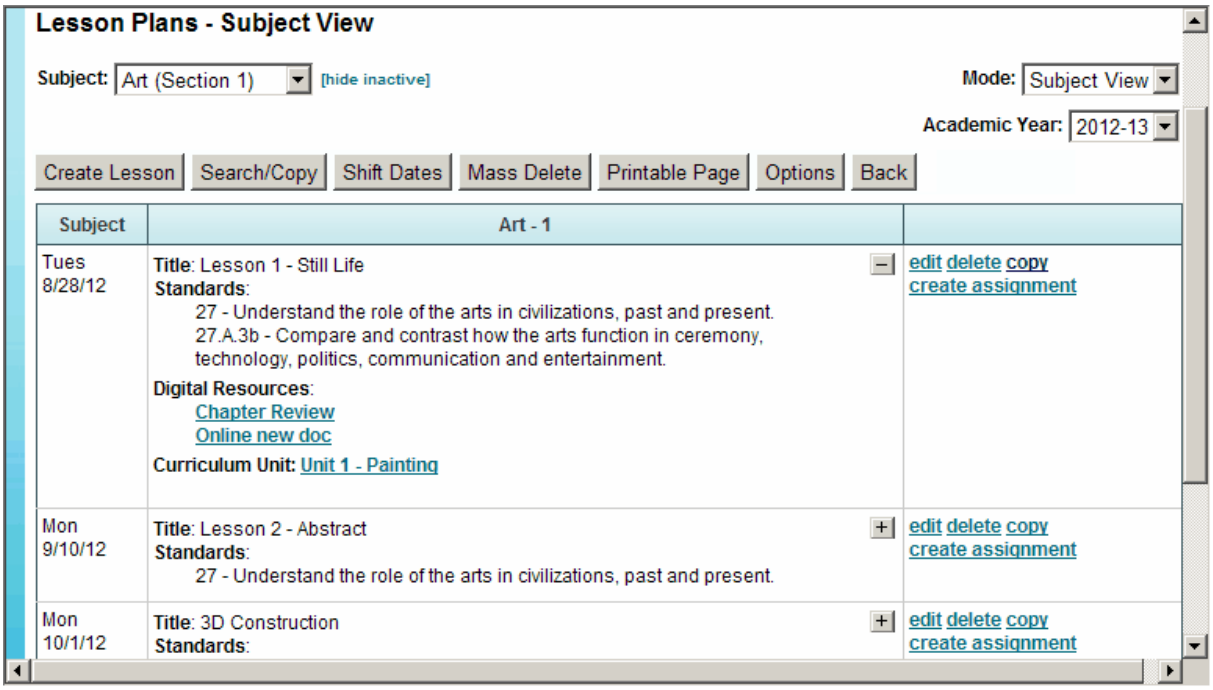

The subject view shows the lessons for a chosen subject, by date.

Initially, there will be no lessons and you will be prompted to create one.

Create Lesson
Enter all information for the lesson. **Note:** The fields shown are those chosen at "Setup Options" for lessons.

Search/Copy
Copy existing lessons to other subjects, other dates for the same subject, and/or from one year to the next. You can choose to copy assigned standards or just the lesson.

Shift Dates
If your lessons change, you can easily modify the dates to match the new lesson. **Note:** This is available for the Day and Subject view modes.

Mass Delete
Delete multiple lessons for chosen grading period. **Note:** This is available for the Subject view mode. **Note:** Use extreme caution when deleting lessons as they cannot be recovered.

Modify Template
Modify the existing template to add/delete fields.

Edit//Create/Delete Mode: Set mode to "Popup" for a convenient way to create/edit/delete lessons or create assignments without leaving the page.

[+] [−]: When viewing lessons TeacherEase defaults to show only some of the input information to make the page shorter. To view more information, click the [+] and the area will expand to show more details. Click [−] to show less details.

Edit

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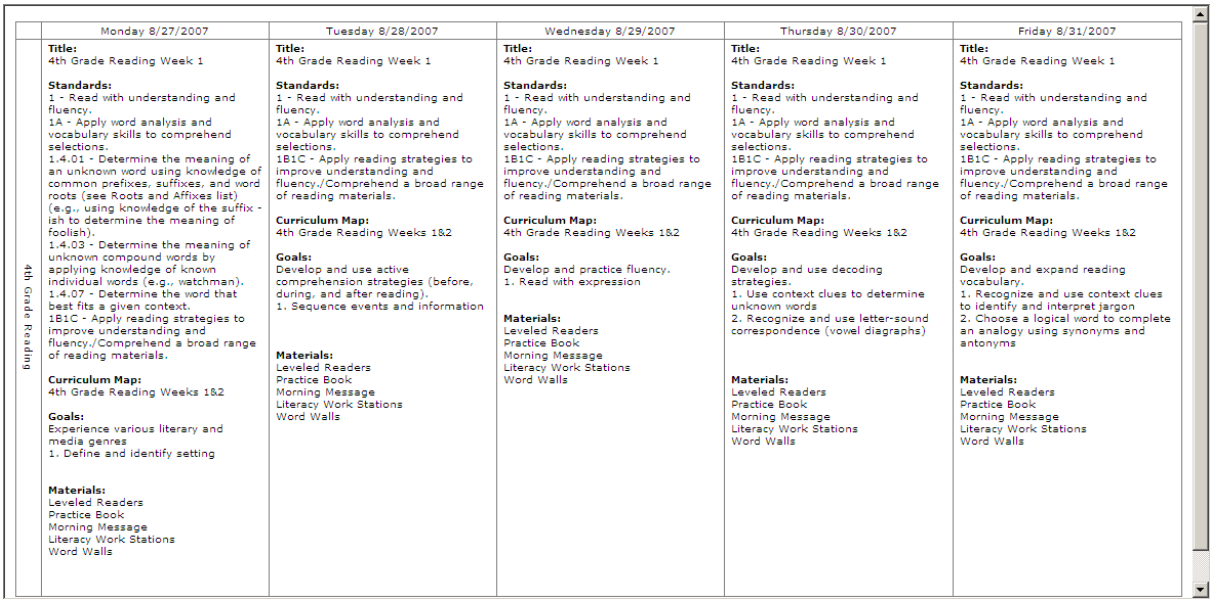
Modify your lesson in popup or standard mode.

Delete
Delete the lesson in popup or standard mode. **Note:** You cannot delete lessons in closed grading periods.

Copy (link)
Copy a chosen lesson to other days. Copy the lesson to the next day, week or enter a date. This is useful for recurring lessons.

Create Assignment
Create an assignment for the chosen lesson, in popup or standard mode.

Printable Page
TeacherEase provides a printable lesson that can be used in class or shared with teachers or administrators.



	Monday 8/27/2007	Tuesday 8/28/2007	Wednesday 8/29/2007	Thursday 8/30/2007	Friday 8/31/2007
4th Grade Reading	**Title:** 4th Grade Reading Week 1 **Standards:** 1 - Read with understanding and fluency. 1A - Apply word analysis and vocabulary skills to comprehend selections. 1.4.01 - Determine the meaning of an unknown word using knowledge of common prefixes, suffixes, and word roots (see Roots and Affixes list) (e.g., using knowledge of the suffix -ish to determine the meaning of foolish). 1.4.03 - Determine the meaning of unknown compound words by applying knowledge of known individual words (e.g., watchman). 1.4.07 - Determine the word that best fits a given context. 1B1C - Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Curriculum Map:** 4th Grade Reading Weeks 1&2 **Goals:** Experience various literary and media genres 1. Define and identify setting **Materials:** Leveled Readers Practice Book Morning Message Literacy Work Stations Word Walls	**Title:** 4th Grade Reading Week 1 **Standards:** 1 - Read with understanding and fluency. 1A - Apply word analysis and vocabulary skills to comprehend selections. 1B1C - Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Curriculum Map:** 4th Grade Reading Weeks 1&2 **Goals:** Develop and use active comprehension strategies (before, during, and after reading). 1. Sequence events and information **Materials:** Leveled Readers Practice Book Morning Message Literacy Work Stations Word Walls	**Title:** 4th Grade Reading Week 1 **Standards:** 1 - Read with understanding and fluency. 1A - Apply word analysis and vocabulary skills to comprehend selections. 1B1C - Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Curriculum Map:** 4th Grade Reading Weeks 1&2 **Goals:** Develop and practice fluency. 1. Read with expression **Materials:** Leveled Readers Practice Book Morning Message Literacy Work Stations Word Walls	**Title:** 4th Grade Reading Week 1 **Standards:** 1 - Read with understanding and fluency. 1A - Apply word analysis and vocabulary skills to comprehend selections. 1B1C - Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Curriculum Map:** 4th Grade Reading Weeks 1&2 **Goals:** Develop and use decoding strategies. 1. Use context clues to determine unknown words 2. Recognize and use letter-sound correspondence (vowel diagraphs) **Materials:** Leveled Readers Practice Book Morning Message Literacy Work Stations Word Walls	**Title:** 4th Grade Reading Week 1 **Standards:** 1 - Read with understanding and fluency. 1A - Apply word analysis and vocabulary skills to comprehend selections. 1B1C - Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Curriculum Map:** 4th Grade Reading Weeks 1&2 **Goals:** Develop and expand reading vocabulary. 1. Recognize and use context clues to identify and interpret jargon 2. Choose a logical word to complete an analogy using synonyms and antonyms **Materials:** Leveled Readers Practice Book Morning Message Literacy Work Stations Word Walls

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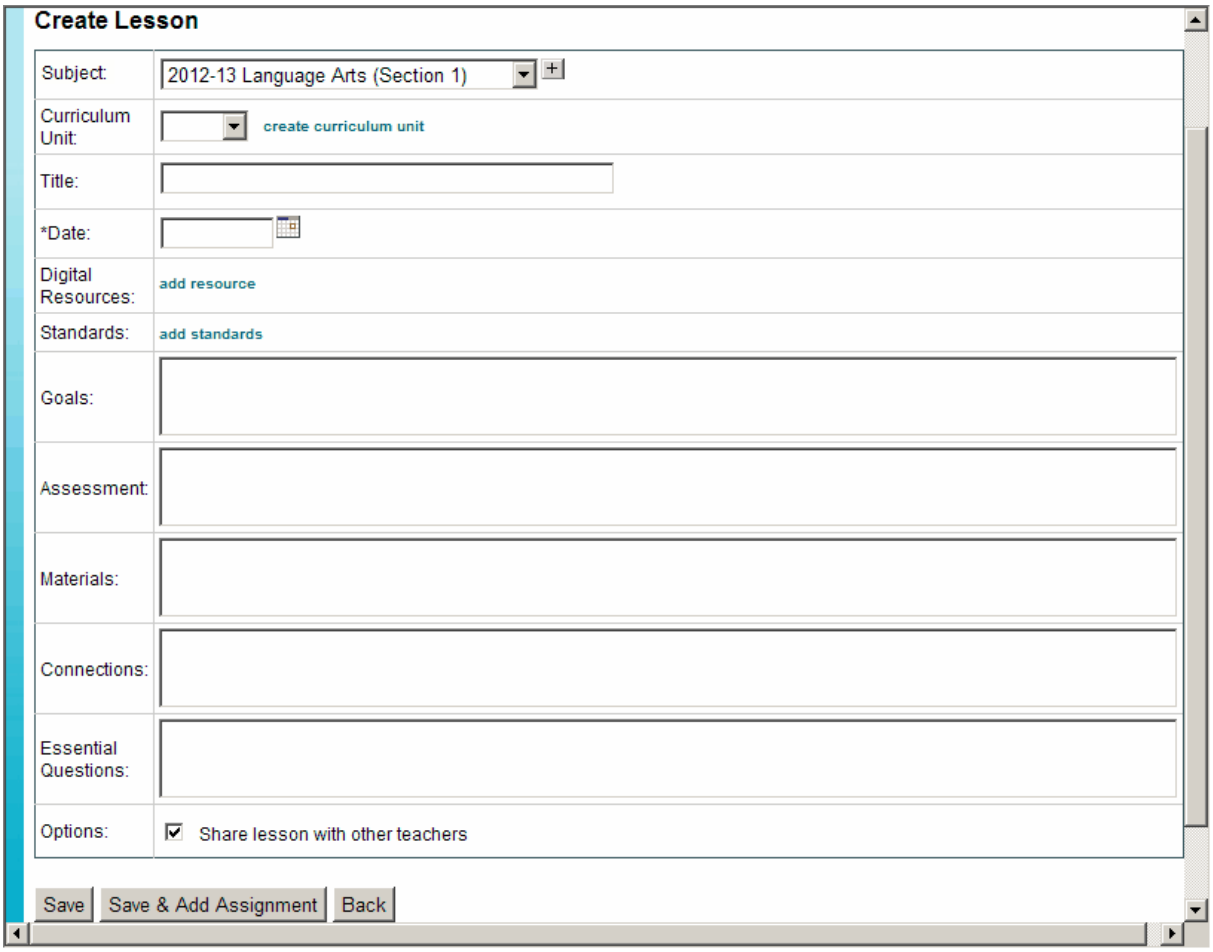
8.1 Create Lesson

Lessons are created by individual teachers to reflect specific learning goals for a chosen date. Lessons define the goals and objectives for a specific topic being taught and the time-frame allotted for instruction. Additionally, digital resources and standards can be defined for each lesson. **Note:** Lesson fields are setup by teachers for their subjects at Main > Setup > Options. **Note:** Some districts/schools may setup lesson fields for you and prevent individual instructors from making modifications.

Main > Lessons > Create Lesson



Subject: Assign lesson to one or more subjects. Use the + to assign to multiple subjects.

Unit: Associate your lesson to an existing curriculum unit. **Note:** Create a new unit if needed. See Main > Curricula for more details.

Title: Enter a descriptive title for the lesson.
Date: Enter the date the lesson will be taught.

Digital Resources: Assign digital resources for students to use when completing their work. Resources can be electronic files, videos, or web links. See the "Add Digital Resources" section under "Curricula" for more details.

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Standards: Select standards that apply to this lesson, if used. Standards are pre-populated from those assigned to the corresponding class. See the "Add Standards" section under "Curricula" for more details.

Fill in the remaining fields, as needed.

Share Lesson with other teachers: Check to allow other instructors to view/copy this lesson.

Save the lesson or save and add an assignment.

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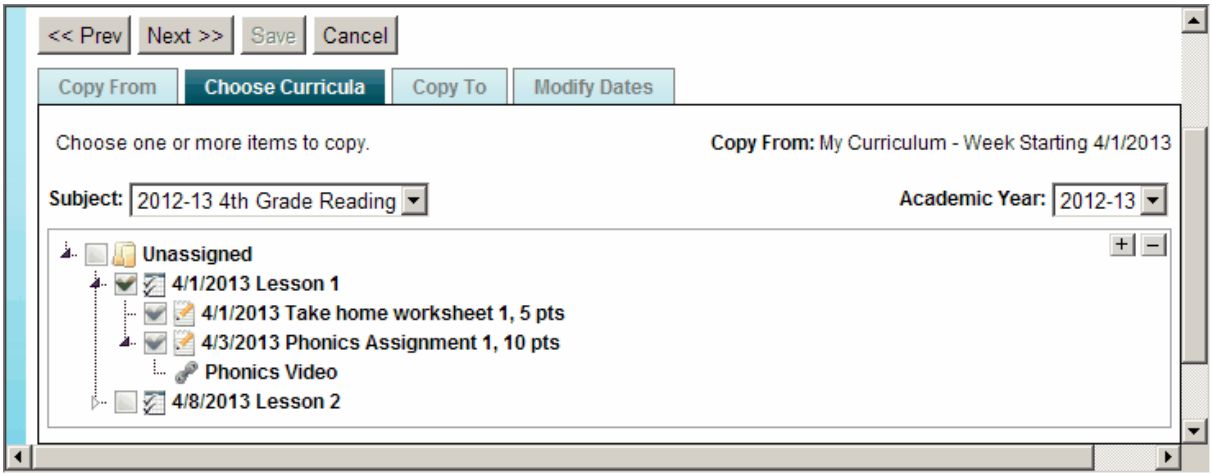
8.2 Copy Lessons

Copy existing lessons, assignments and digital resources to the same subject or other subjects. Copy lessons from one subject to another or from one year to the next.

Main > Lessons > Search/Copy

Utilize the "Search/Copy Curricula" wizard to lead you through copying lessons, assignments, and digital resources.

Choose Curricula: First, select an academic year and subject from which to copy lessons, assignments and/or resources. **Note:** Lessons can be copied from subjects in previous, inactive years/ grading periods. Lessons can be copied to subjects with at least one active grading period.



Use the + / − to expand/collapse the table to view available choices. Right click an item to view it's details.

Use the check box to select available items to copy. Click again to de-select, as needed.

Note: Sub-items for any item selected are automatically included in the copy. For example: If you select one or more lessons, all assignments and digital resources associated with the lesson(s) will be copied.
Note: Only items of the same type can be copied at the same time. For example: If you choose to copy a lesson, you may only select other lessons to copy. If you choose to copy assignments, only other assignments can be copied, etc.
Note: Digital resources cannot be copied separately from their assignments when copying to multiple other subjects. Digital resources can only be copied separately from assignments to another subject with existing assignments, lessons, and/or units.

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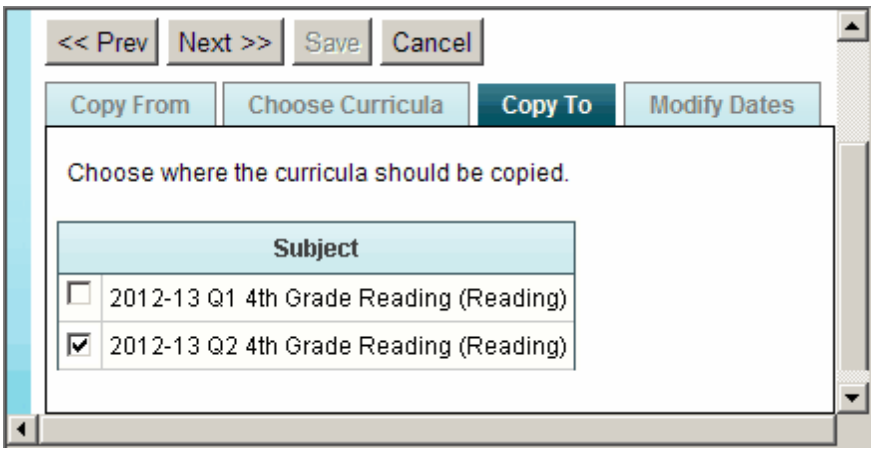
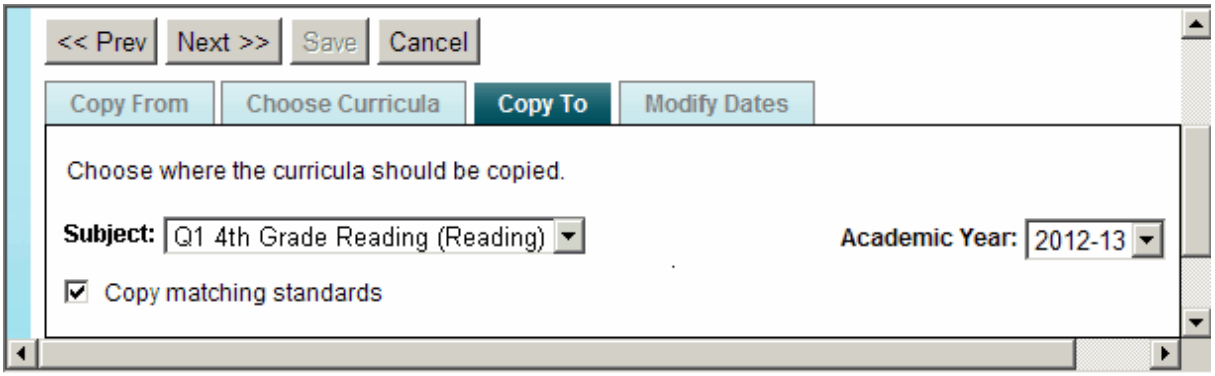
Copy To: Note: Available selections vary based on whether or not you have defined curriculum units.

Lessons exist without Units:



Select one or more subjects to copy lessons into. **Note:** Lessons can be copied to subjects with at least one active grading period.
Note: If you can copy to multiple subjects, as shown above, grades will be automatically copied for students who are in multiple subjects.

Lessons with Curriculum Units:



Select an academic year and subject to copy lesson(s) into. Choose to also copy matching standards, as needed.
Note: Subjects with 100% matching standards will have all standards copied. For subjects with some matching standards you'll be given an option to copy the standards that match. Subjects with no matching standards will not copy any standards.

Copy choices:

- Lessons can be copied to an existing unit for a chosen subject, or to a subject when no units exist
- Assignments can be copied to an existing unit or lesson for a chosen subject, or to a subject when no units/lesson exist
- Digital resources can be copied to an assignment, lesson, or unit for a chosen, single subject

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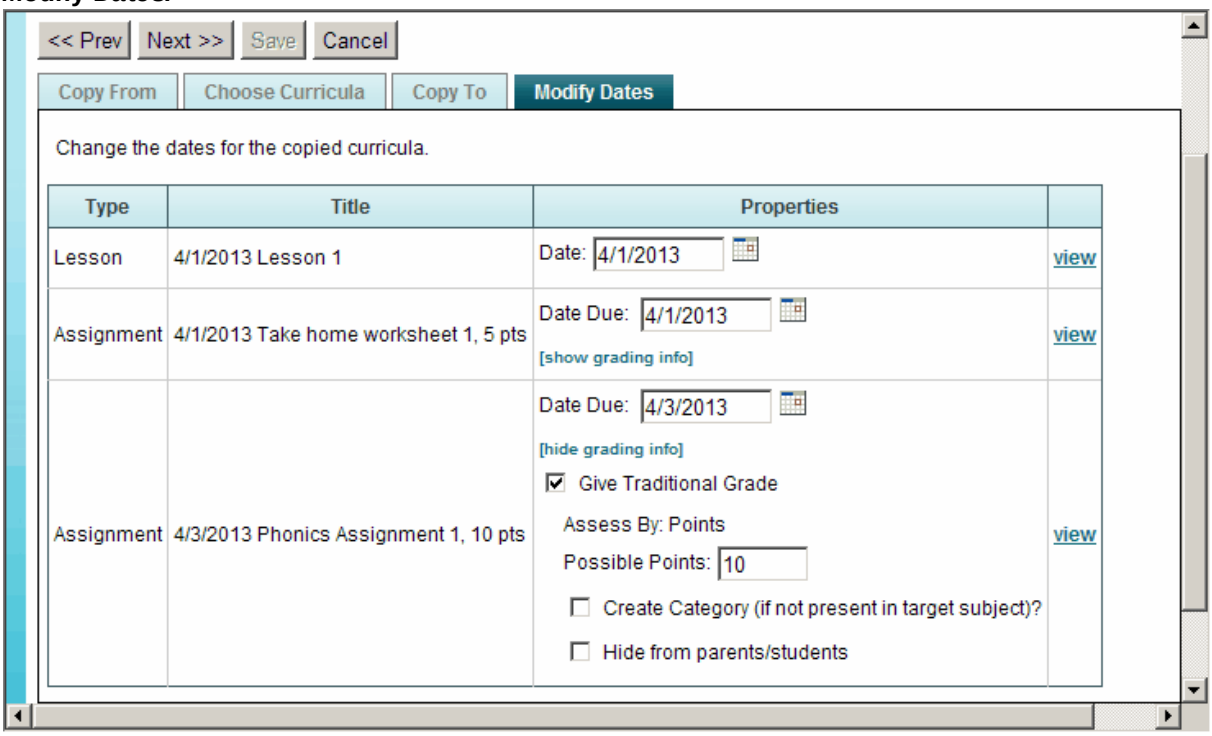
Modify Dates:

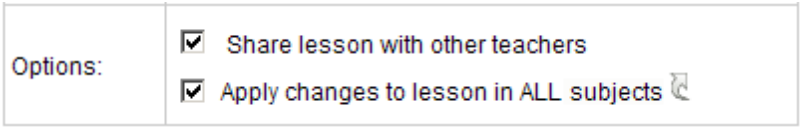


Modify information, such as dates/grading info, for items being copied, as needed.

View
View item details.

Show Grading Info
View/modify grading details for the corresponding assignment.

Note: When updating lessons that have been copied from one of your subjects to others in the same academic year, you will be given the option of applying the changes to all other subjects that are using the lesson. Uncheck the box to change the original without changing other copies.



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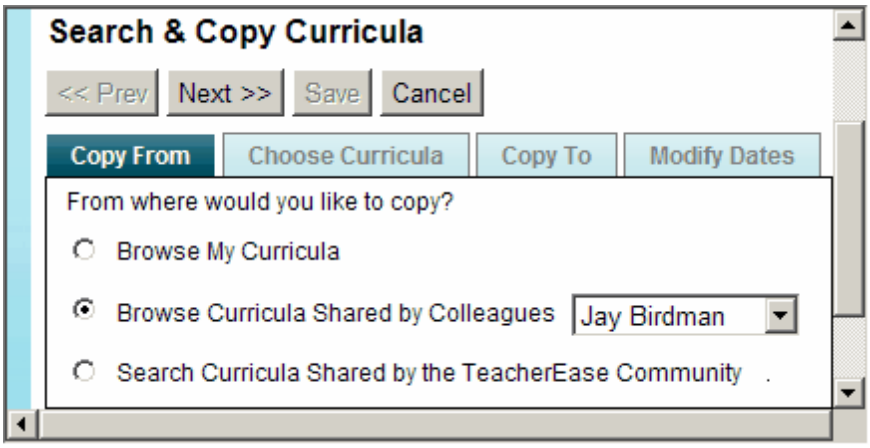
If you'd like to copy lesson, assignments and/or digital resources from another instructor, use the "Copy From" tab.

Copy From: Copy lessons, assignments, digital resources, and available curriculum units from other instructors that have sharing permissions set for you. Select a colleague from the provided dropdown box, then work through the subsequent tabs, as outlined above. Additionally, search and copy curricula shared by the entire TeacherEase community. See "Search TE Community Curricula" for more details.

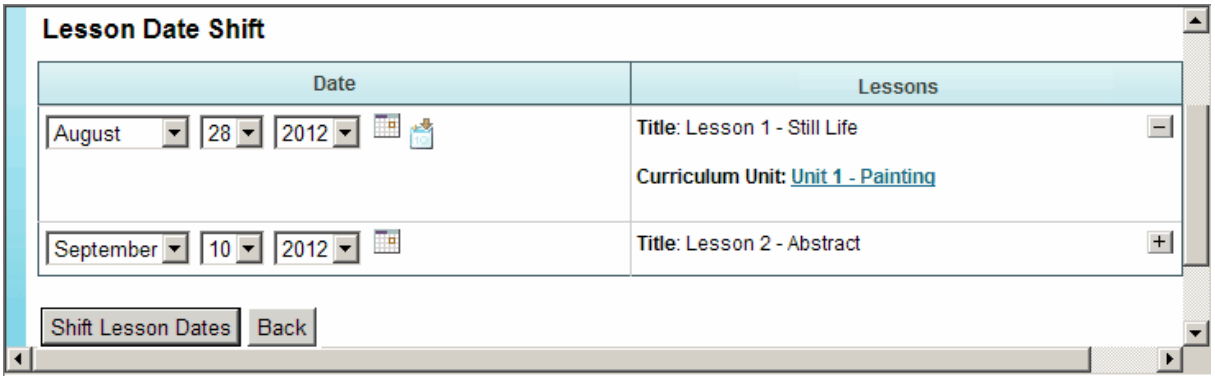


8.3 Shift Dates

Two methods are provided to change the dates on lessons allowing you to adjust dates to match the lesson pace. Move a single lesson or shift dates for several lessons. **Note:** This option is available when viewing lessons by day and subject on the "Lessons" page.

Shift lessons for a chosen subject: Use the "Subject View" mode to modify several lesson dates for the same subject. Select new dates for your lessons individually, or adjust the first one and use "shift" to adjust the remaining lessons.

Main > Lessons [Subject View] > Shift Dates



Date: Select a new date for one or more lessons from the drop down or calendar. Update each lesson with a new date, as needed.

Note: Once a date is changed, click the icon next to the calendar to shift all subsequent lesson dates. Dates for all of the following lessons will be moved down in the same increment as the initial selection to keep all lessons synchronized.

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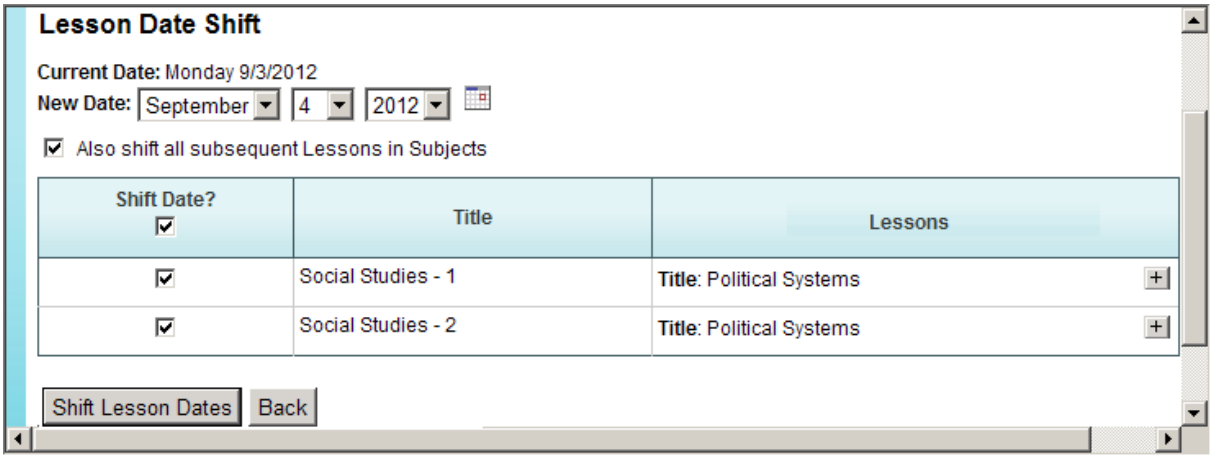
Shift lesson for a chosen date: Use the "Day View" mode to shift a single lesson for a chosen date. You also have the option to shift all subsequent lessons to keep them synchronized.

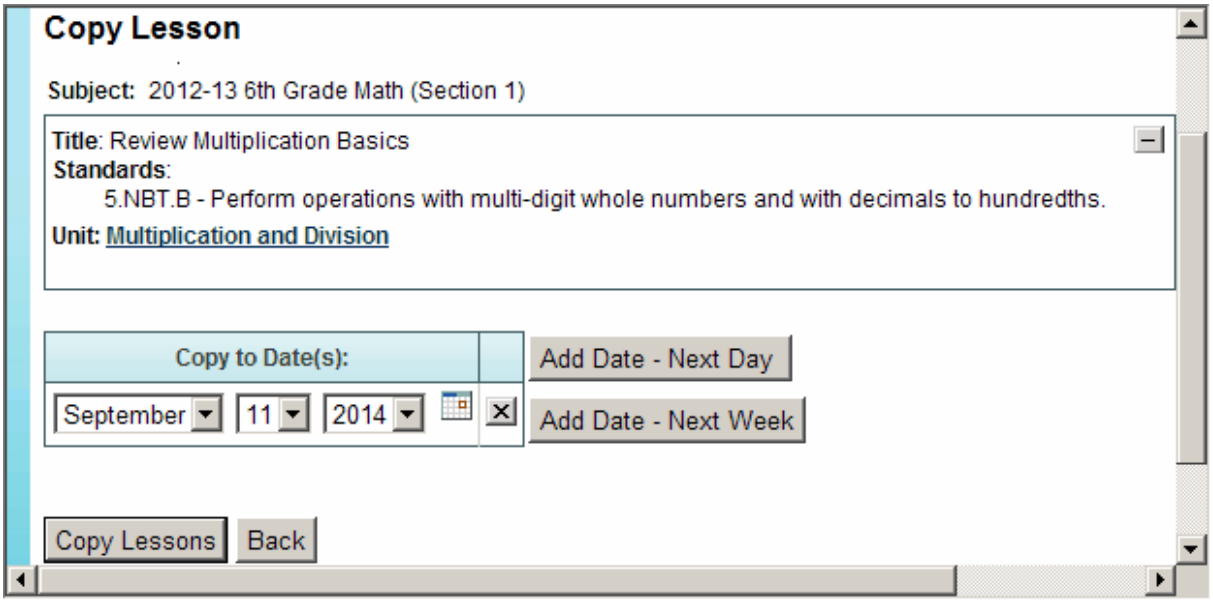
Main > Lessons [Day View] > Shift Dates



8.4 Copy Single Lesson

Copy a single lesson from one day to one or more other days. This is useful when a lesson will be used for several days.

Main > Lessons > Copy link



Copy to Dates: Select a date from the calendar, or to quickly add dates for following days or weeks, use the "Next Day/Week" buttons. The lesson will be copied to all selected dates.

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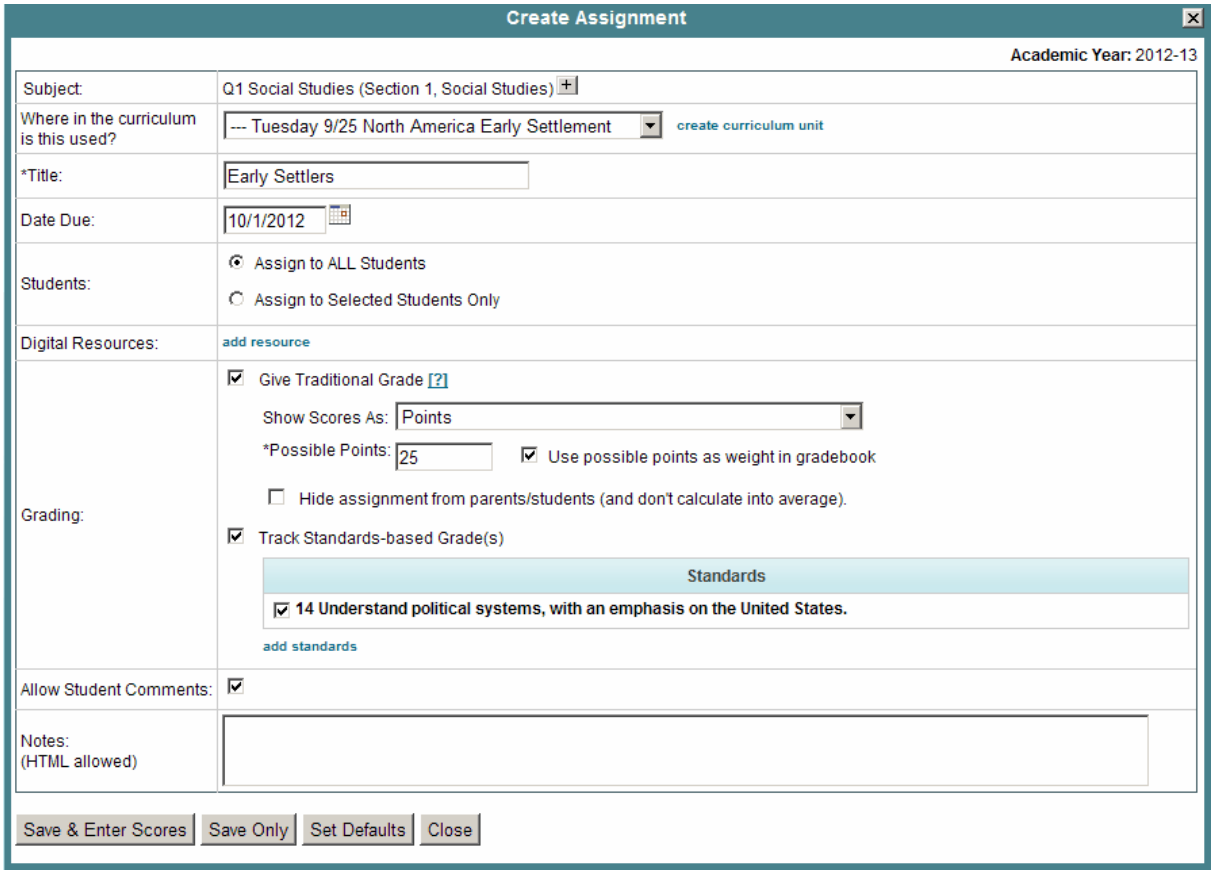
8.5 Create Assignment

Define assignments linked to a chosen subject and lesson. Add digital resources to the assignment for students to use when completing their work. Align the assignment with standards, as needed.

Main > Lessons > Create Assignment



Subject: This is pre-populated from the chosen lesson. **Note:** Use the + and − to expand/collapse the list to choose additional subjects for this assignment.

Where is curriculum used: Select the corresponding lesson or unit for this assignment.

Title: Enter a descriptive title for the assignment. **Note:** The corresponding lesson title is pre-populated as the assignment title.

Date Due: Indicate which day the assignment is due. These dates are optional. Enter future assignments into TeacherEase to allow students/parents to monitor upcoming homework. **Note:** The chosen lesson date is pre-populated.

Students: Choose to assign this assignment to all students in selected subject(s), some of the students, or no students. See the "Assign Students" section for more details. **Note:** To assign no students, select the option "Assign to Selected Students Only" and uncheck the box at the top.

Digital Resources: Assign digital resources for students to use when completing an assignment. Resources can be an electronic file, video or a web link. See the "Add Digital Resources" section for more details.

Grading: Determine the type(s) of assessments used for this assignment. Use traditional percentage or points based scores. Track standards-based grades in addition to, or instead of, traditional grades.

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Note: Standards are pre-populated from those assigned to the corresponding lesson. See the "Add Standards" section for more details.

Allow Student Comments: Enable collaboration by allowing students to converse with you and their peers while working assignments online.

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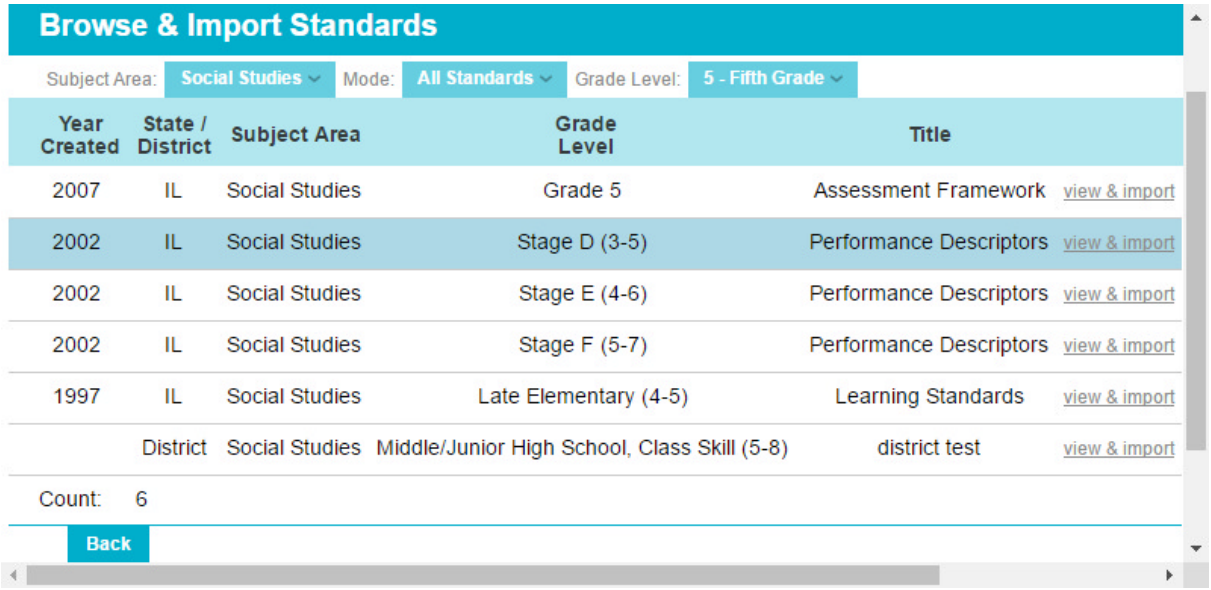
9 Standards

You may want to view and import common core, state and locally created district standards. You can view the details for each standard to determine what may apply to your subject(s). Choose standards to import.

Main > Standards



Subject Area: Narrow standards selection by subject area.

Grade Level: Narrow standards selection by grade level.

Mode: View standards for your school as defined by your district, state, common core, or view all.

View & Import
View the details for a chosen standard. Import chosen standards into selected classes.

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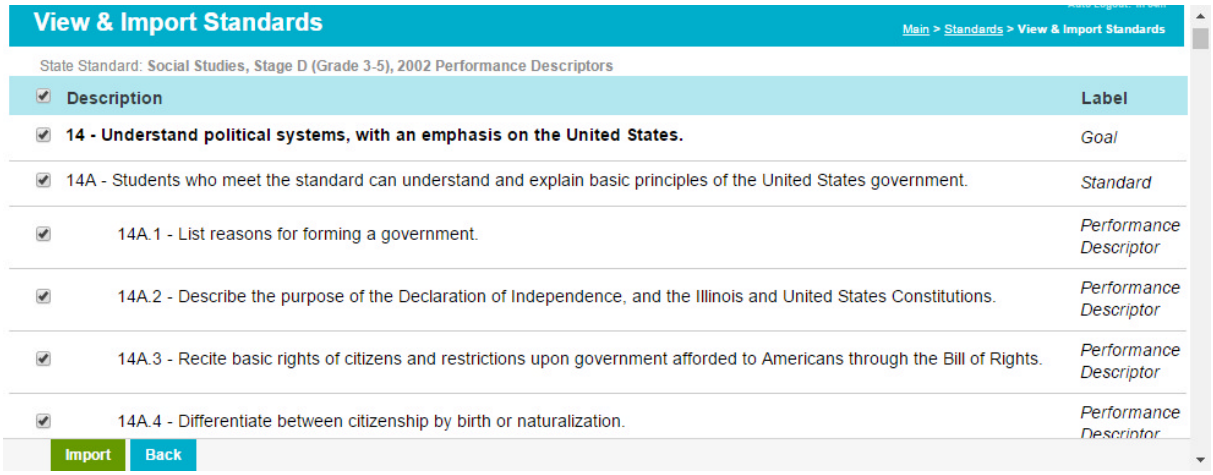

First select the standards to be imported, then click "Import" to choose classes for which to apply the standards.

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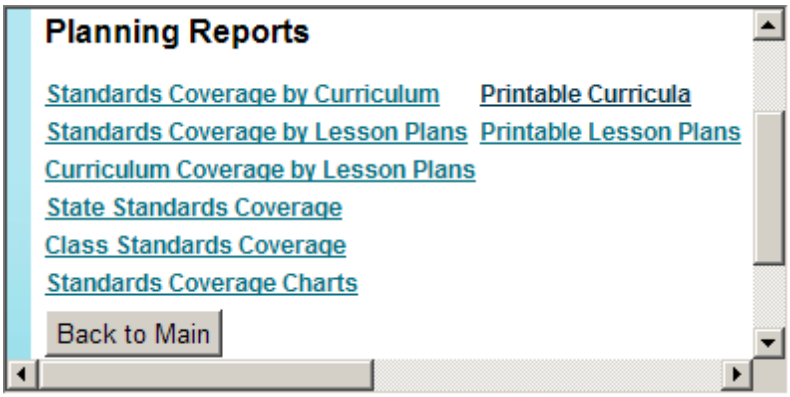
10 Planning Reports

The planning reports can help you in determining sufficient coverage of standards by your curriculum and lesson plans.

Main > [Curriculum/Lessons] Reports



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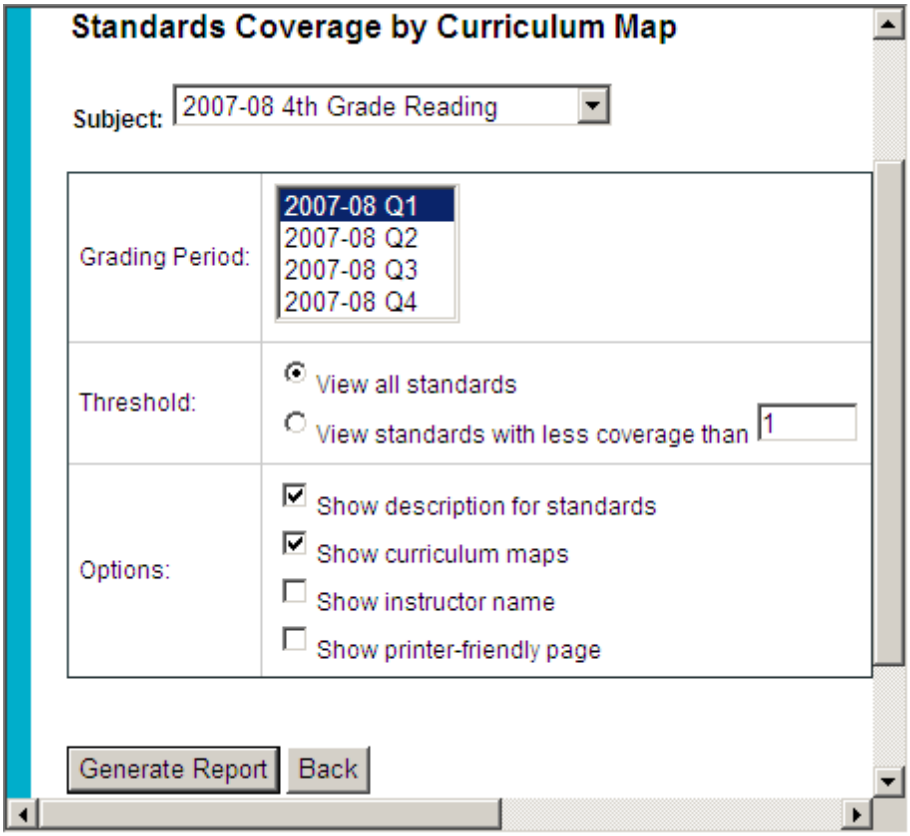
10.1 Standards Coverage by Curriculum

View which standards are covered/not covered by curriculum units. Easily identify standards with no curriculum.

Main > Reports > Standards Coverage by Curriculum



Subject: Choose a subject for the report.

Grading Period: Select one or many grading periods.

Threshold: Choose to view all standards, or set a threshold of 1 or greater. To view only those standards with no curriculum units, view standards with coverage less than 1.

Options: Choose which items to show when generating the report. Generate a printer-friendly page if needed.

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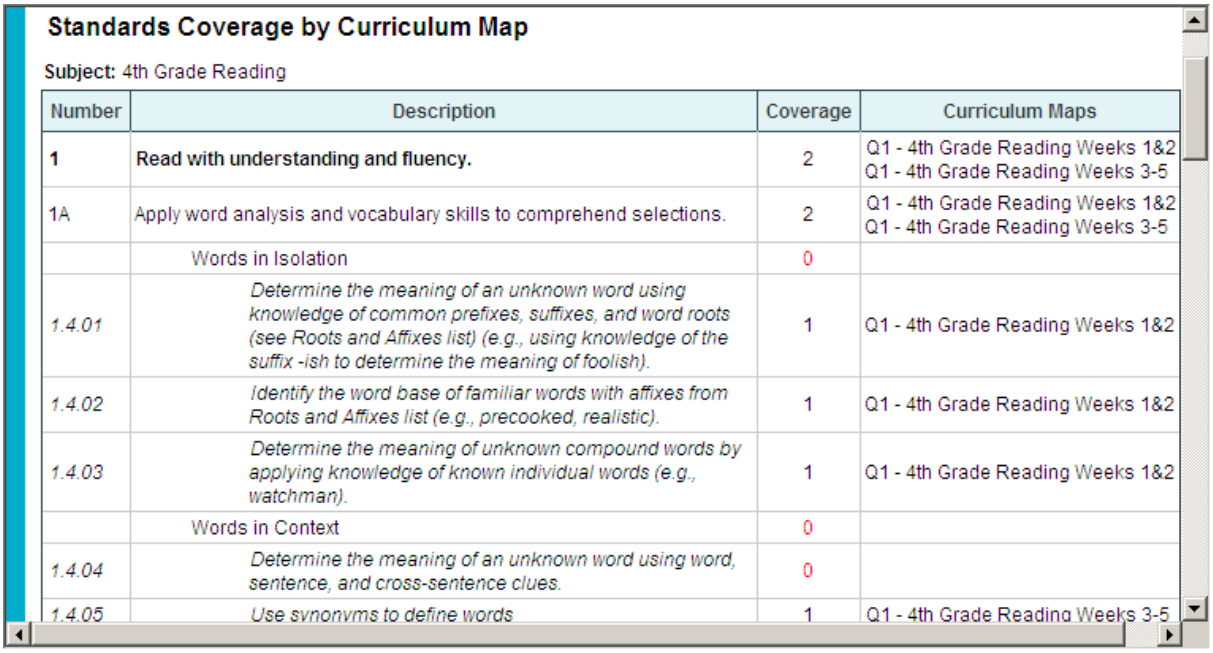
Below is an example of a report for Q1 grading period, for all standards, showing standard descriptions and curriculum units.



Standards Coverage by Curriculum Map

Subject: 4th Grade Reading

Number	Description	Coverage	Curriculum Maps
1	**Read with understanding and fluency.**	2	Q1 - 4th Grade Reading Weeks 1&2 Q1 - 4th Grade Reading Weeks 3-5
1A	Apply word analysis and vocabulary skills to comprehend selections.	2	Q1 - 4th Grade Reading Weeks 1&2 Q1 - 4th Grade Reading Weeks 3-5
	Words in Isolation	0	
1.4.01	*Determine the meaning of an unknown word using knowledge of common prefixes, suffixes, and word roots (see Roots and Affixes list) (e.g., using knowledge of the suffix -ish to determine the meaning of foolish).*	1	Q1 - 4th Grade Reading Weeks 1&2
1.4.02	*Identify the word base of familiar words with affixes from Roots and Affixes list (e.g., precooked, realistic).*	1	Q1 - 4th Grade Reading Weeks 1&2
1.4.03	*Determine the meaning of unknown compound words by applying knowledge of known individual words (e.g., watchman).*	1	Q1 - 4th Grade Reading Weeks 1&2
	Words in Context	0	
1.4.04	*Determine the meaning of an unknown word using word, sentence, and cross-sentence clues.*	0	
1.4.05	*Use synonyms to define words*	1	Q1 - 4th Grade Reading Weeks 3-5

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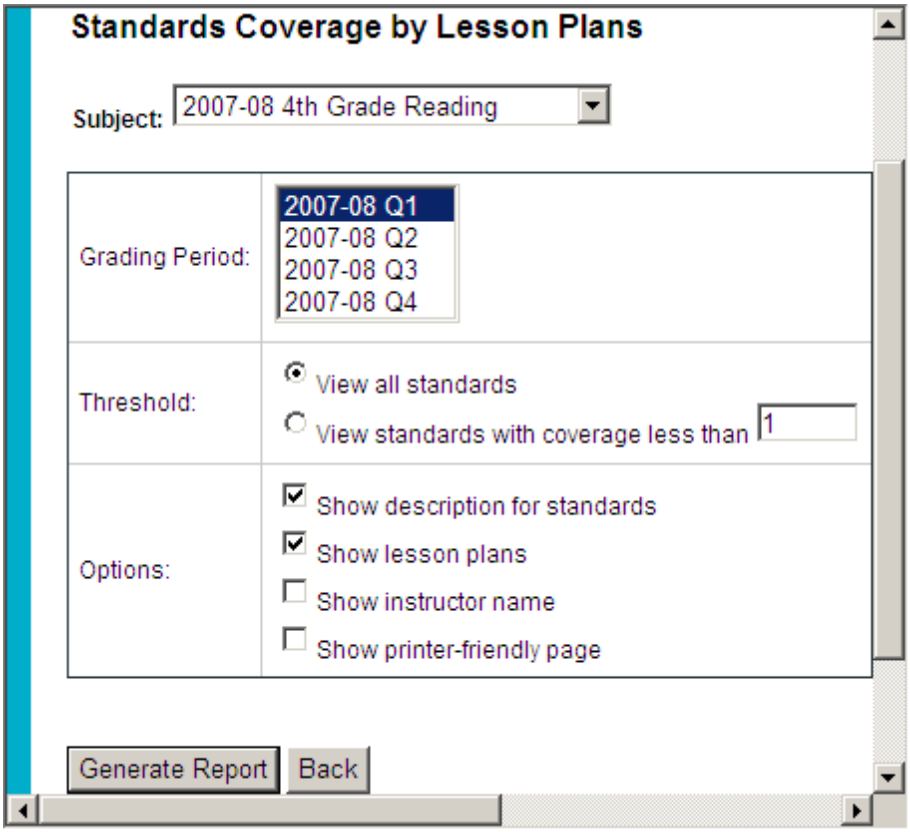
10.2 Standards Coverage by Lesson Plans

View which standards are covered/not covered by lesson plans. Easily identify standards not covered on any lesson plans.

Main > Reports > Standards Coverage by Lesson Plans



Subject: Choose a subject for the report.

Grading Period: Select one or many grading periods.

Threshold: Choose to view all standards, or set a threshold of 1 or greater. To view only those standards with no lesson plans, view standards with coverage less than 1.

Options: Choose which items to show when generating the report. Generate a printer-friendly page if needed.

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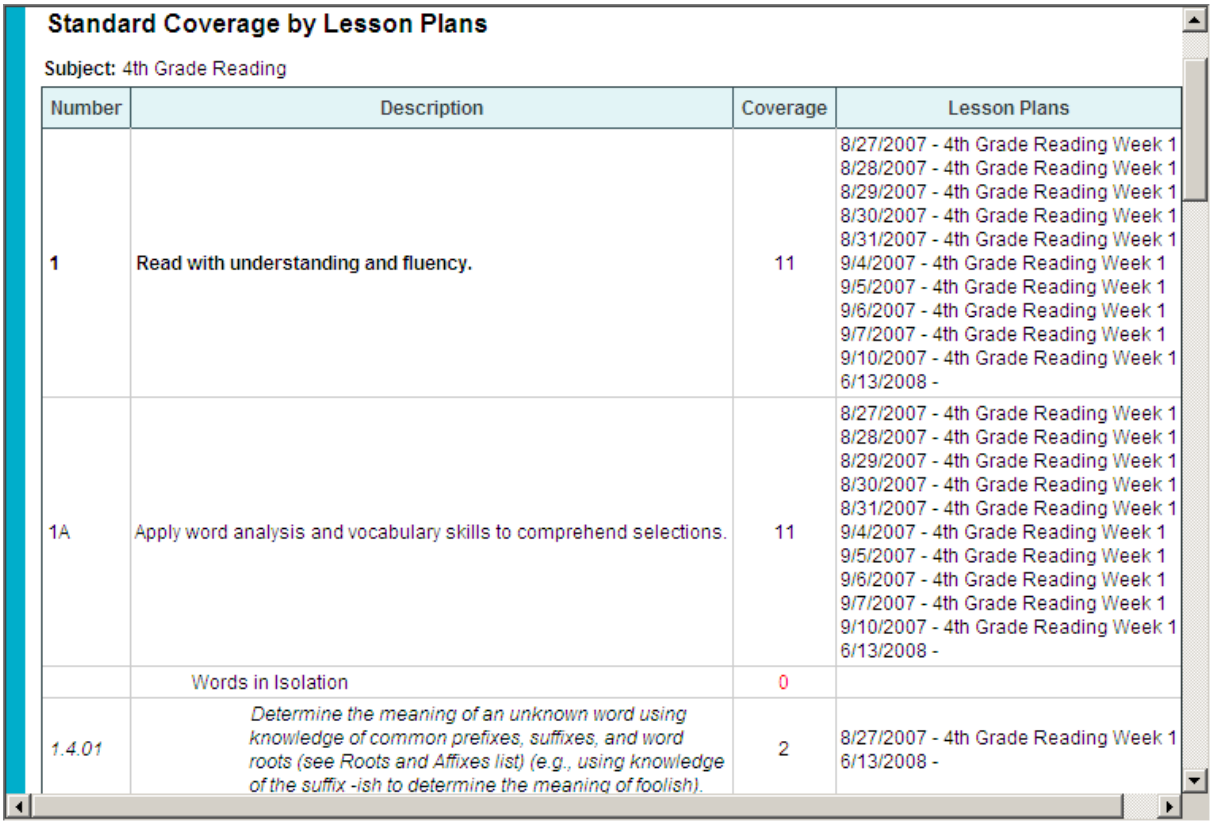
Below is an example of a report for Q1 grading period, for all standards, showing standard descriptions and lesson plans.



Standard Coverage by Lesson Plans

Subject: 4th Grade Reading

Number	Description	Coverage	Lesson Plans
1	**Read with understanding and fluency.**	11	8/27/2007 - 4th Grade Reading Week 1 8/28/2007 - 4th Grade Reading Week 1 8/29/2007 - 4th Grade Reading Week 1 8/30/2007 - 4th Grade Reading Week 1 8/31/2007 - 4th Grade Reading Week 1 9/4/2007 - 4th Grade Reading Week 1 9/5/2007 - 4th Grade Reading Week 1 9/6/2007 - 4th Grade Reading Week 1 9/7/2007 - 4th Grade Reading Week 1 9/10/2007 - 4th Grade Reading Week 1 6/13/2008 -
1A	Apply word analysis and vocabulary skills to comprehend selections.	11	8/27/2007 - 4th Grade Reading Week 1 8/28/2007 - 4th Grade Reading Week 1 8/29/2007 - 4th Grade Reading Week 1 8/30/2007 - 4th Grade Reading Week 1 8/31/2007 - 4th Grade Reading Week 1 9/4/2007 - 4th Grade Reading Week 1 9/5/2007 - 4th Grade Reading Week 1 9/6/2007 - 4th Grade Reading Week 1 9/7/2007 - 4th Grade Reading Week 1 9/10/2007 - 4th Grade Reading Week 1 6/13/2008 -
	Words in Isolation	0	
1.4.01	*Determine the meaning of an unknown word using knowledge of common prefixes, suffixes, and word roots (see Roots and Affixes list) (e.g., using knowledge of the suffix -ish to determine the meaning of foolish).*	2	8/27/2007 - 4th Grade Reading Week 1 6/13/2008 -

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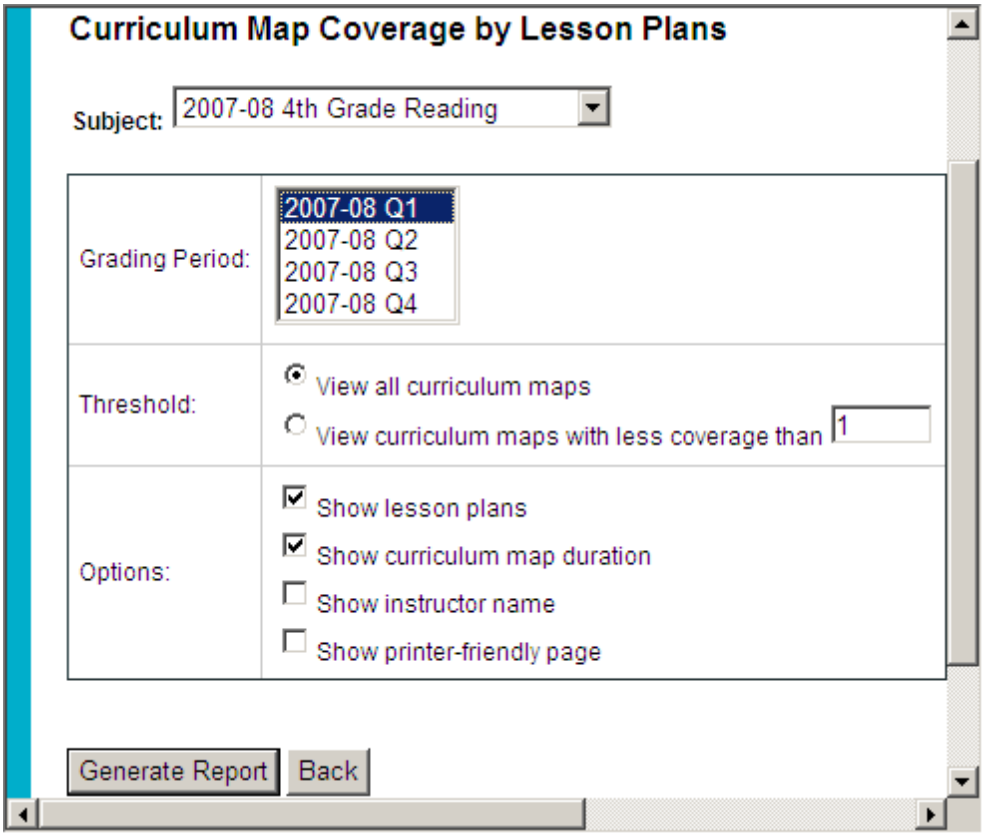
10.3 Curriculum Coverage by Lesson Plans

View curriculum units covered/not covered by lesson plans. Easily identify curriculum units without lesson plans.

Main > Reports > Curriculum Coverage by Lesson Plans



Subject: Choose a subject for the report.

Grading Period: Select one or many grading periods.

Threshold: Choose to view all curriculum units, or set a threshold of 1 or greater. To view only those curriculum units with no lesson plans, view curriculum units with coverage less than 1.

Options: Choose which item to show when generating the report. Generate a printer-friendly page if needed.

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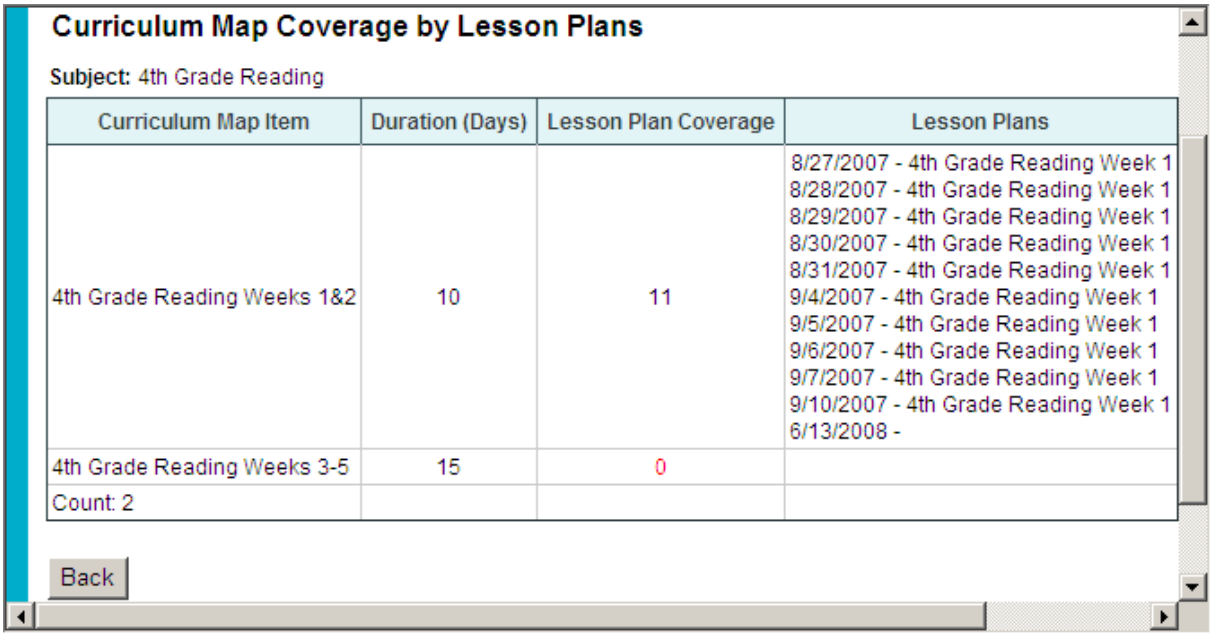
Below is an example of a report for Q1 grading period, for all curriculum units and showing lesson plans.
Note: Curriculum units without lesson plans are highlighted in red.



Curriculum Map Coverage by Lesson Plans

Subject: 4th Grade Reading

Curriculum Map Item	Duration (Days)	Lesson Plan Coverage	Lesson Plans
4th Grade Reading Weeks 1&2	10	11	8/27/2007 - 4th Grade Reading Week 1 8/28/2007 - 4th Grade Reading Week 1 8/29/2007 - 4th Grade Reading Week 1 8/30/2007 - 4th Grade Reading Week 1 8/31/2007 - 4th Grade Reading Week 1 9/4/2007 - 4th Grade Reading Week 1 9/5/2007 - 4th Grade Reading Week 1 9/6/2007 - 4th Grade Reading Week 1 9/7/2007 - 4th Grade Reading Week 1 9/10/2007 - 4th Grade Reading Week 1 6/13/2008 -
4th Grade Reading Weeks 3-5	15	0	
Count: 2			

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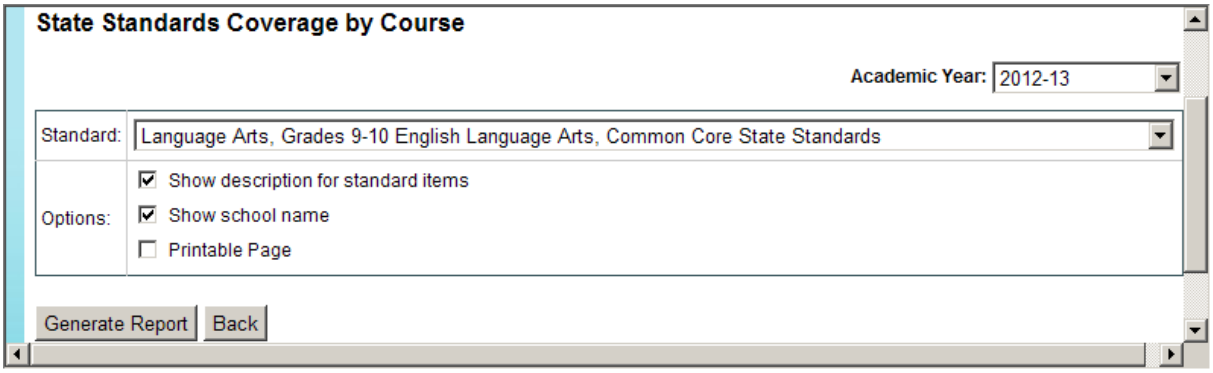
10.4 State Standards Coverage

Determine how well common core, state and district defined standards are being covered by your school's courses and course curriculum units.

Main > Standards & Planning > State Standards Coverage

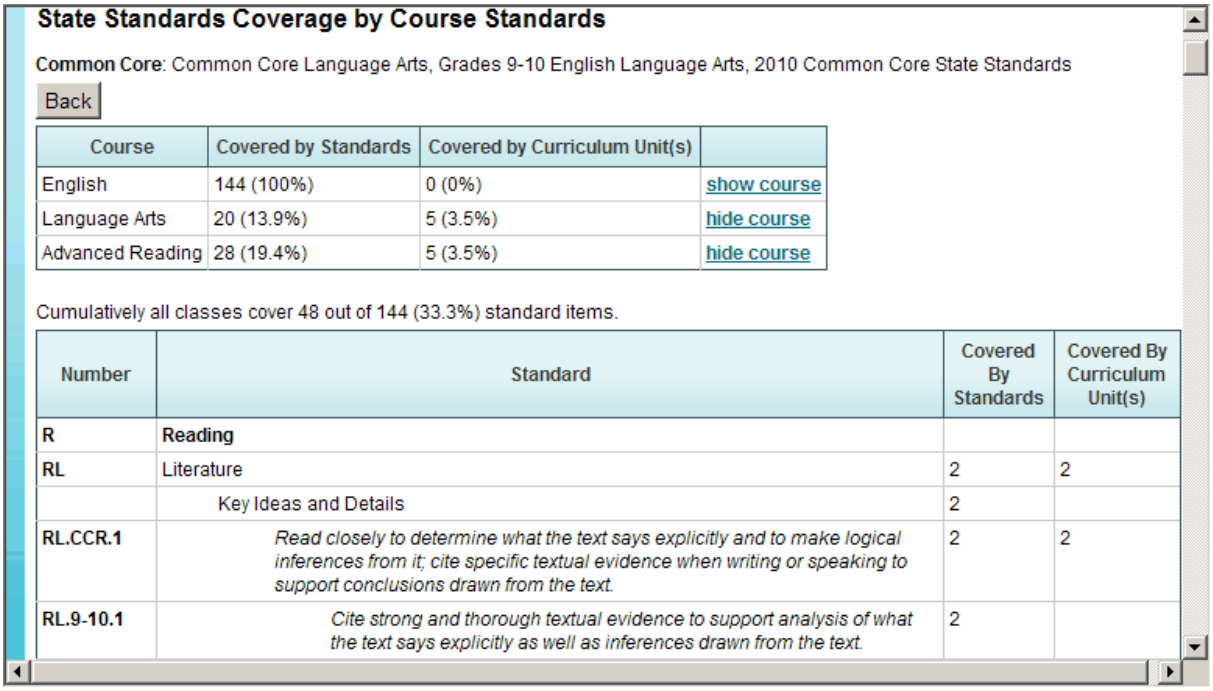


Academic Year: Choose the academic year for the generated report.

Standard: Select a standard to view coverage. Available standards are common core, state and district defined standards.

Options: Include the standard item descriptions on the generated report. Include the school name on the report. Generate a printable report.

Below is a generated report showing standard item descriptions:



Show/Hide Course: Toggle between including/excluding the course(s) in the standards/curriculum unit totals in the table.

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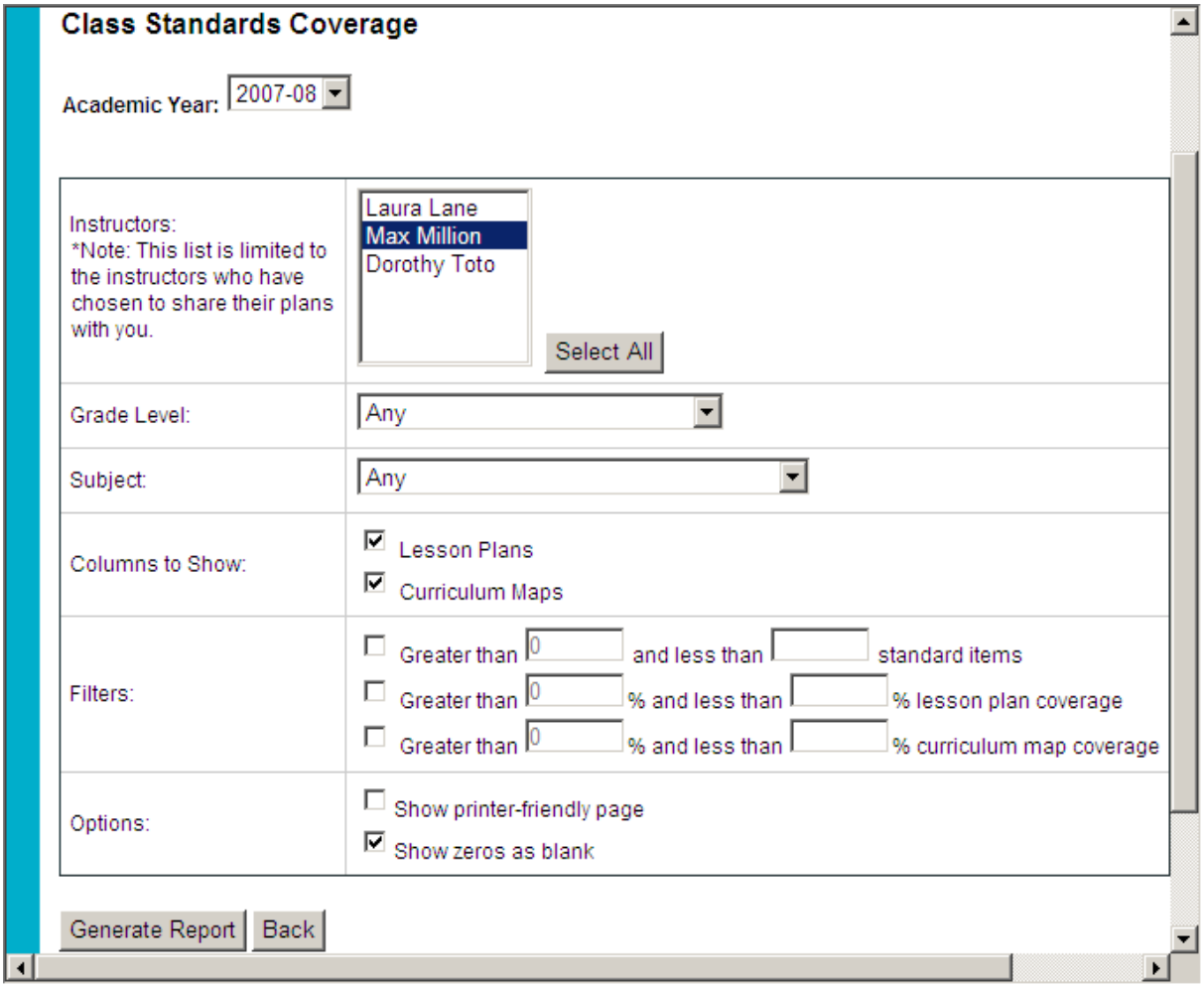
10.5 Class Standards Coverage

Determine the number and percentage of class standards covered by class curriculum and/or lesson plans. Narrow your report by specifying an instructor, grade level and/or subject.

Main > Reports > Class Standards Coverage



Instructors: Generate a report for a chosen instructor or select all.

Grade Level: Generate a report for a chosen grade level or for all.

Subject: Choose a subject area from the drop down box. All classes linked to those subjects will appear in the report.

Columns to Show: Select to show lesson plans, curriculum units, or both.

Filters: Select values to narrow report information.

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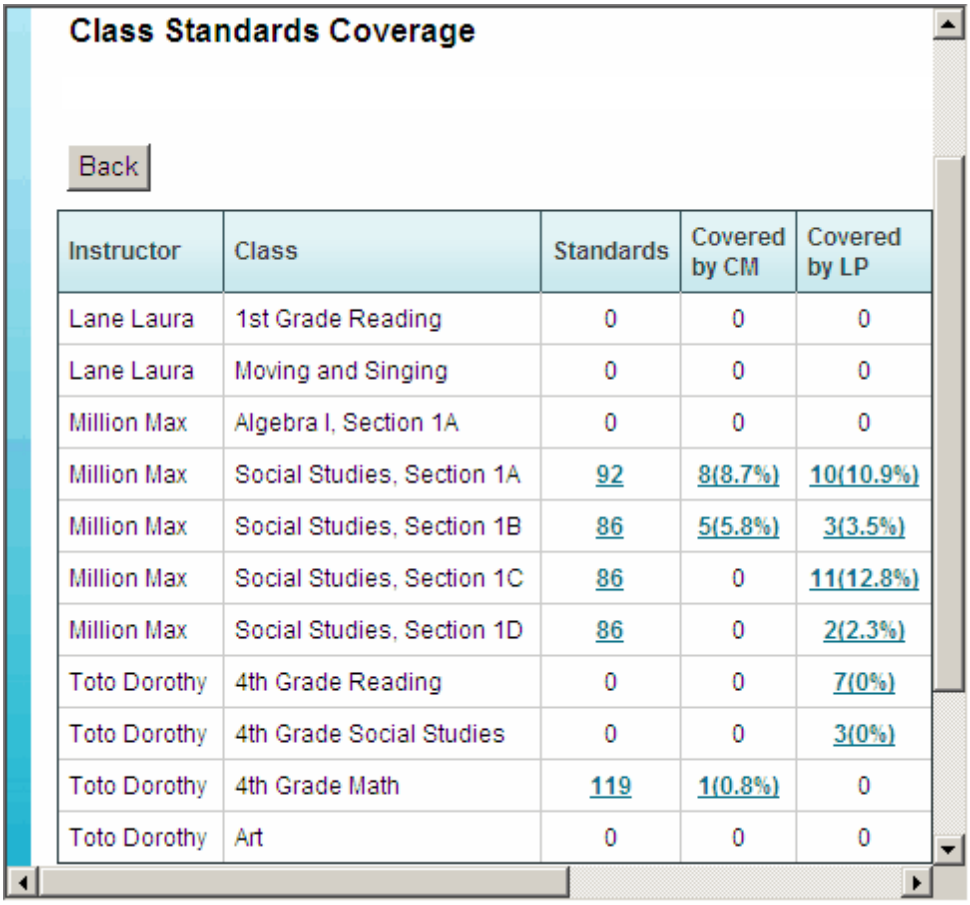
Below is an example of a report showing lesson plan and curriculum unit coverage for all instructors, grade levels, and subjects.



Class Standards Coverage

Back

Instructor	Class	Standards	Covered by CM	Covered by LP
Lane Laura	1st Grade Reading	0	0	0
Lane Laura	Moving and Singing	0	0	0
Million Max	Algebra I, Section 1A	0	0	0
Million Max	Social Studies, Section 1A	92	8(8.7%)	10(10.9%)
Million Max	Social Studies, Section 1B	86	5(5.8%)	3(3.5%)
Million Max	Social Studies, Section 1C	86	0	11(12.8%)
Million Max	Social Studies, Section 1D	86	0	2(2.3%)
Toto Dorothy	4th Grade Reading	0	0	7(0%)
Toto Dorothy	4th Grade Social Studies	0	0	3(0%)
Toto Dorothy	4th Grade Math	119	1(0.8%)	0
Toto Dorothy	Art	0	0	0

Click the report links to view specific details:

Standards: The number of state and district defined standards that are assigned to a class. Click the link to view a "Class Standards" report.

Covered by CM: The number and percentage of standards assigned to a class that are covered by class curriculum units.

Covered by LP: The number and percentage of standards assigned to a class that are covered by class lesson plans.

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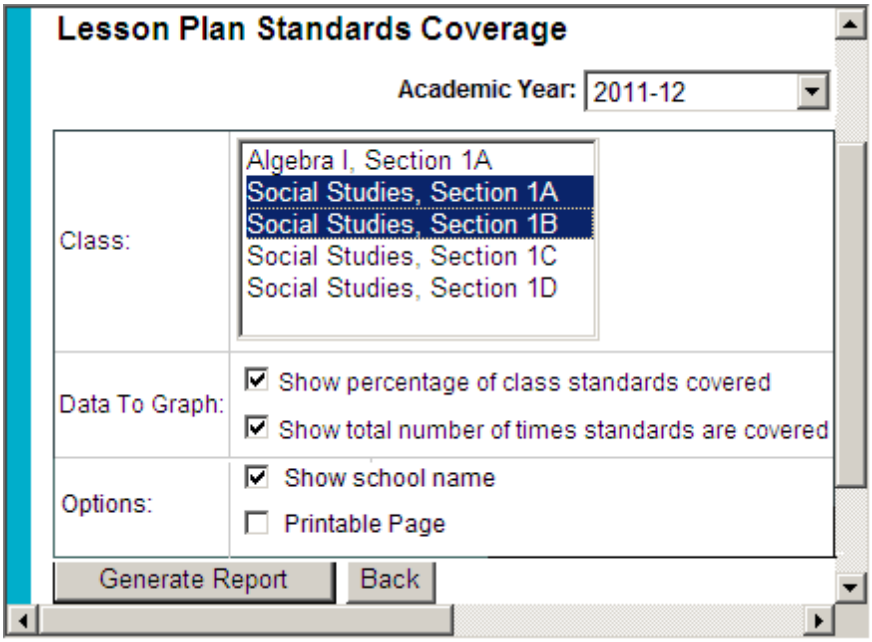
10.6 Standards Coverage Charts

Generate charts showing coverage of standards by lesson plans for chosen subjects. View data by percentage of subject standards covered, and/or, by number of times each subject standard is covered.

Main > Reports > Standards Coverage Charts



Select the academic year, subjects and data to graph.

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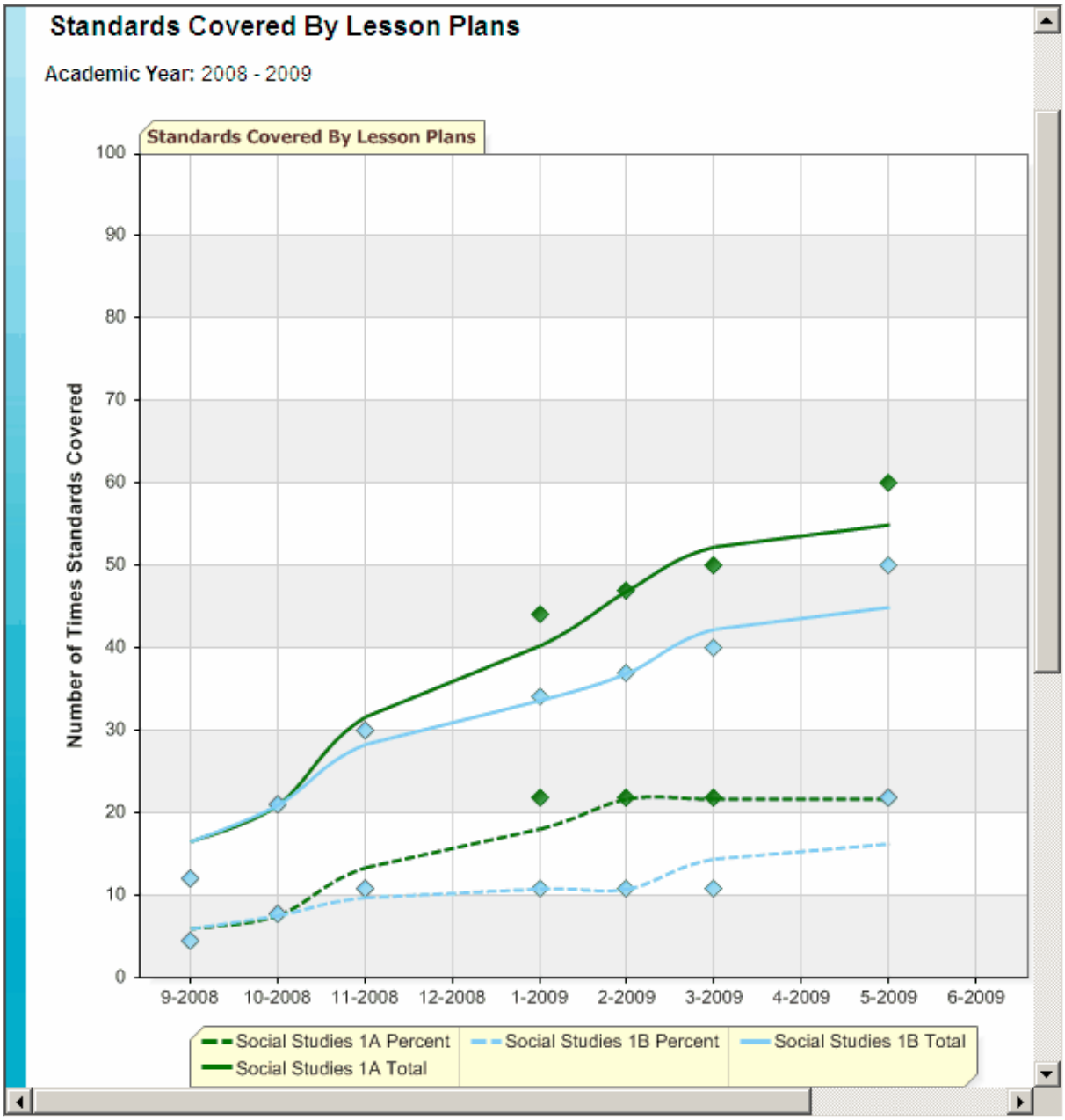
Below is a chart showing both the percent and number of subject standards covered by lesson plans for each month of the academic year.



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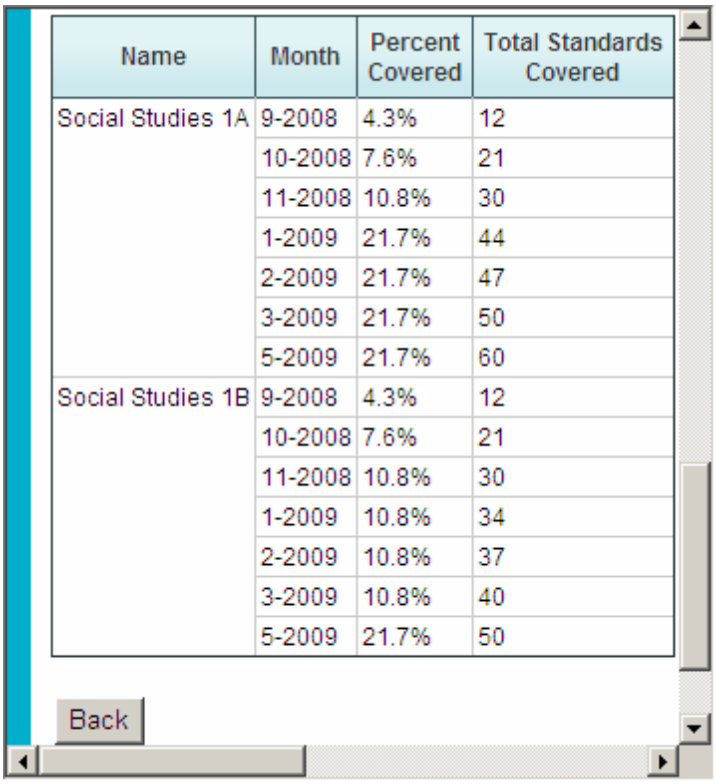
Below is a table of the data viewed in the chart above.



Name	Month	Percent Covered	Total Standards Covered
Social Studies 1A	9-2008	4.3%	12
	10-2008	7.6%	21
	11-2008	10.8%	30
	1-2009	21.7%	44
	2-2009	21.7%	47
	3-2009	21.7%	50
	5-2009	21.7%	60
Social Studies 1B	9-2008	4.3%	12
	10-2008	7.6%	21
	11-2008	10.8%	30
	1-2009	10.8%	34
	2-2009	10.8%	37
	3-2009	10.8%	40
	5-2009	21.7%	50

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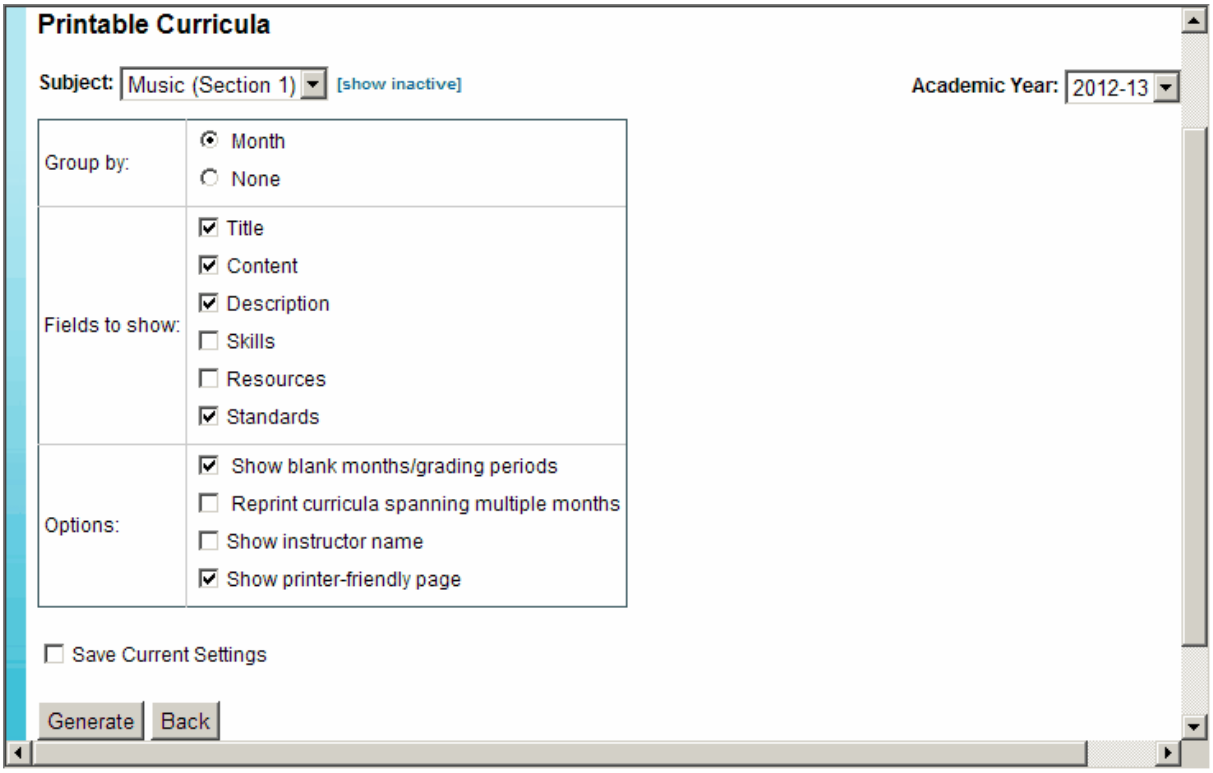
10.7 Printable Curricula

Generate printable curriculum units for a chosen subject. Show curricula for the year or a specific grading period. Choose other options to customize generated report.

Main > Reports > Printable Curricula



Subject: Choose a subject for the report. **Note:** Click "Show inactive" to include classes in inactive grading periods.

Academic Year: Narrow the subject selection by the chosen academic year.

Group by: Group the curricula by month or choose none. Units will print in chronological order grouped by the chosen option. Choose "none", to see a chronological listing with no further grouping.

Fields to show: Select the fields to include on the printable curricula.

Options: Additional options are available based on what grouping (Group by:) has been chosen.

- **Show blank months/grading periods:** Display months/grading periods without start dates for curriculum units.
- **Reprint curricula spanning multiple months:** Curricula may start in one month, but span over multiple months based on duration. Use this option with the "Month" grouping to show curricula in each month that they are used, regardless of their start date.
- **Show instructor name:** Include the instructors name on the generated report.
- **Show printer-friendly page:** The default is to generate a printer friendly report.
-

Below is an example of a report for the Q1 grading period, grouped by month, showing all fields except "Description", on a printer friendly page.

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Subject: 4th Grade Reading

August	
Q1 - 8/27/2007 Days: 10	**Title:** 4th Grade Reading Weeks 1&2 **Standards:** 1-Read with understanding and fluency. 1A-Apply word analysis and vocabulary skills to comprehend selections. 1.4.01-Determine the meaning of an unknown word using knowledge of common prefixes, suffixes, and word roots (see Roots and Affixes list) (e.g., using knowledge of the suffix -ish to determine the meaning of foolish). 1.4.02-Identify the word base of familiar words with affixes from Roots and Affixes list (e.g., precooked, realistic). 1.4.03-Determine the meaning of unknown compound words by applying knowledge of known individual words (e.g., watchman). 1.4.07-Determine the word that best fits a given context. 1B1C-Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Content:** Demonstrate knowledge of standard English spelling Develop and use decoding strategies to read unfamiliar words

September	
Q1 - 9/3/2007 Days: 15	**Title:** 4th Grade Reading Weeks 3-5 **Standards:** 1-Read with understanding and fluency. 1A-Apply word analysis and vocabulary skills to comprehend selections. 1.4.05-Use synonyms to define words 1.4.07-Determine the word that best fits a given context. 1B1C-Apply reading strategies to improve understanding and fluency./Comprehend a broad range of reading materials. **Content:** Demonstrate knowledge of concepts of print Develop and practice fluency Develop and use active comprehension strategies (before, during, and after reading Develop and use decoding strategies to read unfamiliar words Employ pre-reading strategies to facilitate comprehension Expand reading skills through phonemic awareness Experience various literary and media genres

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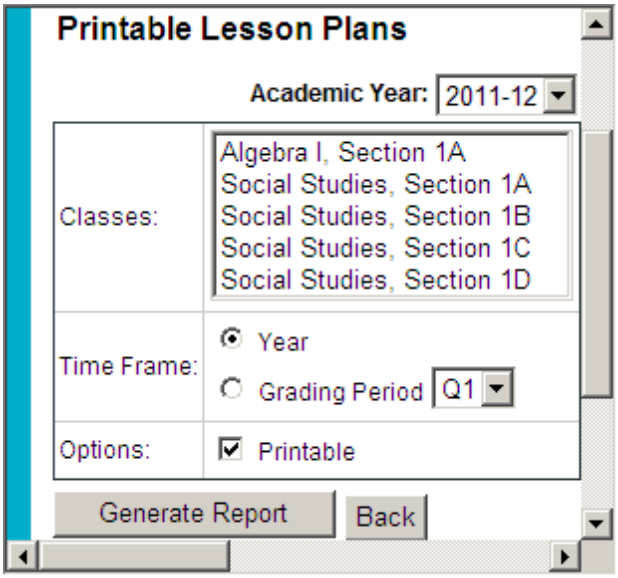
10.8 Printable Lesson Plans

Print your lessons plans for one or many subjects in a chosen timeframe.

Main > Reports > Printable Lesson Plans



Select an academic year to view lesson plans.

Classes: Select subjects to view printable lesson plans. **Note:** To select multiple subjects left click and scroll down or hold the shift key. To select non-sequential subjects, left click while holding the ctrl key.

Time Frame: Choose to view lesson plans for an entire year or a chosen grading period.

Options: Check box to generate a printable version of selected lesson plans.

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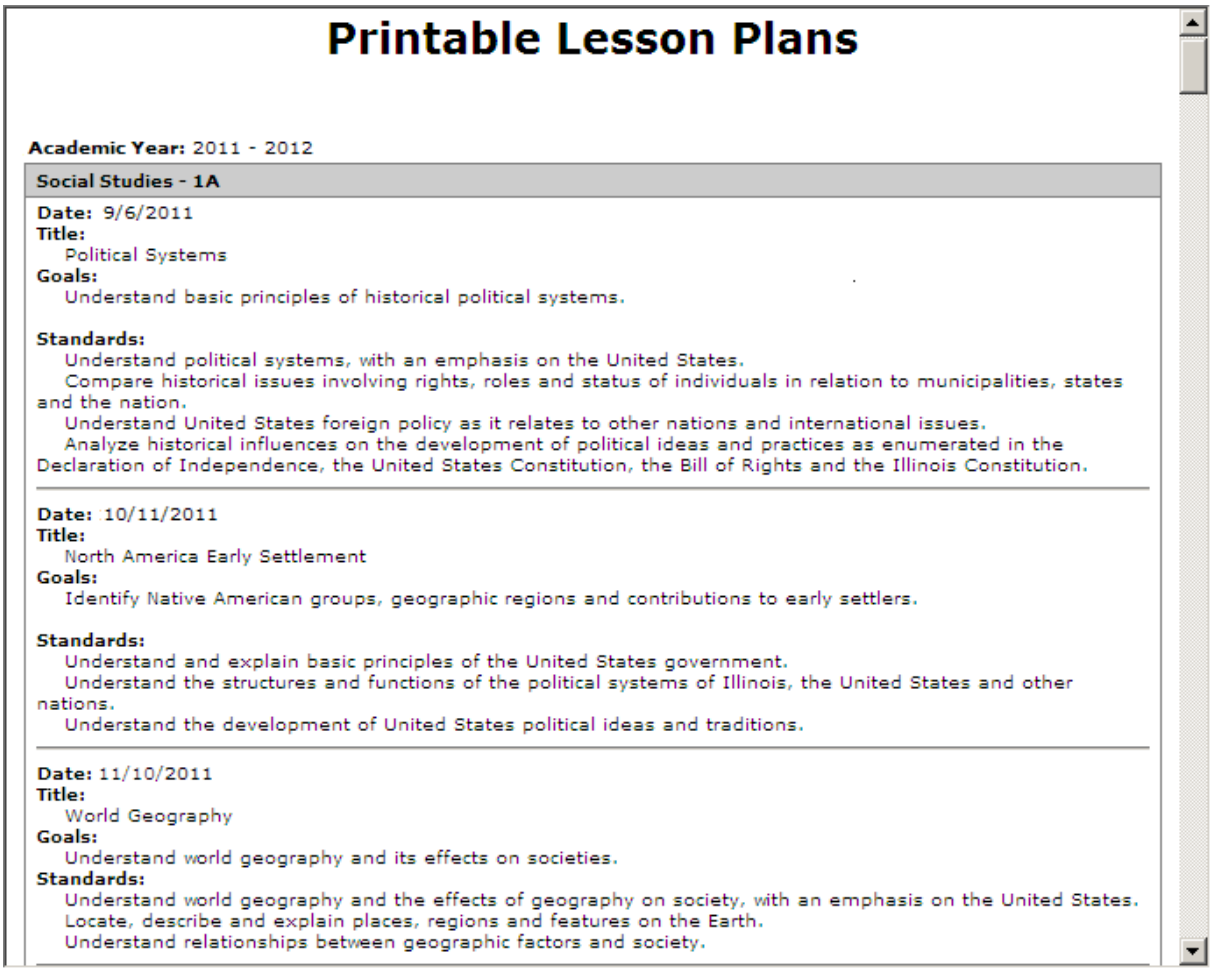
Below is an example of a printable version of lesson plans for a single subject:



Printable Lesson Plans

Academic Year: 2011 - 2012

Social Studies - 1A

Date: 9/6/2011
Title:
Political Systems
Goals:
Understand basic principles of historical political systems.

Standards:
Understand political systems, with an emphasis on the United States.
Compare historical issues involving rights, roles and status of individuals in relation to municipalities, states and the nation.
Understand United States foreign policy as it relates to other nations and international issues.
Analyze historical influences on the development of political ideas and practices as enumerated in the Declaration of Independence, the United States Constitution, the Bill of Rights and the Illinois Constitution.

Date: 10/11/2011
Title:
North America Early Settlement
Goals:
Identify Native American groups, geographic regions and contributions to early settlers.

Standards:
Understand and explain basic principles of the United States government.
Understand the structures and functions of the political systems of Illinois, the United States and other nations.
Understand the development of United States political ideas and traditions.

Date: 11/10/2011
Title:
World Geography
Goals:
Understand world geography and its effects on societies.
Standards:
Understand world geography and the effects of geography on society, with an emphasis on the United States.
Locate, describe and explain places, regions and features on the Earth.
Understand relationships between geographic factors and society.

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