



Galileo® K-12 Online: Digital Curriculum Builder

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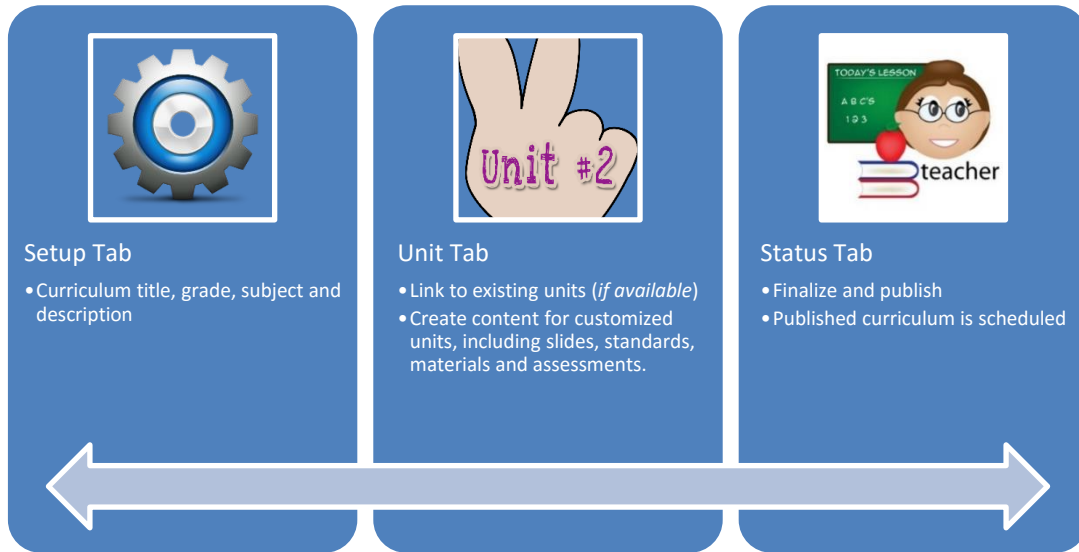
ABOUT DIGITAL CURRICIUM BUILDER

The *Digital Curriculum Platform* supports the integration of instruction with assessment to promote learning. One aspect of this platform is the *Digital Curriculum Builder* tool which provides curriculum developers the ability to build units of study for each course offered by their district/charter school. The curriculum developer can easily integrate existing curriculum content, develop new curriculum content, and modify curricula as needed. Once the curriculum information has been saved into the tool, the educator can quickly access the information to plan and implement curriculum, differentiate instruction, and assess activities.

The *Digital Curriculum Builder* is comprised of *Units*. A Unit contains unit details, standards, materials, and assessments. A series of Units define the scope and sequence of instruction for a particular subject area, the standards to be covered over a specific period of time and can form the complete curriculum for a particular subject and grade.

DIGITAL CURRICULUM BUILDER LAYOUT

The *Digital Curriculum Builder* tool includes three tabs:



LIBRARY BUILDER

ABOUT LIBRARY BUILDER

In Galileo, a library is best thought of as an electronic filing cabinet. This technology will allow you to replace the big, metal filing cabinets in your office. Once

curriculum content is created and stored in the libraries, they may be accessed, edited or printed anytime at the click of a mouse.

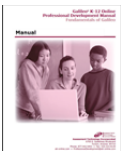
Libraries are automatically created for Class-level users. These libraries will be labeled with the first and last name of the user and the library type. For example:

- Sarah Bellum-Digital Curriculum
- Sarah Bellum-Resource
- Sarah Bellum-Lesson Plan

The three types of libraries that may be created for digital curriculum use are *Digital Curriculum*, *Resource*, and *Lesson Plan* libraries. Please note, these materials focus on Digital Curriculum and Resource content. Lesson Plan Libraries are addressed in another document and in the online help files.

District- and School-level users who would like to create a curriculum and related resources and make them available across their school or district/charter school will need to first create a digital curriculum library to store the curriculum and a resource library to store the resources that they would like to embed in the curriculum.

The *Library Builder* tool provides users with a variety of ways to share the content housed in libraries. Below are directions for setting up a basic library.

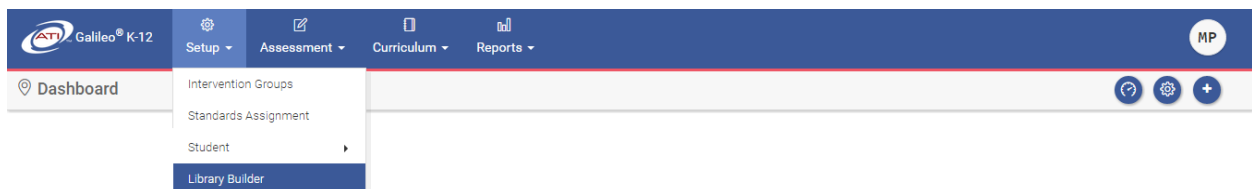


For more information on creating libraries with sharing capabilities, please contact your ATI Field Services Coordinator at 800.367.4762 or visit the online help files.

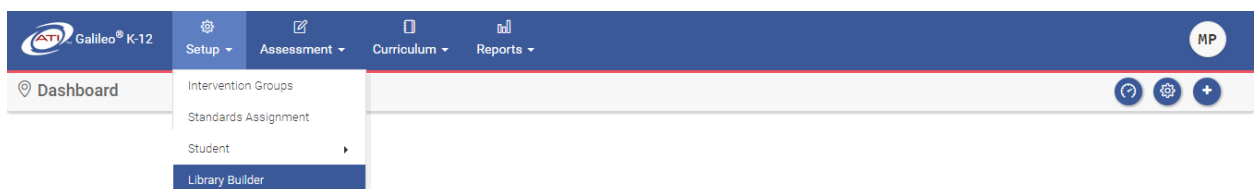
CREATE A LIBRARY

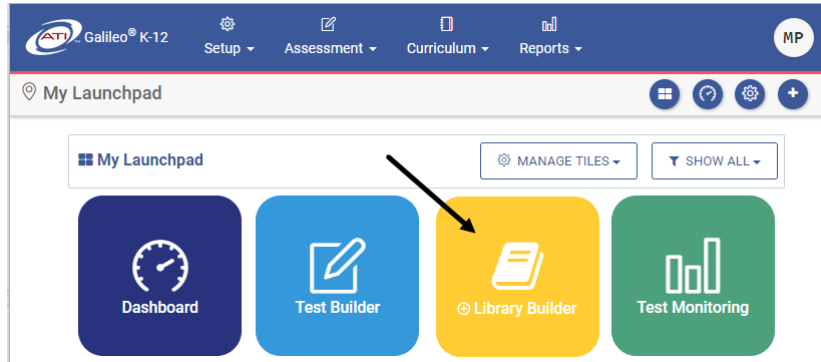
1. Click one of the following:

a. **Setup> Libraries>Library Builder.**



b. **Setup>Library Builder.**



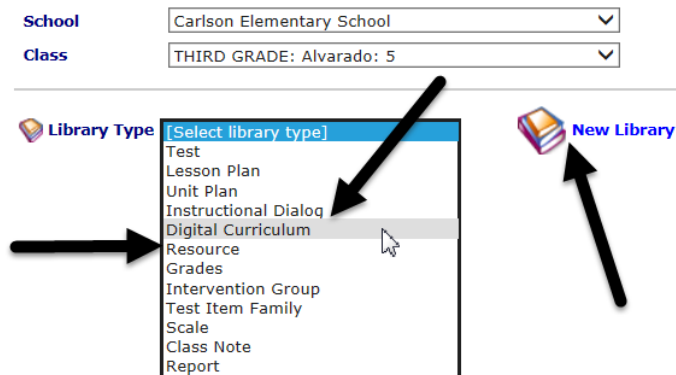
c. **Library Builder** tile.

2. If necessary, use the down arrow on the **School** drop-down and then use the down arrow on the **Class** drop-down. If you are:
 - a. building a library for a class it will be linked to this class.
 - b. a School- or District-user building a school, district, or user library, there will not be a connection to the selected class unless you create one when building the library.
3. Use the down arrow on the **Library Type** drop-down menu to select your library type.



You will want to select **Digital Curriculum** and/or **Resource**.

4. Click the [New library](#) link.



5. You will be brought to a 3-tabbed set-up process. The **home** icon in the upper right-hand corner will bring you back to the **Library Builder** home page.

NAME AND YEAR TAB

6. Type in the **name** of your Library.

7. Determine if you would like this library available for **All Years** or just the **Current Year Only**.



Most educators select the "All Years" option. This allows them to access and share content over multiple school years.

8. Click the *Save and Next* button.

9. If you are a:
- Class-level user and therefore can only create a Class-level library, you will automatically skip the **Library Assignment** tab and be brought to the **Summary** tab. Proceed to Summary Tab section, page 7, for directions.
 - School- or District-level user you must now decide the access and permission levels. (You are automatically the user/owner of the newly created library.) Proceed to the next step.

LIBRARY ASSIGNMENT TAB

STEPS 1 AND 2 – ACCESS LEVEL

10. Select the level at which you wish to assign the library using the **Choose an Access Level** drop-down menu. The access levels that you may create depend on what level user you are:
- District-level users: Creates District-, School-, Class-, or User-level libraries.
 - School-level users: Creates School-, Class-, or User-level libraries.
 - Class-level users: Creates Class-level libraries.
11. Select an **Access Level**. If you select
- District**: Your district/charter school will appear in the box. To assign this library to the entire district/charter school, click in the checkbox next

to your district's/charter school's name.

- b. **School:** All the schools you have access to will appear.
 - i. Select the **School Type** – grade, middle, or high school.
 - ii. Based on the selected School Type, all the schools you have access will appear.
 - iii. Click in the checkbox next to the **school(s)** to which you would like to assign this library.
- c. **Class:** All the classes you have access to in a selected school will appear. Click in the checkbox next to the class(es) to which you would like to assign this library.
- d. **User:** All the users will appear. Click in the + next to the icon to see users. Click the checkbox next to the name of the users to whom you'd like to extend library permissions.

The screenshot shows the 'Library Assignment' interface. At the top, there are three tabs: 'Name & Year', 'Library Assignment' (which is active), and 'Summary'. A home icon is in the top right corner. Below the tabs, the title 'Library Assignment' is displayed. Underneath, there are two fields: 'Library Name: ELA Digital Curriculum' and 'Library Type: Digital Curriculum'. The interface is divided into three steps:

- Step 1: Choose an Access Level** with a dropdown menu currently set to 'Class'.
- Step 2: Check Classes** showing a tree view for 'Desert Elementary School'. Under this school, several classes are listed with checkboxes:
 - Adam's Class (checked)
 - Ada's Class (unchecked)
 - Adrienne's Class (checked)
 - Alex's Class (unchecked)
 - Allan's Class (checked)
 - Amanda's Class (checked)
 - Alex's Class (unchecked)
- Step 3: Set Permission Level** with two radio buttons: 'Read-Only' (selected) and 'Write'.

A 'Save and Next' button is located at the bottom right of the form.

STEP 3 – PERMISSION LEVEL

12. Click the radio button for the desired **Set Permission Level**. Users with:

- a. *Read-Only* permission will only be able to view the contents of the library and will need to make a copy of the contents to their own libraries to edit them.
- b. *Write* permission can edit the contents of the library and all other users with permissions to that library will see and be affected by the changes.

Step 3: Set Permission Level Read-Only Write

STEP 4 – USERS

AVAILABLE ONLY FOR DISTRICT OR SCHOOL LIBRARIES

13.If creating a District- or School-level access library, determine the **Users** access to this library. Click in the desired radio button. You may select:

- District-/School- Level Only** assigns this library to only those users who have the same user level as the library access level you selected (see Step 10).
- All Users** assigns this library to all users at and below the selected level in the district/school.

Step 3: Set Permission Level Read-Only Write

Step 4: Users District-Level Only All Users

[Save and Next](#)

14.Click the *Save and Next* button. You will automatically be brought to the **Summary** tab.

SUMMARY TAB

15.The **Summary** tab displays the school years, schools, classes, and users that this library has been made available. The creator of the library will always have *Write* permission to the library and is automatically listed under **Users**.

Summary

Library Name: ELA Digital Curriculum Library Type: Digital Curriculum

Selected Years:

- 2017-2018
- 2016-2017

Districts (0)

Schools (1)

Name	Users	Permission	Remove
Desert Elementary School	All Users	Read-Only	

Classes (0)

Users (1)

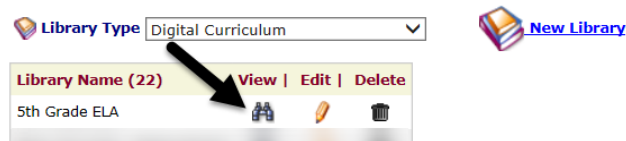
Name	Permission	Remove
Smith, Kerri (District)	Write	

16. When you have finished creating the library, click the **Library Builder Home** icon to return to the **Library Builder** page.

You may repeat the previous steps for new libraries, or to create different access permissions to the same library for different schools and classes. For example, you may want to give Class-level users *Read-Only* permission to a library but give other District-level users *Write* permission to the same library.

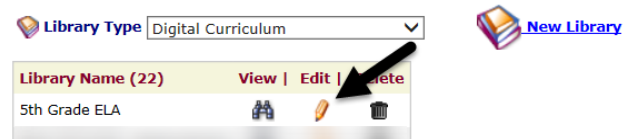
VIEW A LIBRARY

To view a library's summary page from the **Library Builder** page, click the **binoculars** icon on the index list next to the desired library.



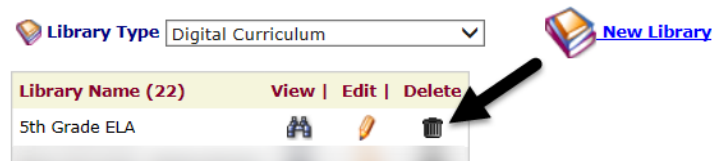
EDIT A LIBRARY

To edit a library's settings from the **Library Builder** page, click the **pencil** icon on the index list next to the desired library. Make your changes and then save the library again.



DELETE A LIBRARY

To delete a library from the **Library Builder** page, click the **trashbin** icon on the index list next to the desired library.

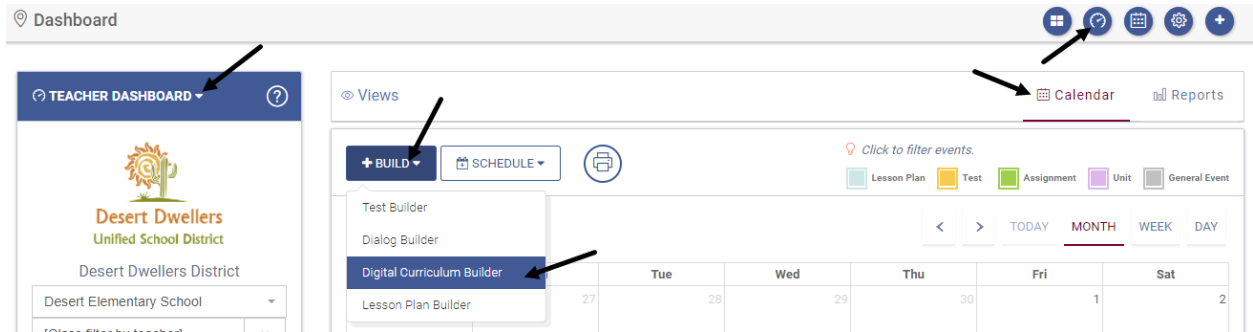


In order to delete a library, the library must be empty. The contents of the library must be deleted or moved to a different library.

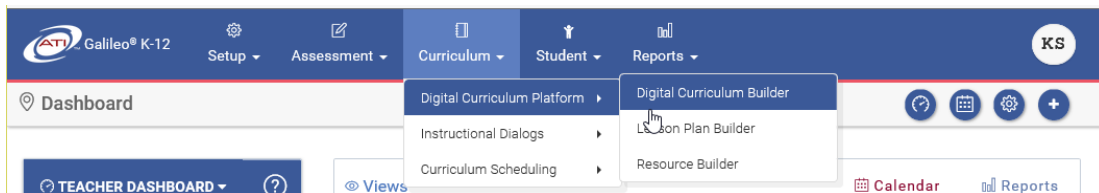
ACCESS DIGITAL CURRICULUM BUILDER

1. Click one of the following:
 - a. **Dashboard** icon
 - i. Hover over the **Dashboard menu option** and select **Teacher Dashboard**.

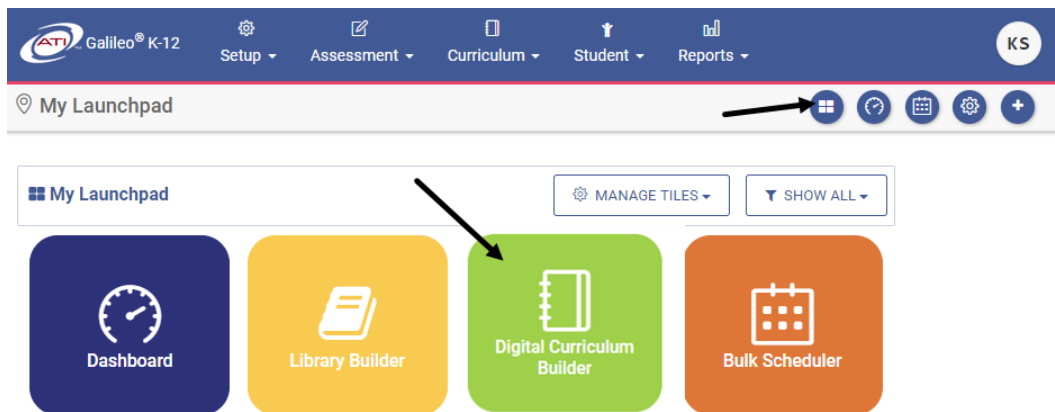
- ii. If necessary, click the [Calendar](#) link.
- iii. On **+Build** button, select **Digital Curriculum Builder**.



b. Curriculum > Digital Curriculum Platform > Digital Curriculum Builder.



c. Digital Curriculum Builder tile.



2. If you are a District- or School-level user with access to more than one site, use the down arrow to select a **School**.
3. Use the down arrow on the **Class** drop-down menu to select the class.
4. Use the down arrow on the **Library** drop-down menu to select the library that will store the curriculum you wish to manage.

(Image on next page.)

School	Desert Elementary School	Related Options Create Library Bulk Schedule Units
Class	Zoology Class	
Library	Sample Digital Curriculums	
+ CREATE A DIGITAL CURRICULUM		
Digital Curriculum		Options
04 ELA Q1 UNITS		  

5. Proceed to one of the following:
 - a. click the *Create a Digital Curriculum* button to create new curriculum. Then proceed to the Setup Tab section, page 10, to begin creation process.
 - b. Setup Tab section, page 10, to work on defining/modifying the title, description, grade level, and subject areas.
 - c. Units section, page 11, to work on defining/modifying the unit information.
 - d. Status Tab status, page 35, to publish/unpublished the curriculum.
 - e. Search for, Search for, Edit, Copy, and Delete a Curriculum section, page 36.

SETUP TAB

The first tab in the *Digital Curriculum Builder* tool is the **Setup** tab. The **Setup** tab is used to enter the title, description, and appropriate grade level(s) and subject areas of the curriculum. Information entered on this tab applies to all units associated with this entry. Information and links to an existing curriculum on this grade-specific topic may be placed in this tab.

1. Access the **Digital Curriculum Builder** page. Refer to the Access Digital Curriculum Builder section, page 8, for directions.
2. If necessary, click the **Setup** tab.
3. Enter the curriculum **Title**. For example, "Galileo 5th Grade Math."
4. Select the **Grade(s)** and **Subject(s)** the curriculum will span.
5. (Optional) Add a **Curriculum Description**.
 - a. A description will provide an overview of the intent and goals on the units that will be built. It can also provide links to other curricula resources such as curriculum maps, implementation guidance, protocols, and scaffolding for ELL and SPED students.

- b. Use the **Text Editor** tools as necessary. This includes text formatting and special characters (e.g., math and chemistry) and inserting links, images, video, files, and tables. (Refer to the online help files for using the *Text Editor* tool.)

6. Click the *Save General Information* button.

The screenshot shows the 'Setup' tab in the Galileo K-12 Online interface. At the top, there are three tabs: 'Setup', 'Units', and 'Status'. The 'Setup' tab is active. Below the tabs, there is a 'Title' field containing 'Galileo 5th Grade ELA'. Below that, there are two dropdown menus: 'Grade' set to '5th' and 'Subject' set to 'ELA'. Below these is a 'Description' field with a rich text editor toolbar. The toolbar includes options for bold, italic, underline, strikethrough, subscript, superscript, font face (Verdana), font size (16), text color, background color, bulleted list, numbered list, link, unlink, image, video, file, table, link, and cursor. The description field contains a logo for 'Desert Dwellers Unified School District' and a paragraph of text: 'In order to assist educators with the implementation of the Common Core English Language Arts standards, Desert Dwellers Unified School District provides a full year 5th grade curriculum that teachers can adopt or adapt for use in their classrooms. |'. At the bottom of the form, there is a 'Save General Information' button.

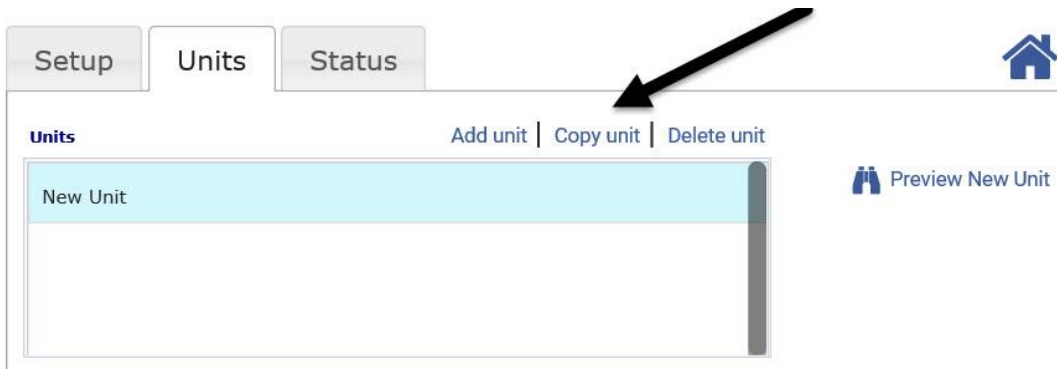
7. Proceed to one of the following:

- Units section, page 11, to work on defining/modifying the unit information.
- Status Tab status, page 35, to publish/unpublish the curriculum.
- Search for, Edit, Copy, and Delete a Curriculum section, page 36.

UNITS

A unit plan is typically a broad topic that consists of many related concepts that are taught over a period of time. The unit plan connects daily lesson plans and the key topics, concepts, skills, and desired outcomes of those plans. In Galileo's *Digital Curriculum Builder* tool the user may create customized units using the *Add Unit* functionality. Units often include information and guidance, grade-appropriate standards, materials, and assessments. Information and links to an existing unit may be placed in this tab. Once a unit is built it can serve as a template and may be copied and then modified. Included in the tool is also the ability to delete units.

When first navigating to the **Units** tab, a user may [Add Unit](#), [Copy Unit](#) or [Delete Unit](#) by clicking on the desired link.



ADD UNIT

The *Digital Curriculum Builder* units are made up of four elements: (1) Unit Info, (2) Standards, (3) Instructional Materials, and (4) Assessments.

UNIT INFO TAB

Unit information is added to a unit in the **Unit Info** tab. Unit information includes the (1) Unit Title, (2) Unit Duration, and (3) Unit Slides.

The Unit Slides may be created, modified and arranged to replicate a district's/charter school's existing Unit Plan template. Slides allow for the creation, editing, and flexibility in placing elements within the unit. The user may create as many slides as necessary to help communicate the unit's components.

1. Access the ***Digital Curriculum Builder*** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. When adding a new unit to a new *Digital Curriculum Builder*, a "New Unit" automatically displays. If necessary, click the [Add unit](#) link.



4. Type a **Unit Title** or if adding a new unit to a new *Digital Curriculum Builder*, replace the "New Unit" wording with your desired unit title.

- Select the number of days the unit will span from the **Unit Duration** drop-down menu.

Unit Title
Perimeter and Area

Unit Duration
5 Day(s)

Unit Slides
Add Slide Delete Slide

New Slide

Slide Display: Half width of the page Full width of the page

Save

- Click the *Save* button.
- The Unit is now added to the **Units** box. You may now add slides to the unit you created. (Refer to the [Add Unit Slide](#) section, page 13, for these steps.)

Setup Units Status

Units Add unit | Copy unit | Delete unit

Perimeter and Area

Preview Perimeter and Area

ADD UNIT SLIDE

- If necessary, click to highlight the **Unit** to which you will add slides.
- If necessary, select the **Unit Info** tab.
- Click the [Add Slide](#) link.

Unit Info Standards Materials Assessments

Unit Title
Simple Machines Around Us

Unit Duration
0 Day(s)

Unit Slides
Add Slide Delete Slide

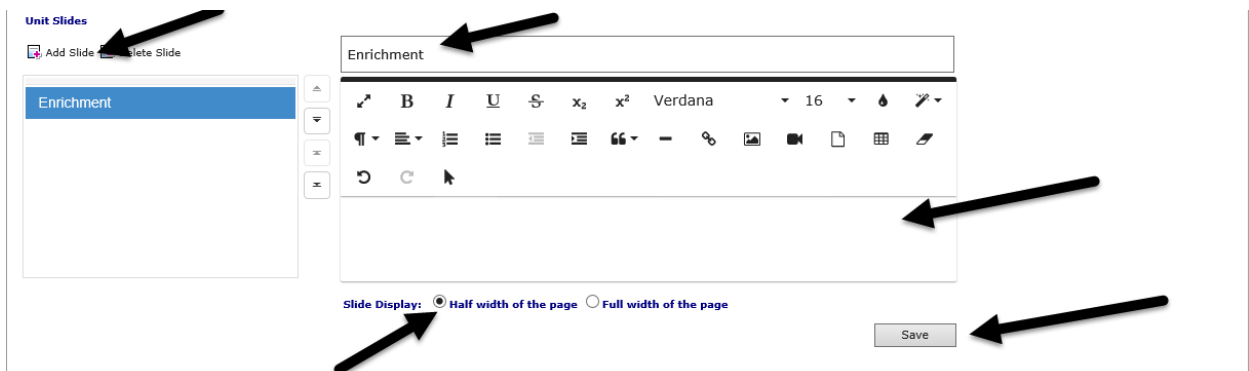
New Slide

11. **Title** the slide. Slides typically correspond with your unit elements, such as Overview, Prior Knowledge, and Objectives.



Typically users create a "template" unit, with the slides named and ordered as desired, but left blank. Then the copy unit feature (page 30) is used to create the number of units desired. Once all the desired units are listed, then the information specific to that unit is completed on each slide.

12. Fill in the desired **information** on the slide. Each slide includes a full-feature text editor that accommodates the creation of tables, importation of images, links to external URLs, uploaded attachments, copy and paste, and other text editor capabilities. (Refer to the online help files for using the *Text Editor* tool.)
13. Determine if you'd like the slide to display **Half Width of Page** or **Full Width of Page** by selecting the appropriate radio button.



14. Click the **Save** button. The slide is now added to the unit.

15. Repeat steps 8-14 to add additional slides to the selected unit.

16. Proceed to the:

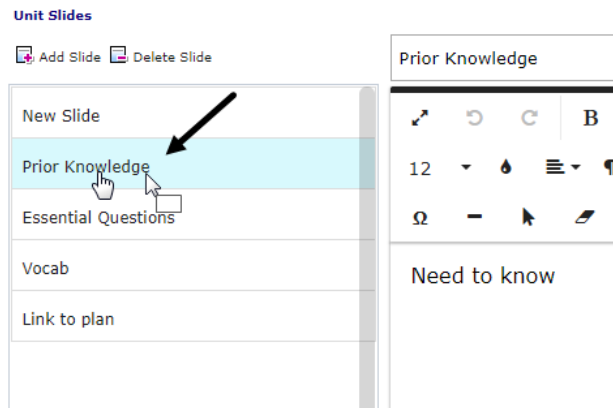
- Manage the unit -- Move a Slide (page 15) or Remove a Slide (page 15).
- Standards Tab section, page 16, to select the standards associated with the unit.
- Materials Tab section, page 17, to add materials associated with the unit.
- Assessments Tab section, page 28, to add assessments associated with the unit.
- Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.

- e. Manage Units section, page 30, to copy, delete, preview, and print the unit.

MOVE A SLIDE

A slide may be moved to a new location within the unit.

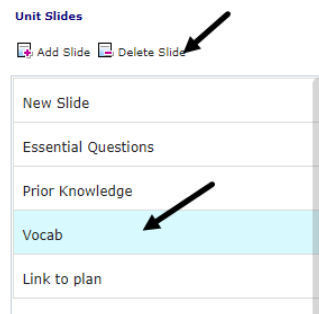
1. If necessary, click to highlight the **Unit** to which you will rearrange the slides.
2. If necessary, select the **Unit Info** tab.
3. Click once on the slide that should be moved (slide will be highlighted).
4. Hold and drag up or down until it is appropriately positioned.
5. Click the *Save* button.



REMOVE A SLIDE

A slide may be removed from a unit.

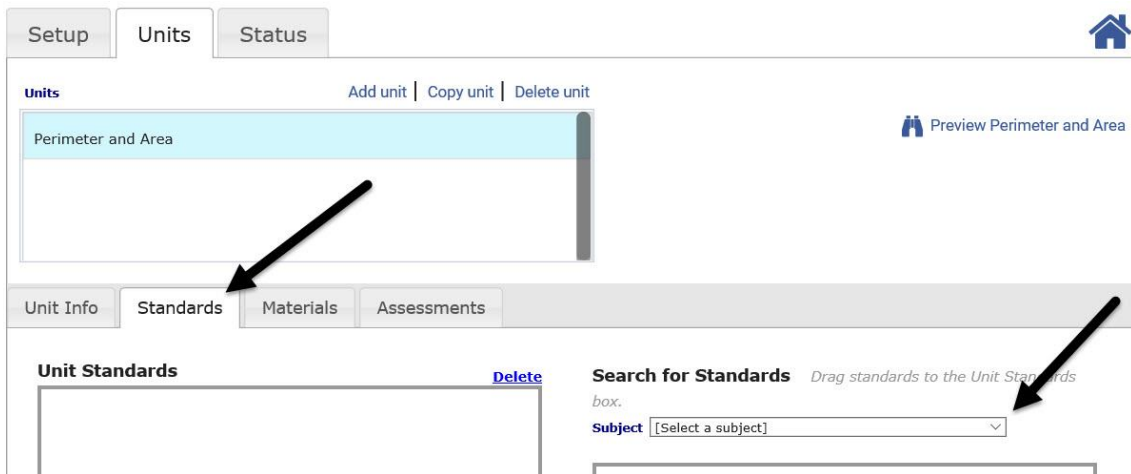
1. If necessary, click to highlight the **Unit** to which you will remove a slide.
2. If necessary, select the **Unit Info** tab.
3. Click once on the **slide** that should be removed. (The slide will be highlighted.)
4. Click the Delete Slide link.



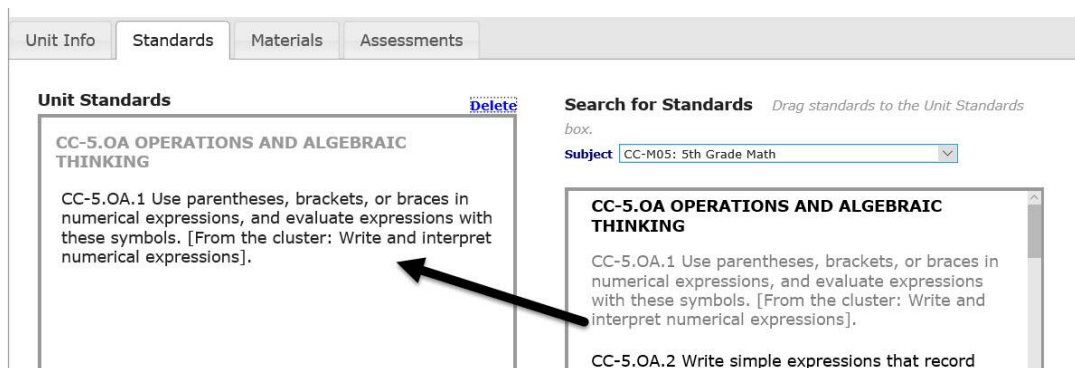
STANDARDS TAB

The user can search for and assign standards to the unit.

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. If necessary, click to highlight the **Unit** to which you will identify and assign the standards.
4. If necessary, select the **Standards** tab.
5. Use the **Subject** drop-down box to select the subject and grade-level standards you would like to link to the unit.



6. Click and drag the standards to the **Unit Standards** box.



7. Standards may be removed from the unit by highlighting them and clicking the [Delete](#) link from the **Unit Standards** box.
8. Proceed to the:
 - a. [Materials Tab](#) section, page 17, to add materials associated with the unit.

- b. Assessments Tab section, page 28, to add assessments associated with the unit.
- b. Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
- c. Manage Units section, page 30, to copy, delete, preview, and print the unit.

MATERIALS TAB

Once standards are selected instructional materials that are linked to those standards may be added to the unit. There are two types of materials that may be linked to a unit. Some materials are activities and resources meant for students, such as KAHN ACADEMY® or Dialog content. Other materials are intended to be resources for a teacher, such as web content and EngageNY modules, units, and/or lessons.

Refer to the following sections for directions for adding each material type:

- Add Existing Assignments and Resources, page 17.
- Create New Dialog, page 20.
- Create New Resource, page 22.

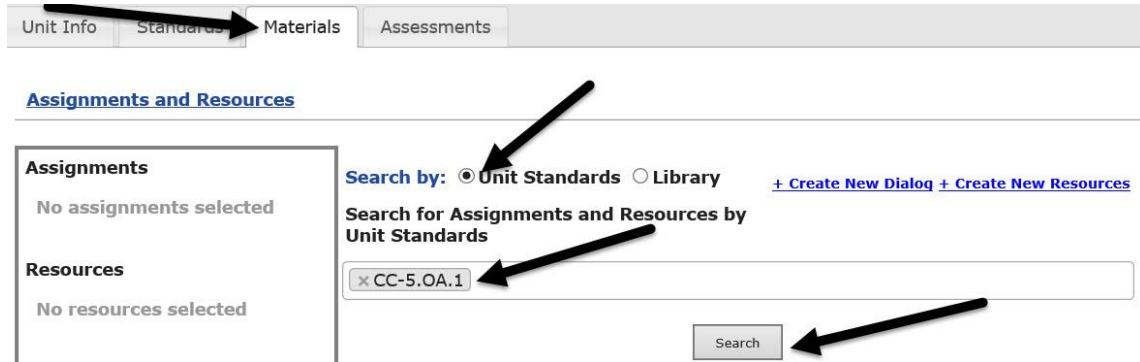
ADD EXISTING ASSIGNMENTS AND RESOURCES

The user building a curriculum may attach Dialogs or other Galileo-provided materials.

1. Access the ***Digital Curriculum Builder*** page. Refer to the Access Digital Curriculum Builder section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. If necessary, click to highlight the **Unit** to which you will add existing assignments and resources.
4. If necessary, click the **Materials** tab.
5. Follow the directions in the Search by Unit Standards section, page 18, and/or the Search by Library section, page 18.
6. Once the desired materials are incorporated into the unit, proceed to the:
 - a. Assessments Tab section, page 28, to add assessments associated with the unit.
 - b. Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
 - c. Manage Units section, page 30, to copy, delete, preview, and print the unit.

SEARCH BY UNIT STANDARDS

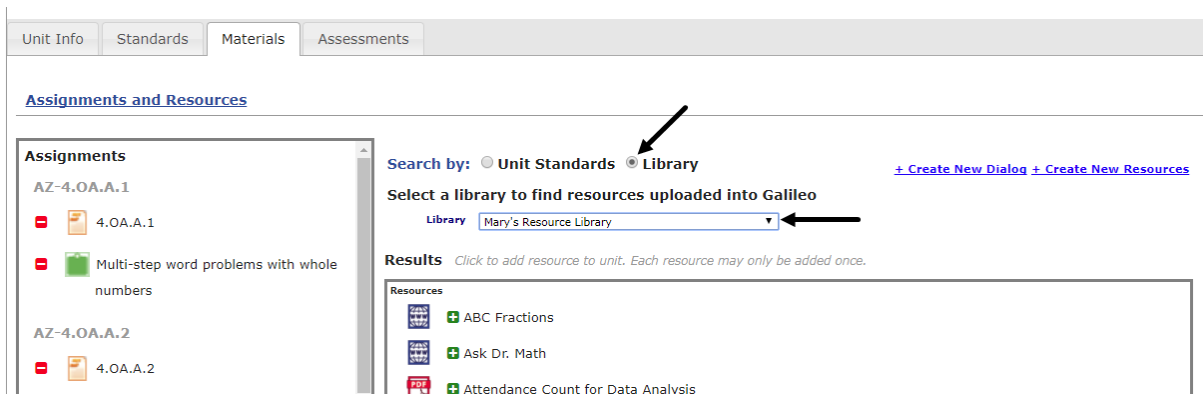
- Click the **Unit Standards** radio button.
- Notice that the standards that you attached to the unit appear. To remove a standards from your search, just click the **X**.



- To search on the standards click the *Search* button. Any materials linked to the standards will appear.
- Proceed to step 15 (page 18) to select the desired materials.

SEARCH BY LIBRARY

- Click the **Search by Library** radio button.
- Select the desired **Library**.
- A list of materials in the library will appear.

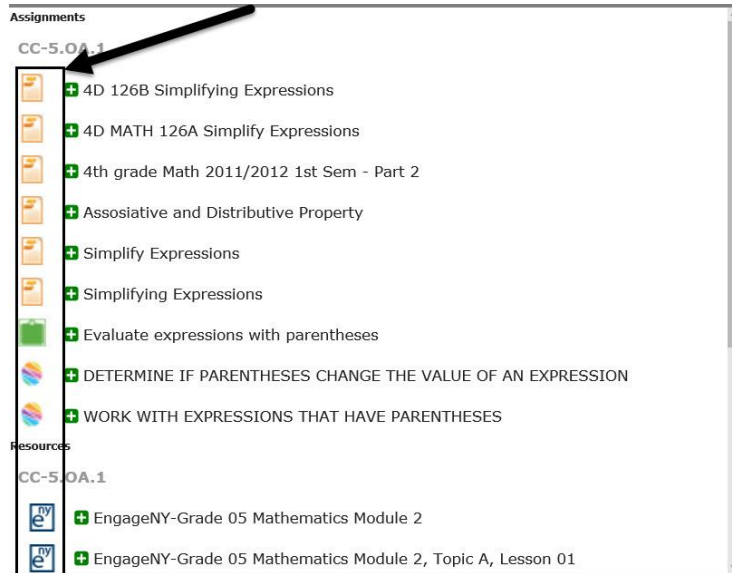


- Proceed to step 15 (page 18) to select the desired materials.

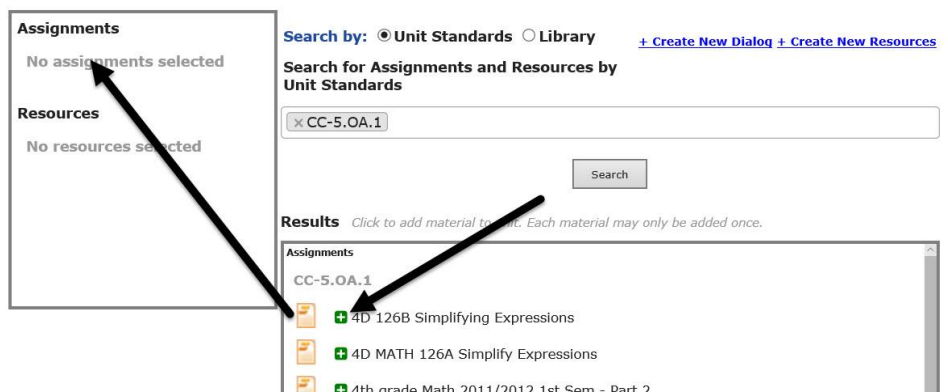
SELECT ASSIGNMENT AND RESOURCE

- To view the material click the icon beside the name. The material will display or require it be open in another window.

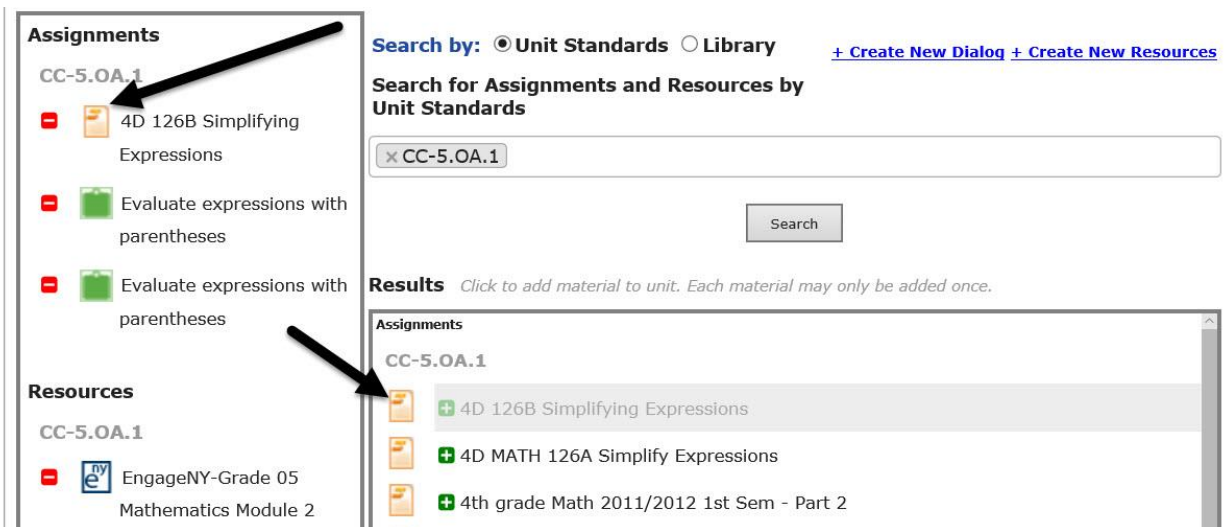
(Image on next page.)



16. To add the material to the unit, click the green plus sign (+) by its name.



17. To preview a selected material, click the **material's** icon in either the **Assignments/Resources** or the **Results** box.



18. To remove a selected material, click the **red minus** sign (-) or the material's **title** in the **Assignments/Resources** box.

The screenshot displays the 'Assignments' and 'Resources' panels on the left. In the 'Assignments' panel, under the unit 'CC-5.OA.1', there are three items: '4D 126B Simplifying Expressions' (with a red minus sign), 'Evaluate expressions with parentheses' (with a green plus sign), and another 'Evaluate expressions with parentheses' (with a green plus sign). In the 'Resources' panel, under 'CC-5.OA.1', there is one item: 'EngageNY-Grade 05 Mathematics Module 2' (with a red minus sign). The main search area on the right shows 'Search by: Unit Standards Library' and a search box containing 'CC-5.OA.1'. Below the search box is a 'Search' button. The 'Results' section shows a list of materials for 'CC-5.OA.1': '4D 126B Simplifying Expressions', '4D MATH 126A Simplify Expressions', and '4th grade Math 2011/2012 1st Sem - Part 2'. Each item has a green plus sign icon.

CREATE NEW DIALOG

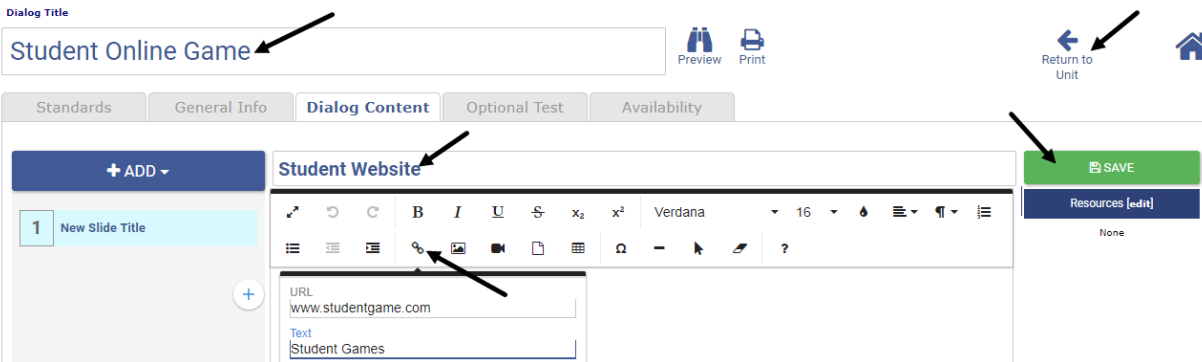
If you wish to add web content for students to access, you will want to use the *+Create a New Dialog* tool to add it to a unit. For instructions on building a more robust Dialog, see refer to the *Dialog Builder* manual or the online help files.

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. If necessary, click to highlight the **Unit** to which you will adding a new dialog.
4. If necessary, click the **Materials** tab.
5. Click the [+ Create New Dialog](#) link.

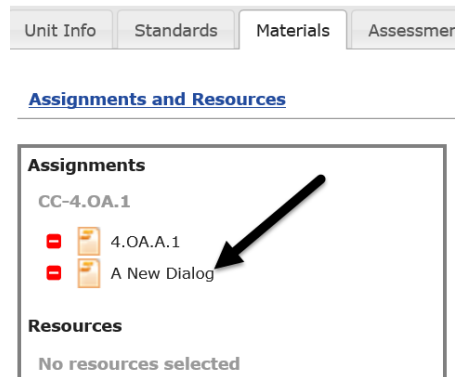
The screenshot shows the 'Assignments and Resources' section. On the left, the 'Assignments' panel for 'NSCI-3-PS2-1' lists three items: 'Balanced and unbalanced forces' (with a green plus sign), 'Effects of Variables on Motion' (with a red minus sign), and 'Experimenting with Motion' (with a red minus sign). The 'Resources' panel shows 'No resources selected'. The main search area has 'Search for Assignments and Resources by Unit Standards' and a search box containing 'NSCI-3-PS2-1', 'NSCI-3-ETS1-1', and 'NSCI-3-ETS1-3'. Below the search box is a 'Search' button. The 'Results' section shows a list of materials for 'NSCI-3-PS2-1': 'Effects of Variables on Motion', 'Experimenting with Motion', 'Balanced and unbalanced forces', and 'Inclined plane force components'. Each item has a green plus sign icon. A red arrow points to the '+ Create New Dialog + Create New Resources' link in the top right corner of the search area.

6. Title the **Slide**.

7. Add **slide content**. If you wish to add a web link, be sure to use the **Insert Link** icon in the text box. (Refer to the online help files for using the *Text Editor* tool.)



8. Click the Save button.
9. The slide is added to the dialog.
10. Once done, click the [← Return to Unit](#) link.
11. A pop-up will appear asking if you would like to publish your Dialog and add it to the unit. Click the *Yes, publish and add to the unit* button.
12. The Dialog is now added to the unit.

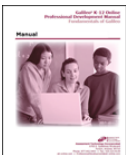


13. Once the desired materials are incorporated into the unit, proceed to the:
- [Assessments Tab](#) section, page 28, to add assessments associated with the unit.
 - [Status Tab](#) section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
 - [Manage Units](#) section, page 30, to copy, delete, preview, and print the unit.

CREATE NEW RESOURCE



Students do not access resources. Resources are materials for the educator's use.



Resources may be added prior to creating a Unit through the **Resource Builder** page (**Curriculum>Digital Curriculum Platform>Resource Builder**). Refer to the online help files for instructions.

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. If necessary, click to highlight the **Unit** to which you will adding new resources.
4. If necessary, click the **Materials** tab.
5. Click the [+ Create New Resources](#) link.

6. Select if the resource you are going to add will be a **Web Page** or a **File Attachment**.
7. To add a:
 - a. web page, follow directions on page 22.
 - b. file, follow the directions on page 25.

WEBPAGE



Web pages attached as resources will be available to teachers but not available to students. If you'd like to add a web page for students' access, you can add that as a Dialog.

8. Verify that **Web Page** radio button is selected.

9. Select the **Library** that will house the resource you are about to add.

Create Web Page File Attachment

Select a library to store the resources in and fill in all fields for each resource. You may add more resources by clicking the "Add more" link.

Use the search tool on the right to find new online resources. Click the "Add to Unit" button to add the resources to the unit.

Library

10. Select the **Standard** that will be linked to the resource.

Known Web Site Address

11. Name the **resource**.

12. Type the website address in the **URL** field.

Create Web Page File Attachment

Select a library to store the resources in and fill in all fields for each resource. You may add more resources by clicking the "Add more" link.

Use the search tool on the right to find new online resources. Click the "Add to Unit" button to add the resources to the unit.

Library

Standard

Name

URL

[+ Add more](#)

13. Click the +Add More link to add additional resources linked to this standard.


Create Web Page File Attachment

Select a library to store the resources in and fill in all fields for each resource. You may add more resources by clicking the "Add more" link.

Use the search tool on the right to find new online resources. Click the "Add to Unit" button to add the resources to the unit.

Name

URL

[+ Add more](#) 

14. Once the desired materials are incorporated into the unit, proceed to the:

- Assessments Tab section, page 28, to add assessments associated with the unit.
- Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
- Manage Units section, page 30, to copy, delete, preview, and print the unit.

Search the Web

You may use the search feature in Galileo to search for content to link.

15. Type the word(s) in the **Search** field and click the **magnifying glass** icon.

16. A list of search results will display. They may be viewed by clicking the title link.

17. The resource may be added by clicking the *Checkbox* button. Notice that the name and URL are automatically created for you. You may edit this name.

18. Click the *Add to Unit* button.

(Image on next page.)

Create Web Page File Attachment

Select a library to store the resources in and fill in all fields for each resource. You may add more resources by clicking the "Add more" link.
 Use the search tool on the right to find new online resources. Click the "Add to Unit" button to add the resources to the unit.

Library Heidelberg school - Resources

19. Click the Assignments and Resources link to see the newly added resource is now linked to the Unit Plan.

20. Once the desired materials are incorporated into the unit, proceed to the:
- Assessments Tab section, page 28, to add assessments associated with the unit.
 - Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
 - Manage Units section, page 30, to copy, delete, preview, and print the unit.

FILE ATTACHMENT



Attached Resource files will be available to teachers but not available to students. If you'd like to add an attached file for students' access, you can add that as a Dialog.

21. Verify that **File Attachment** radio button was selected.

22. Select the **Library** that will house the resource you are about to add.

Create Web Page File Attachment

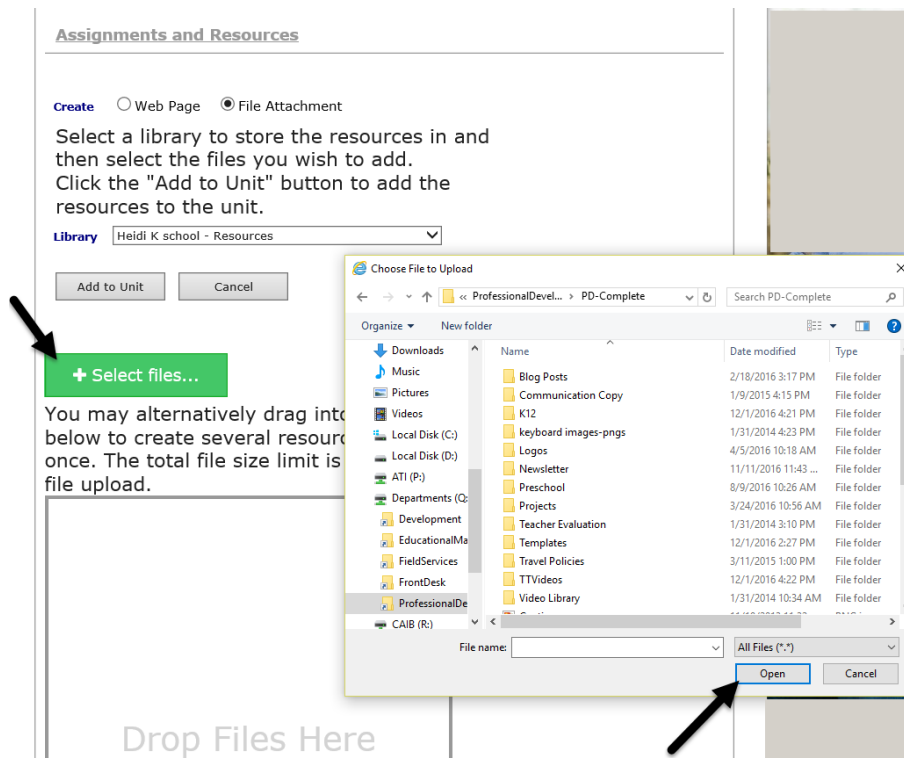
Select a library to store the resources in and then select the files you wish to add.

Click the "Add to Unit" button to add the resources to the unit.

Library

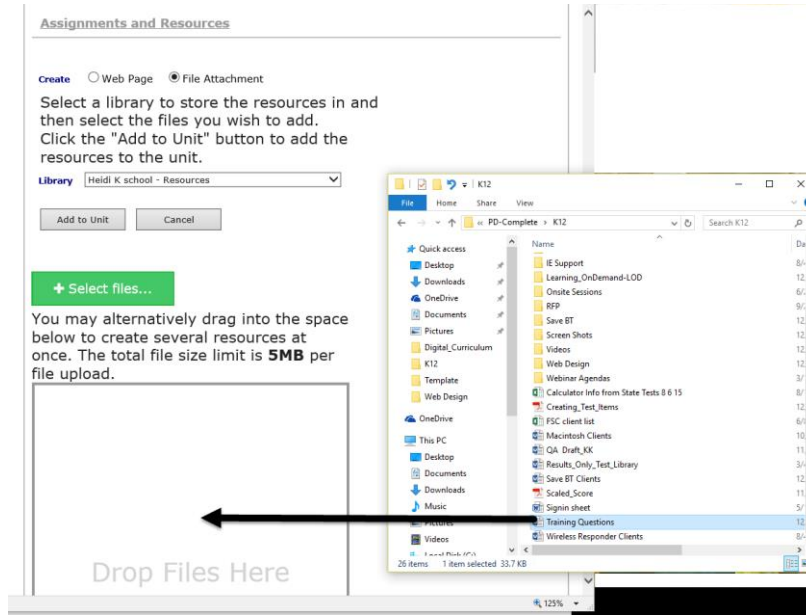
23. Either:

- Click the **+Select Files...** button and navigate to the file you'd like to attach. Double click the **file** you'd like to add.



- Navigate to the file through traditional means then click and drag the **file** to the "drop box."


(Image on next page.)



24. Once the file is added the **Standard** box appears so you may link a standard to the resource.

25. Notice that the file is named for you. You may edit this name.

Standard AZ-5.OA.A.1 Use parentheses, bracket...

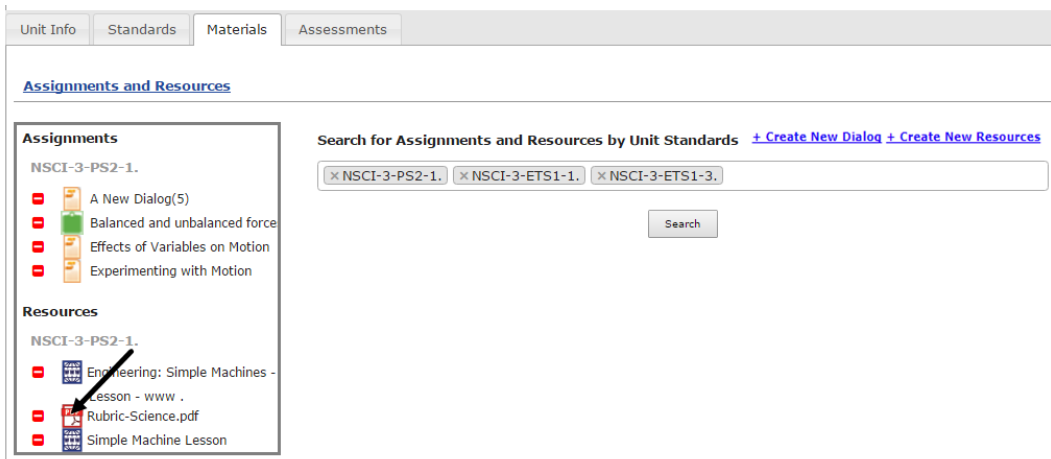
Name Real Numbers 

File Path Real Numbers

26. Repeat these steps to add additional files.

27. Click the *Add to Unit* button.

28. The newly added resource is now linked to the Unit Plan.



29. Once the desired materials are incorporated into the unit, proceed to the:
- Assessments Tab section, page 28, to add assessments associated with the unit.
 - Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.
 - Manage Units section, page 30, to copy, delete, preview, and print the unit.

ASSESSMENTS TAB

The **Assessment** tab is where users may link assessments (e.g., district/charter school interim benchmark, classroom formative, end-of-course, mid-term, and summative assessments) to the unit. Associating assessments to the unit integrates the measuring of student learning with the planning of instruction.

1. Access the **Digital Curriculum Builder** page. Refer to the Access Digital Curriculum Builder section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. If necessary, click to highlight the **Unit** to which you will add existing assessments.
4. If necessary, click the **Assessments** tab.
5. Select the **Library** that houses the assessment you'd like to link to the Unit.



Please note, library permissions impact what assessments a user may link to a Unit. District-level users have access to certain libraries such as the Benchmark Secure and Results-Only Libraries.

6. The assessments housed in the selected library will appear.
7. Click and drag the tests you would like to link to the unit to the **Unit Assessments** box. The assessments will automatically place themselves under the **Benchmarks** or **Formatives** headings.

(Image on next page.)

8. To view the assessment, click to highlight the **test**, and click the View link.

- If you have the appropriate permissions, you will see a preview of the assessment. Page through to see each assessment item.
- If you do not have the appropriate permissions, you will be provided access to the *Test Blueprint* report.

9. To remove a test from a unit, highlight the **assessment** and click the Delete link.

10. Once the desired assessments are incorporated into the unit, proceed to the:

- Status Tab section, page 35, to publish the unit and finalize the *Digital Curriculum Builder*.

- b. Manage Units section, page 30, to copy, delete, preview, and print the unit.

MANAGE UNITS

The unit may be copied, deleted, previewed, and printed.

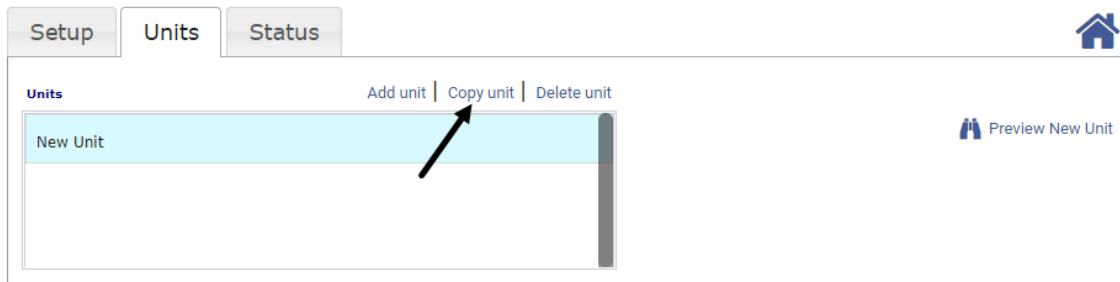
COPY A UNIT

A unit within the *Digital Curriculum Builder* tool may be copied within the existing curriculum or it may be copied to another curriculum. Many districts/charter schools create one “template” unit with the slides named and ordered as desired, but left blank. Then the *copy unit* feature is used to create the number of units desired. Once all the desired units are listed, then the information specific to that unit is completed on each slide.



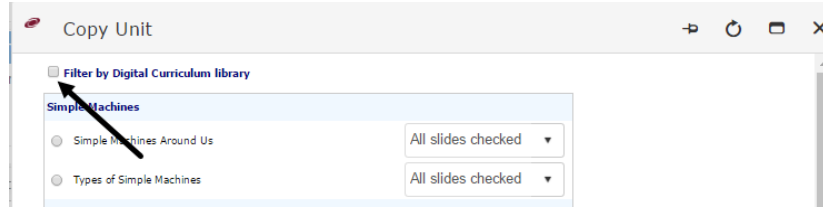
All components created within the Digital Curriculum Builder may be copied by following the directions in the Copy Curriculum section, page 37.

1. Access the **Digital Curriculum Builder** page. Refer to the Access Digital Curriculum Builder section, page 8, for directions.
2. If necessary, click the **Units** tab.
3. Click to highlight the **unit** you wish to copy.
4. Click the Copy Unit link.



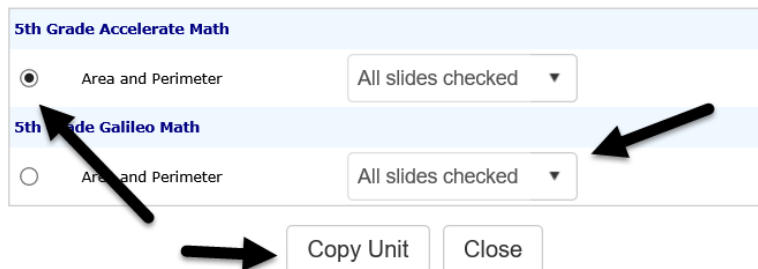
5. In the **Copy Unit** pop-up window, determine if you'd like to copy a unit to a curriculum in the current library or another library.
 - a. To see all Digital Curriculums regardless of library, uncheck the **Filter by Digital Curriculum library** checkbox. All Digital Curriculums appear, find the one you are interested in copying units from and proceed to step 6.

(Image on next page.)

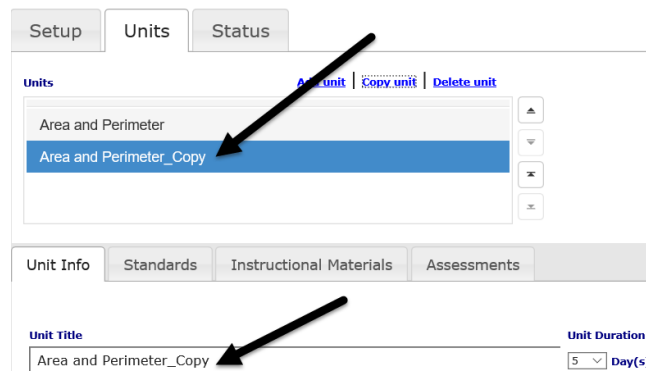


- b. If you know the specific library that houses the content you wish to copy, check the **Filter by Digital Curriculum library** checkbox. You will then need to select the **School**, **Class**, and **Library** that houses the desired curriculum.

6. Identify the **curriculum** from which you would like to copy units by clicking the radio button.
7. Determine if you'd like to copy **all slides** or just **selected slides**.
8. Click the *Copy Unit* button.



9. Click the *Close* button.
10. The desired unit and the specified slides have been copied to the unit.

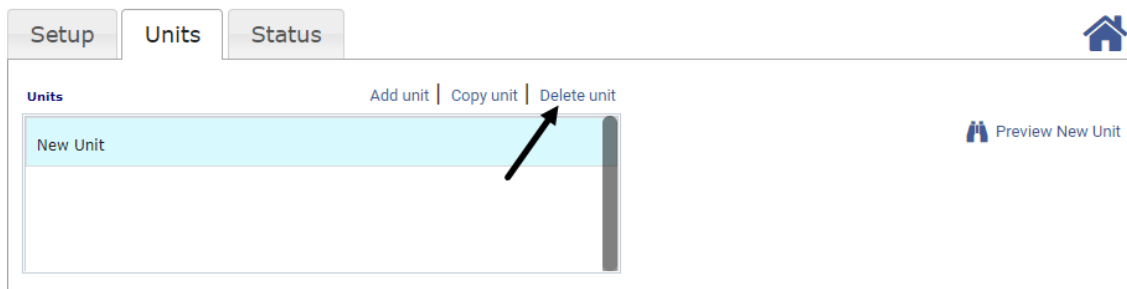


- You may now edit the copy. For example you can edit the title, duration and slide content as needed.

DELETE A UNIT

A unit may be deleted from the *Digital Curriculum*.

- Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
- If necessary, click the **Units** tab.
- Click to highlight the **unit** you wish to delete.
- Click the [Delete Unit](#) link.



- A pop-up will appear asking if you're sure you'd like to delete the unit. Click the *Yes, Delete It* button.

PREVIEW A UNIT







- Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
- Either click the:
 - name of the [Digital Curriculum](#) link you wish to preview.
 - If necessary, click the **Units** tab.
 - Click to highlight the **unit** you wish to preview.
 - Click the [Preview \[unit name\]](#) link.



- b. **binoculars** icon on the index line next to the digital curriculum you wish to preview.

School: Desert Elementary School
 Class: Zoe's Class
 Library: Nancy's DC Library-04 Math

CREATE A DIGITAL CURRICULUM

Digital Curriculum	Options
Q1 4th Grade Math	  
Quarter 1 US History	  

Related Options
 Create Library
 Bulk Schedule Units

3. If necessary, use the down arrow on the:
- Unit** drop-down menu to select the desired unit to preview.
 - Jump to** drop-down menu to select the unit's slide to preview.

Curriculum Viewer

Curriculum: **Math 04** [Show Description](#)
 Grade(s): 4 Subject(s): Math

Unit:
 Chapter 1: Place Value, Addition, and Subtraction to One Million

Jump to:
 Essential Learning

Unit Info | Standards | Materials | Assessments

Suggested Duration: 11 day(s)

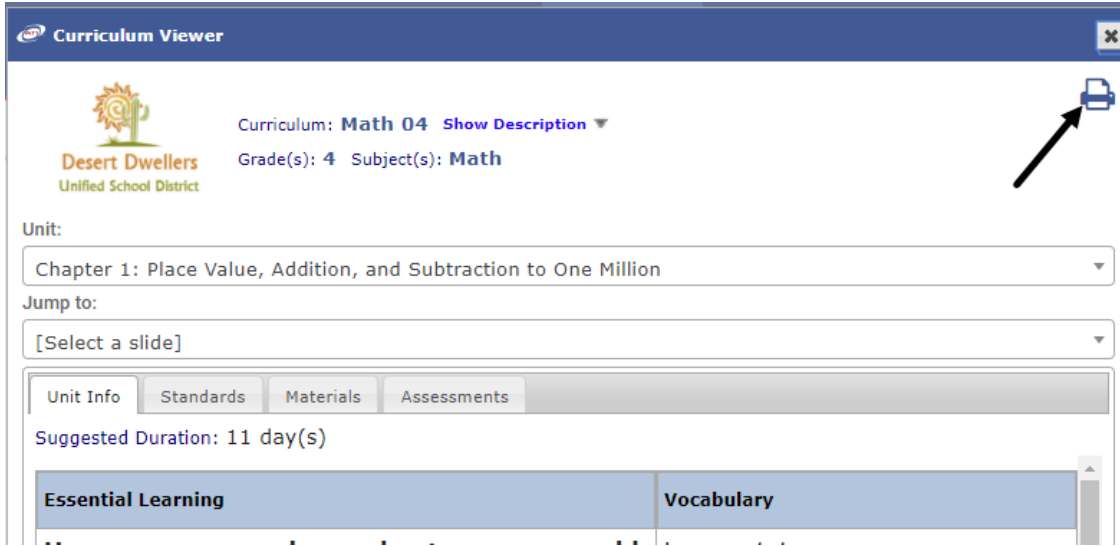
Essential Learning	Vocabulary
How can you use place value to compare, add, subtract, and estimate with whole numbers?	Lesson 1.1 • digit

4. Click the **X** to close the **Curriculum Viewer** window.

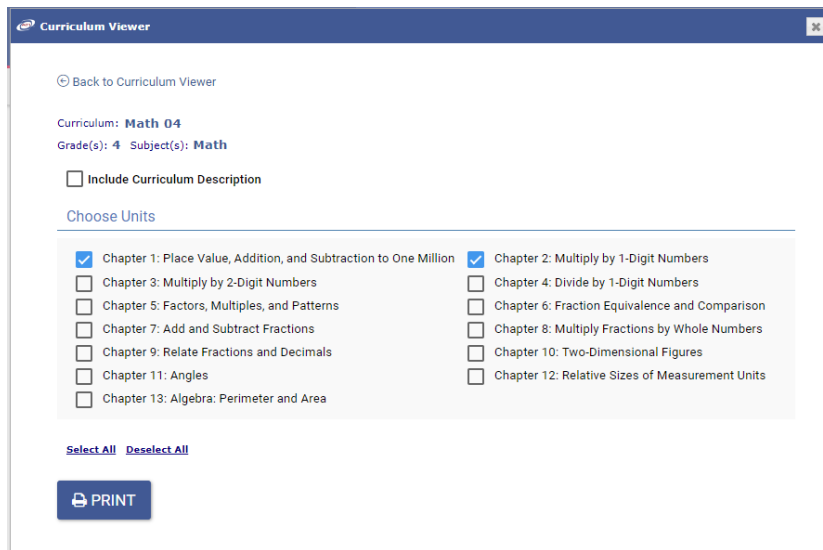
PRINT A UNIT

- Follow steps #1-3 directions in the [Preview a Unit](#) section, page 32.
- Click the **printer** icon.

(Image on next page.)

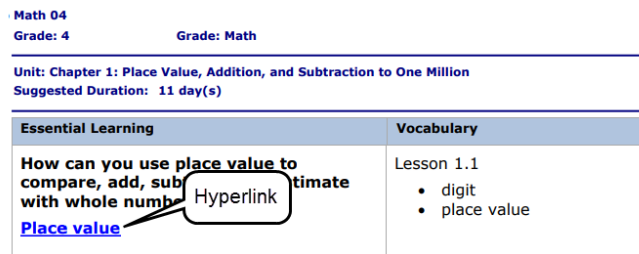


- Determine to **Include Curriculum Description** and which **unit(s)** to print by placing a checkmark for the desired unit. You may use the Select All/Deselect All links.



- Click the *Print* button.

Hyperlink links are functional in the printable version (when viewed online).



5. Click the [Back to Curriculum Viewer](#) link.
6. Click the **X** to close the **Curriculum Viewer** window.

STATUS TAB

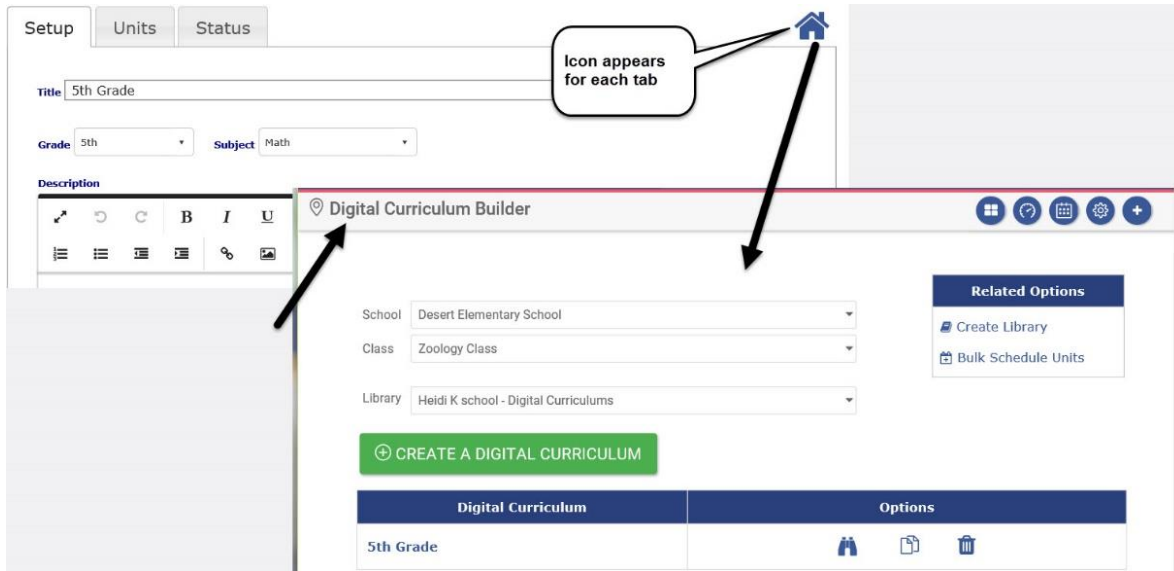
The **Status** tab is where the user can publish the content, which enables the unit to be scheduled. Edits may be made on published units.

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. If necessary, click the **Status** tab.
3. Place a checkmark in the **Published** field.

4. Click the *Save Status* button.
5. The published unit can now be scheduled. Once scheduled, the curriculum will appear on the **Teacher Dashboard** page.

RETURN TO DIGITAL CURRICULUM BUILDER MAIN PAGE

While building or editing the digital curriculum, click the **home** icon to return to the *Digital Curriculum Builder* home page.



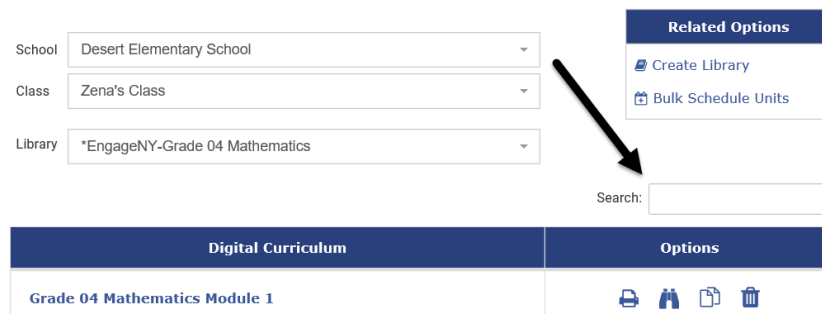
SEARCH FOR, EDIT, COPY, AND DELETE A CURRICULUM

Once a digital curriculum is created, it may be searched for, edited, copied, moved or deleted from the main *Digital Curriculum Builder* page.

SEARCH FOR A CURRICULUM







You may search Digital Curriculum libraries that you have read and write access to.

1. Access the *Digital Curriculum Builder* page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. To find a particular *Digital Curriculum*, type in keywords from the curriculum's title in the **Search** textbox.



EDIT CURRICULUM

3. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
4. Click the name of the [Digital Curriculum](#) link you wish to edit.

Digital Curriculum	Options
Q1 4th Grade Math	  
Quarter 1 US History	  

5. Make the necessary changes.
6. Don't forget to save the changes.







COPY CURRICULUM

Many districts/charter schools create one "template" curriculum, made up of "template" units with the slides named and ordered as desired, but left blank. Then the *copy Curriculum* feature is used to create the number of curriculums desired.



A unit created within the Digital Curriculum Builder may be copied by following the directions in the [Copy a Unit](#) section, page 30.

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. Click the **copy** icon on the index line next to the desired digital curriculum.

Digital Curriculum	Options
Q1 4th Grade Math	  
Quarter 1 US History	  

6. The **Copy Digital Curriculum** window displays.
7. Select the **School** and **Class** that is linked to the library in which you'd like to save the digital curriculum.
8. Select the **Library**.
9. Create a **New Title** for the copy.

10. Click the *Copy* button.

Copy Digital Curriculum
×

Please select the destination library for the digital curriculum and enter a title.

School

Class

Library

New title

7. Click the **X** to close the **Copy Digital Curriculum** window.

MOVE A CURRICULUM







A curriculum may be moved from one library to another. This is helpful when staff are collaborating or reviewing curricula. Curricula that are completed, reviewed and sanctioned can then be moved to a library for all staff to utilize.

1. Access the **Digital Curriculum Builder** page.
2. Select the **School** and **Class**.
3. Select the **Library** in which the curriculum is housed.
4. Click on the **Move Digital Curriculum** button.
5. Using the **From Library** drop-down, select the library that houses the curriculum(s) you would like to move.
6. Place checkmarks by the curriculums(s) you would like to move.
7. Using the **To Library** drop-down, select the library where you will place the selected Curriculums(s).
8. Click the **Move Digital Curriculum** button.

DELETE CURRICULUM

1. Access the **Digital Curriculum Builder** page. Refer to the [Access Digital Curriculum Builder](#) section, page 8, for directions.
2. Click the **trashcan** icon on the index line next to the desired digital curriculum.

(Image on next page.)

Digital Curriculum	Options
Q1 4th Grade Math	  
Quarter 1 US History	  

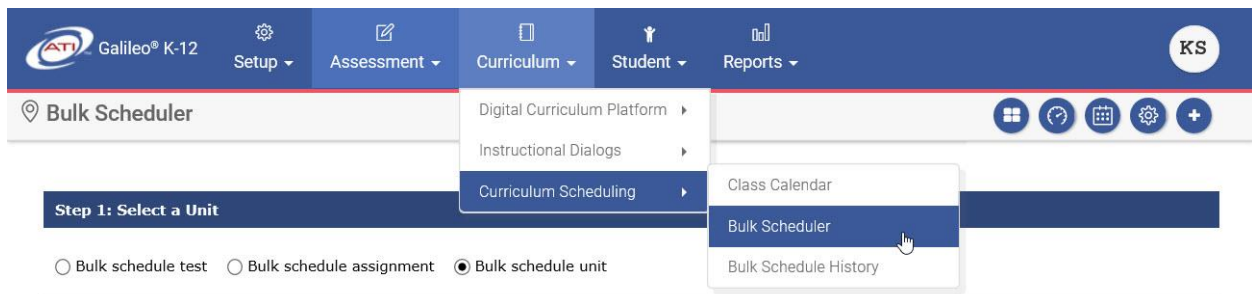
3. Confirm the deletion message.

SCHEDULE A DIGITAL CURRICULUM

Once a Digital Curriculum is published, it may now be scheduled to appear on a **Teacher Dashboard** Calendar view.

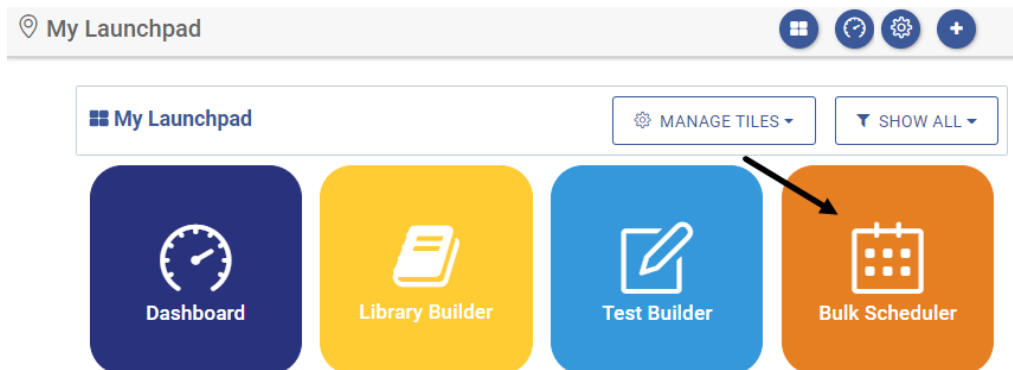
1. Click one of the following:

a. **Curriculum>Curriculum Scheduling>Bulk Scheduler.**



The screenshot shows the Galileo K-12 navigation menu. The 'Curriculum' dropdown is open, showing 'Curriculum Scheduling' selected. A sub-menu is open for 'Curriculum Scheduling', with 'Bulk Scheduler' highlighted by a mouse cursor. Below the menu, the 'Step 1: Select a Unit' section shows three radio buttons: 'Bulk schedule test', 'Bulk schedule assignment', and 'Bulk schedule unit' (which is selected).

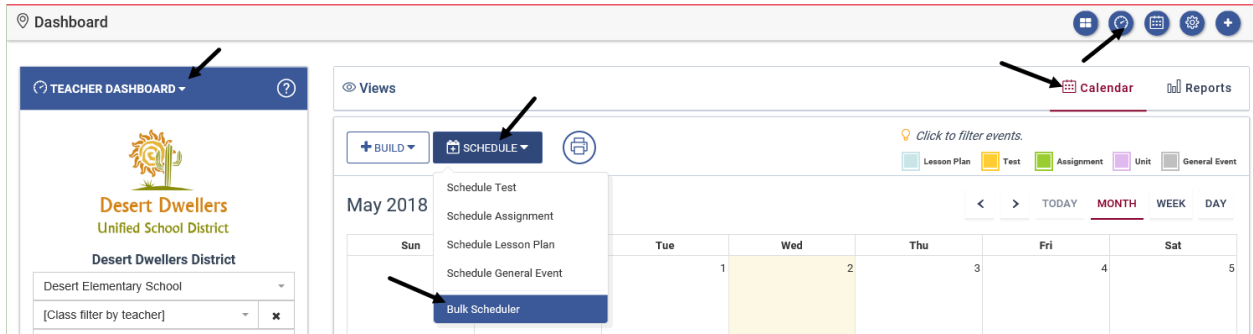
b. **Bulk Scheduler** tile.



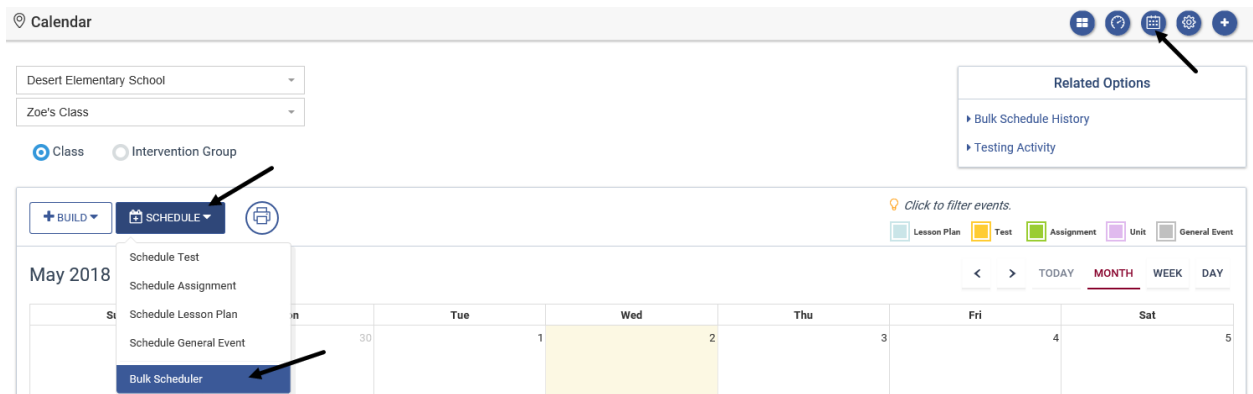
The screenshot shows the 'My Launchpad' interface. At the top, there are icons for 'MANAGE TILES' and 'SHOW ALL'. Below these are four large, rounded square tiles: 'Dashboard' (blue), 'Library Builder' (yellow), 'Test Builder' (light blue), and 'Bulk Scheduler' (orange). An arrow points to the 'Bulk Scheduler' tile.

c. **Dashboard>Teacher Dashboard>Calendar View>Schedule>Bulk Scheduler.**

(Image on next page.)



d. **Calendar>Schedule>Bulk Scheduler.**



2. Select the **Bulk schedule unit** radio button.
3. Select the **Library** that houses the curriculum you would like to schedule.
4. Select the **Grade** and **Subject**.
5. Select the **Unit(s)** and/or curriculums you'd like to schedule.
 - a. Checking the **Check All** box, will select of Digital Curriculums.
 - b. Clicking on the **+** next to a curriculum displays all of the units in the digital curriculum.
 - c. To preview the unit click on the **binoculars** icon.

Step 1: Select a Unit

Bulk schedule test
 Bulk schedule assignment
 Bulk schedule unit

Select a unit and click next.

Library

Grade & Subject

Subject

Check All

Go Math 04 

6. Click the *Next* >> button.
7. Select the **School Type** – grade, middle, or high school.
8. Click the appropriate **School Type** radio button and select the desired **school(s)** in the district/charter school for which you wish to schedule the curriculum or units.

Step 2: Select Schools

Unit: Chapter 1: Place Value, Addition, and Subtraction to One Million; Chapter 2: Multiply by 1-Digit Numbers

School Type:

Grade School
 Middle School
 High School

Desert Elementary School Sonora Elementary

Select All | Deselect All

<< BACK NEXT >>

9. Click the *Next* >> button.
10. Now filter classes. You may filter by one or all of these options:
 - a. Select the **Course Grade Level**.
 - b. Type in characters from the **Course Code** (e.g. MAT, ALG, GEOM).



You may enter up to ten course code filters, each separated by a comma.

- c. Type in characters from the **Class Name**.



You may enter up to ten class names filters, each separated by a comma.

- d. Select the **Student Grade Level** at the selected.
- e. (optional) Place a checkmark in the **Only include classes not already scheduled for the unit** box.

(Image on next page.)

Step 3: Filter Classes

Unit: Chapter 1: Place Value, Addition, and Subtraction to One Million; Chapter 2: Multiply by 1-Digit Numbers

Filter classes with any combination of Course Grade Level, Course Code, Class Name, and enrolled Student Grade Level. You can enter multiple Course Code filters separated by a comma (e.g. MAT, ALG, GEOM). If your district/school uses multiple terms, the term(s) you have selected on the Settings page will also be used to filter the scheduled classes.

Course Grade Level		Student Grade Level	
<input type="checkbox"/> Preschool	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> Preschool	<input type="checkbox"/> 6th Grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 7th Grade
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 8th Grade
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 9th Grade
<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 10th Grade	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 11th Grade
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 12th Grade	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 12th Grade

Course Code:

Class Name:

Only include classes not already scheduled for the unit

<< BACK NEXT >>

11. Click the *Next* >> button.

12. Place a checkmark by the **class(es)** for which you wish to schedule the unit(s).

Step 4: Select Classes (155)

Unit: Chapter 1: Place Value, Addition, and Subtraction to One Million; Chapter 2: Multiply by 1-Digit Numbers

Select	School	Class	Course Code	Term
<input type="checkbox"/>	Desert Elementary School	Adam's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Ada's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Adrienne's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Alex's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Allan's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Amanda's Class	04	Default Term
<input type="checkbox"/>	Desert Elementary School	Art's Class	04	Default Term

Select All | Deselect All

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13. Click the *Next*>> button.

14. Select the **Start** and **End date**. Please note, the **Suggested Duration** pulls from the unit(s) to help you assign appropriate dates.

Step 5: Set time range when unit(s) will be available

Enter the date the unit(s) will be available.

Unit Title	Start Date	End Date	Suggested Duration Day(s)
Chapter 1: Place Value, Addition, and Subtraction to One Million	From: 12/22/2017	To: 12/25/2017	11
Chapter 2: Multiply by 1-Digit Numbers	From: 12/22/2017	To: 12/25/2017	15

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15. Click the *Next >>* button.

16. Review the unit information.

Step 6: Review Schedule Information

IMPORTANT: Review the information below before saving. If everything is correct, click *Schedule Unit* and the unit will be scheduled for all of the classes you selected.

Unit Title	Start Date	End Date
Grade 03 English Language Arts Module 1, Unit 1	12/18/2017	12/21/2017

<< BACK SCHEDULE UNIT(S)

17. Click the *Schedule Unit(s)* button.

18. You will be notified that the curriculum or unit has been scheduled. The units now appear on the *Calendar* view on the **Teacher Dashboard** page.

Dashboard

TEACHER DASHBOARD

Desert Dwellers Unified School District

Desert Dwellers District

Desert Elementary School

[Class filter by teacher] x

Adam's Class

Class Intervention Group

Views

Calendar Reports

+ BUILD SCHEDULE

Click to filter events.

Lesson Plan Test Assignment Unit General Event

January 2018

TODAY MONTH WEEK DAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
	Lesson 1	Lesson 1	Lesson 1	Lesson 1		
7	8	9	10	11	12	13
	Lesson 2	Lesson 2	Lesson 2	Lesson 2		

19. Click the Schedule more unit's link to schedule additional units.

LESSON PLANS

Once the units are created using the *Digital Curriculum Builder* tool, lesson plans may be created and associated with a unit. Refer to the *Digital Curriculum's Teacher Lesson Plan Builder Tools* document found in the online help files for directions.