VI Administrator Manual: Guides4Learning Curriculum/Lesson Plan System

Summer 2012

This reference manual provides information to assist administrators in using the Guides4Learning.com system. This manual is designed to help the administrator add, edit, delete, or create information that may be needed in the system.

Steps to Entering and Using *Guides4Learning as an* **Administrator**

Entry Path: Go to *guides4learning.com*

1. Click the log on button
2. You will see

Curriculum/Lesson Plan System

Type your school code here

Drop down for state

School Code: [   ]   State: [VI ⬍]

User Name: [   ]

User Name box

Password: [   ]

Place Password here (case sensitive)

(Login)

3. Enter school code as virginislands (one word)
4. Use drop down menu for appropriate state
5. Insert your User Name_____
6. Insert Password _____
7. Click login or hit Enter key.

Introduction

The administration of this curriculum software will be outlined in the following pages to help you manage information for your school or district. While we feel the package is user friendly for teachers, supervisors, and administrators, correct set up and management will ensure a positive experience for all parties. Administrative privileges should be given only to those individuals that will be charged with maintaining this system in your school or district. The fewer administrators of this curriculum program, the better.

This user's guide has been assembled in the order that set up and/or management should take place. Please follow all numbered steps as they appear on the following pages.

Administrator's Main Menu

<u>Main Menu Page Overview</u>: When you enter, you will see the Main Menu page as shown below. A brief explanation of each choice is written below the picture.

ADMINISTRATION: This link provides the necessary tools to manage the Guides4Learning System. If you are managing information for Departments, Courses, or Users, or if you want to view reports, you will click the Administration link. Full details are found on pages 4-14.

LEARNING GUIDES: The learning guides are the list of guides/units in the curriculum framework. If you click that link, you will see a filter. By clicking on the drop down menu, you will see a listing of guides by department or a choice entitled *all.* If you choose to see guides from a specific department, you will highlight the specific department to see the guides for that department. If you choose to see all guides, you will click on the (all) option. Full details are on pages 15 and 16.

LESSON PLANS: The lesson plans are lessons designed by individual teachers. These lessons come from information aligned in the learning guides. When you click the lesson plan choice, you will see three filters. By clicking a dropdown arrow for building, department, or course, you will be taken to a window that will list what you are searching. More information will be given when the lesson plan search options are given on pages 17-19.

STATE STANDARDS: The state standards are those state standards currently incorporate into this system. When you click the state standards choice you will see a listing of state standards available in the system. More information will be given when the state standards search options are given on page 20.

CORE STANDARDS: The core standards link provides a way to find *COMMON CORE STATE STANDARDS* or national standards for subjects where such standards have been developed. When you click the core standards choice, you will see a choice of standards that can be searched. More information will be given when the core standards search options are given on pages 21 and 22.

ENGAGING LEARNER ACTIVITIES: The engaging learner activities link provides a way to find instructional activities to use with students. There is a name of each strategy and a description of that activity. These strategies are available in a point and click area of the learning guide template. The Engaging Learner Activity information can be found on page 23.

VERB MATRIX: The verb matrix is a tool taken from the book Aligning Standards and Curriculum for Classroom Success. The matrix is a listing of action verbs attached to the categories within Bloom's Taxonomy. A teacher may use these verbs to define objectives or learning goals. Short description is found on page 24.

HOW DO I USE THE ADMINISTRATION LINK?
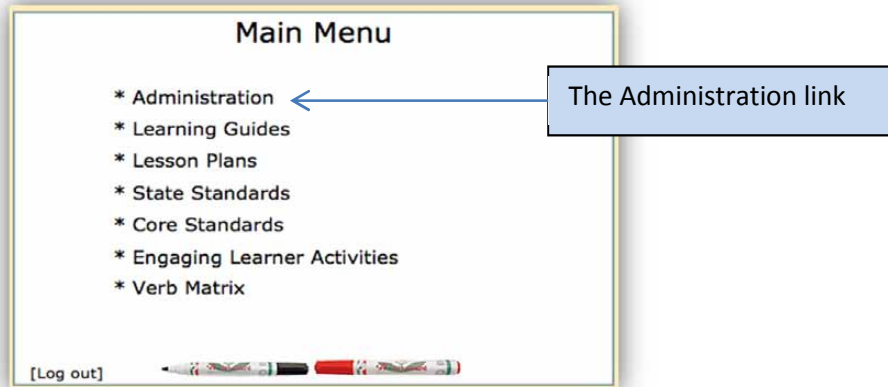
When you click the administration link, you will see a page as shown below. You will note Manage Departments, Manage Courses, Manage Users and Standards Usage Reports links. Each of these options will be covered in more detail on the following pages.
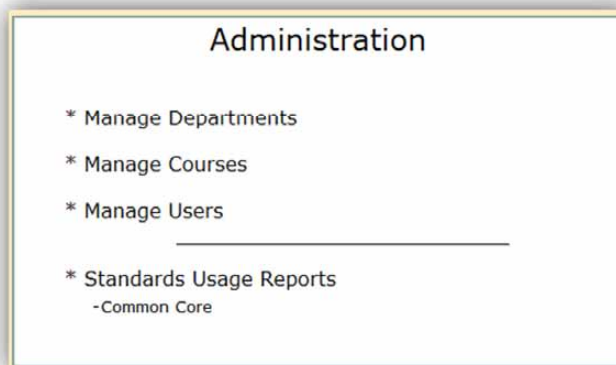

Manage Departments (PLEASE NOTE ALL INFORMATION BELOW)

IMPORTANT NOTE: Currently, two departments exist, Elementary (K-5) and Secondary (6-12). If you are planning to include additional departments, be aware that **Departments** will need to be set up *before* adding courses or users to these departments.

Manage Departments link
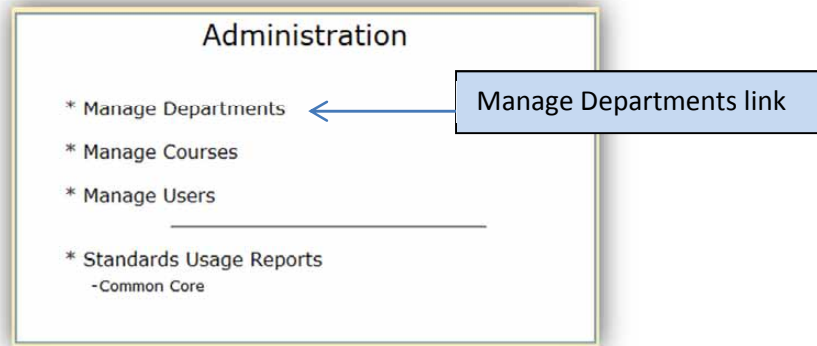
(**CRITICAL INFORMATION**) If you click, the "**Manage Departments**" link, you will see the screen below this paragraph. You will note links for "Add a Department", "View/Edit Departments", "Print Department List" and "Delete a Department*". Please note that James Daniel & Associates, LLC should be contacted before any additions or changes are made to the "Departments" link. Any additions or deletions to the "Departments" area may compromise all parts of the system.*

DO NOT Add, Edit, or Delete a Department without consulting with James Daniel & Associates, LLC
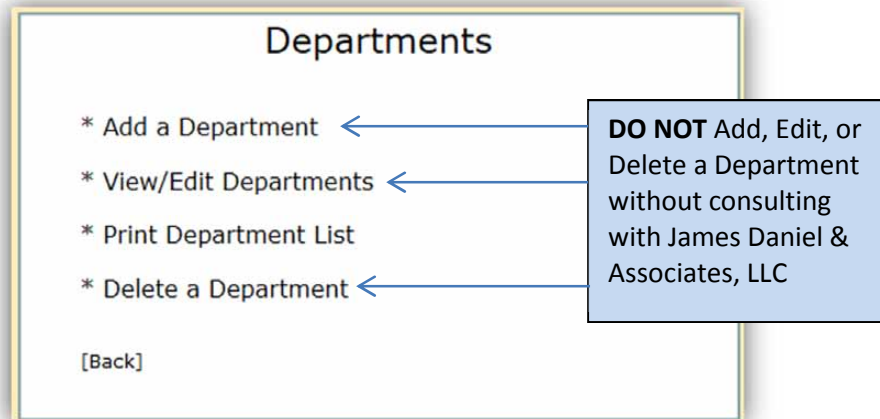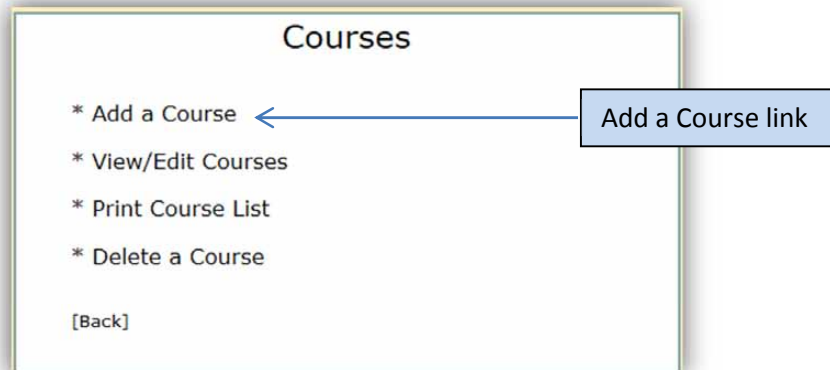
Manage Courses

Setting up Courses

When you click on the **"Manage Courses"** link you will see the screen below. Please note that courses must be aligned with departments that have been established in the system.

```
                    Courses

          * Add a Course
          * View/Edit Courses
          * Print Course List
          * Delete a Course

          [Back]
```

ADD A COURSE:

To add a course, click the "**Add a Course**" link, as shown below.

```
                    Courses

          * Add a Course        <---  Add a Course link
          * View/Edit Courses
          * Print Course List
          * Delete a Course

          [Back]
```

When you click the Add a Course link, you will open the screen shown on the following page.

Note:
- The first three boxes are required, as indicated by the asterisk.
  - The Course Number box may include number, letters, or a combination.
  - Department must be selected by using the drop down box. You may only put an existing department in here. Your departments are elementary or secondary.
- The Course Description and boxes that follow are optional.
- Remember to save your course by clicking the "**Add Course**" button.

VIEW/EDIT A COURSE:

To View/Edit Courses, you click on the **"View/Edit Courses"** link.

When you click the View/Edit link, you will open a screen that looks like the one below.

When you click the **[Edit]** link for a respective course, you will open a window like the one on the following page.

(**CAUTION**) *James Daniel & Associates, LLC cautions you that editing the first three boxes on the courses page will compromise the alignment already created in the Guides4Learning system. A change may mean the need to change all courses in order to have a logical progression of Menu offerings when searching for the course.*

PRINT COURSE LIST:

By clicking on the "Print Course List" link, a list of all courses, formatted for printing, will open in a new browser window or tab. Follow the process on your computer for printing from within your web browser. It is recommended that you print this list in landscape orientation.

DELETE A COURSE:

By clicking on the **"Delete a Course"** link, all courses will appear in a list. The [Delete] button will be located on the right of each course. **WARNING**: *If you click delete, the course will be deleted. DO NOT delete without certainty that you want to delete a course.*

Manage Users

The Manage Users Link may be used frequently because of changes that occur with users. When you click the Administration Link, you open a page like the one below. The Manage Users is the third link.
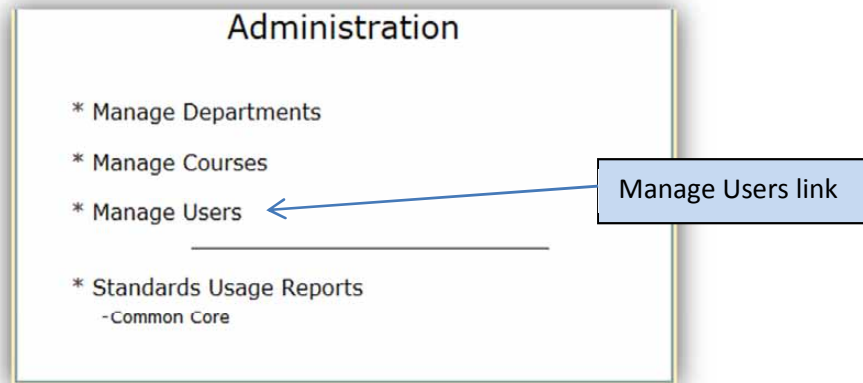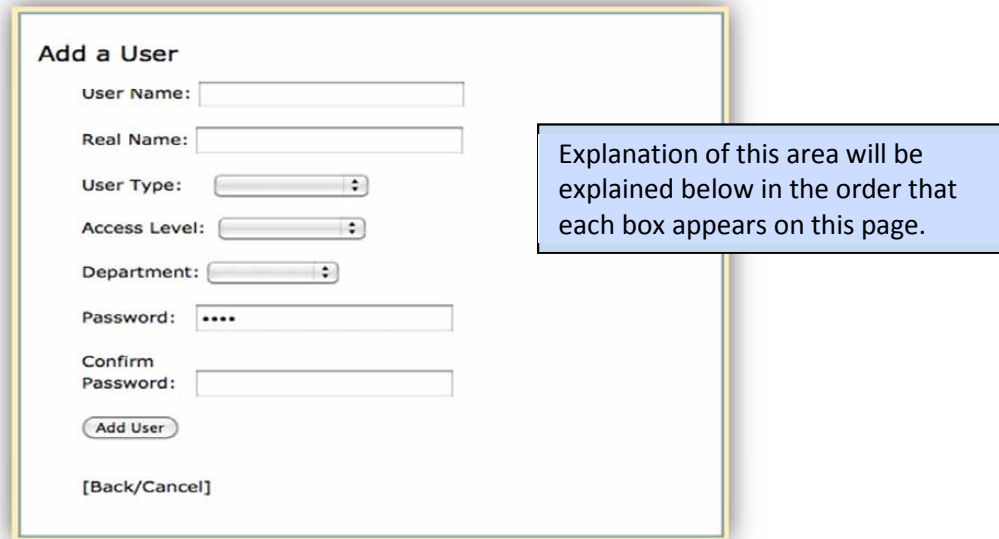

When you click the **"Manage Users"** link, you will be taken to a page like the one below.
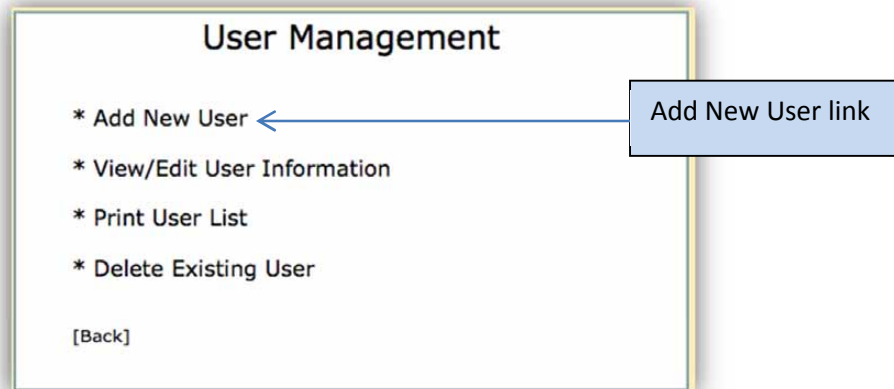
ADD NEW USER:

When you click the **"Add New User"** link, you will be taken to the page below.

Explanation of this area will be explained below in the order that each box appears on this page.

- **User Name**: James Daniel & Associates, LLC has created User Names for the system. These are done by building, position, and a numerical identification. For example, *abraham-principal1* or *abraham-teacher03*. We recommend that if you plan to add users, you follow this system. To add a new user name, you place the *user name* in the user name box. Please do not confuse user name with real name. The user name is an individual's entry name into Guides4Learning.
- **Real Name**: The box for a real name is a place to identify an administrator, supervisor, principal, or teacher with his/her real name. Currently, James Daniel & Associates, LLC has added a generic name to correspond with the user name. This is done so that when any individual opens his/her account, the inserted generic name appears on the first screen. Please note how this will look when the person opens his/her account.
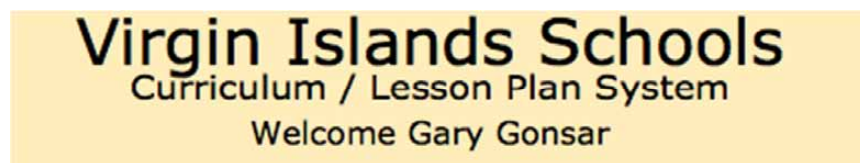
In this case, the name Gary Gonsar is a true real name. Remember that currently, the system has only generic names that will appear on this page. A teacher might see a name like Teacher 09. Real Names will also appear in lesson plans within the system. In the edit portion of this section of the manual, we will explain how to change generic names to real names.

- **User Type:** There are two choices in the drop down menu. You will identify the user as an administrator or a teacher. All administrator types are identified as administrators.
- **Access Level When User Type Is Administrator:** There are three levels of access. Be very cautious in identifying access of individuals. The three levels of access are identified below with a full explanation of each.
  - o **Full Control**: The only people given full control should be system administrators. This should be a select minimum of people. A person with full control has total control over the complete system.
  - o **Supervisory**: This level is assigned all administrators who have direct supervision of teachers. This level permits an individual to view learning guides, but the individual has no edit option. This level also permits the viewing and commenting on Lesson Plans with individual teachers.
  - o **Read Only**: This option can be given to individuals who are neither administrators nor teachers. Read Only is provided to grant access for review of Learning Guides to those individuals who may have a stakeholder interest but are not required to instruct students or provide direct supervision over the instruction and curriculum of the United States Virgin Islands.
- **Access Level When User Type Is a Teacher:** There are three levels of access. These three levels appear in the drop down menu and are explained below.
  - o **Full Control**: All teachers currently instructing students should be given full control. This full control gives the teacher the ability to view all guides and create lesson plans for their respective grade level/course.
  - o **Supervisory**: This level is not an option for a teacher even though it appears in the dropdown menu.
  - o **Read Only**: This option can be given to individuals who are neither administrators nor teachers. Read Only is provided to grant access for review of Learning Guides to those individuals who may have a stakeholder interest but are not required to instruct students or provide direct supervision over the instruction and curriculum of the United States Virgin Islands.

- **Department for Administrators:** James Daniel and Associates, LLC recommends that this area be left blank for all administrative positions.
- **Department for Teachers:** Choose either *Elementary* for K through 6 teachers or *Secondary* for 7 through 12 teachers.
- **Password**: James Daniel & Associates has created a universal password (pass) for all users. We suggest that you continue that with new users and tell the user to change their own password when they enter the system.
- **Confirm Password:** Password from the preceding box must be reinserted to assure the password.
- **Add User button:** *Before leaving this page be sure to click the add user button to save.*

VIEW/EDIT USER INFORMATION:

When you click the **"View/Edit User"** link, you will open a page like the one below.

This page provides you with User names, generic Real Names, and the User Types that are in the system. To edit any information for any user, click on the **[edit]** link located to the right of the respective user's identification data.

You cannot edit the **User Name.** This is done so that you can maintain lesson plans for an individual user. **You can edit the real name.** This is done so that you have the opportunity to apply a real name of a teacher or change one teacher to another without removing and realigning lesson plans for the particular course.

Access level can be edited if necessary. Also, Department can be edited if this would ever be necessary.

Remember to click the *Update User* link when finished to save any changes.

Passwords can be changed. Many times teachers will change their password and then forget the new password. The administrator can change any individual's password by using the Change Password button. When you choose to change a password, the following screen is seen after you have selected the individual user for whom you are making the change.

The administrator will enter a new password, confirm that password, save the change, and then inform the individual of the new password. Administrators cannot read individual teacher passwords.

PRINT USER LIST:

By clicking on the **"Print User"** list, the complete list of users will open in a new browser tab or window. Follow the directions on your computer to print the list. James Daniel & Associates, LLC advises administrators to be very diligent to use this option on a very limited basis. We further recommend that once a list is printed, it be placed in a very secure place or it be destroyed. James Daniel & Associates, LLC will maintain a hardcopy of the original user list, but the company is not responsible to recreate or edit all users if the school entity has allowed a printed list to be lost or stolen.

DELETE USER NAME:

When the Delete User Name link is opened, you will see a complete list of all users. If you click the **[Delete]** link on the right hand side of the page, the User Name will be permanently deleted.

How to Use the Standards Usage Reports:

The standards usage report provides information on where and how many times an individual Common Core Standard appears in Learning Guides. To find the information, you click on the link for Common Core Standards found under the words, Standards Usage Report.

When you click on Common Core Standards, the following screen will appear.
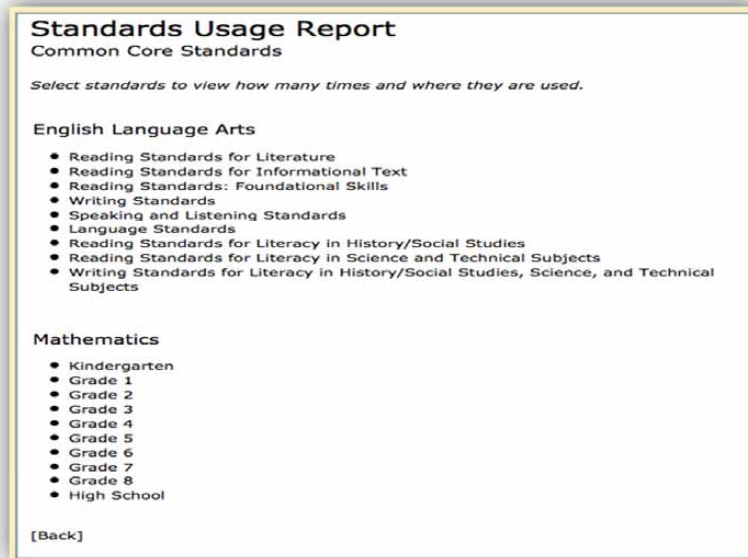
To view a report, you click on one of the categorical choices. Each category has a bullet to its left. When you click a category, you will see a screen like the one below.
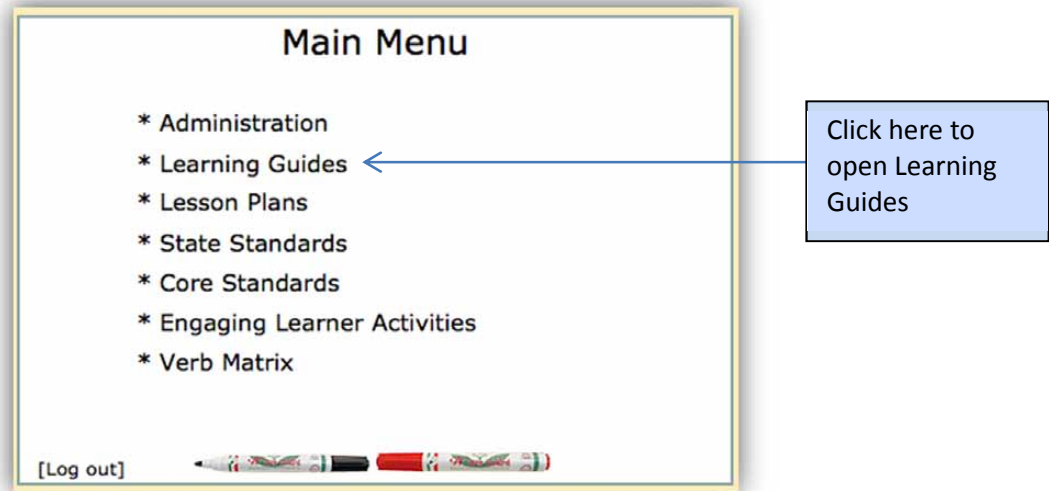

As you see, each standard's usage count is shown by the standard code. If you click the [View] link, you will open the Learning Guide identified on the Standards Usage Report.

HOW DO I REVIEW LEARNING GUIDES?

By clicking **Learning Guides,** you will find a View Learning Guides and a Print Learning Guides link. Please note that you will not have an edit option.

If you choose to view Learning Guides, pick a department from the drop down. You will go to the guides for that department.

If you choose to print Learning Guides, pick a department from the drop down. When you click on it, you will go to the guides for that department.

(a.)   If you choose to View/Edit or to Print, you will use the down arrow of the *Department* box. By using the down arrow, you can choose *all* Learning Guides (K-12), *Elementary* Learning Guides (K-6) or *Secondary* Learning Guides (7-12). When you choose any one of those three choices, all units for that choice will appear on the next page. On this page, you will see:

You can scroll through all Learning Guides to find one that you want to view or print. *Another option is to use the filter to quickly access a specific set of Learning Guides for one grade and/or course.*
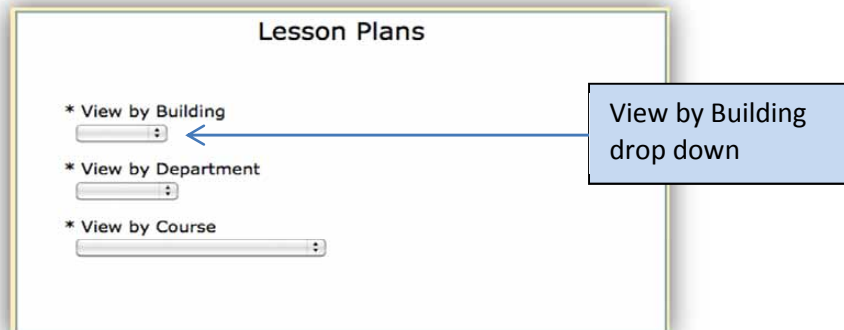

(b.)   By clicking view on any choice that you have made, you will see the Learning Guide that you are seeking. The same is true if you have chosen the Print choice.

NOTE: The **Print** choice follows the same process as the View process. When you click print, the document will open and you will have to follow your computer steps to print the document.
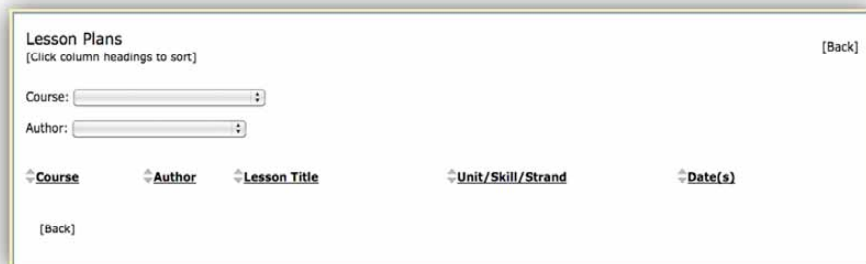
HOW DO I REVIEW LESSON PLANS?

Main Menu

* Administration
* Learning Guides
* Lesson Plans ← Click here to open Lesson Plans menu
* State Standards
* Core Standards
* Engaging Learner Activities
* Verb Matrix

[Log out]
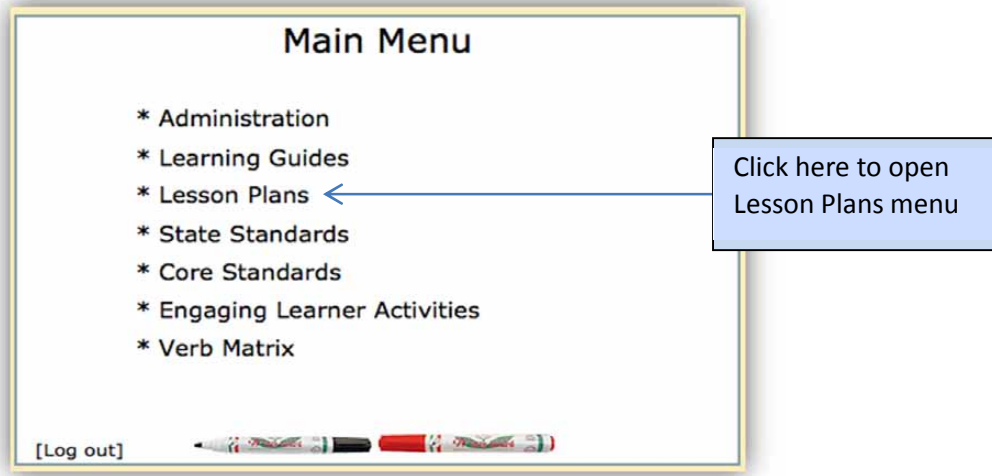
By clicking *Lesson Plans,* you will find the following window:

Lesson Plans

* View by Building ← View by Building drop down
* View by Department
* View by Course

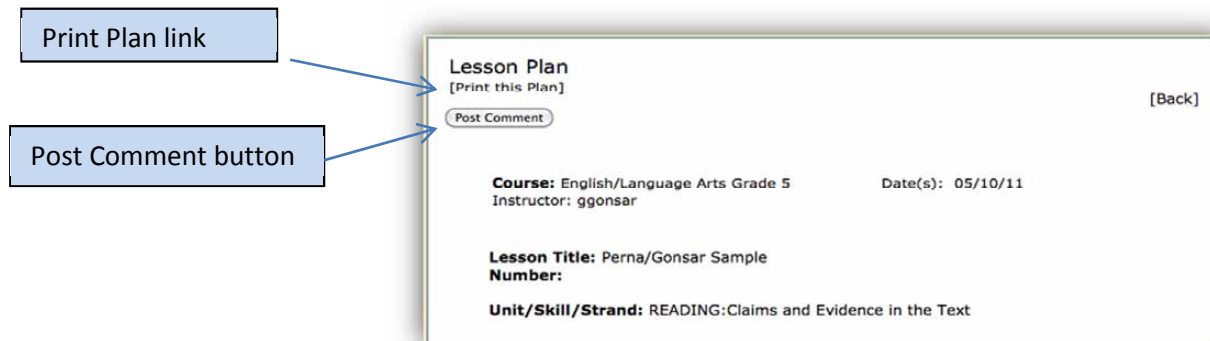<u>View By Building</u>. Use the drop down arrow to select a particular building. When you choose the particular building, you will get a page showing all lesson plans from teachers within that building, as well as some filter options.
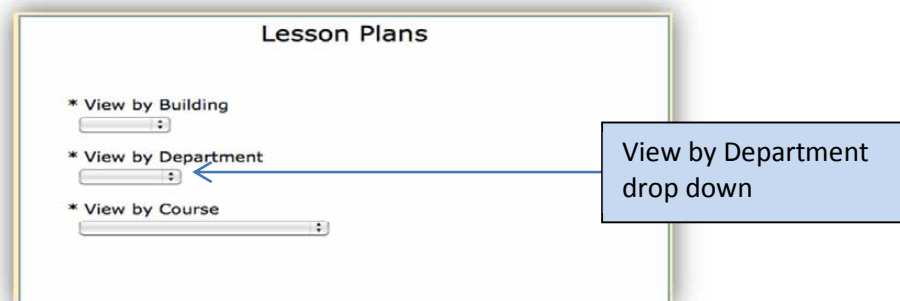
Lesson Plans
[Click column headings to sort]   [Back]

Course:
Author:

⇕Course   ⇕Author   ⇕Lesson Title   ⇕Unit/Skill/Strand   ⇕Date(s)

[Back]

You now have the choice to view Lesson Plans by course or author. RECOMMENDATION: Choose the author drop down and you will see a list of all teachers for that building.

(a.)   By clicking on your respective choice, you will open a listing of all Lesson Plans created by that author. By clicking on *view*, that particular Lesson Plan will open. Below is a partial window of a plan.
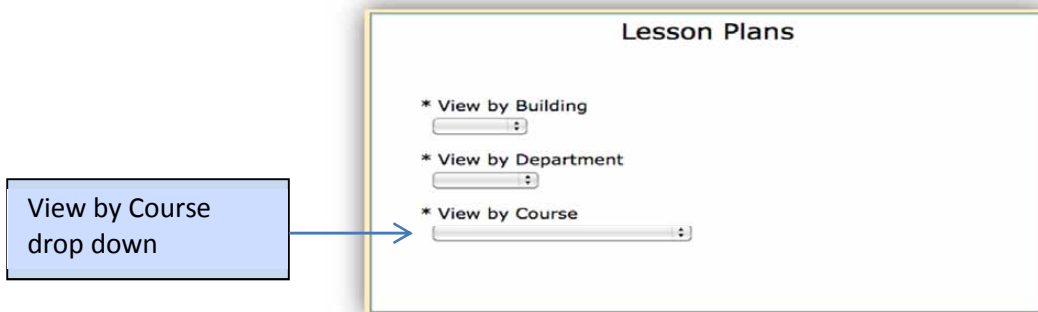

(b.)   You now have three choices. (1) You may simply view the plan. (2) You may print the plan by clicking the print link and following print options on your computer. (3) You may click the Post Comment button. You will have a window open in which you will be able to make comments to the teacher. These comments will only be seen by you and the teacher.

(c.)   If you post a comment, you have a save or cancel option. Be sure to **save** if you intend to post the comment. If you save, the comment will appear at the top of the lesson plan with your name. Additional comments can be posted at any time by clicking the Update Comment tab. Recommendation: Include a date with each comment.

View by Department: Use the dropdown to choose the department. Once you chose the department, all Lesson Plans for the department will be displayed. You may sort this list by any column simply by clicking the arrows next to the column headings. James Daniel & Associates, LLC suggests that you would use this list on a very limited basis because of the number of lesson plans that would be listed.

<u>View by Course</u>: Use the dropdown to choose the course. Once you chose the course, all Lesson Plans for the course will be displayed. You may sort this list by any column simply by clicking the arrows next to the column headings. James Daniel & Associates, LLC suggests that you would use this list on a very limited basis because of the number of lesson plans that would be listed.

How Do I View State Standards?
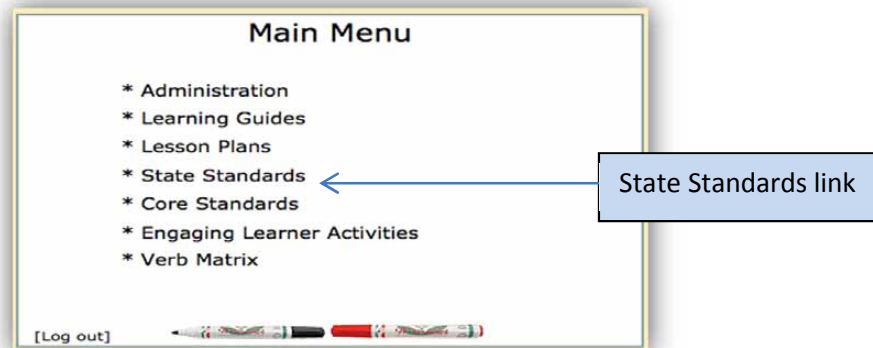
In the United States Virgin Islands, the only state standards currently to be found are the Social Studies Standards. If you click the State Standards tab you will open a window like this:


You have two ways for find State Standards.

(a.)   You may click the Browse Standards Tab. This will open a menu of standards by grade and courses. By clicking on a respective grade or course, you will find a listing of Social Studies state standards. The open window looks like this:
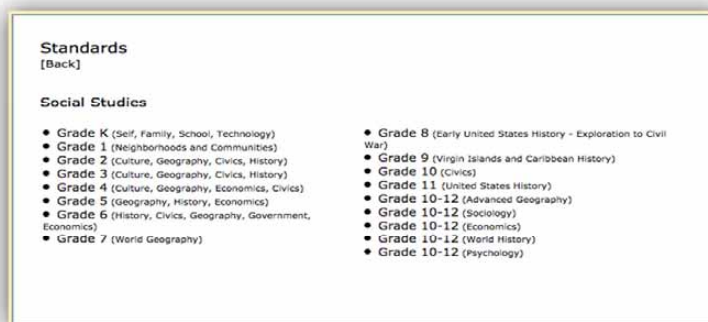

(b.)   You may do a Keyword Search to find standards that include that keyword. By inserting a keyword that is found within the standards, all standards that include this word will open in a list form. The menu will populate from lowest grade to highest grade.

How Do I View Common Core State Standards, College and Career Anchor Standards, National Social Studies Standards, National Science Standards (*When approved*)?
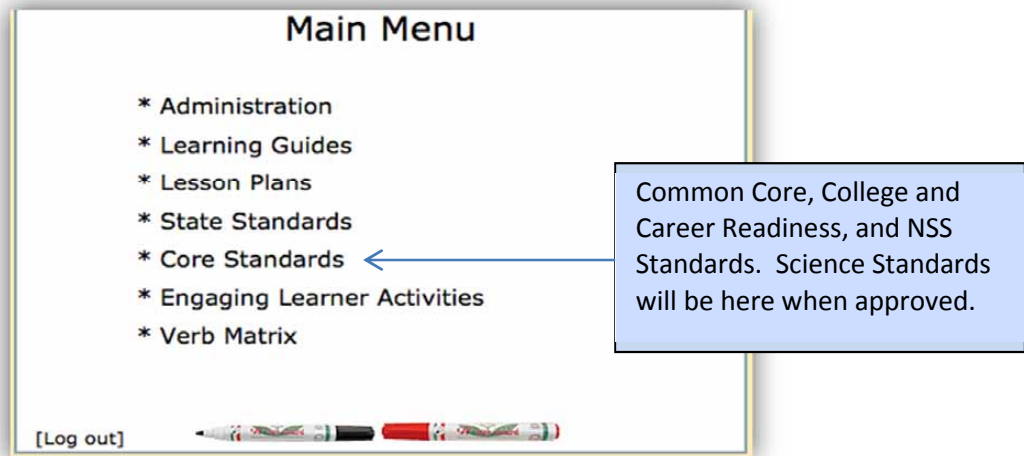
When you click the Core Standards tab, you will open a window like the one below.
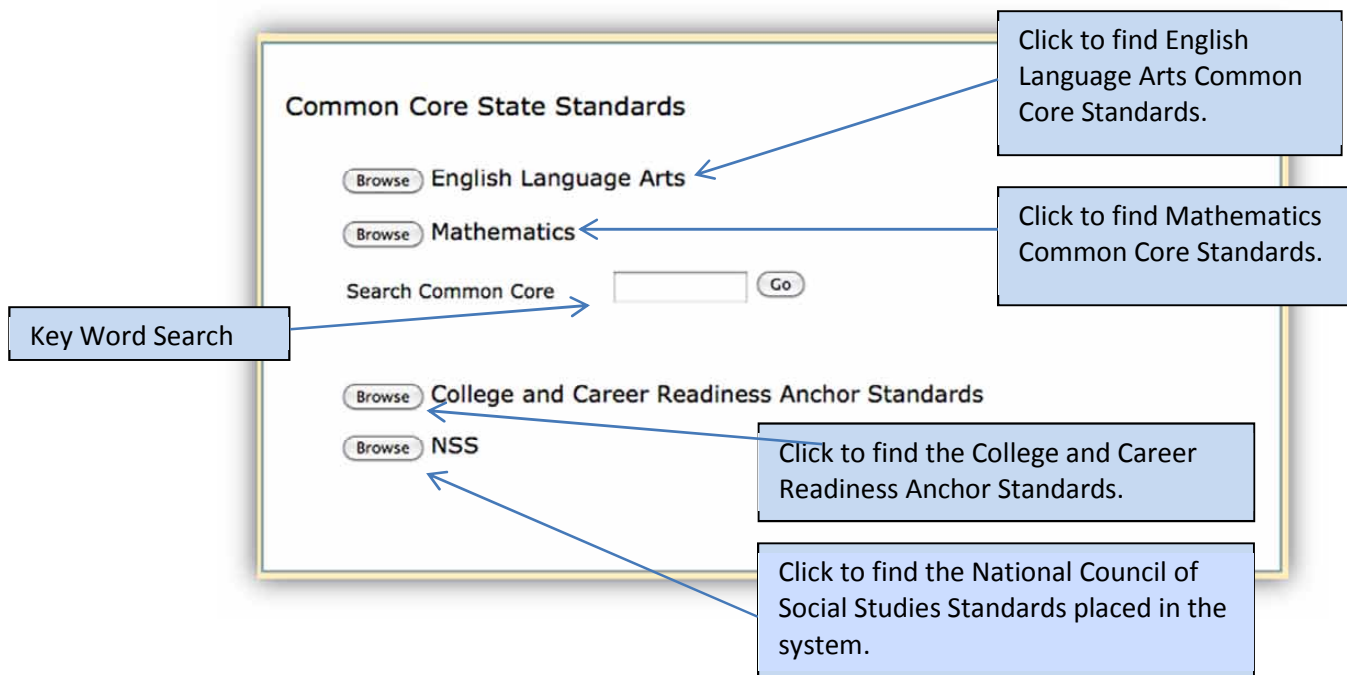
(a.) **English Language Arts:** When you click this button, a menu of choices for all English Language Arts will open. The standards are categorized by Reading Standards for Literature, Reading Standards for Informational
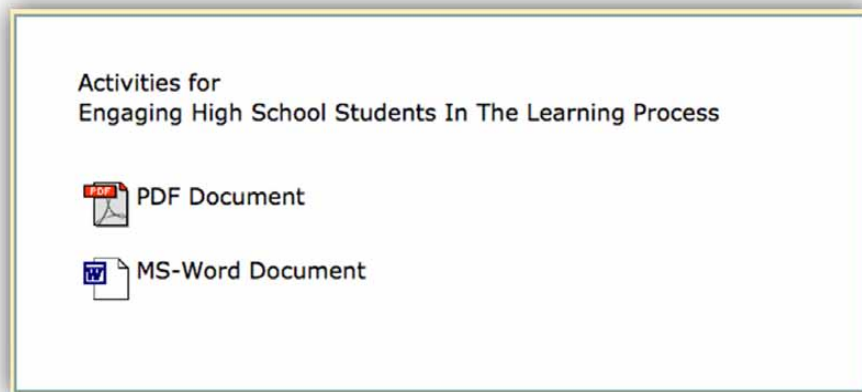
Texts, Reading Standards for Foundational Skills, Writing Standards, Speaking and Listening Standards, Language Standards, Reading Standards for Literacy in History/Social Studies, Reading Standards for Literacy in Science and Technical Subjects, Writing Standards for Literacy in History/Social Studies, Science, and Technical Subjects. Under each category, you note grade levels. By clicking a respective grade level, you will open the standards for that particular grade.

(b.) **Mathematics**: When you click this button, a menu of choices for each grade level will appear. (High School is treated as one grade level.) Under each grade level is a list of the Domains for that grade. By clicking a particular domain, you will find all standards associated with the respective domain.

(c.) **Search Common Core box**: You may do a Keyword Search to find standards that include that Keyword. By keying in a keyword that is found within the standards, all standards that include this word will open in a list form. The menu will populate from lowest grade to highest grade. All standards with that with the key word will appear. For example, if you key in "analyze", standards for multiple subjects will appear.

(d.) **College and Career Readiness Anchor Standards**: When you click this button, the College and Career Readiness Anchor categories and grade groupings will appear. By clicking a particular grade grouping of anchor standards will open. Currently, College and Career Readiness Anchor are only available for Literacy.

(e.) **NSS**: When you click this button, the National Social Studies Standards categories being used in the Virgin Islands will appear. By clicking one of the three tabs, you will find the standards for that respective grade grouping.

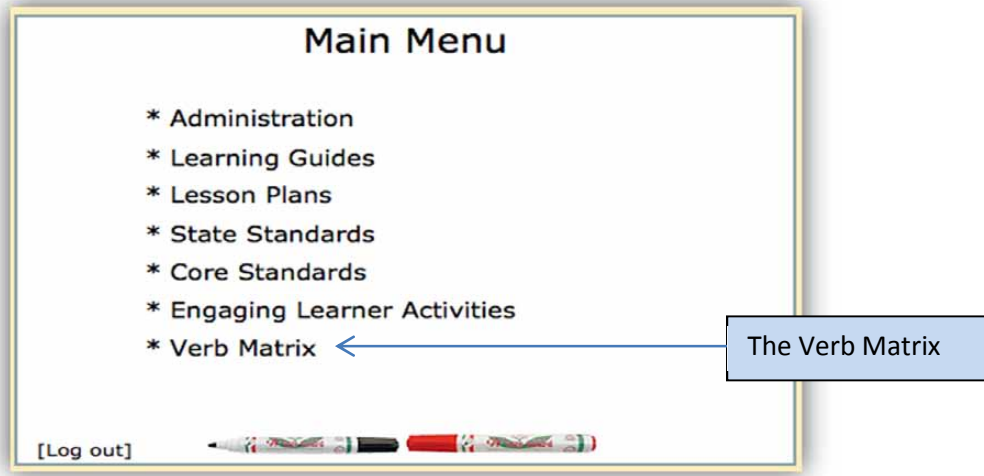## How Do I View Engaging Learner Activities?
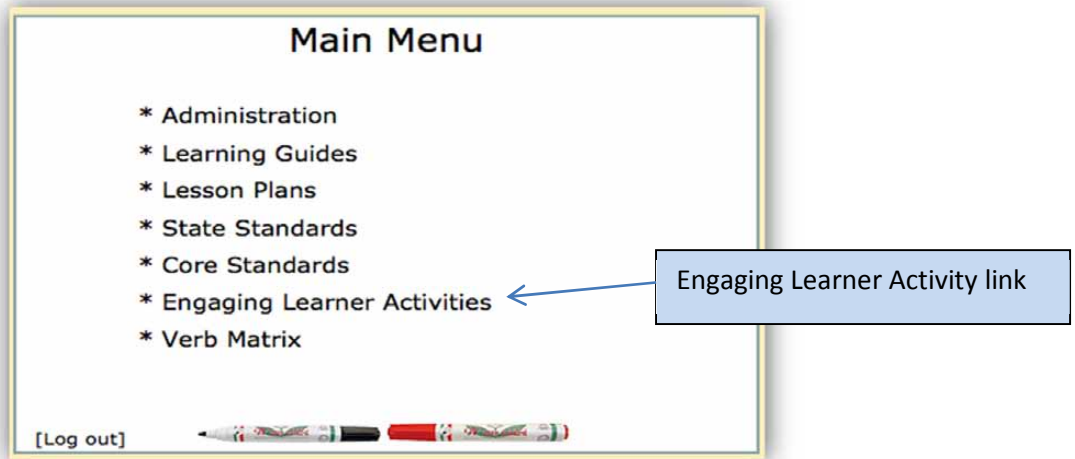
By clicking the Engaging Learner Activities link, you will be taken to the page shown below.

By clicking on the PDF or MS-Word choice a listing of activities will open. Each activity has a brief descriptor of what the activity is. The names of the activities are also found within the system when Learning Guides are built or edited.

What is the Verb Matrix?

The Verb Matrix is a tool that provides a listing of action verbs in connection to Bloom's Taxonomy concepts. The verbs can give teachers some ideas of what performances they expect of students when students are being assessed.