Teacher - User Manual

TIES ECLIPSE CURRICULUM MANAGER

TIES 1667 Snelling Ave N St. Paul, MN 55108

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TIES ECLIPSE CURRICULUM MANAGER

For the Teacher

Logging into Eclipse Curriculum Manager



- 2) Type in your password.
- 3) Click the "Login" button.



If you are not able to log in, make sure you have the most recent version of your browser. You can also click the "Login Help Movie" **OR** "Click Here for Further Help" links.

If your username or password does not work, click on the "Forgot your password?" link that is below the Password text box to have your password reset **OR** check with the Eclipse Computer System Administrator in your district.

Course Descriptions

Eclipse Curriculum Manager was designed to allow teachers to share and collaborate on course content in order to create curriculum maps that accurately represent district curriculum. There are three types of courses: Master Course, Workgroup Course, and Teacher Course. All courses in Eclipse have access to content from other courses (represented by the arrows).



Managing Your Courses

Courses Page – Active, Potential and Inactive Courses

The Courses page provides you with a view of all of your active, potential, and inactive courses.

TIES Eclip	se Curric	ulum	Mana	ger ^{min}	Help	Account Info	.ogin/Logout
Active Co	urses Kathlee	en Danfo	orth	Co	ourses		
Course Name	Schools	Subject	Grade / Grade Range	Grade(s)	Last Updated	Linked Master Last Updated	
6th Grade Science (6-8 Science Workgroup)	Springbrook Middle School	Science	6th Grade	6th Grade	In your Activ list of all	e Courses section your individua	on you will see a l/team teacher
7th Grade Science (6-8 Science Workgroup)	Springbrook Middle School	Science	7th Grade	7th Grade	courses as v courses you a	well as any sha are associated wi	red workgroup th.
8th Grade Science 8th Grade Science (6-8 Science	Springbrook Middle School Springbrook Middle School	Science Science	8th Grade 8th Grade	8th Grade 8th Grade	Active Cours the option Inactive Cou	es are always in to show/hide urses. Click the	view. You have Potential and course type to
Workgroup) Click Here To A	Add A Course Y	ou Teach	(Not Liste	d Above)	show the cou hide the cour	rses and click th ses.	ne (Hide) link to
Potential C	Courses Kathle	en Danfo	orth (Hide)		In your Pot	ential Courses	section you will
Course Name Earth Science Topics	X <u>delete</u> Spring Schoo	Schools brook Mid	Subject	e 8th Grad	see a list of a could be: • cours	all your potential es that you creat	courses. These
New Create a	New Potential	Course			 backu archiv cours 	ps of your cours /e/resource) es that have bee	es (to use as an en disassociated
Inactive Co Inactive Co linked Maste	ourses are er Course is	create made	ed when inactive.	n a	with o any o cours been o	one of your work of your individua es whose Mast deleted.	groups al/team teacher ær Course has

Adding a Course

If enabled by your Computer System Administrator, you are allowed to associate yourself to an existing Master Course in order to create your own individual active teacher course. You can accomplish this by clicking the "Click Here to Add a Course You Teach (Not Listed Above)" button that is below your list of Active Courses.

TIES Eclip	se Curric	culum	Mana	ager		TIES Eclipse Curricul	um Manager
Course	es Re	ports	A	dmin	Help	Courses Repor	ts Admin Help
Active Co	urses - Kathle	en Danfo	orth	C	Courses	Master Course: [Select Master Course]	Add A Course You Teach
Course Name	Schools	Subject	Grade / Grade Range	Grade(s)	Last Updated	Associated Schools: Cedarbrook Elementary Enfield Elementary School	Associated Grades: Pre-K Kindergarten Ist Grade
6th Grade Science (6-8 Science Workgroup)	Springbrook Middle School	Science	6th Grade	6th Grade	March 10th, 201	 Springbrook High School 	 2nd Grade 3rd Grade 4th Grade
7th Grade Science (6-8 Science Workgroup)	Springbrook Middle School	Science	7th Grade	7th Grade	March 10th 201		 off Grade ofth Grade ofth Grade ofth Grade ofth Grade
8th Grade Science	Springbrook Middle School	Science	8th Grade	8th Grade	March 2th, 201		 9th Grade 10th Grade 11th Grade
8th Grade Science (6-8 Science Workgroup)	Springbrook Middle School	Science	8th Grade	8th Grade	<u>March 12th, 201</u>	Add Selected Course	12th Grade
Click Here To A	Add A Course	l /ou Teach	n (Not List	ed Above)		Return to Courses Page	
							Copyright 2010 - TIES

Search Feature

The Course page also has a powerful search feature where you can search the Eclipse database for different courses based on school, grade, teacher, subject and course type. You can also conduct a keyword search for specific course content such as units, content resources, assessments, lesson plans, and other categories specific to your curriculum map.

Keyword Search	Text Search All Course	se Content
	Find Master and Teach	ner Courses
	School:	[All Schools]
	Grade/Grade Range:	[All Grade / Grade Ranges]
	Subject:	[All Subjects]
	Teacher:	[All Teachers]
	Course Name:	[All Course Names]
	Course Status:	Active 🗆 Inactive 🗆 Potential
	Course Type:	✓ Master ✓ Teacher ✓ Workgroups
	Show Courses	

Personal Digital Resources

Eclipse Curriculum Manager allows you to store digital resources so that they can be associated with curriculum and standards and can be easily accessed from a within an Eclipse curriculum map or report. Digital resources can be many formats: Adobe Acrobat® (.pdf), Microsoft Word® (.doc), Microsoft Excel® (.xls), Microsoft PowerPoint® (.ppt), Image (.gif, .jpg, .png), HTML (.html, .htm), Qwizdom (.qza), or a Text (.txt) file.

	Courses
<u>Text Search All Cours</u>	se Content Manage Your Personal Digital Resources
Find Master and Teach	ner Courses
School:	[All Schools]
Grade/Grade Range:	[All Grade / Grade Ranges]
Subject:	[All Subjects]
Teacher:	[All Teachers]
Course Name:	[All Course Names]
Course Status:	Active Inactive Potential
Course Type:	Master 🗆 Teacher 🗹 Workgroups
Show Courses	

Personal Digital Resources

Personal Digital Resources - Kathleen Danforth

No files are currently uploaded.	
Upload New Personal Digital Resource Personal Digital Resource Description (required): B I U abs A 20 Ω Q A a a a a Q Q O C S A a a a a a a a a a a a a a a a a a a	 Enter your digital resource description in the text field. Good descriptions will be helpful for locating your resource later.
	2. Browse for the file on your computer.
	3. Click "Upload Personal Digital Resource"
Personal Digital Resource File Location (required): NOTE: You may only upload a Adobe Acrobat® (.pdf), Microsoft W (.ppt), Image (gif, .jpg, .png), HTML (.html, .htm), Qwizdom (qza), o Browse	ord® (.doc), Microsoft Excel® (.xls), Microsoft PowerPoint® r a Text (.txt) file.

Personal Digital Resources (continued)

Now when you view your personal digital resources you will see all of the files you have uploaded.



Uploading files as an assessment or resource

In addition to uploading personal digital resources, you can upload files to the "Assessment" or "Resource" category when you are editing content in Eclipse Curriculum Manager. However, this does not make the file available as a resource to *all* units.

Course Management

Course Information Page

You can access a Course Information Page by clicking on a course name (from your list of active, potential or inactive courses). The Course Information Page is a place where you can access all information and reports for your course, as well as view/edit course description and content.

A quick way to create a unit for a course is to enter the new unit title and start time at the bottom of the Unit Information box on the Course Information Page.

Curriculum Views

There are many different ways to view/edit content in your courses. These different views were designed to meet the needs of Eclipse users depending on their curriculum mapping method and where they are in the process. The links to access the different views are highlighted in the image to the right and described in detail on the pages that follow.

Curriculum Views include:

- Editable Curriculum Map View
- Unit Curriculum Map View
- Course Management View

Additional Course Management Tools

- Drag and Drop
- Duplicate



Curriculum Views (continued)

Editable Curriculum Map View

The Editable Curriculum Map View allows you to view your entire course content on one page. The course content is arranged by units in order of start time. Click on content you want to edit and a text editor will open. To add new content, click the "Add" button in the section you want to add content to.

(Kathleen Danforth) 8th Grade Science



Unit Curriculum Map View

This editable Unit Curriculum Map View can be accessed from the Course Information page by clicking on any unit. Click on content you want to edit and a text editor will open. To add new content, click the "Add" button in the section you want to add content to.



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Curriculum Views (continued)

Course Management View

The Course Management View is an organized way to view/edit your entire course. It is the best way for reordering your course content, as you can change unit start time by dragging them in a different order. You can view the content in each unit by clicking on the "+" sign. In addition, you can add new content or edit existing content.

TIES Eclipse Curriculum Mana	ger
Courses Reports Ad	min Help Account Info Login/Logout
 (Kathleen Danforth) Course: 8th Grade Science Course: 8th Grade Science Unit (September): Rocks and Minerals Unit (October): Earth's Tectonic Plates Unit (November): Earth's Atmosphere Unit (November): Earth's Atmosphere Unit (November): Understanding Weather Unit (December): Climate Unit (January): Maps Unit (February): Weathering and Soil Formation 	Course Course Name: 8th Grade Science Grade/Grade Range: 8th Grade Subject(s): Science Can a Data Entry user edit this course? • yes one Return to Course
 Unit (March): Exploring the Oceans Unit (March): Exploring the Ocean Water Unit (April): The Novement of Ocean Water Unit (May): The Flow of Freeh Water [Click Here To Add A Unit] 	Return to Course Course Specific Reports State Standard Coverage Frequency Report Click hore to greate a new writt
√()	for your course using the Course Management interface
NOTE: This Course Management view is the only place to access the Data Entry Interface, which is another way to enter new units and corresponding standards, benchmarks and assessments.	Editable Curriculum Map TIES Eclipse Demo District Curriculum Map Create New Course Content Unit Easy Entry Additional Course Information Course Description for this Course
	Course Management Drag & Drop Drag and Drop Curriculum Content From Another Course Duplicate Duplicate All Curriculum Content From Another Course Data Entry Enter Curriculum Information (Data Entry Interface) Shift Time Shift Course Term Months (Time) Backup Backup Current Course Content Search Course Content Search This course's content Copyright 2010 - TIES

From the list of units in your Course Management View you can expand each unit to show it's content. Click on a category (Lesson Plans, Minnesota State Standards, Resources, etc) in order to edit. Each category has a button for creating new content as well.

Additional Course Management Tools

Drag and Drop

Drag and Drop is a great method to use when you want to copy course content from another course into a course you are editing. Once you've selected a "source course" you simply find the content you want to copy and drag it over to the desired location in your "target course".

Source Course = the course you want to copy content from

Target Course = the course you want to add content to (the course that you are editing)

1. At the bottom of the Course Information Page click the "Drag and Drop Curriculum Content From Another Course" link. **Note**: You have to start in the course that you want to copy information INTO ("target course").

Course Mana	agement
Drag & Drop	Drag and Drop Curriculum Content From Another Course
Duplicate	Duplicate All Curriculum Content From Another Course
Backup	Backup Current Course Content
	Unit Easy Entry

- 2. Search for the course you want to copy information from and click "Show Courses"
- 3. Check the course you want to copy information from and click "Copy Curriculum Content"

Find Master and Teach	ner Courses
School:	[All Schools]
Grade/Grade Range:	8th Grade
Subject:	Science
Teacher:	[All Teachers]
Course Name:	8th Grade Science
Course Status:	✓ Active □ Inactive □ Potential
Course Type:	Master 🗌 Teacher 🗌 Workgroups
Show Courses	

Master Courses Matching the search criteria

Clea	r All Master Cours	es			
	Course Name	Subject	Grade / Grade Range	Status	E-ID
◙	8th Grade Science	Science	8th Grade	Active	M1520
Clea	r All Master Cours	es			
Co	py Curriculum Con	tent			

Drag and Drop (continued)

4. Now you can choose the content you want to copy, click and drag it over to the target course.

Courses Reports Admin	Help Account Info Login/Logout
conv course content, please drag curriculum content t	from the source course on to the desired location of the target cour
rget Course: (Kathleen Danforth) 8th Grade Science	Source Course (Team Jacob Bloom, Kathleen Danforth)
	8th Grade Science (7-8 Science Workgroup)
Course: 8th Grade Science	Course: 8th Grade Science
Unit (September): Rocks and Minerals	Unit (September): Rocks and Minerals
Hunit (October): Harth's Tectonic Plates	- Lesson Plans
	(September): Minerals of the Earth's Crust
	(October): The Rock and Fossil Record
	(October): Rocks: Mineral Mixtures
🕂 Unit (January): Maps	Hinnesota State Standards
Tunit (February): Weathering and Soil Formation	MN Benchmarks
Tunit (March): Exploring the Oceans	Content
Unit (April): The Movement of Ocean Water	Resources
Unit (May): The Flow of Fresh Water	Assessments

- 5. To view curriculum contents, select and then click the plus sign next to any unit/unit header. <u>Click and hold</u> on the content that you want to copy and drag it to your course onto the unit you want it in.
- 6. Select/verify the Unit Start Time
- 7. To delete a unit, click "Delete Unit". To return to course, click "Return to Target (Left Hand) Course".

Duplicate

"Duplicate All Curriculum Content From Another Course" is used to copy all curriculum from one course ("source course") into another ("target course"). <u>This process deletes the existing content from the target course</u>. However, a *backup copy* of the target course is created as a potential course in the process. To duplicate content from another course you must start in your target course.

- 1. Click the "Duplicate All Curriculum Content From Another Course" link at the bottom of the Course Information Page.
- 2. Search for your Source Course using search criteria and select it.
- 3. Click "Duplicate Course Content"

Courses	Reports Admin Help Account Info Login/Logo
	Duplicate All Curriculum Content
elected Target Course elected Source Course	: (Jacob Bloom) 8th Grade Science : (Please search and select source course below)
IOTE:	
All the existing curr	riculum content in the target course will be deleted!
 You may only select 	ct one course from your search query below to borrow curriculum from.
Return to Course	
Find Master and Teacl	her Courses
Find Master and Teach	All Schools]
Find Master and Teach School: Grade/Grade Range:	Image: marked state [All Schools] 8th Grade
Find Master and Teach School: Grade/Grade Range: Subject:	Image: All Schools] Image: All Schools] 8th Grade Image: All Schools] Science Image: All Schools]
Find Master and Teach School: Grade/Grade Range: Subject: Teacher:	[All Schools] 8th Grade Science [All Teachers]
Find Master and Teach School: Grade/Grade Range: Subject: Teacher: Course Name:	[All Schools] 8th Grade Science [All Teachers] 8th Grade Science
Find Master and Teach School: Grade/Grade Range: Subject: Teacher: Course Name: Course Status:	[All Schools] [All Schools] 8th Grade Science [All Teachers] 8th Grade Science Image: Science
Find Master and Teach School: Grade/Grade Range: Subject: Teacher: Course Name: Course Status: Course Type:	[All Schools] 8th Grade Science [All Teachers] 8th Grade Science Øth Grade Science Imactive Potential Imactive Master Teacher Workgroups

Master Courses Matching the search criteria

	Course Name	Subject	Grade / Grade Range	Status	E-ID
	8th Grade Science	Science	8th Grade	Active	M1520

Clear All Master Courses

Clear All Master Courses

Duplicate Course Content

Editing Curriculum Content

Editing Unit Content

To view/edit unit content, click a "Content" bar (or "Click Here To Add A Content") and a text window with editing capabilities will appear to the right. Once you have edited your text click the "Save Content" button.



Text Editor

The text editor in Eclipse allows you to customize your content. Any changes you make and save in the text editor will appear in your curriculum maps as well as your online/public view.

Content		í	
Content:	1		What do students need to know?
B Z U abe A 50 O 🗔 🗶 🗈 🎘 🍰 🥒 🔊			Add Content
		 trace fossils 	
(* \$ \$ \$ 1 := := := =		using fossils to interpret rock lavers and geologic	t the past
WYSTWYG aditing allows you to see how your content will appear		· atoms, compounds, and	d crystals
wistwid eating allows you to see now your content will appear.		· rock cycle	
<u>It will be edited the way you want.</u>		· uniformitarianism vs. ca	tastrophism
		types of minerals minerals	
Strike through		formation and mining of	minerals
LINK		 rock classification 	
		 igneous, sedimentary, a 	and metamorphic rock
		relative dating absolute dating	
Save Content Delete Content	$\backslash \backslash$	fossilized organisms	
	$ \setminus \setminus C$	· WYSIWYG editing allo	ws you to see how your content will appear.
Create New Course Content			
Create New Content for this Unit		It will be ealted the way	you want.
Copy This Content To Other Units		Strike through	
Course Management Toxt Editor			Printable Curriculum Man
Return to Course Information		LINK	

Editing Unit Content (continued)

Delete Unit Content

To delete existing content, click on the content so that the editing window appears to the right. Click the "Delete Content" at the bottom of the text box to delete content. You will get a warning box. Click OK.

Creating a Link

Using the text editor to create a web link is easy and provides a great way to link to external resources from within Eclipse Curriculum Manager.

Science	Conter	2									
^	Content:										
	BI	🛓 abe	<u>A</u> 2	Ω	ą	Ж		2	.	1	5
	۲ 😣	¥ 1∃	i∃ ₹			≣	∃		ABC	孡	۵
	rock cyc	le			_						
оск											
>	Save Co	ontent	De	ete Co	onter	nt					
	Create N	lew Co	ourse (Conter	nt						
	Cre	eate Ne	w Con	tent fo	r this	s Un	it				
	Co	oy This	Conte	nt To (Othe	r Un	its Ir	ו Thi	is Co	ours	e
	Course	Manag	ement								
	\rightarrow	Return	to Co	urse Ir	nform	natio	n				
					Co	opyri	ght	2010) - T	IES	

- 1. Highlight the word you want to link from within your content.
- 2. Click the "Insert Link" icon.

The page at http://demo.tieseclipse.com says:

Are you sure you want to delete this content?

well.

Note: All linked lesson plan content will be deleted as

Cancel

OK

- 3. A new window will open. At the bottom of the window is a "Hyperlink Properties" section.
- 4. In the "Address" field put the full website address, including the http://. (*ex. http://www.google.com*)
- 5. In the "Title" field put the name of the website. (*ex. Google Search*)
- From the drop down menu in the "Target" field select "New Window (_blank)".
- 7. Click "OK".

Hyperlink Properties Address:			
http://www.google.com 4			
Title:			7 OK Cancel
Google Search 5			
Target:	Id:	Class:	
New Window (_blank)			
Same Window (_self) Parent Window (_narent)			
Browser Window (top) New Window (blank)			

Editing Lesson Plans

To edit a lesson plan, you can click the "Editable Report View" or the "Drag and Drop View" button (see image below). Lesson plans headers (categories) can include content, essential questions, vocabulary, skills, state standards, state benchmarks, and assessments. Lesson plan headers are determined at the system administrator level but you can add unique fields for your own use.

TIES Eclipse Curriculum Manage	er in de la seconda de la s
Courses Reports Admin	n Help Account Info Login/Logout
(Kathleen Danforth) Course: 8th Grade Science	
Course: 8th Grade Science	Lesson Plan
Unit (October): Earth's Tectonic Plates	Select a lesson plan view:
Lesson Plans	Add / Update / View Lesson Pan Unster Crasse Große Got Nes Bruker Crasse Got Nes Bruker Crasse
(October): Plate Tectonics	Lesson Plan Description: Lesson Plan Table Stor System Update L
(October): Earthquakes	Lesson Pan Start Time: Lesson Plan Daration: Lesson Plan Daration: Lesson Plan Start Time: Lesson Plan Daration: Lesson Plan Daration: Lesson Plan Start Time: Lesson Plan Daration:
(October): Volcanoes	Samanary Concernant Concernant Concernant Concernant Concernant
[Click Here To Add A Lesson Plan]	Execute students will prevent enclose to statu disclose and activa Descriptible size of e Power Politigeneralization Descriptible size of e Power Politigeneralization Description
Minnesota State Standards	Statuter Objective Statuter to a construct on other planets Statuter to a construct on other planets
MN Benchmarks	Find of wild scientish have learned at out other planers throug Find the Telescope Save
Content	Exactla Ganfors
Resources	Editable Report View Drag and Drop View
Assessments	
Essential Questions	Delete Lesson Plan
Tanka Nista	

Editable Report View (for Lesson Plans) – Use this view to see all content in a printable format with the ability to edit any content or add new content to the lesson plan.

Show Print View

Lesson Plan: (October) Plate Tectonics

(Kathleen Danforth) Course: 8th Grade Science	Grad 8th	le: i Grade	Unit: Earth's Tectonic Plates	jump to unit			
Lesson Plan Description: Plate Tectonics							
Lesson Plan Start Time: October	Less 0 h	son Plan Duration: hours 0 minutes					
Additional Information: none							
Content				Add Content			
· composition of the earth							
tectonic plates							
· continents		Click on ar	ny content to edit	t			
· continental drift, sea-floor spreading		or click on	"Add Content" to				
tectonic plate boundaries		add new	content to the	e l			
· earth's crust		lesson plar	1.				
mountain building							

Editing Lesson Plans (continued)

Drag and Drop View (for Lesson Plans) – Use this view to edit lesson plan content if you prefer the look and feel of the Course Management page where you can see all content by expanding the lesson plan areas.



State Standards

Click on "Minnesota State Standards" and a new browser window will open. A list of default standards will appear if your class has been associated with standards. Check the standards that align with the unit, or uncheck standards that are no longer addressed in the unit. If you want to associate additional standards (multi-disciplinary), use the drop down menus to select the Standard Area and Grade Range of the standards that you would like add. Scroll to the bottom of the screen and click "Save Minnesota State Standards".

TIES Eclipse Curriculum I	Man	ager					
Courses Reports		Admin	Help Account Info Login/Logout				
		00	TIES Eclipse Curriculum Manager - Add / Update State Standards				
		Add / Update r	Minnesota State Standards:				
(Kathleen Danforth) Course: 8th Grade	cien	Unit: Rocks an	ind Minerals				
Course: 8th Grade Science		Standard Area					
Unit (September): Rocks and Minerals		Stanuaru Area	a.				
Lesson Plans		[All Standard	d Areas]				
Minnesota State Standards		Grade / Grade	e Range:				
MN Benchmarks		[All Grade / Grade Ranges]					
Content		List Default Standards					
Resources							
Assessments							
Essential Questions		Default Standards List Check All Standards Clear All Checked Standards					
Teacher Notes							
🕂 Skills							
🕂 Unit (October): Earth's Tectonic Plates							
🕂 Unit (November): Earth's Atmosphere		Science (2009	09 Draft) - 8th Grade				
🕂 Unit (November): Understanding Weather		Std					
I Init (December): Climate		Numb	Standard Description				
<()		Science (2000 Droft) 1 The Nature Of Science And Engineering 1 The					
	Practice Of Science						
		8.1.1.1	1. Science is a way of knowing about the natural world and is characterized by empirical criteria, logical argument and skeptical review.				

Removing Standards linked to a Unit (Course Management View)

From the expanded list of standards, click on the standard you would like to remove from the unit. The standard information will appear. Click on the "Remove This State Standard Link" button.

TIES Eclipse Curriculum Manager	
Courses Reports Admin	Help Account Info Login/Logout
(Kathleen Danforth) Course: 8th Grade Science	State Standard
Course: 8th Grade Science	
Unit (September): Rocks and Minerals	Unit: Decks and Minerals
Lesson Plans	
Minnesota State Standards	Minnesota State Standard Number:
8.2.1.1 - 1. Pure substances can be identified by	8.2.1.1
8.3.4.1.1. In order to maintain and improve thei	Minnesota State Standard Description:
[Click Here To Add A Minnesota State Standard]	1. Pure substances can be identified by properties which are independen
MN Benchmarks	composed of small particles.
- Content	Minnesota State Standard Area:
Resources	Science (2009 Draft)
Assessments	Minusesta Otata Otandand Cub Anasi
+ Essential Questions	2 Physical Science
Teacher Notes	
	Minnesota State Standard Sub Skill:
	1. Matter
	grade / Grade Range Associated with Standard:
	8 Grade
	Remove This State Standard Link
	Create New Course Content
	Copy This State Standard To Other Units In This Course
	Course Management
	Return to Course Information

Benchmarks/Local Standards

The process of editing Benchmarks/Local Standards is the same as adding/updating standards. See "State Standards", page 18.

Assessments and Resources

The "Assessment" category is a place where you can enter the assessments (summative or formative) that you plan to use for a particular unit of study. The "Resource" category is a place for you to record the resources that you use for a unit. Both of the entries for these categories can be descriptive and/or can include web links or files.

The editing layout is similar for both.

Assessment			Resour	ce			
Assessment (required): B I U → Δ 2/2 Ω Q → A → 0 ♥ S ☆ Ξ Ξ Ξ Ξ Ξ Ξ Ξ	≟ 🍓 🥒 🍠 ■ 🍄 🏦 🚓	New Resource Add District Resource Enter New Resource Description (required): B I I Image: A transform (A transform) C S S Image: A transform) D S Image: A transform) Image: A transform) D S Image: A transform) Image: A transform) D S Image: A transform) Image: A transform) D Image: A transform) Image: A transform) Image: A transform) D Image: A transform) Image: A transform) Image: A transform) D Image: A transform					
Assessment Type (required): Other Digital Assessment File Upload (optional) Upload file from your computer: Browse Save Assessment	: Copyright 2010 - TIES	Resource Type (req Other Digital Resource Fil Upload file from your Save Resource	le Upload (optional): computer: Browse	Copyright 2010 - TIES			

To create an assessment or resource:

- 1. Enter a description for the file in the text field. You can also add a web link in this field. See Creating a Link, page 15.
- 2. Choose an "Assessment Type" or a "Resource Type". This allows you to later search for a particular type of assessment or resource.
- 3. Optional attach a digital file to store with this particular unit.