Computer System Administrator - User Manual

TIES ECLIPSE

CURRICULUM MANAGER

TIES
1667 Snelling Ave N
St. Paul, MN 55108

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CURRICULUM MANAGER

For the Computer System Administrator

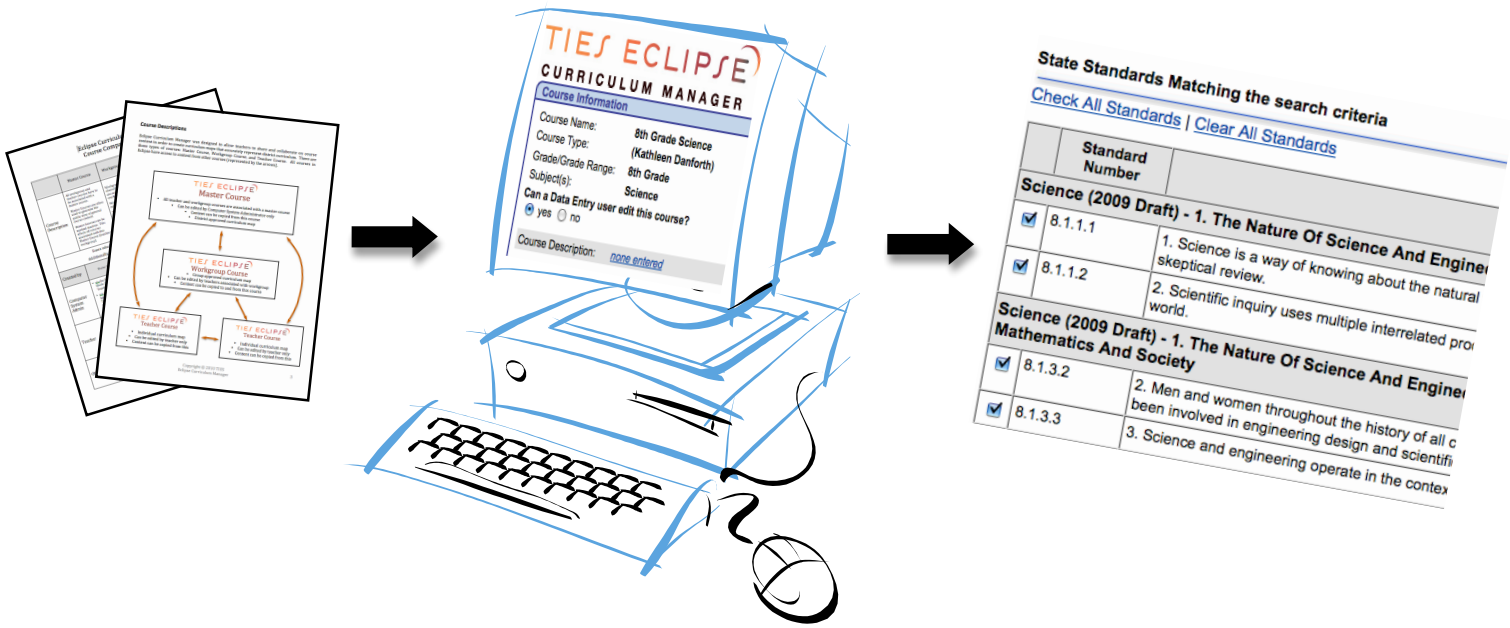
Beginning with Eclipse

If you have existing curriculum maps

It is possible that you are starting to use Eclipse after your staff has already created content for your curriculum maps. If this is the case, then you may decide to enter their curriculum information into the system before they log on. That way, they will see familiar information and will be able to continue the curriculum mapping process wither individually or within workgroups that you set up in Eclipse. Please see "Editing Curriculum Content" in the Teacher Section of this Eclipse Manual for tips on inputting curriculum from existing documents.

If you are just starting the curriculum mapping process

Your Master Courses will be set up for you during the initial installation/setup of TIES Eclipse Curriculum Manager. Your teachers' use of the courses will depend on the process you have chosen to create/maintain your curriculum information.



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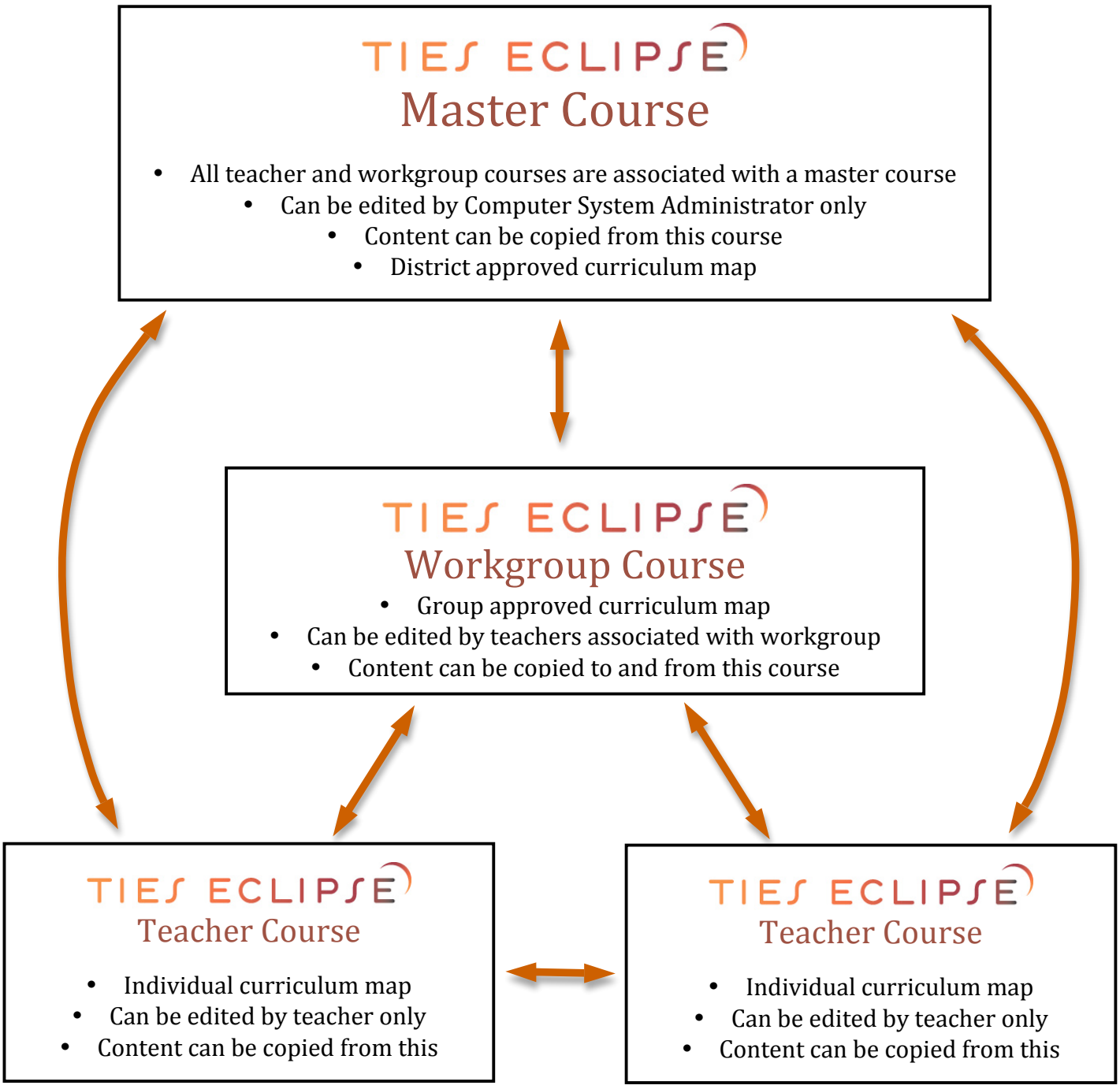
Course Descriptions

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).



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Quick Reference Course Comparison Chart

(Course Descriptions, Creating Courses)

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	Master Course	Workgroup Course	Teacher Course	Potential Course
Course Description	All workgroup and teacher courses have to be associated with a master course. Master Courses are often used to generate the public view of general course content Each Master Course has an information page. Access this page via the "Master and Teacher Courses" link in the Manage Courses block on the Admin site	Workgroup courses are shared with teachers who are associated with the workgroup. Workgroup courses do not have a public view. Teachers who are associated with workgroups can edit content and copy content into the Workgroup course.	Teacher courses are created for an individual teacher or team of teachers after being associated with a Master Course. A ***team*** teacher course can be used for classes where teachers are sharing the teaching responsibility. You can add/remove team teachers when you associate teachers on the Master Course page.	**Not a course type but a course status** Potential Courses are used to create courses that can later be escalated to an Active/Master Course. A teacher should create a potential course when they are proposing a new course that will be escalated to Master Course.
Users who have logged into an Eclipse server can view all courses. Additionally, users can copy content *from* any course to their own course.				
Created by:	**Master Course**	**Workgroup Course**	**Teacher Course**	**Potential Course**
Computer System Admin	via the Manage Courses block ("Master and Teacher Courses") via the Manage Courses block ("Escalate Teacher Potential Course to Master/Active Courses")	when a Master Course is associated with a Workgroup. Each teacher associated with the workgroup will see these workgroup courses listed in their "Active Course" list	when a teacher is associated with a Master Course via the "Master and Teacher Courses" link in the Manage Courses block on the Admin site	***when a course is disassociated with a workgroup** **when a Master Course is deleted** ***created as the result of another action***
Teacher	No	No	***OPTIONAL (must be enabled by Computer System Admin)*** - a teacher adds a course they teach to their list of active courses (thereby associating themselves with a Master Course)	Teachers have the ability to create a potential course from their Courses page (this feature is an optional feature that is configured by TIES Eclipse Admin during initial setup)
Other	During the installation/ setup process (by the TIES Eclipse Admin)			***a potential course is created as a "backup" immediately before content is duplicated into a target course****

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Quick Reference Course Comparison Chart

(Editing Courses, Deleting Courses)

TIES ECLIPSE CURRICULUM MANAGER

Edited by:	Master Course	Workgroup Course	Teacher Course	Potential Course
Computer System Admin	The Computer System Admin has editing rights to any course.			
Teacher	No, but a Computer System Admin can copy content from a teacher or workgroup course into a Master Course	Teachers associated with workgroups will automatically see (and have editing rights to) any courses associated with that workgroup Any changes made to the course by an associated teacher can be seen by all associated teachers	Teachers have editing rights to their own teacher courses.	Teachers have editing rights to their own potential courses. These potential courses maybe individual **teacher** or shared **workgroup** courses
Deleted by:	**Master Course**	**Workgroup Course**	**Teacher Course**	**Potential Course**
Computer System Admin	via the "Master and Teacher Courses" link in the Manage Courses block on the Admin site Master Courses can be marked ***inactive***. This affects all courses (teacher & workgroup) associated with this Master Course	By clicking on the "remove course association" link on the workgroup page. Disassociating a course with a workgroup will change the course from an "active" into a "potential" course ***Workgroups*** *can be deleted via the "Workgroups" link in the Manage Courses block on the Admin site* ***only if*** *they do not have any courses associated with them*	An active teacher course cannot be deleted completely. The Computer System Admin must "remove teacher associations" with the Master Course via the "Master and Teacher Courses" link in the Manage Courses block on the Admin site. Once this happens, the course becomes a potential course in the teacher's course list	From the Admin page there is a section near the bottom "Delete Potential Course" with a drop down menu of all of the potential courses listed and one easy delete button Each potential course page has an "edit course information" link where you can delete the course
Teacher	No	No	No	Teachers can delete their own potential teacher courses as well as any potential shared workgroup courses that they are associated with There is a "delete" link next to each course that is listed in their potential courses list

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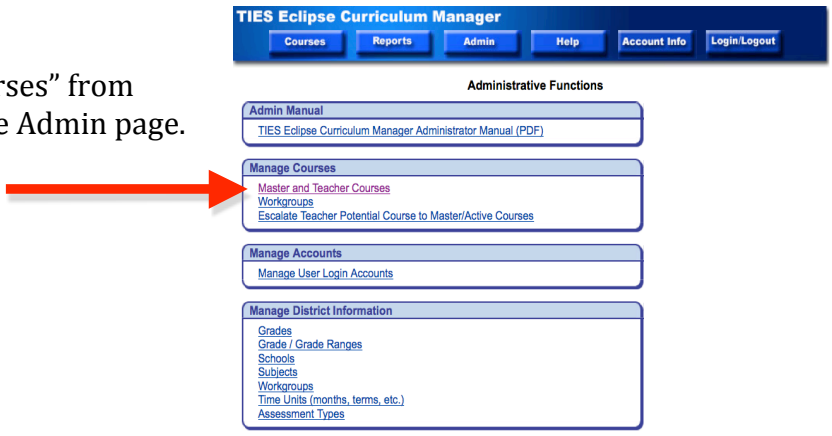
Creating Courses

Creating a new Master Course (or Modifying an Existing Master Course)

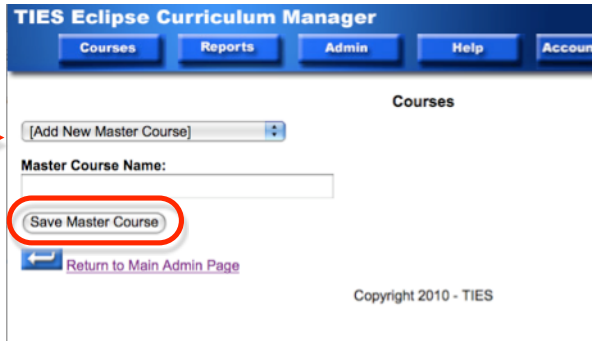
Master Courses can be imported by the TIES Eclipse Administrator during the initial installation/setup of Eclipse Curriculum Manager. After that, Computer System Administrators need to enter the details of each course.

1) Select "Master and Teacher Courses" from the Manage Courses block on the Admin page.



2) To modify an existing Master Course, select the course from the drop down menu and click the "Save Master Course" button.

To create a new Master Course, enter the new course name in the text box and click the "Save Master Course" button.



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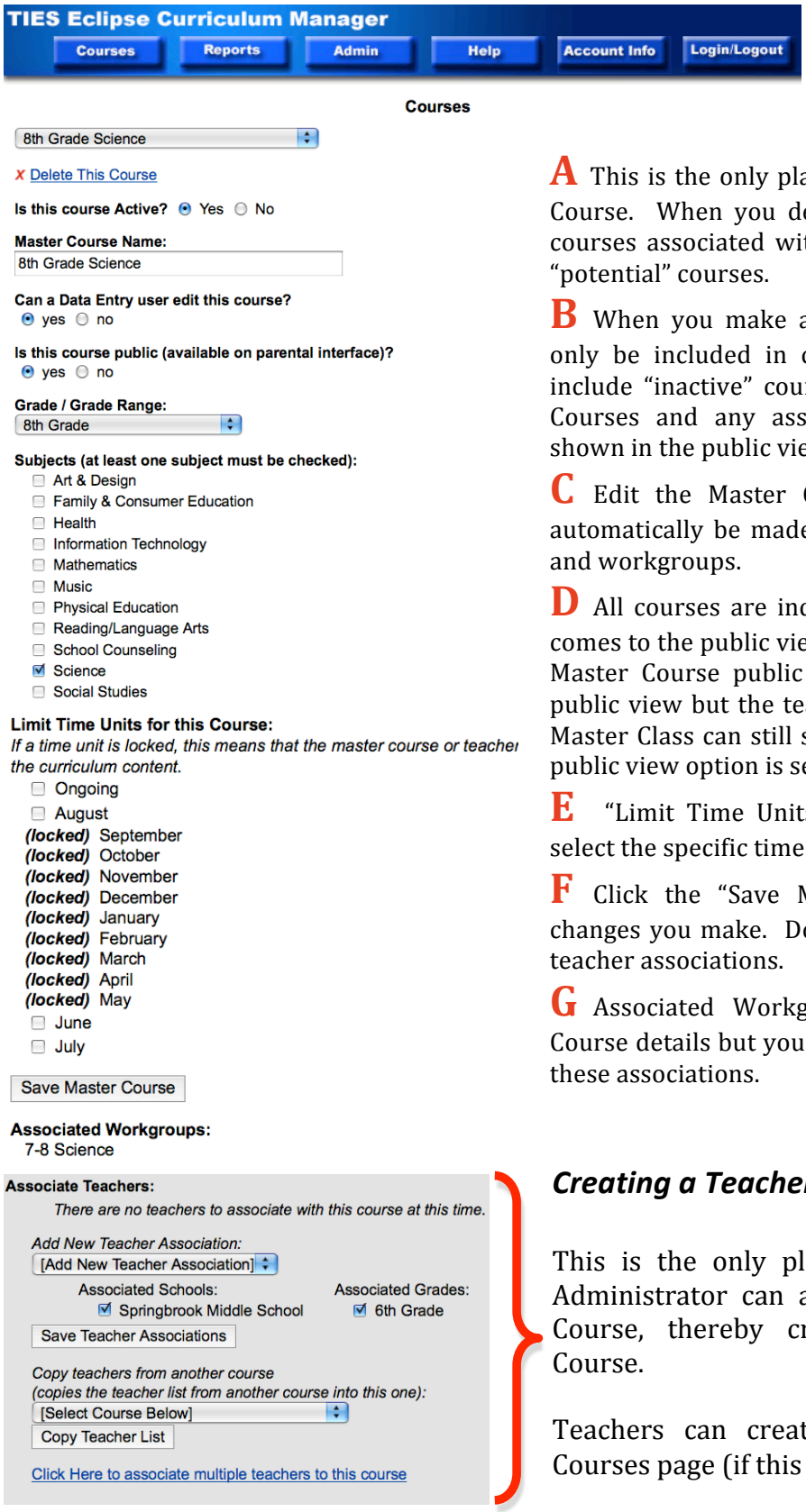
3) From the Master Course page you will create/modify the details of the Master Course.



A This is the only place where you can delete a Master Course. When you delete a Master Course, all teacher courses associated with the Master Course will become "potential" courses.

B When you make a Master Course "inactive", it will only be included in course searches and reports that include "inactive" courses. In addition, inactive Master Courses and any associated teacher courses are not shown in the public view.

C Edit the Master Course name here. Changes will automatically be made to all associated teacher courses and workgroups.

D All courses are independent of one another when it comes to the public view. If you select "no" to making the Master Course public then it will not show up in the public view but the teacher courses associated with this Master Class can still show up in the public view if their public view option is set to "yes".

E "Limit Time Units for the Course" can be used to select the specific time units that a course will span.

F Click the "Save Master Course" button after any changes you make. Do this before you make changes to teacher associations.

G Associated Workgroups are listed in the Master Course details but you need to edit a workgroup to make these associations.

Creating a Teacher Course

This is the only place where a Computer System Administrator can associate a teacher to a Master Course, thereby creating an individual Teacher Course.

Teachers can create their own course via their Courses page (if this feature is enabled, see p. 14)

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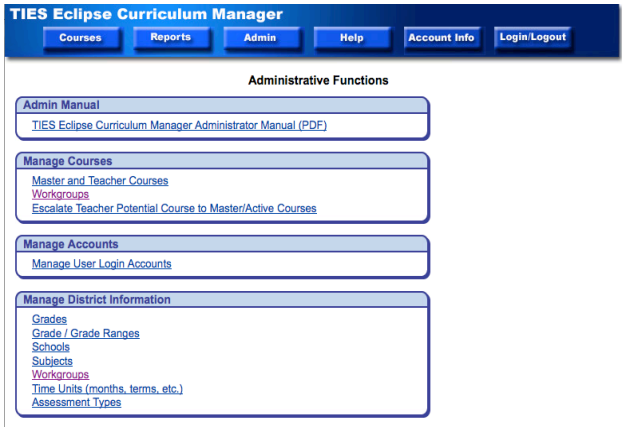
Creating Teacher Workgroups and Workgroup Courses

Workgroup Courses are courses that are shared with teachers who are associated with a workgroup. Teachers have access to the shared Workgroup Course from within their Active Courses list on their Courses page. All workgroup teachers will see any change to the course made by one workgroup teacher when they access the course.

A Workgroup must be created before you can create a Workgroup Course. In addition, you cannot delete a workgroup if there are Master Courses associated with it.

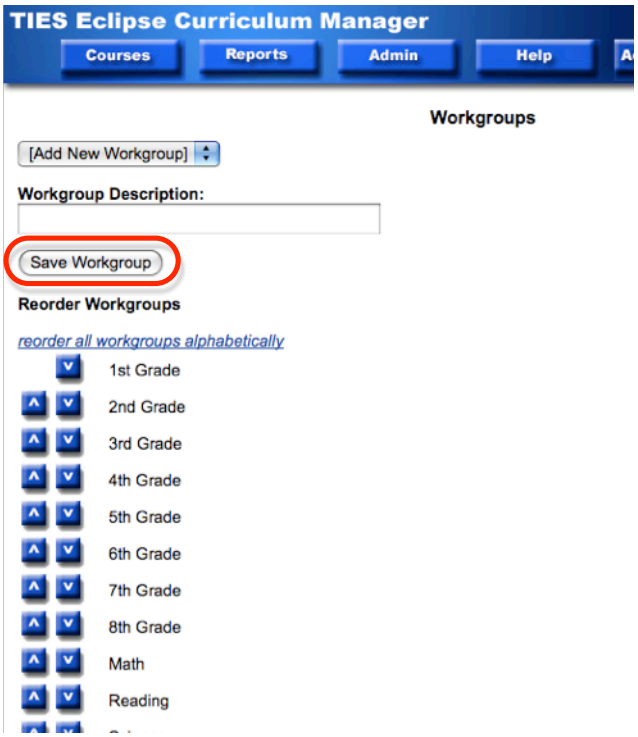
Creating/Modifying a Teacher Workgroup

1) Select "Workgroups" from the Manage Courses block on the Admin page.



2) To modify an existing workgroup, select the workgroup name from the drop down menu and click the "Save Workgroup" button.

To create a new workgroup, enter the workgroup name in the text box and click the "Save Workgroup" button.



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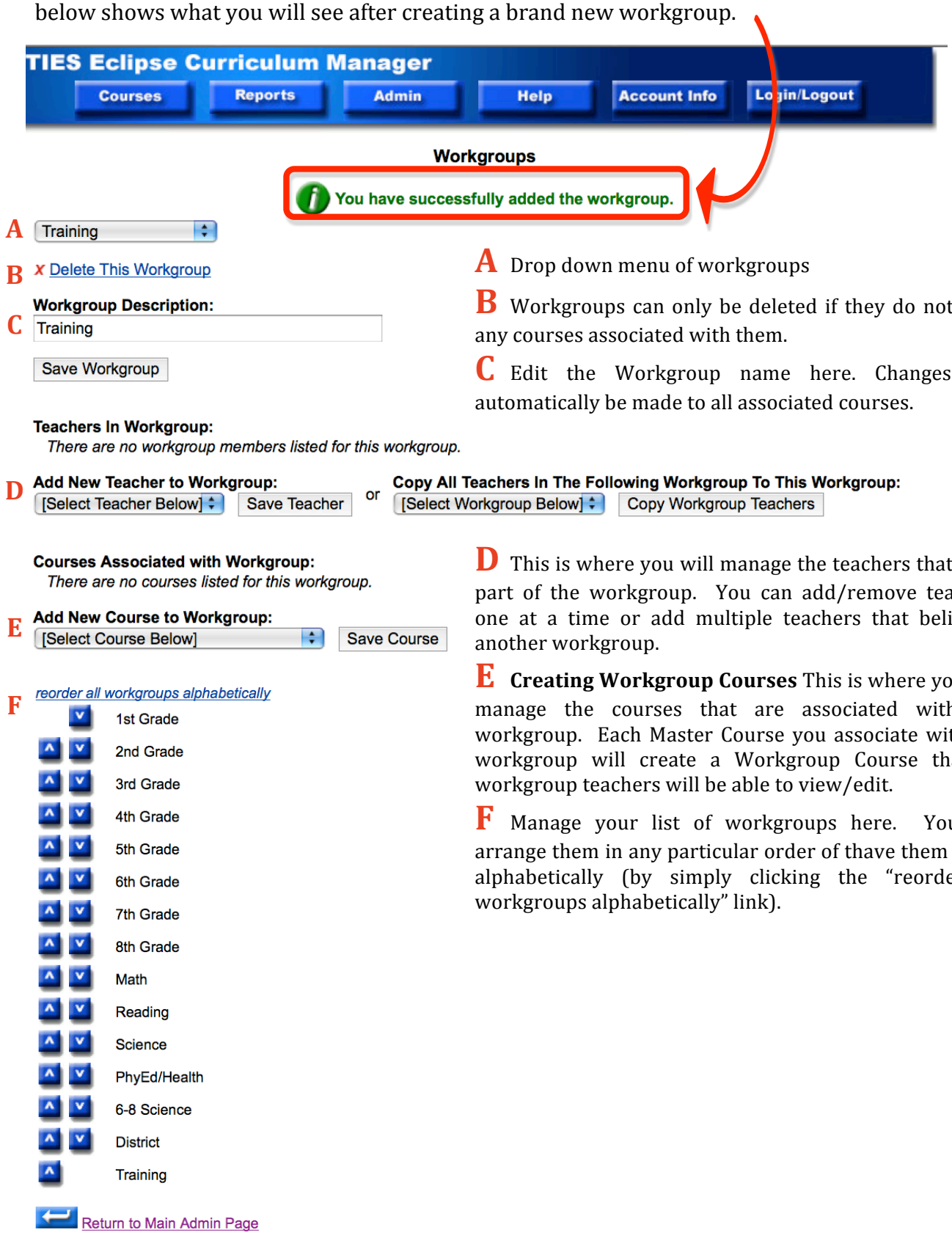
3) From the Workgroup page you will create/modify the details of the Workgroup. The image below shows what you will see after creating a brand new workgroup.



A Drop down menu of workgroups

B Workgroups can only be deleted if they do not have any courses associated with them.

C Edit the Workgroup name here. Changes will automatically be made to all associated courses.

D This is where you will manage the teachers that are a part of the workgroup. You can add/remove teachers one at a time or add multiple teachers that beling to another workgroup.

E **Creating Workgroup Courses** This is where you will manage the courses that are associated with the workgroup. Each Master Course you associate with the workgroup will create a Workgroup Course that all workgroup teachers will be able to view/edit.

F Manage your list of workgroups here. You can arrange them in any particular order of thave them listed alphabetically (by simply clicking the "reorder all workgroups alphabetically" link).

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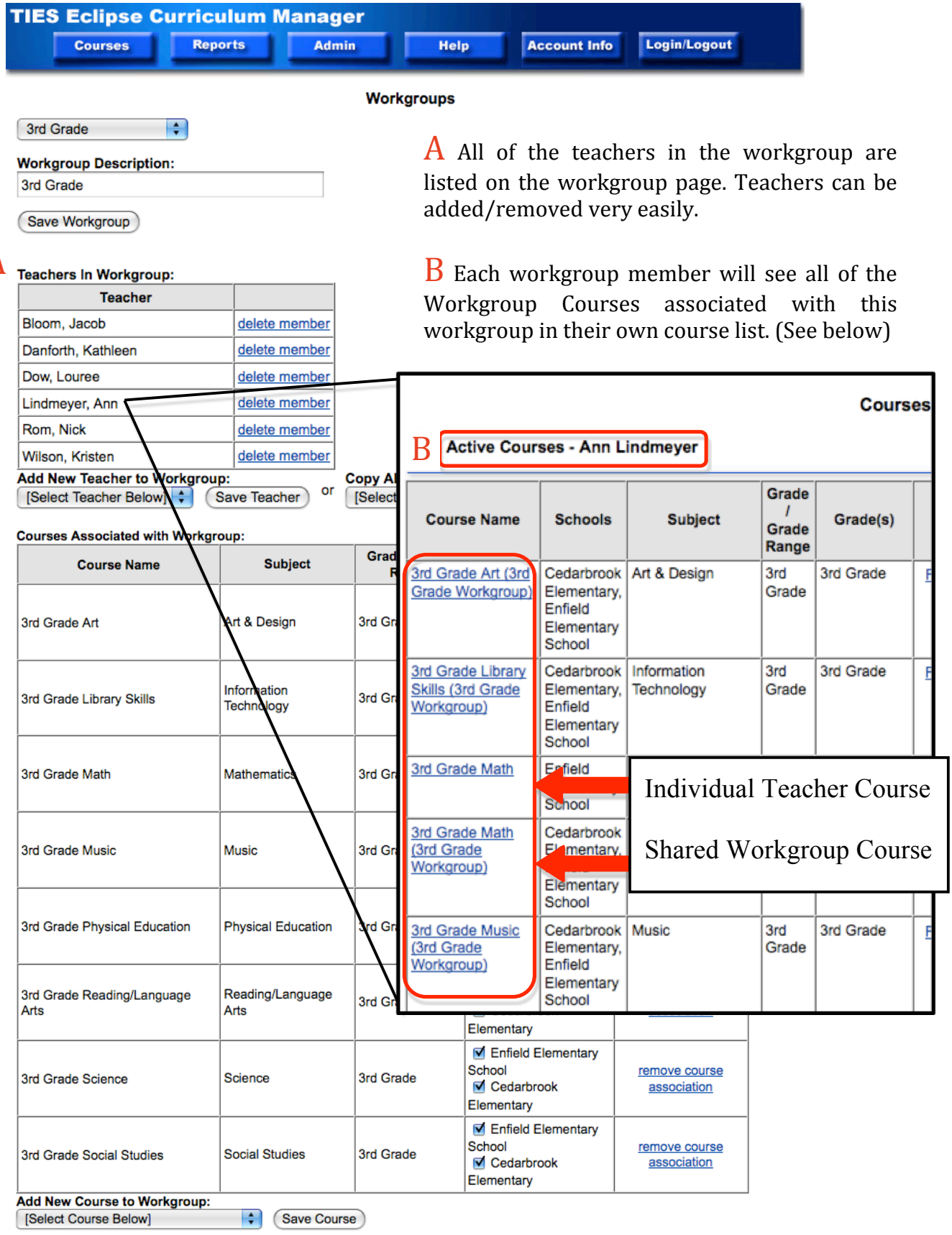
Here is an example of a workgroup that was created for all 3rd Grade teachers in a district.



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Creating Potential Courses

Potential courses are created in a number of ways and most often as the result of another action. It is important to recognize this since the number of potential courses in your Eclipse database can grow quickly. You can think of the "potential course" label not only for a course that will potentially be a Master Course but also as an archive for courses that have been "deleted" or backed up.

Here are the different ways that a Potential Course is created:

- A teacher can create a Potential Course from their Courses page (an optional feature that is configured by TIES Eclipse Admin during initial setup). This Potential Course can eventually be escalated to a Master Course.

- When a course association is removed from a workgroup, the active Workgroup Course becomes a potential Workgroup Course and can no longer be seen in the courses page of the workgroup teachers. This potential course is now listed under the "Position Open" teacher.

- When a Master Course is deleted or when a teacher association is removed from a Master Course then the active Teacher Course becomes potential Teacher Course.

- When course content is duplicated into a target course, existing content from the active Teacher Course is used to create a potential Teacher Course (Backup).

Managing Potential Courses – In order to manage the number of Potential Courses in the database, you will want to either escalate or delete Potential Courses whenever possible. If you escalate a Potential Course then it becomes a Master/Active Course (allowing teachers to be associated with the course). Deleting a Potential Course will remove the course from the database entirely.

Escalating Potential Courses – To escalate a Potential Course to a Master/Active Course, go to the **Admin page > Manage Courses > Escalate Teacher Potential Course to Master/Active Courses**. This automatic search will show you all of the Potential Courses you have in the database. From this menu, you can select which Potential Course you would like to make into a Master/Active Course.

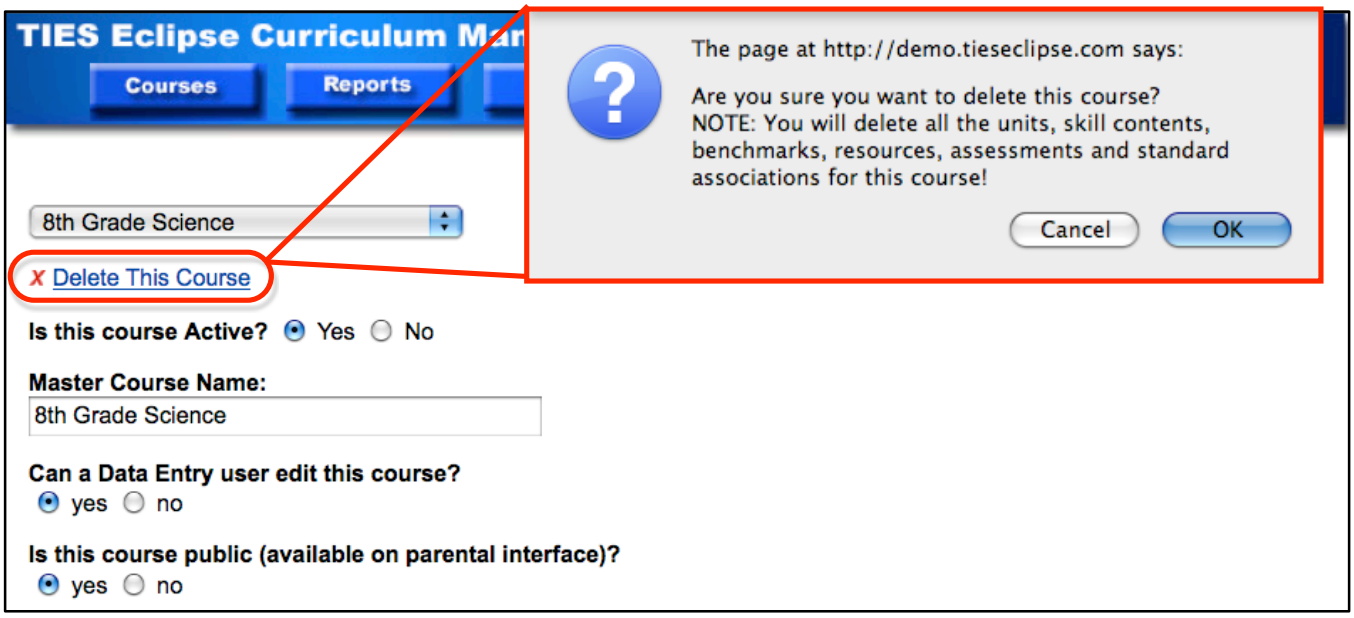
Deleting Potential Courses – see page 15.

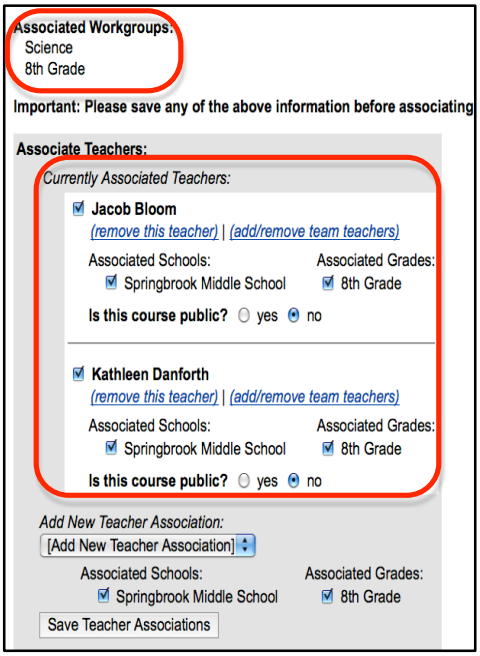
Deleting Courses

Deleting Master Courses

Master Courses can only be deleted by a Computer System Administrator. To delete a Master Course go to the Admin page and click the "Master and Teacher Courses" link. Then select the Master Course page that you want to delete.

The Master Course page will come up and you will see a "Delete This Course" link. If you click the link you will receive a confirmation dialog box (see below). This extra step is meant to prevent accidental deletion of data.





What happens when you click "OK" to delete a master course?

When a Master Course is deleted all content from the course is deleted and the course is no longer listed in the Eclipse database. In addition, all individual Teacher Courses and shared Workgroup Courses that are associated with the Master Course change from "active" to "potential" courses.

In this case, both Jacob Bloom and Kathleen Danforth will see their own 8th Grade Science course listed in their "Active Courses" list before the Master Course is deleted. But when the 8th Grade Science Master Course is deleted, their individual 8th Grade Science Teacher Courses will move from their "Active Courses" list to their "Potential Courses" list. Course content (units, lesson plans, resources, etc) from the teacher and workgroup courses will not be deleted but will remain with the course.

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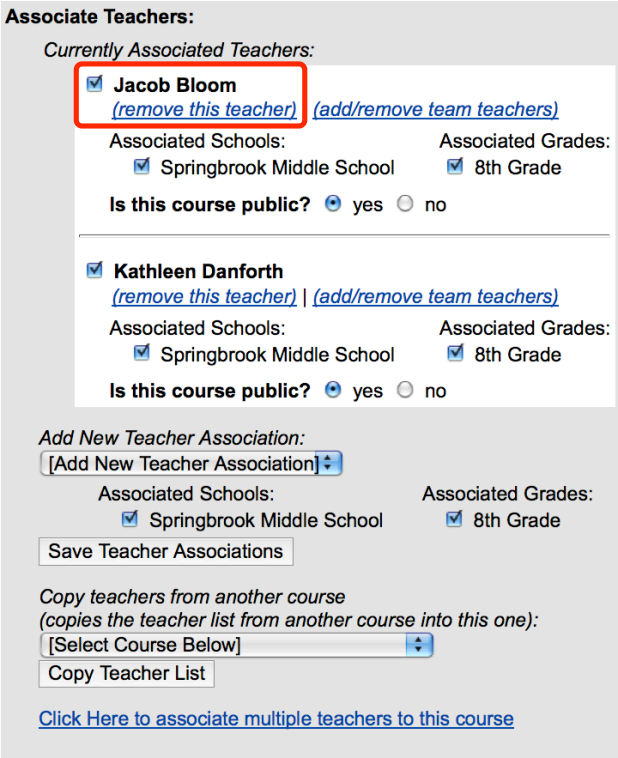
Deleting Teacher Courses

Teacher Courses can only be deleted by a Computer System Administrator. To delete a Teacher Course go to the Admin page and click the "Master and Teacher Courses" link. Then select the Master Course page of the Teacher Course you want to delete.



In the "Associate Teachers:" block you will find all the teachers that are associated with this Master Course.

Find the name of the teacher whose course you want to delete and click the "remove this teacher" link. **There is no confirmation dialog box.**

Once the teacher is removed from the "Associate Teachers:" block then their individual Teacher Course changes from an "active" course to a "potential" course and can be found in their "Potential Courses" list on their Courses page. Course content (units, lesson plans, resources, etc) will not be deleted but will remain with the course.

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Deleting Workgroup Courses

Workgroup Courses can only be deleted by a Computer System Administrator. To delete a Workgroup Course go to the Admin page and click the "Workgroups" link. Then select the Workgroup that contains the course you would like to delete.

Courses Associated with Workgroup:

Course Name	Subject	Grade / Grade Range	Schools	
3rd Grade Art	Art & Design	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Library Skills	Information Technology	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Math	Mathematics	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Music	Music	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Physical Education	Physical Education	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Reading/Language Arts	Reading/Language Arts	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Science	Science	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association
3rd Grade Social Studies	Social Studies	3rd Grade	☑ Enfield Elementary School ☑ Cedarbrook Elementary	remove course association

Add New Course to Workgroup:

[Select Course Below] Save Course

Find the Workgroup Course that you would like to delete. Then click the "remove course association" link in the far right column. **There is no confirmation dialog box.** When you do this, the course becomes a potential course and teachers associated with the workgroup will no longer see the Workgroup Course in their "Active Courses" list but will see the course in their "Potential Courses" list. Course content (units, lesson plans, resources, etc) will not be deleted but will remain with the course.

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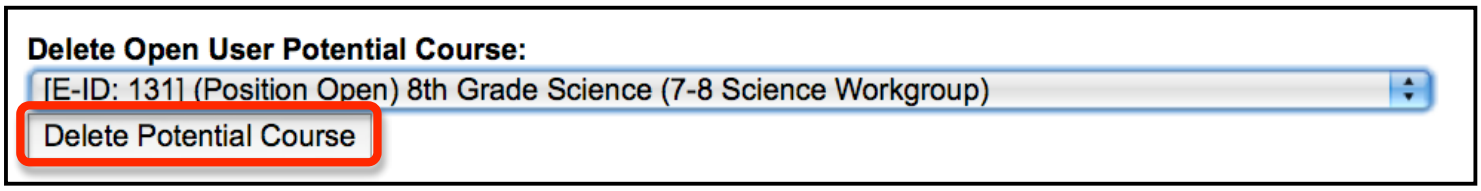
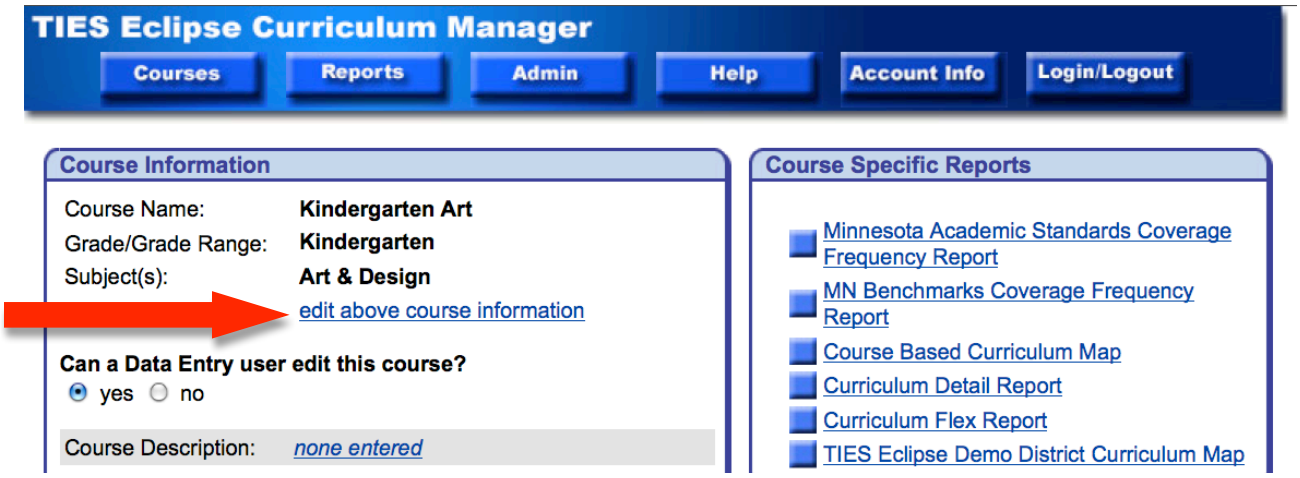
Deleting Potential Courses

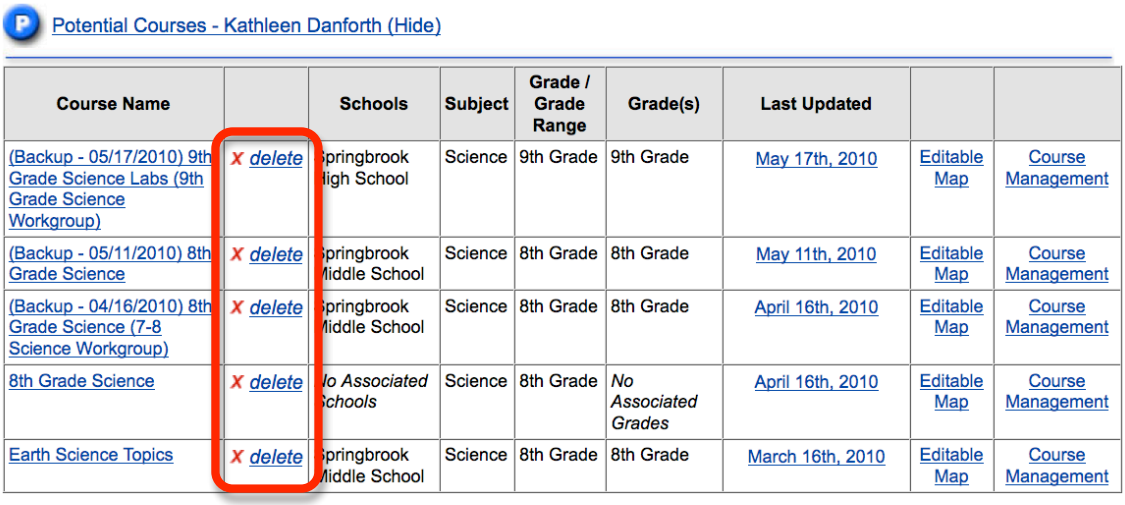
To delete a Potential Course you can go to the Admin page where there is a section near the bottom called "Delete Potential Course" with a drop down menu of all of the potential courses in the database. You can delete a Potential Course by clicking the "Delete Potential Course" button. There is no confirmation button and this cannot be undone.



In addition, each potential course page has an "edit course information" link on the course information page where you can delete the course.



Teachers can delete their own potential teacher courses as well as any potential shared workgroup courses that they are associated with by clicking the "delete" link next to each course that is listed in their potential courses list.



Course Name		Schools	Subject	Grade / Grade Range	Grade(s)	Last Updated		
(Backup - 05/17/2010) 9th Grade Science Labs (9th Grade Science Workgroup)	X delete	Springbrook High School	Science	9th Grade	9th Grade	May 17th, 2010	Editable Map	Course Management
(Backup - 05/11/2010) 8th Grade Science	X delete	Springbrook Middle School	Science	8th Grade	8th Grade	May 11th, 2010	Editable Map	Course Management
(Backup - 04/16/2010) 8th Grade Science (7-8 Science Workgroup)	X delete	Springbrook Middle School	Science	8th Grade	8th Grade	April 16th, 2010	Editable Map	Course Management
8th Grade Science	X delete	*No Associated Schools*	Science	8th Grade	*No Associated Grades*	April 16th, 2010	Editable Map	Course Management
Earth Science Topics	X delete	Springbrook Middle School	Science	8th Grade	8th Grade	March 16th, 2010	Editable Map	Course Management

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CURRICULUM MANAGER

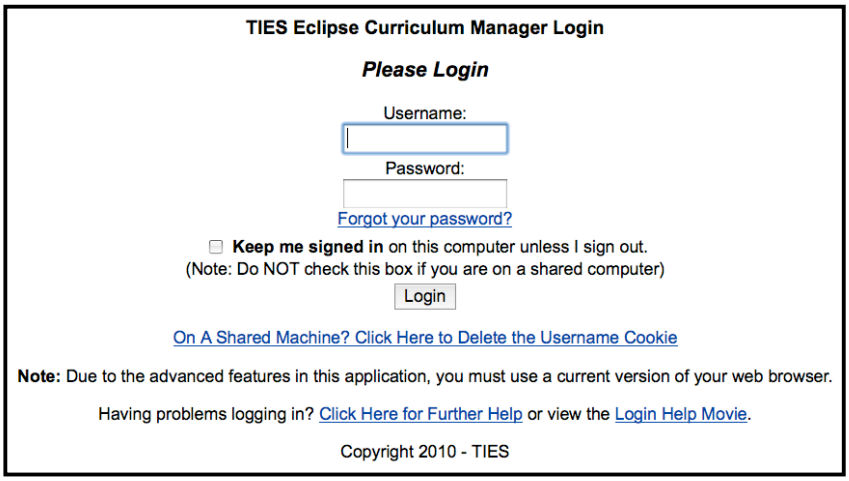
For the Teacher

Logging into Eclipse Curriculum Manager

1) Type in your user name.

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.

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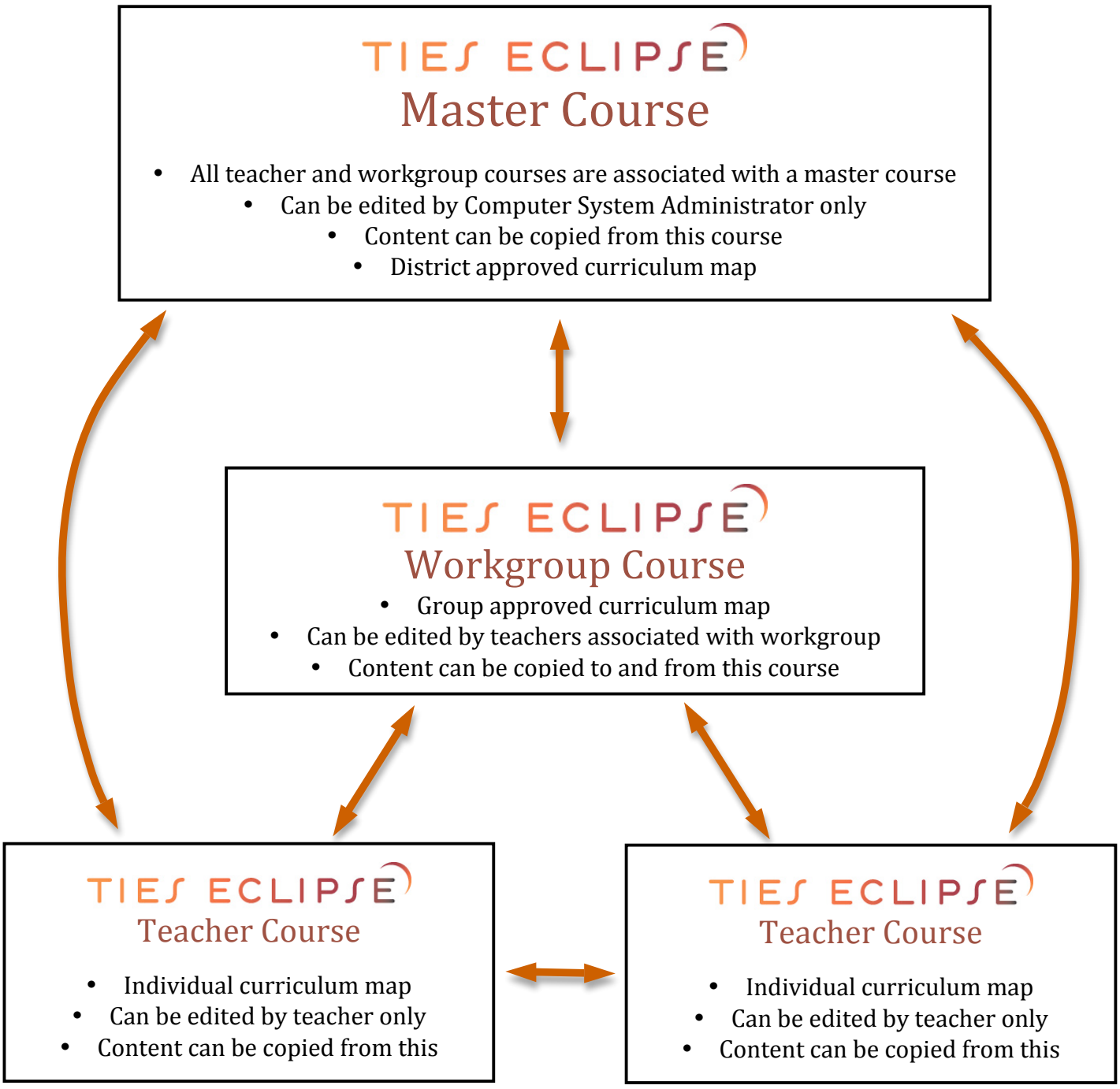
Course Descriptions

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).



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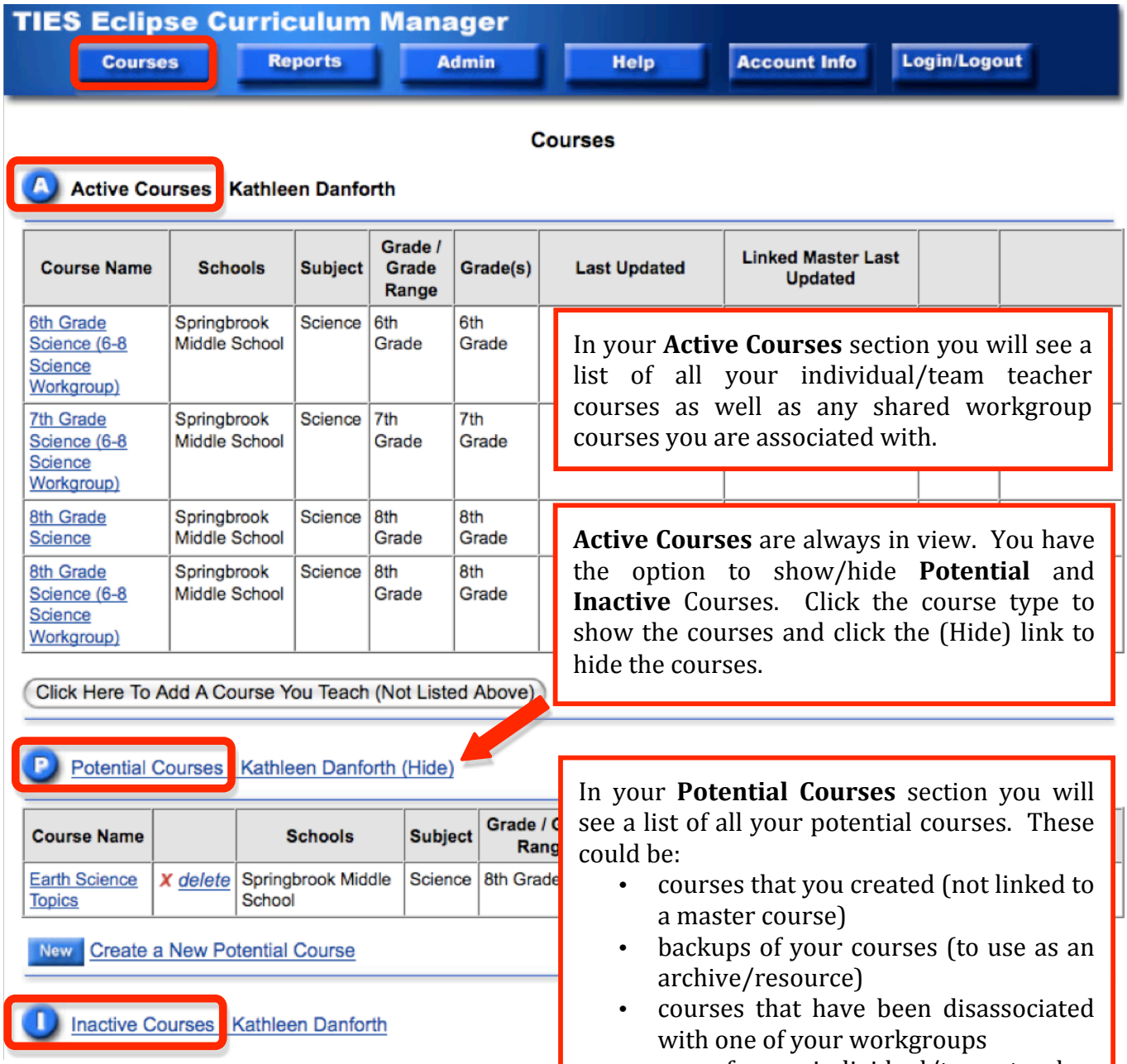
Managing Your Courses

Courses Page – Active, Potential and Inactive Courses

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



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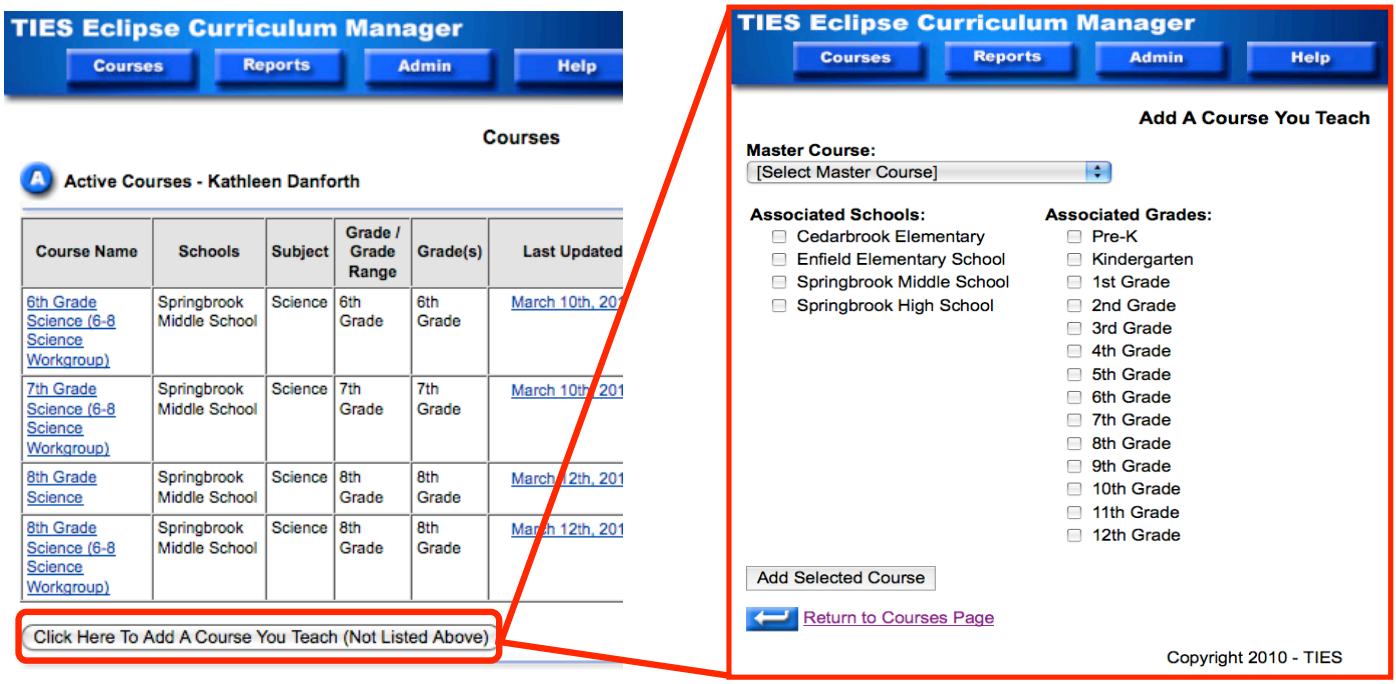
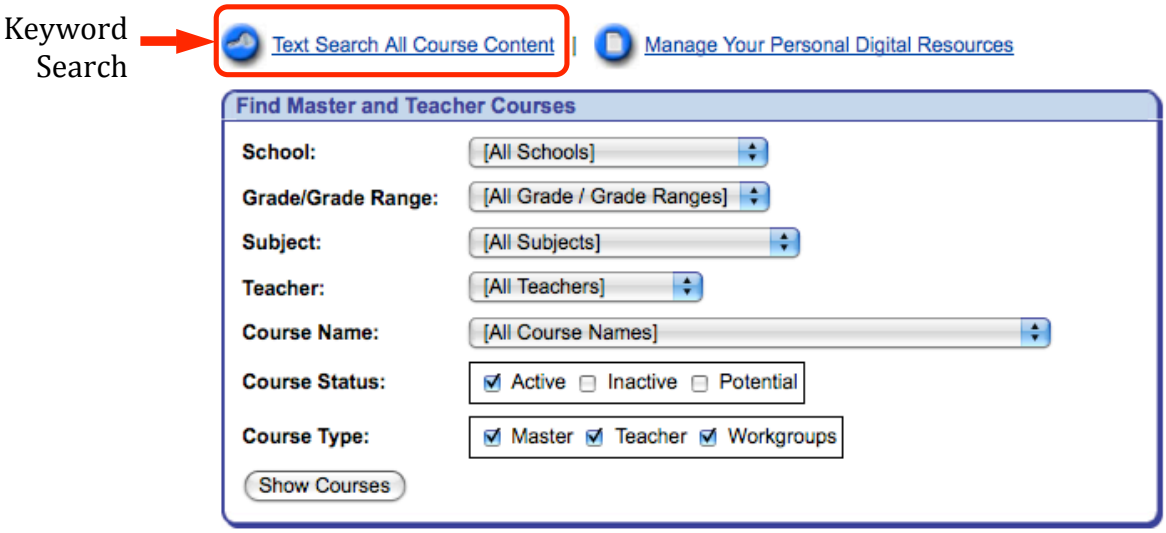
Adding a Course

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.



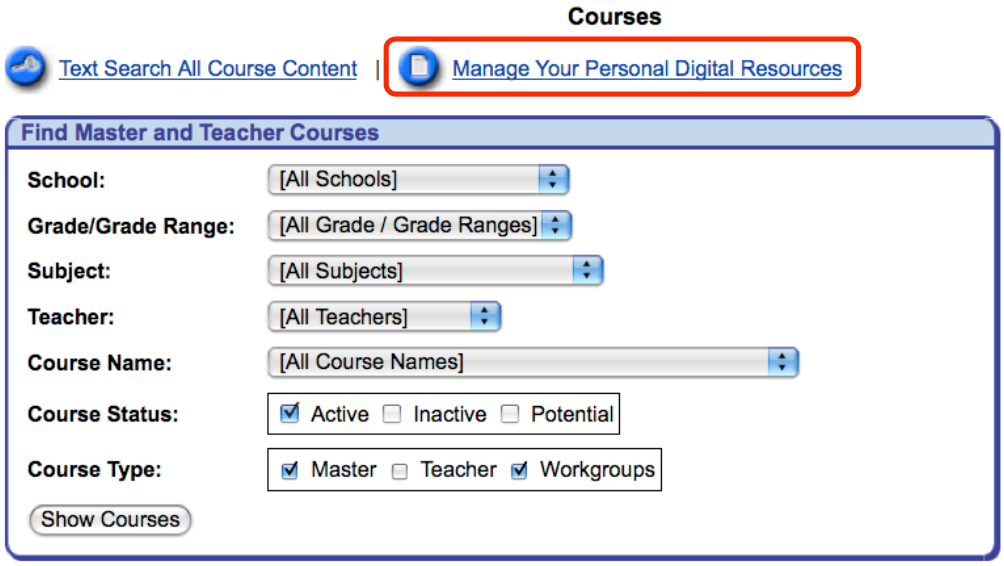
Search Feature

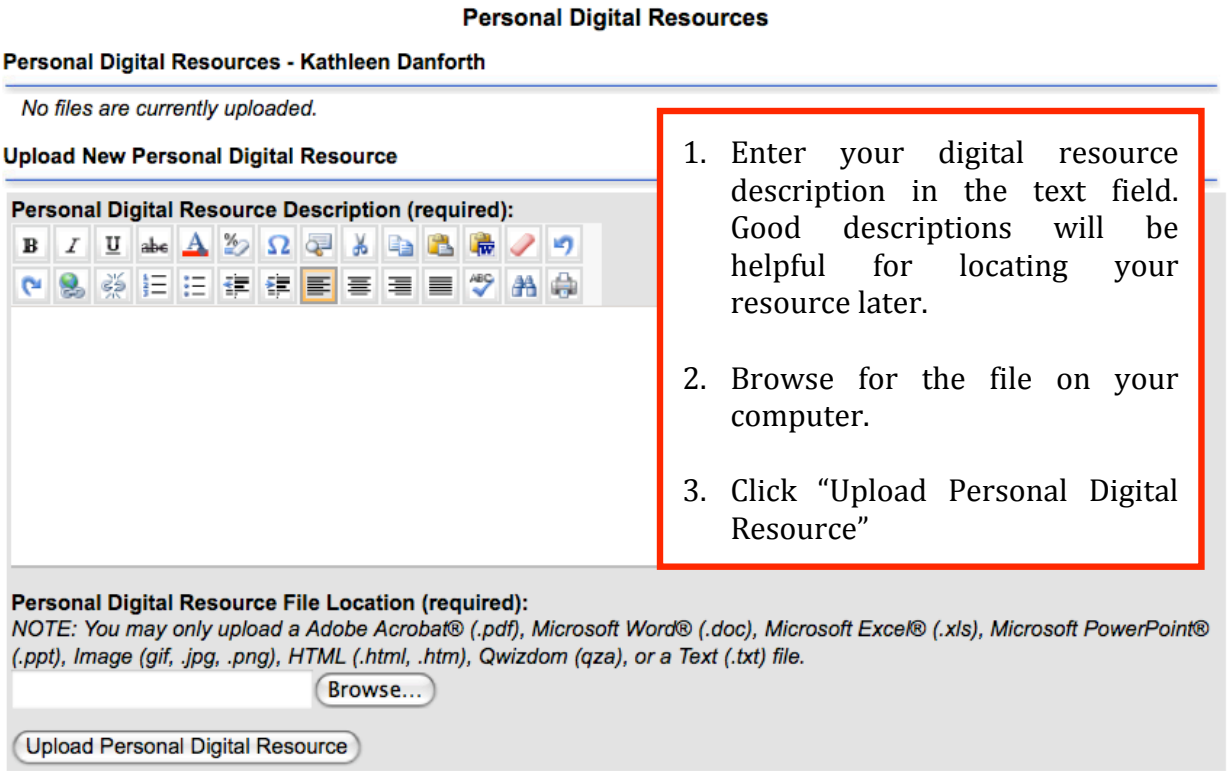
The Course page also has a powerful search feature where you can search the Eclipse database for different courses based on school, grade, teacher, subject and course type. You can also conduct a keyword search for specific course content such as units, content resources, assessments, lesson plans, and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



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.





1. 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"

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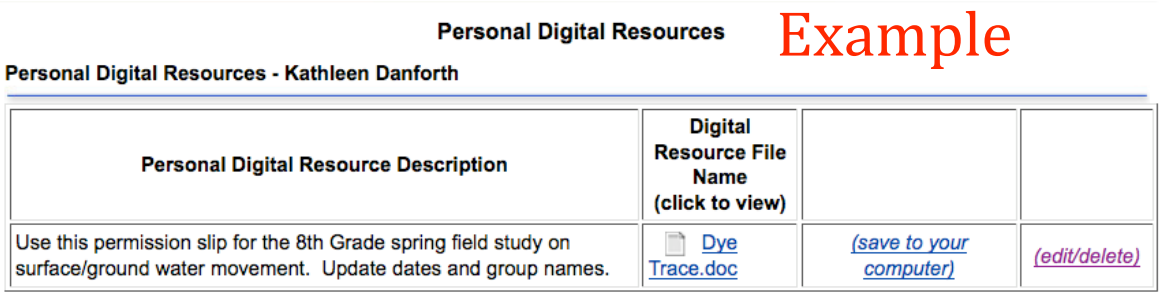
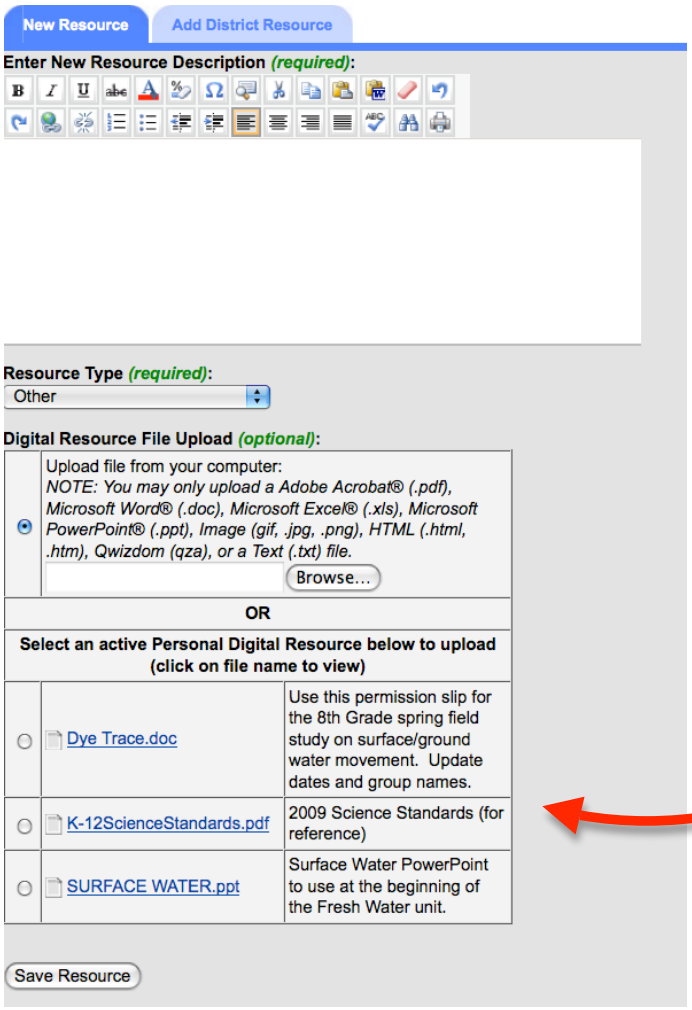
Personal Digital Resources (continued)

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





In addition, when you are editing your curriculum you can add one of your personal digital resources to a unit or lesson plan.

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.

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Course Management

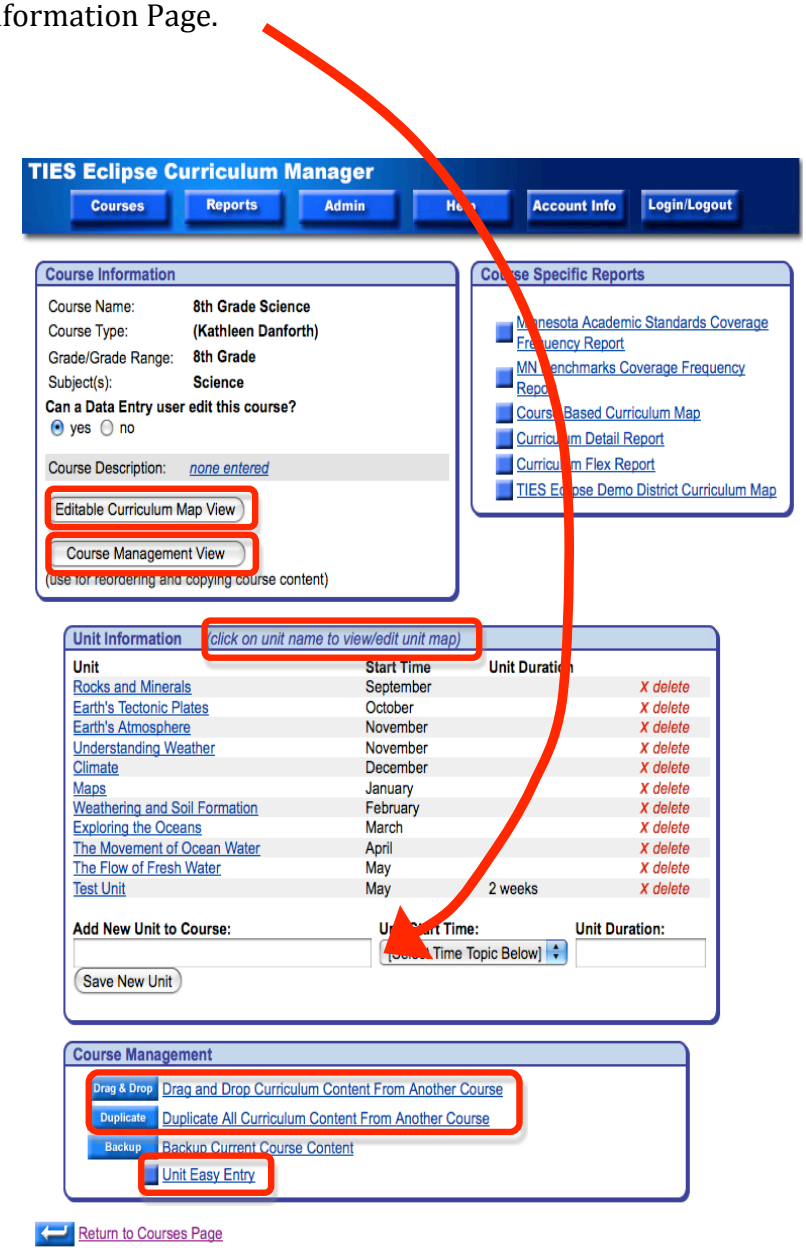
Course Information Page

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

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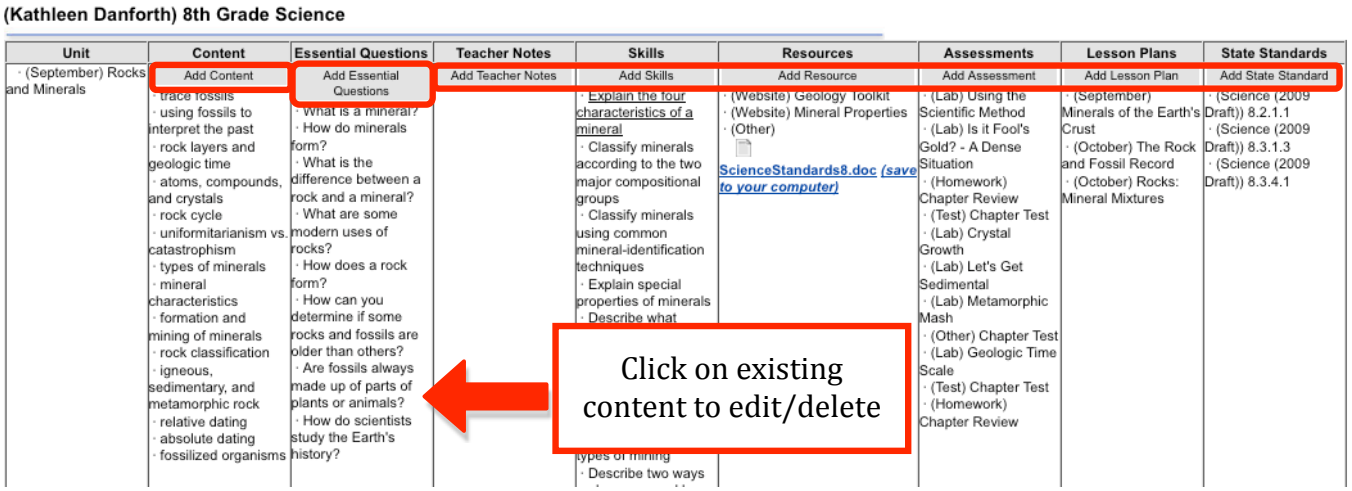
Curriculum Views (continued)

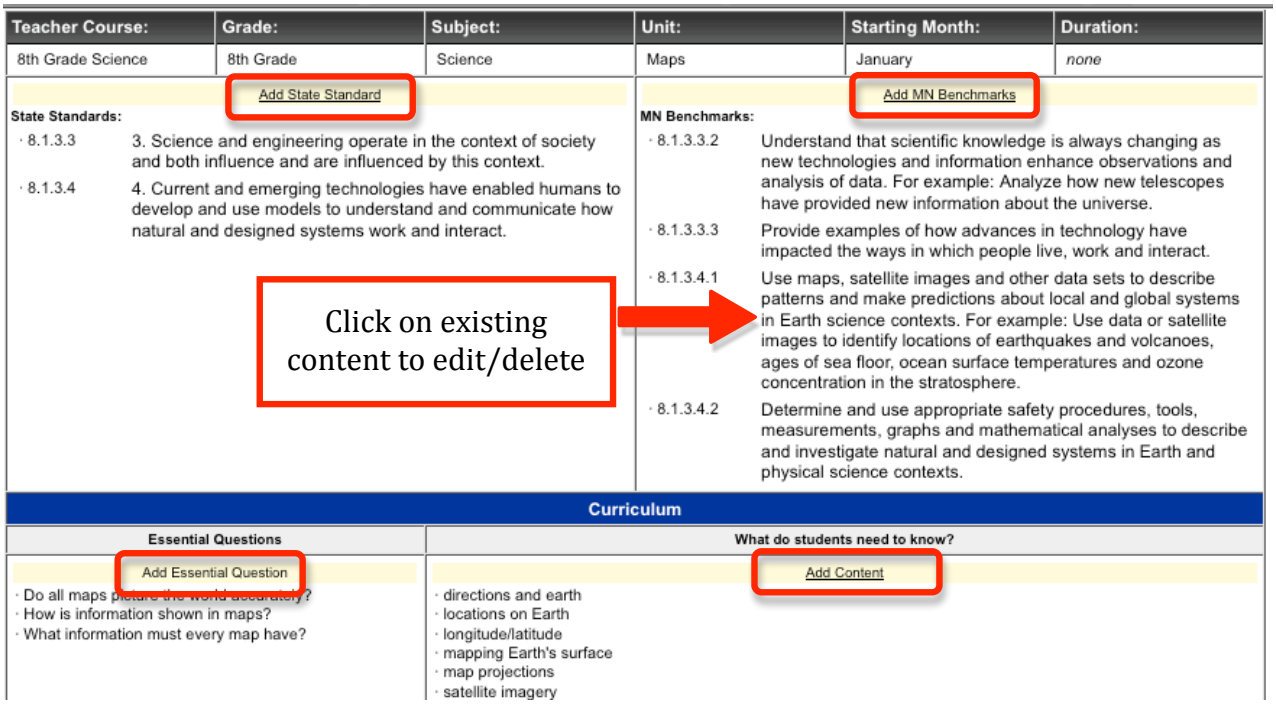
Editable Curriculum Map View

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.



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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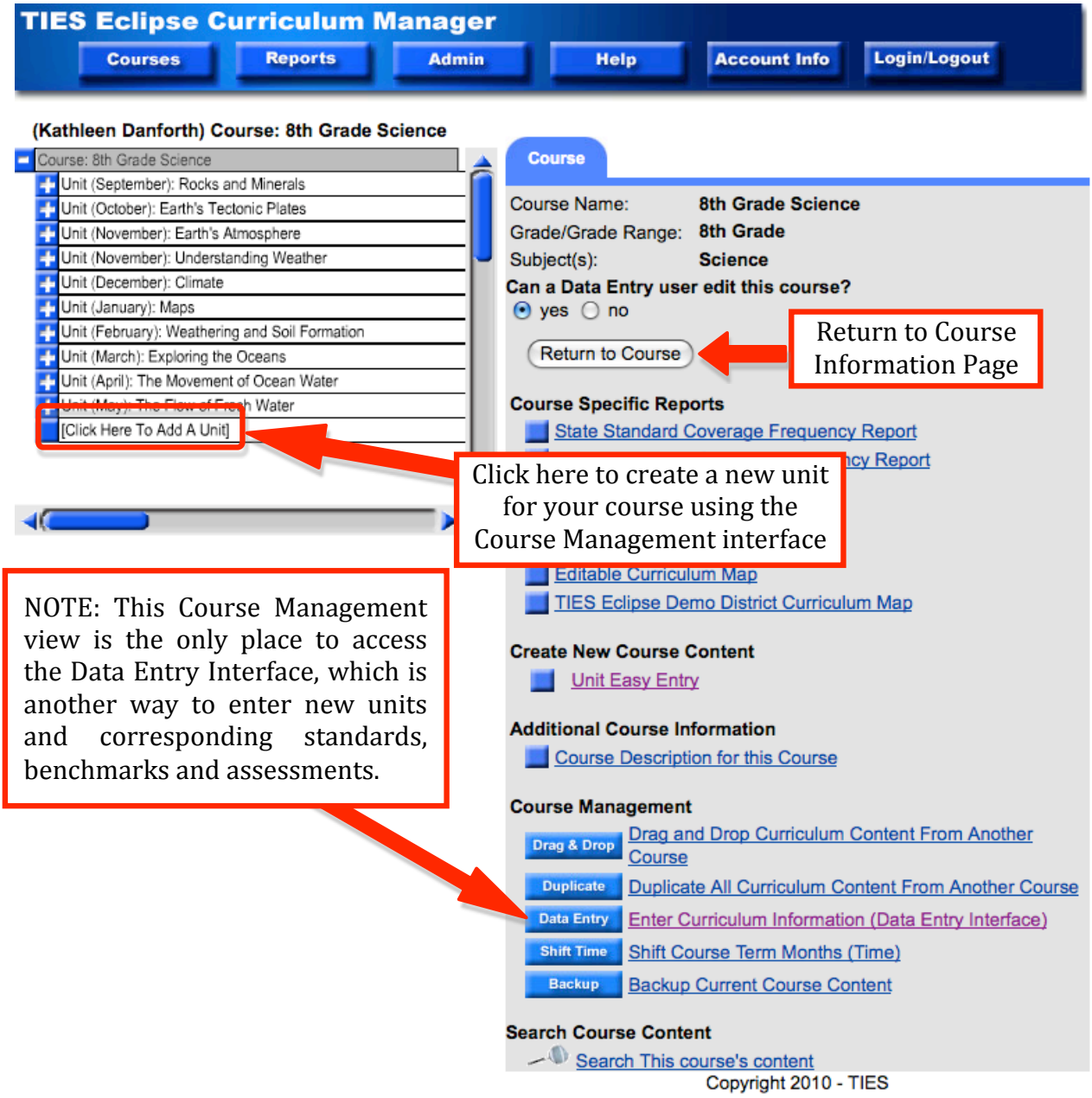
Curriculum Views (continued)

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.



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.

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Additional Course Management Tools

Drag and Drop

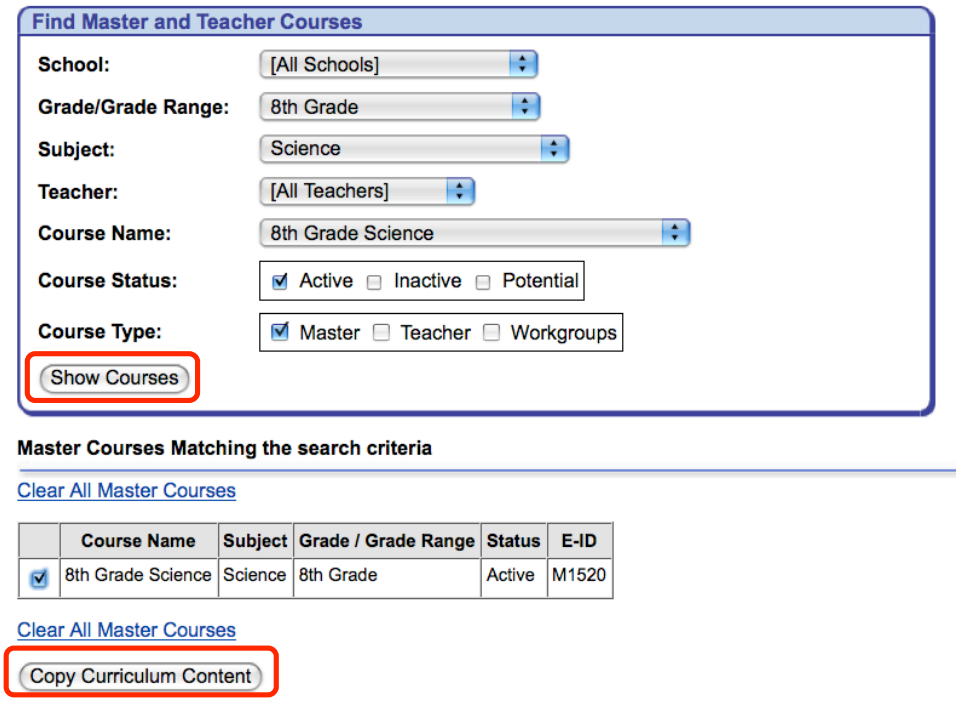
Drag and Drop is a great method to use when you want to copy course content from another course into a course you are editing. Once you've selected a "source course" you simply find the content you want to copy and drag it over to the desired location in your "target course".

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)

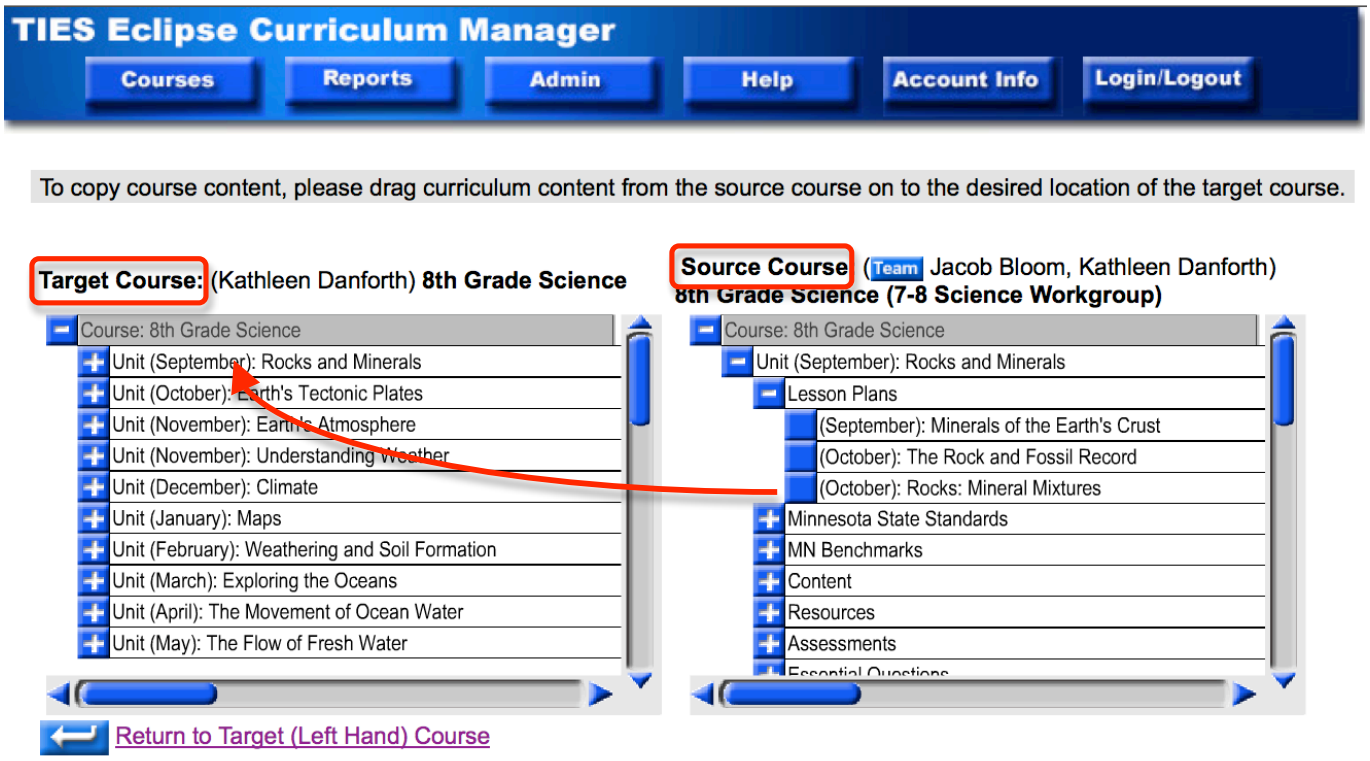
1. At the bottom of the Course Information Page click the "Drag and Drop Curriculum Content From Another Course" link. **Note**: You have to start in the course that you want to copy information INTO ("target course").

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"



Drag and Drop (continued)

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



5. To view curriculum contents, select and then click the plus sign next to any unit/unit header. **Click and hold** 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".

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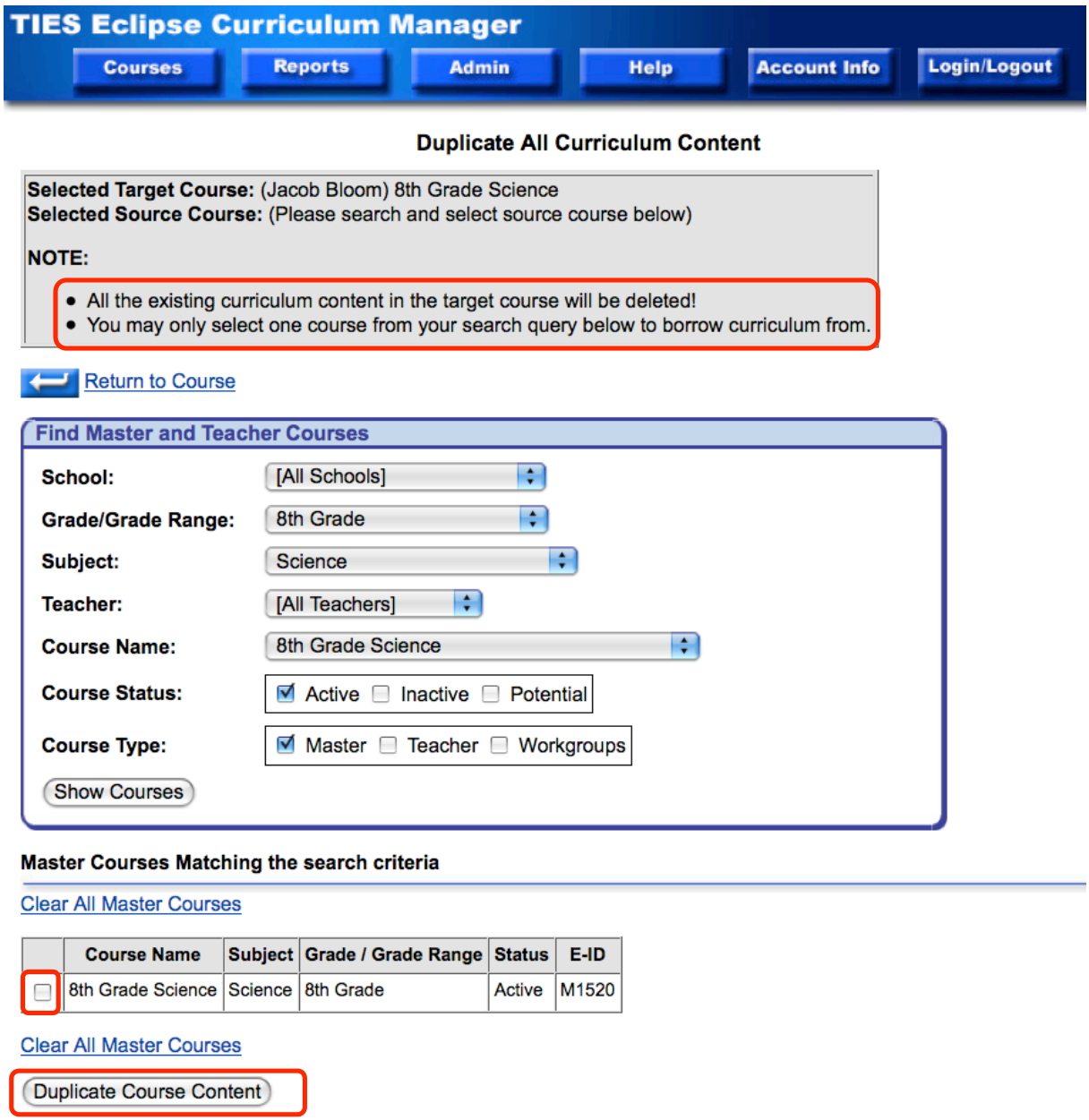
Duplicate

"Duplicate All Curriculum Content From Another Course" is used to copy all curriculum from one course ("source course") into another ("target course"). This process deletes the existing content from the target course. 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.

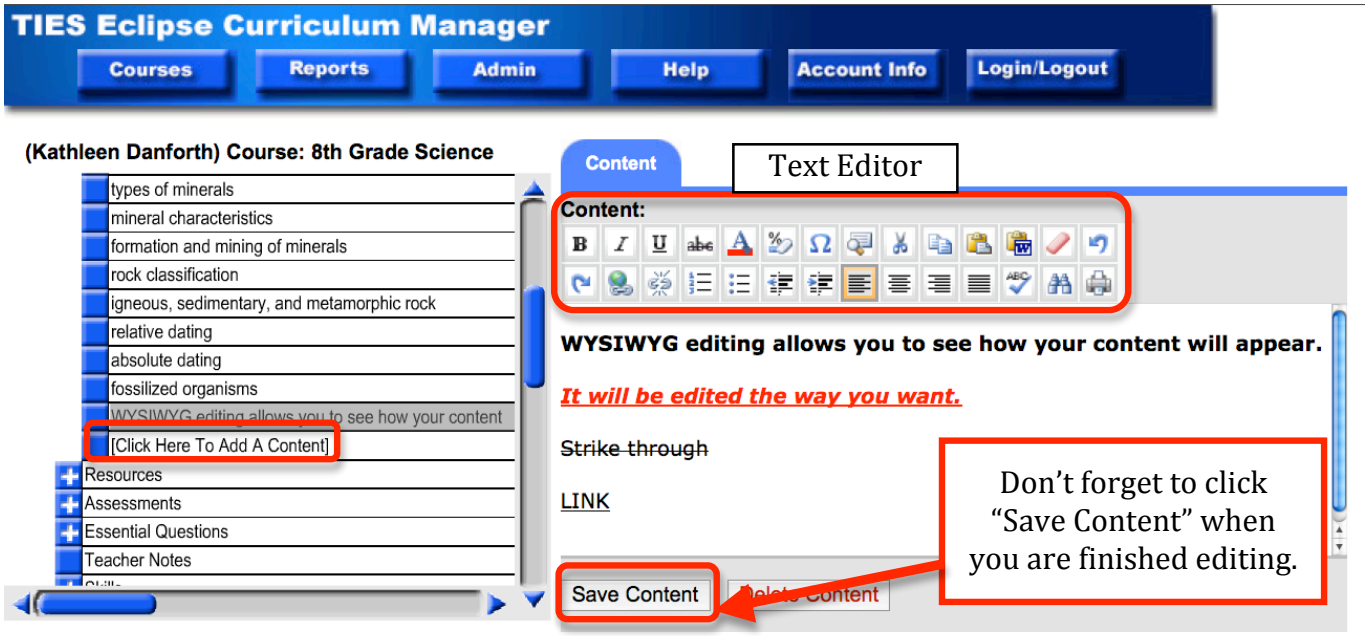
1. Click the "Duplicate All Curriculum Content From Another Course" link at the bottom of the Course Information Page.
2. Search for your Source Course using search criteria and select it.
3. Click "Duplicate Course Content"



Editing Curriculum Content

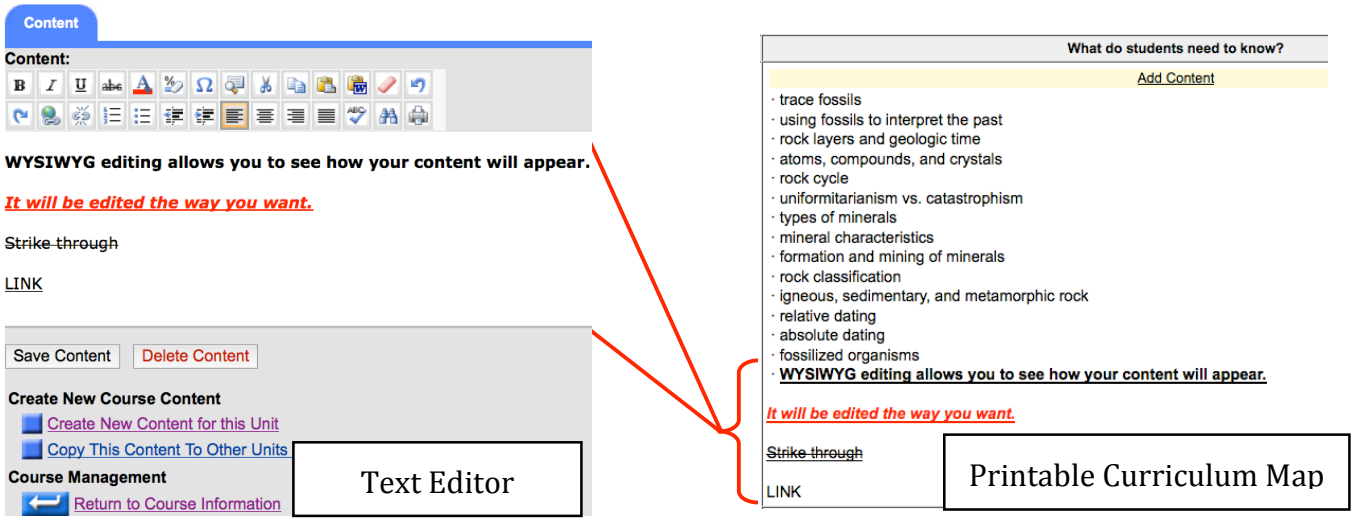
Editing Unit Content

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.



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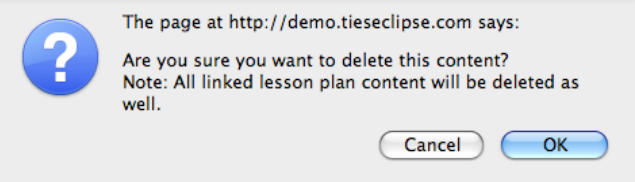
Editing Unit Content (continued)

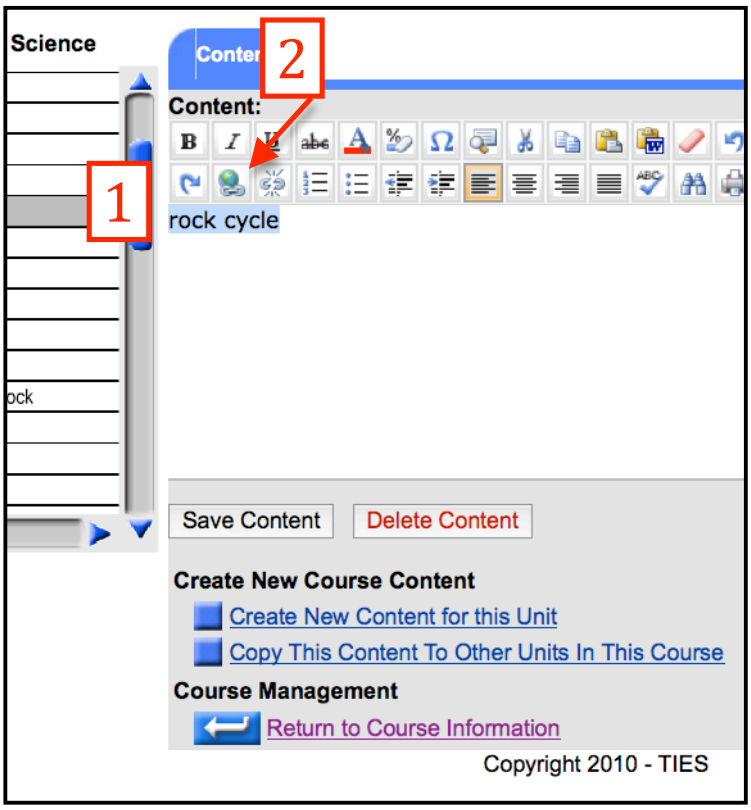
Delete Unit Content

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.

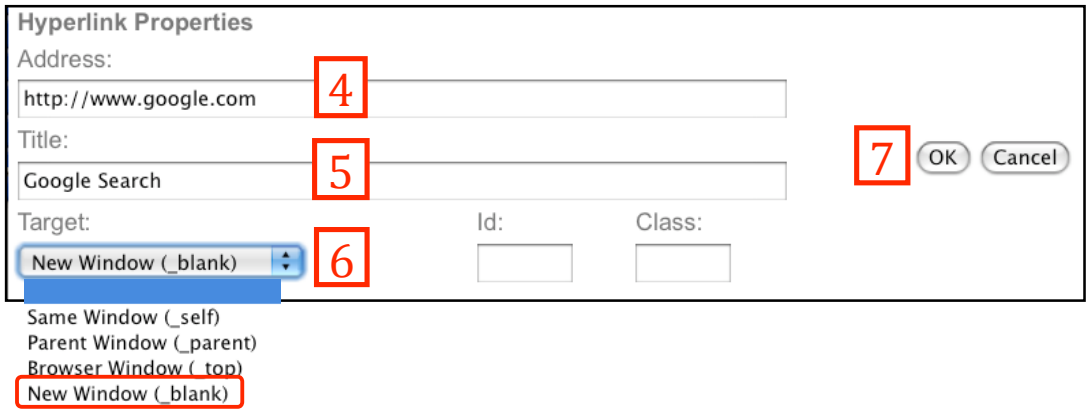


Creating a Link

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.

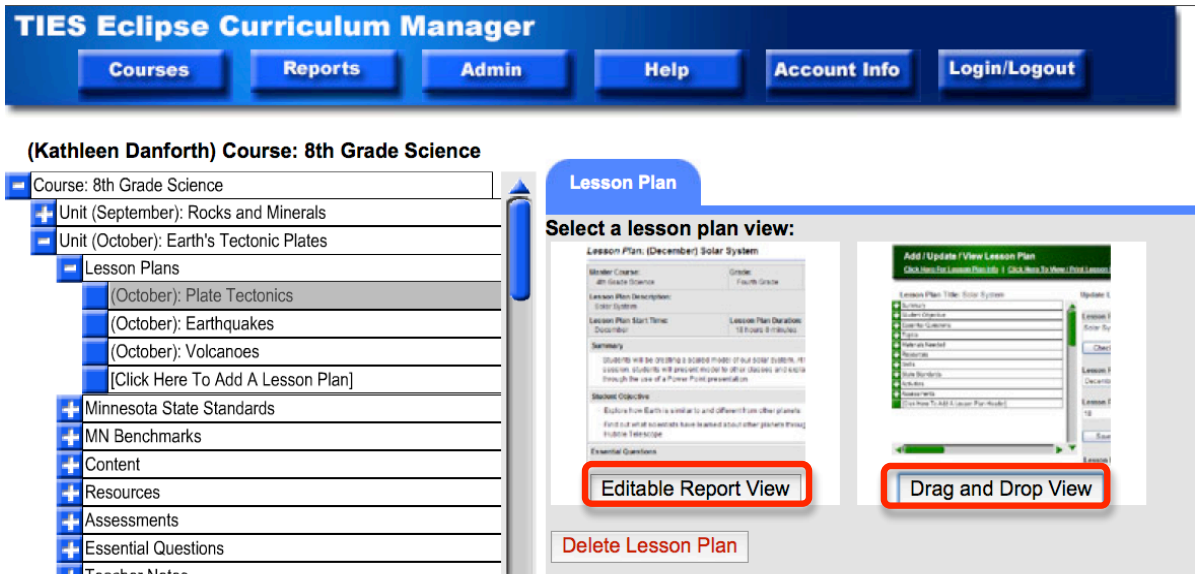


1. Highlight the word you want to link from within your content.
2. Click the "Insert Link" icon.
3. A new window will open. At the bottom of the window is a "Hyperlink Properties" section.
4. In the "Address" field put the full website address, including the http://. (*ex. http://www.google.com*)
5. In the "Title" field put the name of the website. (*ex. Google Search*)
6. From the drop down menu in the "Target" field select "New Window (_blank)".
7. Click "OK".

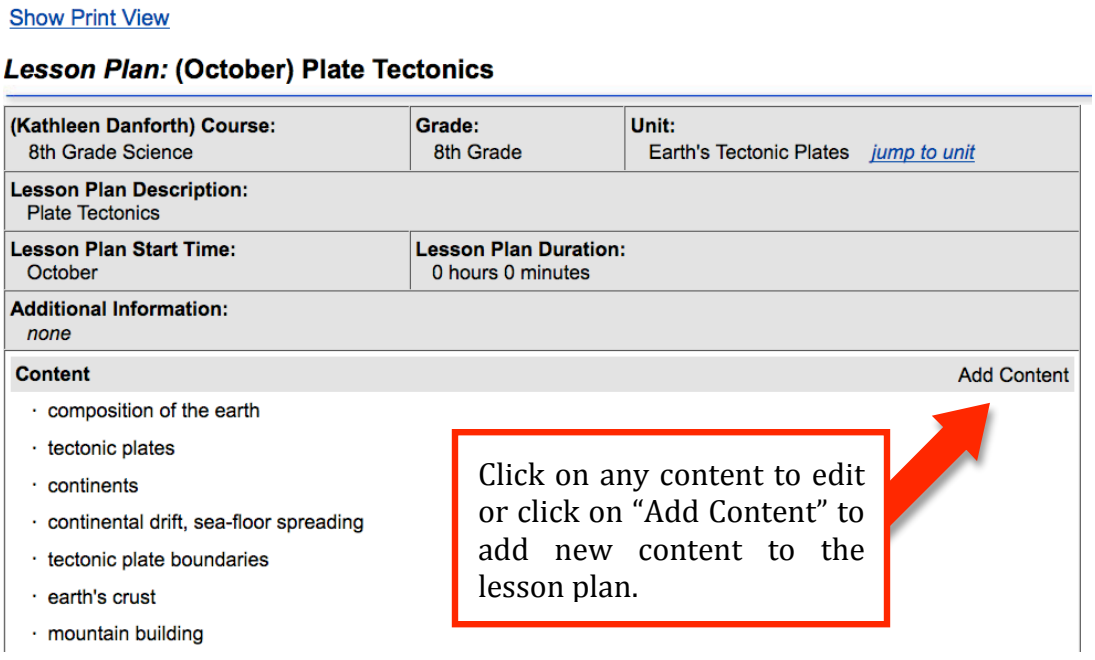


Editing Lesson Plans

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.



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.



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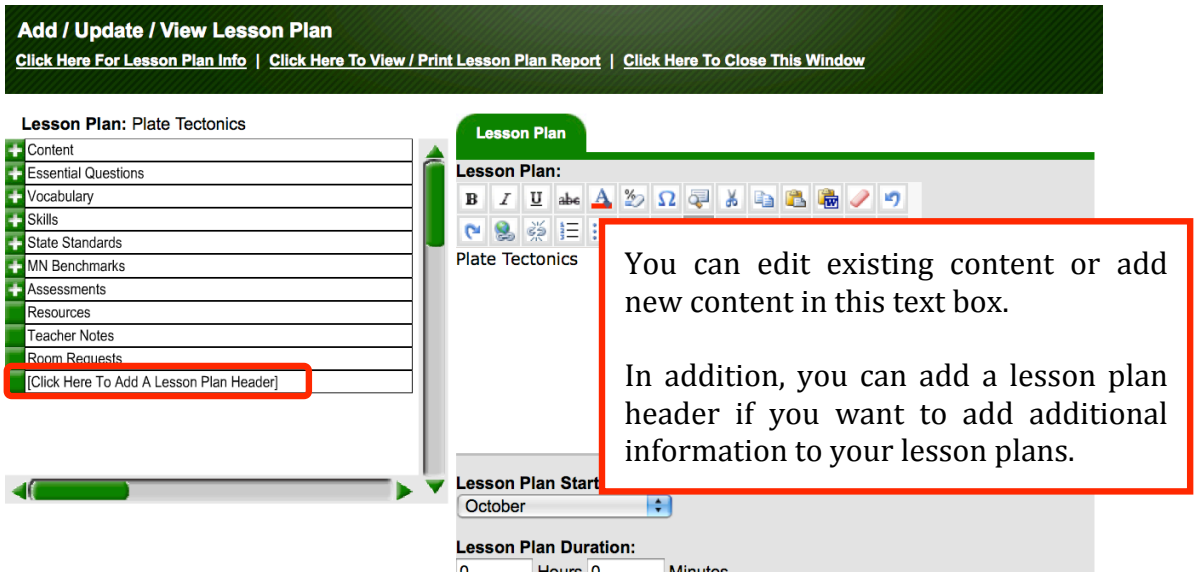
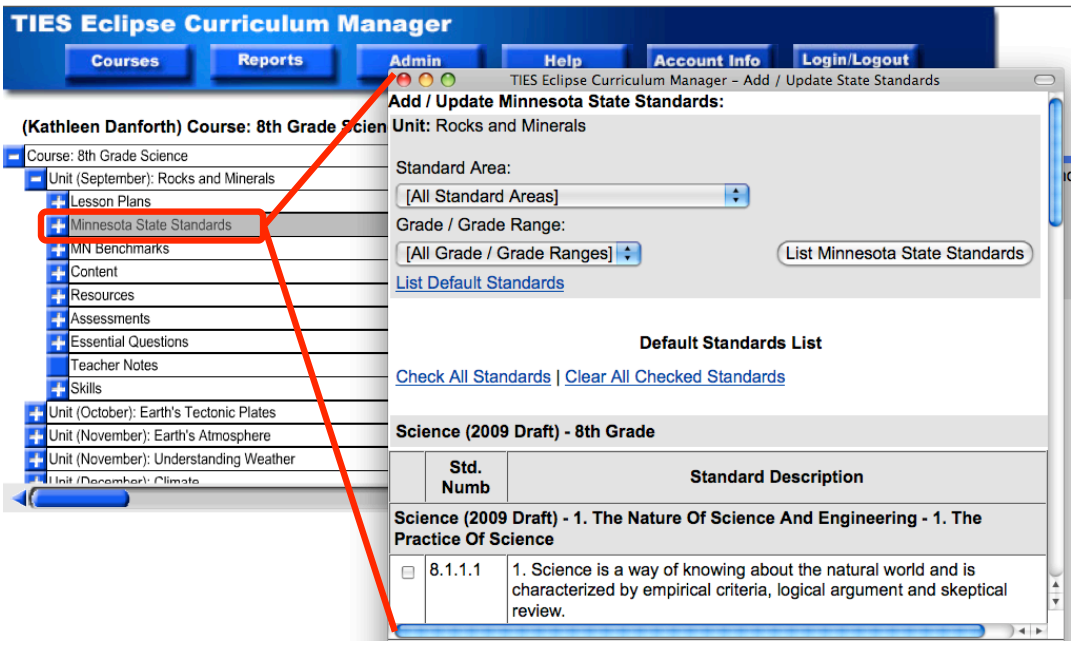
Drag and Drop View (for Lesson Plans) – Use this view to edit lesson plan content if you prefer the look and feel of the Course Management page where you can see all content by expanding the lesson plan areas.



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".



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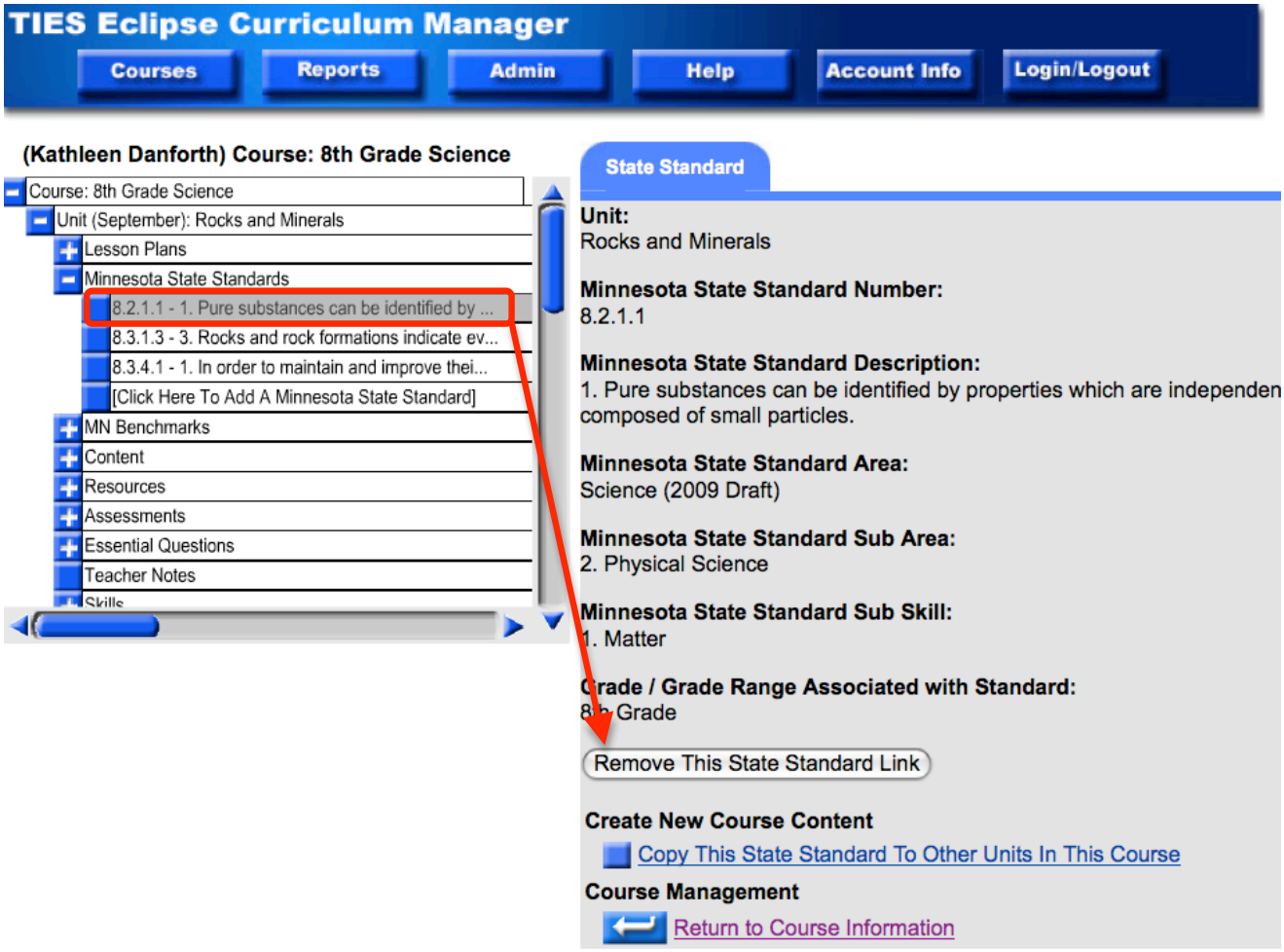
Removing Standards linked to a Unit (Course Management View)

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.



Benchmarks/Local Standards

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

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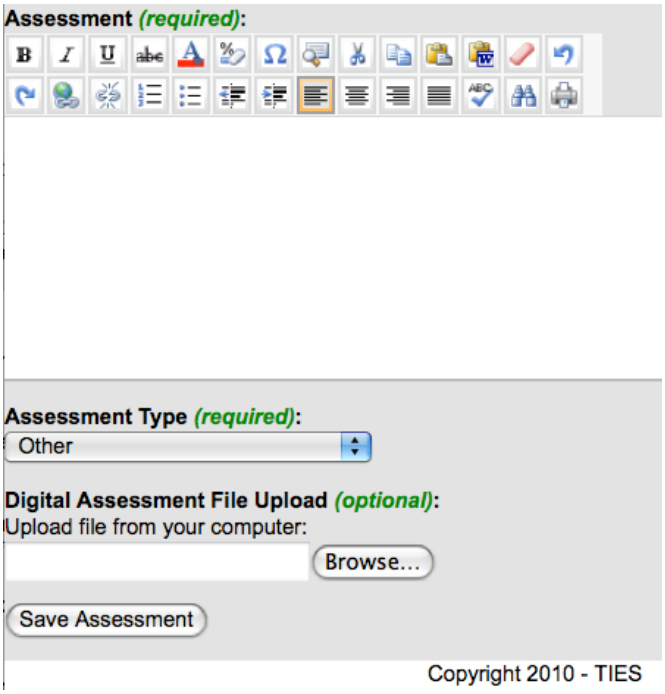
Assessments and Resources

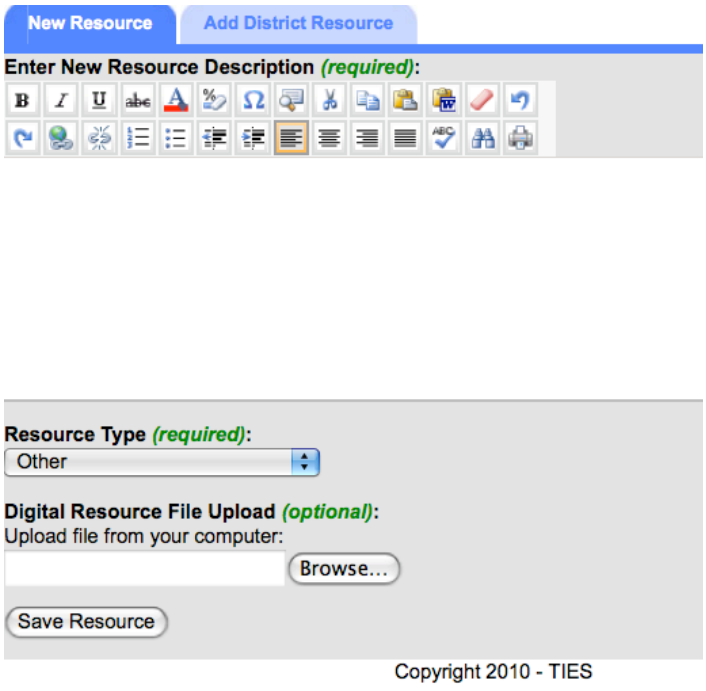
The "Assessment" category is a place where you can enter the assessments (summative or formative) that you plan to use for a particular unit of study. The "Resource" category is a place for you to record the resources that you use for a unit. Both of the entries for these categories can be descriptive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

The editing layout is similar for both.

Assessment



Resource



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. 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.