



## Curricuplan Demo Guide

### Log In

1. Using any web browser go to <http://www.curricuplan.com> (you must include the www)
2. Click **Registered User Login**
3. Enter your user name (your email address)
4. Enter your password (please don't change the assigned password)
5. Select **Curricuplan Demo 1, 2 or 3** as directed

### My Plans / My Maps Views

**My Plans** and **My Maps** include your portfolio of Maps, Unit and Lesson Plans that you are either the Author or Co-author.

**Note:** The first time you log on you will see the message "no documents found" until you create and save a plan.



### Create a Map, Unit or Lesson Plan

1. In the action bar, click the icon for **add a Map**, **add a Unit plan** or **add a Lesson plan**.
2. Add the content to your plan explained below
3. In the action bar Select the **save** icon.

**Note:** After a document is saved, it will appear in **My Maps** or **My Plans** as a draft. Plans are in draft status are private to the author.



### Save a Map, Unit or Lesson Plan

Click the "**save**" icon in the action bar to save the entire document.

**Important!** Save often to avoid loss of data

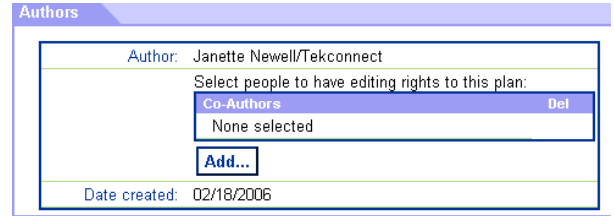


### Edit a Map, Unit or Lesson Plan

Click the "**edit**" icon (the pencil) in the action bar

## Co-authors

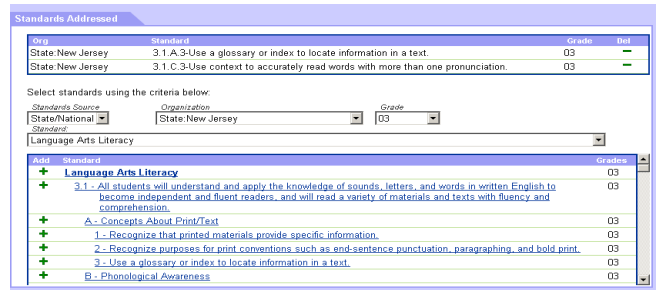
1. In the author field, click “**Add**”
2. Select the letter for the last name of the user from the select menu
3. Click on the user name(s) you want to add
4. Click “**Done**” to close the select menu



The screenshot shows a window titled "Authors" with a search bar containing "Janette Newell/Tekconnect". Below the search bar, it says "Select people to have editing rights to this plan:". A dropdown menu is open, showing "Co-Authors" and "None selected". There is a "Del" button next to "Co-Authors" and an "Add..." button below the dropdown. At the bottom, it says "Date created: 02/18/2006".

## Adding Standards

1. Select the “**Standards Source**” either Local or State/National
2. Your state will appear as the “**Organization**”
3. Select a grade level
4. Select the Standards Document
5. Click the **+ sign to add** a standard into the plan
6. Click the **– sign to remove** the standard from the plan



The screenshot shows a window titled "Standards Addressed" with a table of standards. The table has columns for "Org", "Standard", "Grade", and "Del". The "Org" column shows "State: New Jersey". The "Standard" column shows "3.1.A.3-Use a glossary or index to locate information in a text." and "3.1.C.3-Use context to accurately read words with more than one pronunciation." The "Grade" column shows "03". The "Del" column shows a minus sign. Below the table, there are dropdown menus for "Standards Source", "Organization", and "Grade". The "Standards Source" dropdown is set to "State/National", "Organization" is set to "State: New Jersey", and "Grade" is set to "03". Below these are dropdown menus for "Standard" and "Language Arts Literacy". A list of standards is shown with plus and minus signs in the "Add" column. The standards listed are "Language Arts Literacy", "3.1 - All students will understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension.", "A - Concepts About Print/Text", "1 - Recognize that printed materials provide specific information.", "2 - Recognize purposes for print conventions such as end-sentence punctuation, paragraphing, and bold print.", "3 - Use a glossary or index to locate information in a text.", and "B - Phonological Awareness".

## Web Sites

1. Enter the **URL** of the web site
2. Enter descriptive text that will appear as the hot link
3. Click “**Add**” to create the link
4. Repeat to add additional web sites

**Note:** *The web sites will be listed in the left navigator*

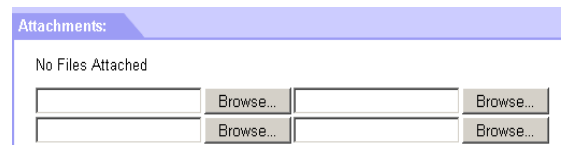


The screenshot shows a window titled "Web Sites" with a "Websites:" section. It says "None selected". Below that, there are input fields for "Descriptive text" and "URL". The "URL" field has "http://" entered. There is an "Add..." button below the "URL" field.

## Attachments

1. Click “**Browse**” to search your computer for the file you want to attach you your plan
2. Highlight the file
3. Click on “**Open**”
4. Repeat to attach additional files

**Note:** *You can add 4 attachments at a time after you save the plan and click “**edit**” to add 4 more*



The screenshot shows a window titled "Attachments:" with the text "No Files Attached". Below that, there are four "Browse..." buttons arranged in two rows of two.



## Submit for Review

1. When you are ready to submit your plan for approval, select your approval track “**Demo Approval Track**”.
2. Save the plan (if this is not already done).
3. Select the icon for “submit for review” from the action toolbar.

**Note:** *The members of the “**Approval Track**” that you submit your plan to will receive email notification.*

## Curricuplan

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## Review Discussion

The “**Review Comments**” is an online discussion between the author(s) and the members of the “**Approval Track**”.

1. To enter a comment Click “Add review comments here”
2. To respond to a comment select the respond image.



**Note:** *The review discussion is private to the author and is omitted from the “**shared**” view*



## Reflection

Authors add a **reflection** after teaching the plan; peers can add a reflection after sharing the plan (lesson study).

1. To add a **reflection**, select the “Reflection” image in the action toolbar.
2. Enter your comment.
3. Click on **save**.

**Note:** Reflections are only viewed by the author(s) of the plan.

## Search

Select **search maps** or **search plans** from the left navigation menu to filter information using a fully functioning search tool.

### **New!** Print Maps

#### **Directions to Print Documents** (Map, Unit and Lesson Plan)

1. Under the last item in the left navigation bar ‘Print Docs/Beta’, select ‘Search Maps’ or ‘Search Plans’.
2. Select the criteria to search for the Documents that you want to print.
3. Click in the check box in the far right column to select the document(s).
5. A new window will open with the preview of the Map. Change the page setup to landscape and select ‘print selected documents’.

*Note:* From this view you can also *print to pdf*, or *select all and copy/paste* into a document.

## Help

Online and phone support are available by clicking on “**Curricuplan Help**” in the left side of the page Monday-Friday between the hours of 8am and 8pm EST.

## Contacts

Lorraine Messenger, Regional Sales Manager [lmessenger@seacliffedu.com](mailto:lmessenger@seacliffedu.com)

Janette Newell, Education Consultant [jnewell@seacliffedu.com](mailto:jnewell@seacliffedu.com)

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