

Advanced Teacher Training Guide

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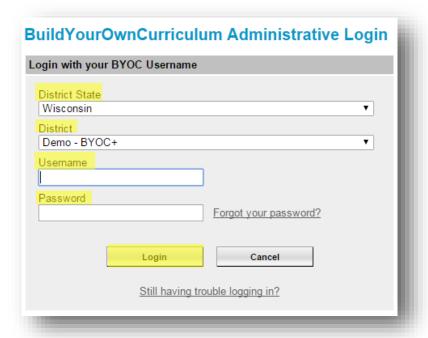


Introduction

The purpose of this document is to introduce users to the advanced features available in BYOC. Primarily this will focus on viewing your curriculum and searching other district's curriculum. In addition we will discuss how to create activities, use the teacher portal, and use the comment portion of BYOC. Many of these topics have their own training document that explains the topic in greater detail and walks you through the process of using the feature correctly. If you have additional questions or if you would like more information please see the documents referenced in each section.

Logging In

- 1. Go to the administrative website.
 - a. Admin.buildyourowncurriuclum.com
- 2. Choose your state and district from the dropdowns.
- 3. Enter your userID and password.
- 4. Click the gray button that says "login."



a. If you have forgotten your password, click the "Forgot Your Password" link to have it emailed to you

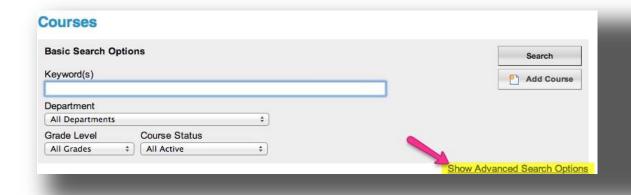
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b. You may also contact a BYOC administrator in your district to have your password reset

Advanced Search

The advanced search allows you to search other districts and your own using a variety of different search methods and parameters. To access the advanced search, click the **SHOW ADVANCED SEARCH OPTIONS** link located in the bottom, right corner of the Course Search box.



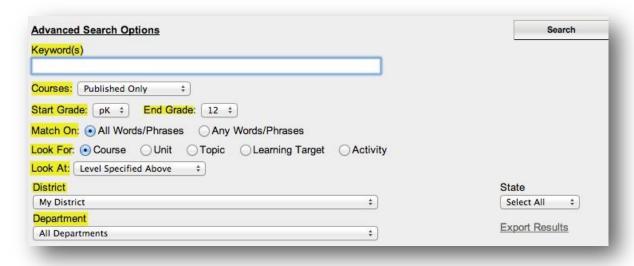
- 1. Keywords: This allows you to narrow your search using keywords like "Everyday Math" or "Frog Dissection". Using this field helps you limit your search and is especially helpful when you're looking for lessons or curriculum that specifically address some particular activity, program or concept. YOU MUST PUT SOMETHING IN THIS FIELD FOR THE SEARCH TO WORK.
- 2. Courses: This dropdown allows you to choose from PUBLISHED ONLY, ALL ACTIVE COURSES, or ALL ARCHIVED COURSES. Published only will limit your search to only courses that have already been published. All active will show you all courses in a district, except those that are archived. All archived will show you courses that once were published, but are no longer being offered.
- **3. Start/End Grades:** These fields allow you to limit the grade levels of your results. This is helpful if you are an elementary teacher and do not need results from the high school level and vice versa.
- **4. District:** This dropdown allows you to search courses from your district only (MY DISTRICT), courses from all districts (ALL DISTRICTS), or a specific district. To

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search a specific district select the district you desire to search from the dropdown menu.

- 5. State: This dropdown allows you to choose what state you want to see districts from.
- **6. Department:** This search menu allows you to specify what department you would like your search results to come from. For example, if you search "Newton" you may get both science and social studies results, however if you are a history teacher by selecting social studies you can eliminate any science related results.
- **7. Look For:** This choice allows you to limit your search by level. You may search for courses, units, topics, learning targets, or activities.
- 8. Look At: This feature is used in only rare cases and allows you to search for your keyword at one level, but receive results from another. For example, if grammar is consistently a topic in all Language Arts courses, but you wanted to see the learning targets associated with grammar you could search for grammar at the topic level, but get results at the learning target level. In this case "topics" would be what you want to "look at" and the "learning targets" would be what you "look for".
- **9. Match On:** This allows you to choose whether your results must match your keywords exactly or if your results can just match some of the words/phrases in your keywords.

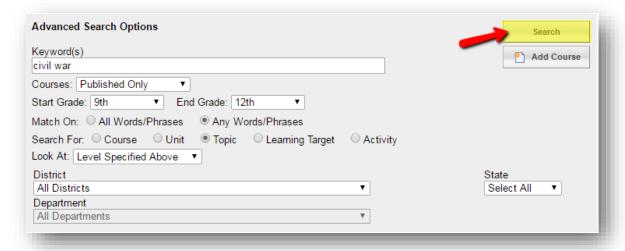


10. Fill in the fields based on your preferences and your search parameters.

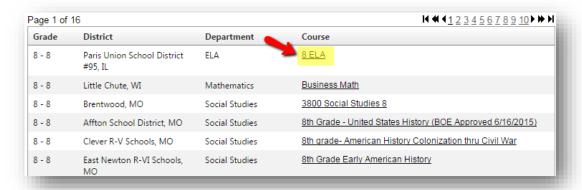
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11. Click on SEARCH in the upper right hand corner of the preferences box.



- **12.** Your search results will be displayed below the preferences box.
 - a. If your search yielded more than 10 results you will need to use the arrows in the upper right hand corner to page through the results.
 - b. Click on the course name to view the details of the course.



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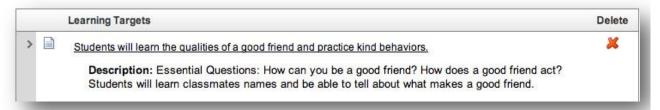
Viewing Learning Targets

BYOC offers a variety of ways to view your district's learning targets. The sections below explain the two most common ways to view learning targets. There is not a training document for this subject, if you have more questions please see your curriculum director or contact SSG directly.

Topic Level

As a rule, anytime you navigate to the topic level of a course the appropriate learning targets will be presented. This way will only show the learning targets for the topic you are on, it will not show you the learning targets for the entire course.

 You can get to the topic level by searching for the course you would like to see the learning targets for and then clicking on it. Once inside your course, you can click on the unit of the topic you want to see learning targets for and then clicking on the topic itself. On the topic page you will see the learning targets that have been assigned to that topic.



Learning Target Link

One quick way to view the learning targets for a course is from the Course Details page. This way will allow you to see all the learning targets for a course at one time.

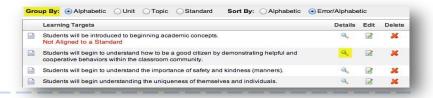
- 1. Search for the course whose learning targets you would like to see and then click on it.
- 2. Once on the Course Details page, select the **LEARNING TARGETS** link to view the course's learning targets.

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- 3. Once you click the learning targets button, you will see a list of all the learning targets associated with the course.
- 4. You can view learning targets by alphabetical order, their unit, their topic, or the standards they are aligned to.
- 5. If you click the Details icon (the magnifying glass) you will see detailed information about the topic including where it is taught and what standards it is aligned to.



Comments: Providing Feedback/Recording Thoughts

Comments can be provided at the course, unit, or topic levels. Comments are located at the bottom of each page and are open for all educators in your district to provide feedback. Originally designed to gather feedback during the curriculum---authoring phase, the comment sections are now used extensively as a diary during the teaching process to record ideas for improving the curriculum moving forward.

Notes

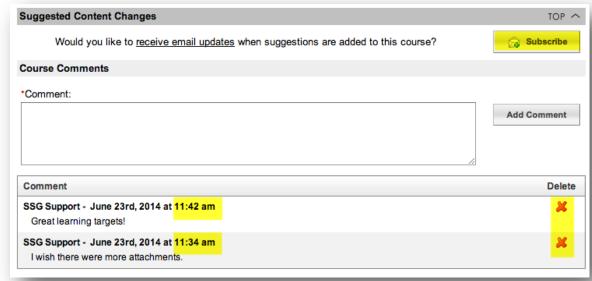
- 1. Comments are displayed from newest to oldest.
- You can subscribe at the course, unit, or topic level. To do this, simply click the SUBSCRIBE button. You can subscribe at the course, unit or topic level. Clicking subscribe will cause an email to be generated to you each time a comment is

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added at that level or below.

3. A System Administrator or the comment author can delete comments, by clicking the **RED** X.



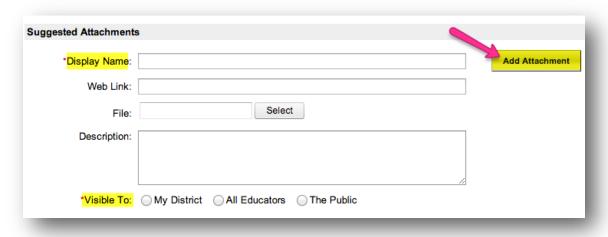
Suggested Attachments

This is a place where teachers can compile any attachments that they would like associated with a course throughout the year. Then a system administrator can go through and approve the attachments he or she would like to be associated with the course.

- 1. Give your suggested an attachment a name in the **DISPLAY NAME** textbox.
- 2. Choose who you would like your suggested attachment to be VISIBLE TO.



4. Then click ADD ATTACHMENT.



Views of the Curriculum

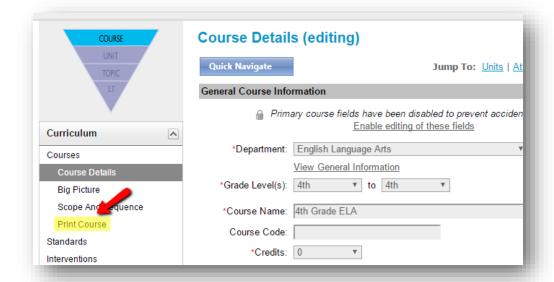
BYOC offers a multitude of ways to view the curriculum. This is one the key benefits of using BYOC; we strive to provide you with whatever view into the curriculum you need at a particular point in time.

Course Print

Course Print prints the Course Summary report, which includes a Scope and Sequence for the course as well as complete details including the course's units, topics, and learning targets. By default this printout does not include standards, but these can be obtained by running the Course Summary report from the Reports menu and requesting that standards be included in the printout. To view a course via Course Print follow the steps below:

- 1. In the Course Search box, search for the course you would like to view.
- 2. When you find the course, click on the course's name in the Course Results box.
- 3. Once on the main course page, click **PRINT COURSE** on the left hand menu.





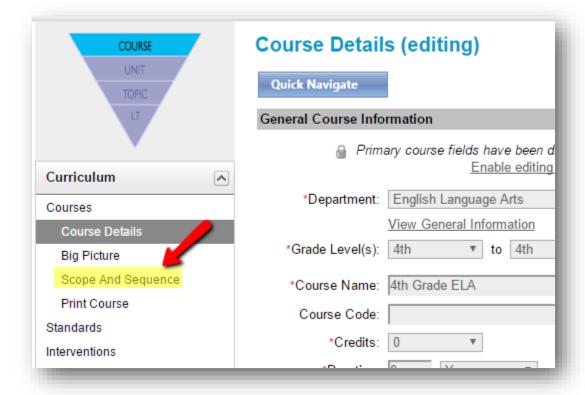




Scope and Sequence Page

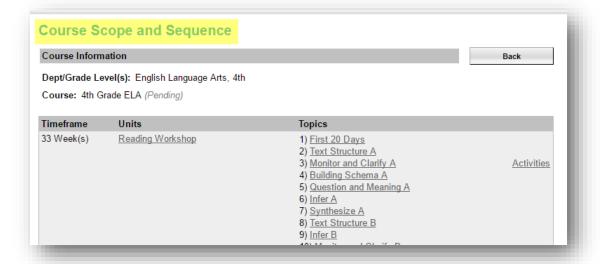
The Scope and Sequence page provides a nice overview of the entire course, access to any unit or topic, and access to the list of activities associated with any topic. To view a course using the Scope and Sequence page follow the steps below:

- 1. In the Course Search box, search for the course you would like to view.
- 2. When you find the course, click on the course's name in the Course Results box.
- 3. Once on the main course page, click **SCOPE AND SEQUENCE** in the left hand menu.



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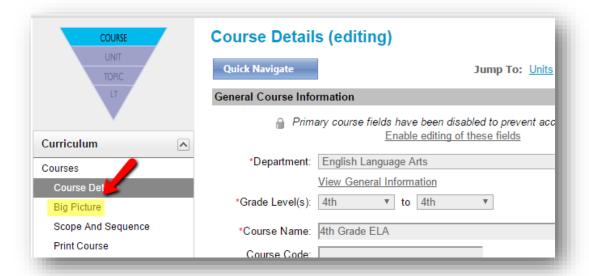


Big Picture

The Big Picture provides a complete outline of the course including the course's units, topics, learning targets, and durations. All entries in the outline are hyperlinks thus providing you the ability to jump to any desired portion of the course for more details. To view a course using the Big Picture follow the steps below:

- 1. In the Course Search box, search for the course you would like to view.
- 2. When you find the course, click on the course's name in the Course Results box.
- 3. Once on the main course page, click the **BIG PICTURE** on the left hand menu.







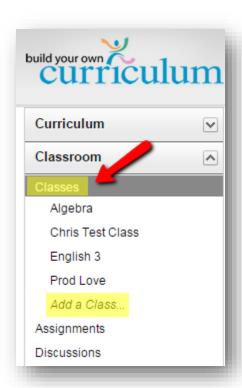


Curriculum Portal

The Curriculum Portal is designed for more technical users and is a more complex screen. It provides you complete access to all of the components of one or more courses. The information displayed is controlled by a class created by you and the Course Navigation window located in the upper left portion of the Curriculum Portal page. For more information on how to use the Curriculum Portal please see the HOW TO---Setup the Curriculum Portal.

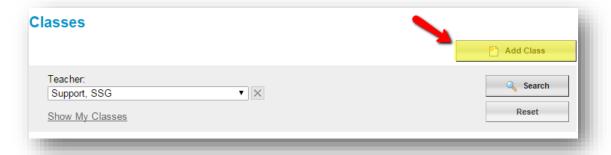
Creating Classes

1. Click on **CLASSES** under the **CLASSROOM** menu item on the left hand navigation. Or click on **ADD A CLASS...**

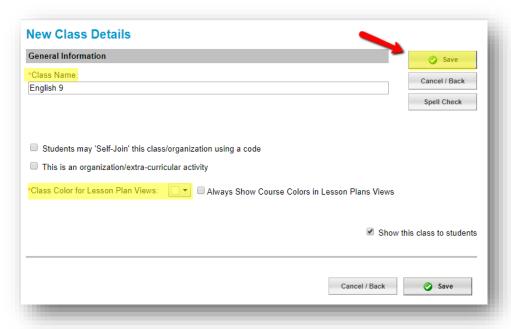


2. Once on the Classes page, click ADD CLASS.





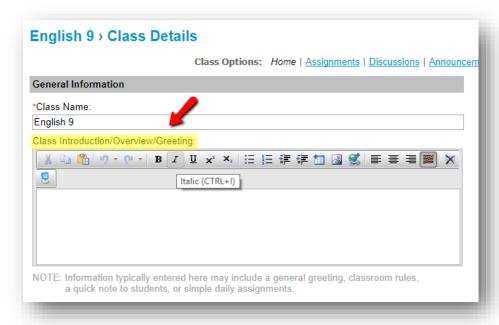
- 3. Enter the name of your class in the CLASS NAME textbox.
- 4. Check "students may "Self-Join" this class/organization using a code" if you wish for students to self-join the class rather than having you add them to the class. Clicking this option will prompt a code to appear that students can enter on the Student Portal.
- 5. Check "this is an organization/extra-curricular activity" if this isn't an academic class.
- 6. Choose the class color for your lesson plans.
- 7. Check "Always show course colors in lesson plan views" if you would rather have your COURSE color show in your lesson plan rather than your class color.
- 8. Check "Show this class to students" if you wish for the class to be shown on the student portal.
- 9. Click **SAVE** when you are finished.





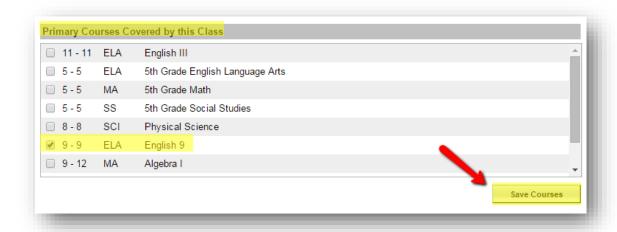
Once you save your class, additional fields show up that are optional for you to fill in.

10. If you are going to be publishing assignments with your class in the **CLASS INTRODUCTION/OVERVIEW/GREETING** textbox enter any information you would like your students to see each time they view the assignments.



- 11. Choose the **PRIMARY COURSES COVERED BY THIS CLASS** to tie your class to a course(s). Once you have chosen your course(s), click **SAVE COURSES**.
 - a. If you are an elementary teacher or someone who has the same group of students the whole day, you will most likely have multiple courses for your class.
 - b. If you are a high school teacher or someone who teaches distinct courses to different groups of students throughout the day, you will probably only have one course for each class.
 - c. If you are only teaching one course per class, it still may be helpful to include other courses that students in your class may be taking. This will allow you to look for cross--- curricular learning opportunities if you are using the Curriculum Portal. If you are a math teacher, but you include the science courses in the Curriculum Portal, you will be able to see the calendar for the science class and see what they are covering in that class, as well as in your class.





12. After you click **SAVE COURSES**, you can choose the **PROJECTION SCHEDULE** as well as the color code for your course, if you will be using the Curriculum Portal. The projection schedule tells BYOC how many days a week this course occurs for this class and is used when combining your curriculum and district calendars to give you a projected pacing for the class.

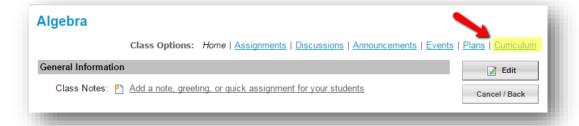


13. Click **SAVE** at the bottom of the screen.



14. Back on your Class Details page, you will see the **CURRICULUM** button. This will bring you to the Curriculum Portal you have just set up.

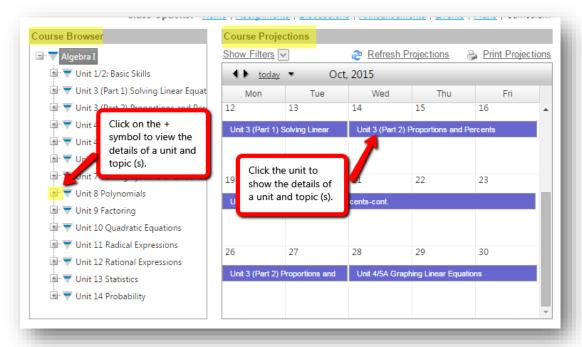




Curriculum Portal Basics

For a full introduction to all the aspects of the Curriculum Portal, please see the INTRODUCTION TO Curriculum Portal training document.

Course Navigation Tree and Projection Calendar - both of these areas
will allow you to dig further into the curriculum by selecting an area of
interest. Selecting an area in either the curriculum tree or the calendar
will reposition the other navigation tool to the same area and refresh all
of the information on the page to show the desired area.



Activities

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Activities are the "how you teach" portion of BYOC. In BYOC every teacher in the district can add activities. By default when you create an activity it is a private activity, meaning that you are the only one who can see it. Ideally over time, you will share your activity with your peers, thus populating BYOC with a variety of educational activities and creating a library of good ideas and best practices.

Activities are created at the topic level. The topic page is not only where activities can be created, but also it is also where activities can be viewed, printed, or edited.

The actual Activity Edit page for your district may appear different than the following images. The district has the ability to define their own fields and select what educational concepts they would like to emphasize.

The following steps will walk you through creating an activity. For more information about activities please see the HOW TO--- Create an Activity training document.

- 1. There are several ways to get to the topic level.
 - a. To do get to the topic level, simply click on the COURSE in the Course Search box, then select the appropriate UNIT from the Course page, and then click on the desired TOPIC from the Unit page.
 - b. You also could choose to use the Big Picture or Course Outline pages to navigate to the Topic level if you prefer.

| Timeframe | Units | Topics | |
|-----------|----------------------|---|------------|
| 4 Week(s) | Measurement | Perimeter, Area, Surface Area, Volume Equivalent measure and conversions Telling Time (elapsed time) Counting Money (making change) | Activities |
| Ongoing | Data and Probability | Statistical Analysis Graphs | Activities |

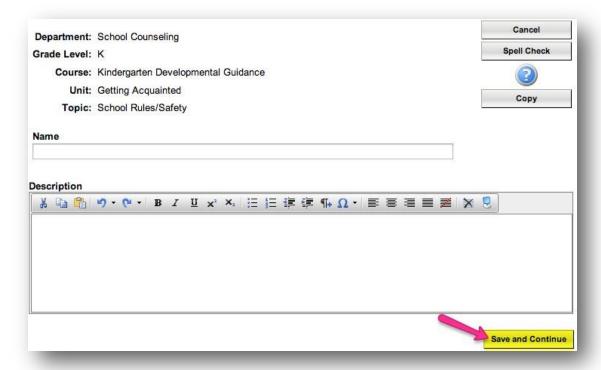
2. Once you are on the topic page, scroll down until you see the **ADD ACTIVITY** button. Then click on it.

Activities

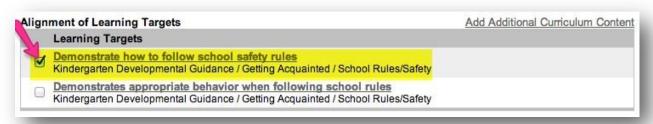


- 3. Once on the activity screen, then enter the name of you activity in the **NAME** textbox.
- 4. Then enter a description of your activity in the **DESCRIPTION** textbox.
- 5. When you have finished that click the **SAVE AND CONTINUE** button on the bottom of the screen.





- 6. Below the name and description of the activity, all the learning targets that are aligned to that topic will appear.
- 7. Select the learning targets that are addressed by your activity. To do this, click the checkbox in front of the target(s) your activity addresses.

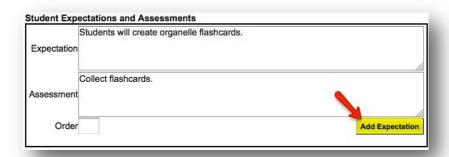


- 8. At the activity level there can be up to ten district definable fields. Enter the appropriate information into each of your district's definable fields.
- Next you can add expectations and measurements for your activity. To do this, enter the appropriate information into the expectation field and the measurement field and then click ADD EXPECTATION.

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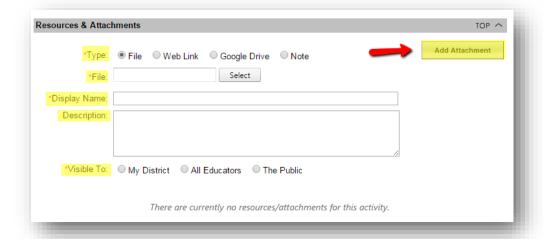


a. You can add multiple expectations and measurements, as there may be multiple things you want the students to learn in this activity.



- 10. You can also add a Resource and/or Attachment to your activity. Choose the TYPE of attachment you are adding: FILE, WEB LINK, GOOGLE DRIVE, or NOTE. Adding a FILE allows you to search your computer for a file to add as an attachment, i.e. a Word document or PowerPoint. Adding a WEB LINK allows to you enter in a web address to add as an attachment, such as a YouTube video. Adding a file from GOOGLE DRIVE allows you to browse your Google Drive items, just like browsing your computer, and link them as an attachment. Adding a NOTE allows you to enter in a brief note that will be treated as an attachment.
- 11. If you are adding a **FILE**, click **SELECT** to choose the type of file you will be adding. If you are adding a **WEB LINK**, type in the name of the web address to link out to.
- 12. Enter in the **DISPLAY NAME** for the attachment.
- 13. Optionally, you can add in a **DESCRIPTION** for the attachment.
- 14. Select to whom you would like your resource to be visible. The options for visibility may vary from district to district. Common options are:
 - a. **MY DISTRICT:** This setting allows only educators and administration from your district to view your resource.
 - ALL EDUCATORS: This allows any educators from another BYOC district to view your resource. People who have access to your resource at this level are teachers from any BYOC district, teachers from your district, and administrators.
 - c. **THE PUBLIC**: This allows the resource to be viewed by anyone browsing your curriculum, including parents, students, other teachers, and administration.





Looking at Standards

Both district and state/national standards are available in BYOC. Typically your analysis will be focused on the state/national standards. The most basic needs when analyzing standards are to see what standards do you or do you not cover and, if you do cover them, where do you cover them. To see what standards you cover and where you cover them follow the steps below:

1. Click **CURRICULUM - STANDARDS** in the left hand navigation bar.

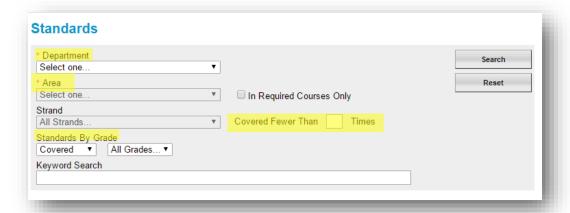


2. In the **DEPARTMENT** and **AREA** dropdowns select the standards you would like to search for.

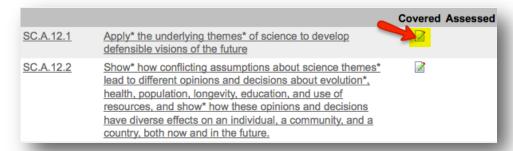
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- In the DISTRICT dropdown, select the district whose standards you would like to look at. MY DISTRICT, which is the default option, allows you to search your own district's standards and learning targets.
 - a. If you select a district other than your own, you will see only the standards used by that district and when you click the **COVERED** icon you will see that district's learning targets.
- 4. In the **COVERED FEWER THAN** _____ **TIMES** blank you can enter whatever number of times you desire to see standards covered less than.
 - a. If you want to see any standards you do not cover at all, enter "1".
- 5. In the **STANDARDS BY GRADE** dropdowns, select if you want to see standards covered, introduced, or mastered and the grade you want to view them covered by.



6. You can click on the **COVERED ICON** to see courses, units, and topics that address a particular standard. If you click on the **COVERED ICON**, you will see a page that lists every place that standard is covered throughout the curriculum.



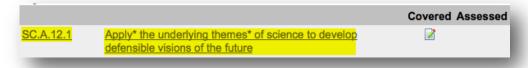
7. For districts that use BYOC+ Assessments an ASSESSED column will appear next to the

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Covered column. If you see an icon under the **ASSESSED** column, you can click it to see any questions in BYOC+ Assessments that are aligned to that standard.

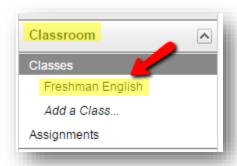
8. If you click on the standard's number or text you will betaken to the full standard,



Assignments

There are two ways to get to the Add Assignment screen.

 Go to the CLASSROOM menu item and click on your class name. If you have not created a class yet, see the HOW-TO ADD A CLASS training document under the HELP & TRAINING menu item.

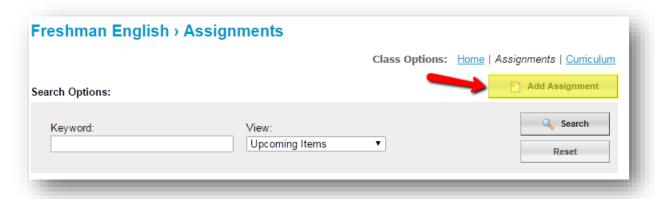


2. Once you are on your class details page, click on the **ASSIGNMENTS** tab in the upper right hand corner.





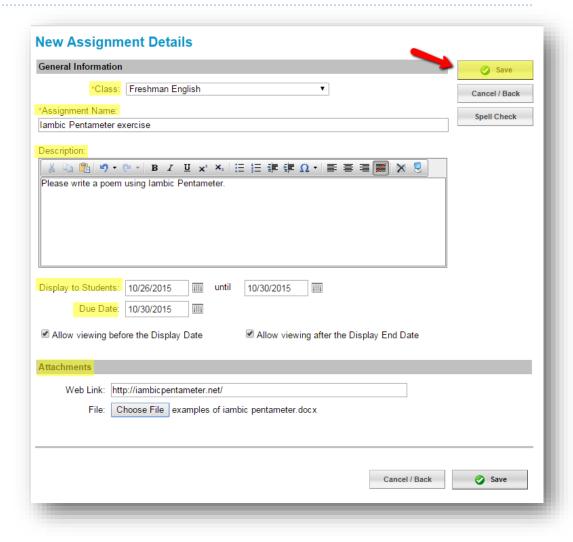
3. Then click ADD ASSIGNMENT.



- 4. Fill out the following areas on the New Assignment Details page:
 - a) Select the **CLASS** for which your assignment will be located.
 - b) Enter the name of your assignment in the **ASSIGNMENT NAME** textbox
 - c) Enter a short description of your assignment in the **DESCRIPTION** textbox.
 - d) If you would like to give your assignment start and end dates enter them in the **DISPLAY TO STUDENT** boxes.
 - a. The assignment will automatically show up during these dates.
 - b. If you do not enter a start and end date, the assignment will stay up until you manually take it down.
 - e) If you would like, enter your assignment's due date in the **DUE DATE** box.
 - f) If you would like your assignment to be visible before or after the start and end dates select the appropriate check boxes. When you view assignments in BYOC you can see all the assignments for that particular day, you also have the option using arrows to go forward a few days or backward a few days. If you choose to have an assignment visible before the start date students are able to work ahead and if you choose to have it visible after the end date any students who were not in class can see assignments for past days.
 - g) In the **ATTACHMENTS** box you can post any web links needed for your assignment.
 - h) If you would like to upload a file, click **CHOOSE FILE** and select the file from your computer.
 - i) Click **SAVE** when you are done adding to your assignment.

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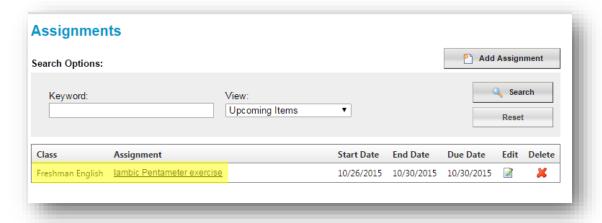




5. Your assignment will now appear on the assignments screen.

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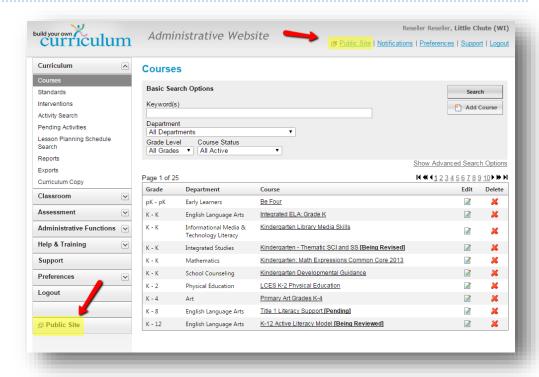




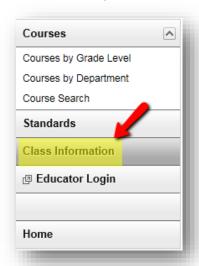
Viewing an Assignment

- 1. To view an assignment, go to the public webpage.
 - a. The address of this website is: http://<YOUR_DISTRICT>.buildyourowncurriculum.com
 - b. Or you can click on the PUBLIC SITE link from within the BYOC administrative site



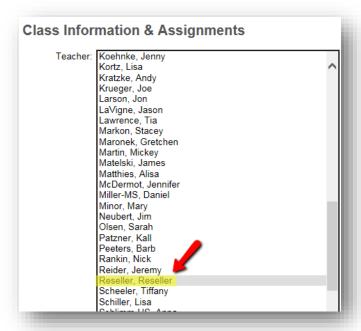


2. Once you are on the public site, click **CLASS INFORMATION** in the navigation bar on the left hand side of your screen.

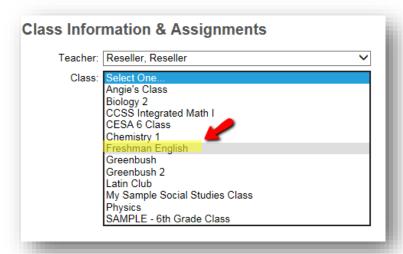


3. Select the **TEACHER** who assigned the class assignment.



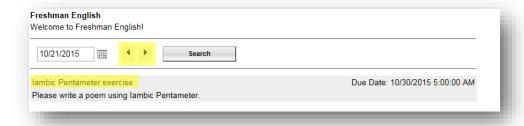


4. Then select the CLASS.



5. You will then see the assignments for the class. Use the arrows to search for past or future assignments.

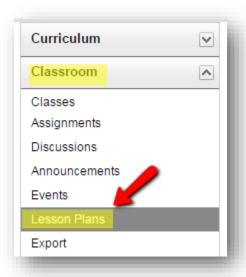




Creating Lesson Plans

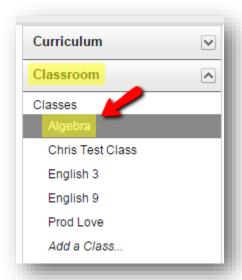
In order to create lesson plans you first need to create a class. If you do not know how to create a class, please see the HOW TO-Add a Class training document.

 Click on LESSON PLANS (name may change from district to district) in the navigation bar on the left hand side of the screen under the CLASSROOM menu item.

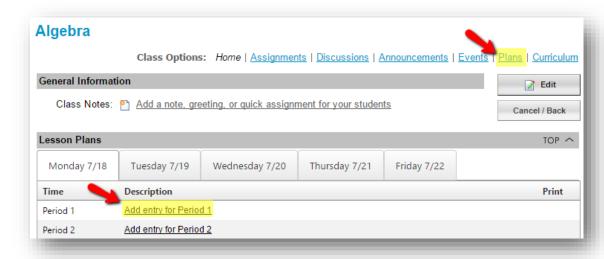


a. You can also click on your class name from the **CLASSROOM - CLASSES** menu item to create a lesson plan.





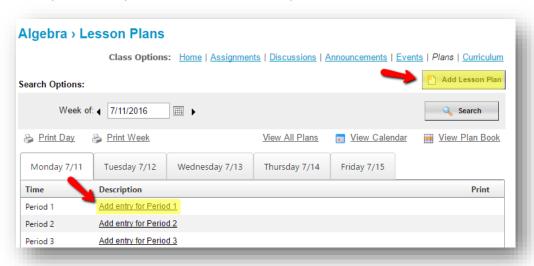
b. Then click on **PLANS** (this is the district abbreviation, may change from district to district) or **ADD ENTRY**



- 2. If you clicked on **PLANS** (or whichever name your district has chosen for the Lesson Plan abbreviation) there are three different ways to view your lesson plans on this page.
 - a. VIEW WEEK (default view): This option will show tabs for each day of the week. Under each tab, the lesson plans for that day are listed by period/hour.
 - b. VIEW ALL PLANS: This option will give you a list of all your lesson plans

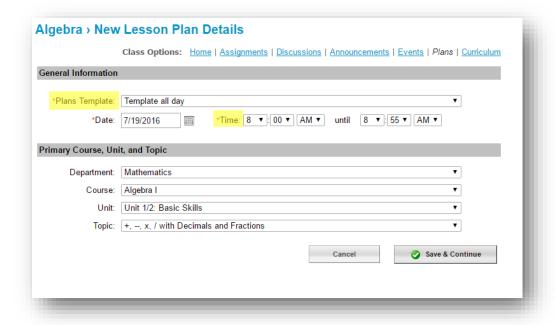


- sorted by date and time.
- c. VIEW CALENDAR: This option shows you a calendar with the time of each lesson plan blocked off.
- d. VIEW PLAN BOOK: This option will show all courses taught by the teacher in a traditional teacher's plan book type of view and entries can be dragged and dropped between time slots and days. For more information on the Plan Book, please see the HOW TO – Advanced Lesson Planning training document.
- 3. There are two ways you can add a lesson plan for your class. Click on the **ADD LESSON PLAN** button in the upper right hand corner of the screen, or click on **ADD ENTRY** under the specific date you'd like to add the lesson plan for.

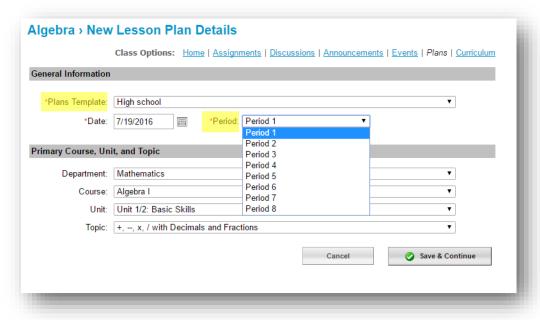


- 4. Once on the Lesson Plan Details page, fill out all of the fields that are associated with your class in the available dropdowns.
 - a. Note: The district determines the template options. In this example, the teacher is going to specify the times for the lesson.





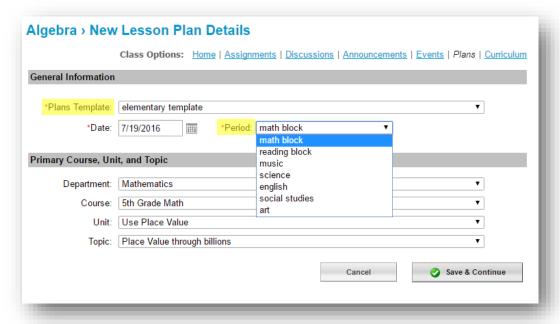
b. In this example, the district has setup a bell schedule that is being used to specify the periods for the lesson plan.



c. In this example, the district has setup blocks of time for the lesson plans, in which teachers can pick a specific block, such as 60 minutes for reading or 90 minutes for

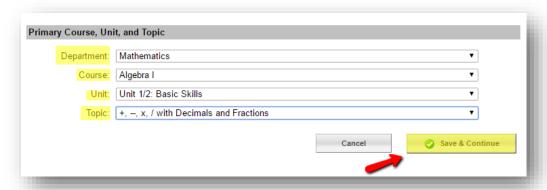


math, and so on. This is seen more often at the elementary level.



NOTE: Steps 5---9 are setting the primary focus of the lesson plan, this will control what Learning Targets, Activities, and Attachments you are prompted with. Additionally, this information is used in certain reports that BYOC supports.

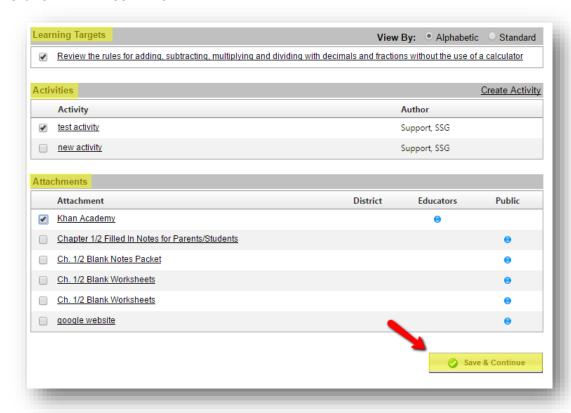
- 5. Select the department your lesson plan belongs to in the **DEPARTMENT DROPDOWN.**
- 6. Select the course your lesson plan belongs to in the COURSE DROPDOWN.
- 7. Select the unit your lesson plan belongs to in the UNIT DROPDOWN.
- 8. Select the topic your lesson plan belongs to in the TOPIC DROPDOWN.
- 9. When you have filled in all the fields on this page click SAVE AND CONTINUE.





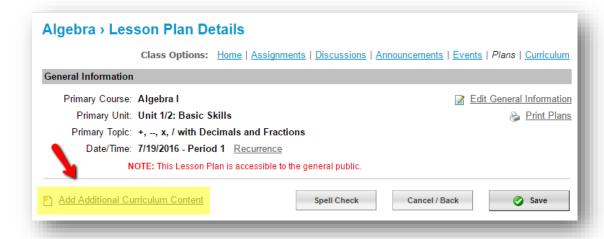
Writing Your Lesson Plan

- Once you click SAVE AND CONTINUE you will see any learning targets, activities, and attachments that are tied to the course, unit, and topic of your lesson plan. You may also see other fields your district has chosen to remind you of.
 - a. For example you may see vocabulary or key questions.
- 2. Select the learning targets, activities, and attachments that will be used during your lesson plan.
 - a. You can also create a new activity right from this screen.
- 3. Click SAVE AND CONTINUE.



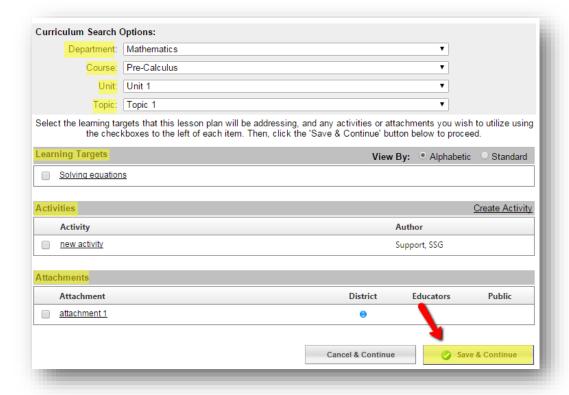
 If you would like to add additional Learning Targets from other areas of this course or even from other courses into your lesson plan, click on the ADD ADDITIONAL CURRICULUM CONTENT link.





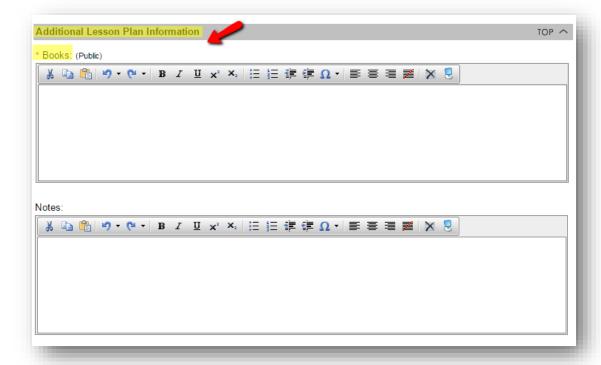
- 5. Choose the department of the content you would like to add in the **DEPARTMENT DROPDOWN.**
- 6. Choose the course of the content you would like to add in the COURSE DROPDOWN.
- 7. Choose the unit of the content you would like to add in the UNIT DROPDOWN.
- 8. Choose the topic of the content you would like to add in the TOPIC DROPDOWN.
- 9. Select the learning targets that coincide with the content you would like to add in the **LEARNING TARGETS BOX.**
- 10. Select the activities that coincide with the content you would like to add in the **ACTIVITIES** box.
- 11. Select any attachments that coincide with the content you would like to add in the **ATTACHMENTS** box.
- 12. Click SAVE AND CONTINUE.





- 13. Under the **ADDITIONAL LESSON PLAN INFORMATION** complete any district definable fields that may be present.
 - a. Fields with a red * beside them are required, the others just complete if it applies to your lesson.



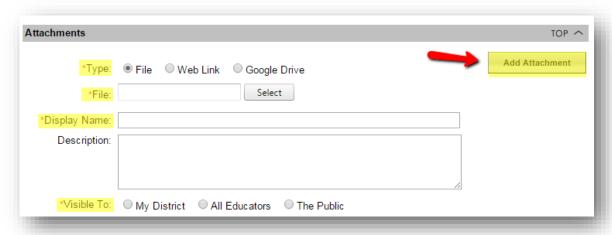


- 14. Choose the **TYPE** of attachment you are adding: **FILE**, **WEB LINK** or **GOOGLE DRIVE.** Adding a **FILE** allows you to search your computer for a file to add as an attachment, i.e. a Word document or PowerPoint. Adding a **WEB LINK** allows to you enter a web address to add as an attachment, such as a YouTube video. Adding a file from **GOOGLE DRIVE** allows you to browse your Google Drive items, just like browsing your computer, and link them as an attachment (your district has to have enabled Google docs in order to have this option).
- 15. If you are adding a **FILE**, click **SELECT** to choose the type of file you will be adding. If you are adding a **WEB LINK**, type in the name of the web address to link out to.
- 16. Enter in the **DISPLAY NAME** for the attachment.
- 17. Optionally, you can add in a **DESCRIPTION** for the attachment.
- 18. Select to whom you would like your resource to be visible. The options for visibility may vary from district to district. Common options are:
 - d. **MY DISTRICT:** This setting allows only educators and administration from your district to view your resource.
 - e. **ALL EDUCATORS:** This allows any educators from other BYOC district to view your resource. People who have access to your resource at this level are teachers from any BYOC district, teachers from your district, and administrators.

Advanced Teacher Training Guide



f. **THE PUBLIC**: This allows the resource to be viewed by anyone browsing your curriculum, including parents, students, other teachers, and administration.



- 19. When you are finished on this page, click **SAVE** at the bottom of the screen.
- 20. You have now successfully completed your lesson plan.