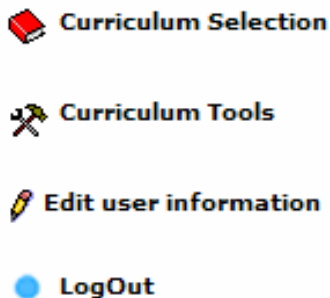


**GETTING STARTED**

1. After logging in to a GISD workstation, launch Internet Explorer and type in the URL for the Curriculum Planner website:  
  
**webserv.garlandisd.net/curriculum**
2. Click **Login** to display the Login screen.  
  
(You may want to save this URL as a Favorite)
3. Your **User ID** for the Curriculum Planner should be the same string of 8 characters or less (first initial, middle initial?, last name) as your Groupwise Email username.
4. When your account is created, your **Password** is normally set to **123456**.  
NOTE: You should change your password after logging in for the first time by choosing "Edit User Information" on the main menu. If you forget your password, you can request that it be emailed to you by clicking the "Forgot your password?" link on the Login screen.
5. You should now see the Curriculum Main Page with four options on the menu.

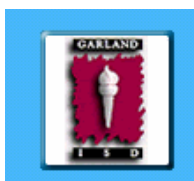


**Helpful Navigation Tips**



Click the **Curriculum Online** logo in the upper left corner of most screens to return to the Curriculum Main Page or Main Menu (or you can also click **View Curriculum Main Page** at the bottom).

Click the **Garland ISD** logo in the upper right corner of many screens to return to the previous menu. This functions very much like the **BACK** link on the Internet Explorer toolbar.



**CURRICULUM SELECTION (Unit Page)**

6. When you are ready to begin looking at the curriculum that has been created for your course(s), click **Curriculum Selection** on the Main Page.
7. The Selection Screen allows you to choose from pull-down lists for


**School Level:**

**Subject:**

**Course:**

**Unit:**

**Or Search the database:**

8. After making your selection on each row, you can then open up a curriculum unit by clicking the **BOOK** icon on the far right on the Unit line. 
9. The Unit Page displays a description of the unit in the white box in the middle of the screen. This description normally includes several sentences addressing the "scope" (approximate amount of time) to be allocated to this unit, key concepts and skills to be emphasized in this unit, major resources to be used in this unit, new vocabulary introduced in this unit, and the window for the administration of the assessment aligned with this unit.
10. Under the description are bulleted statements titled **ESSENTIAL LEARNING** which describe the objectives for the unit. In most cases, these objectives are selected Student Expectations from the Texas Essential Knowledge and Skills for the course/grade level which are aligned with this unit. Special codes in parentheses reference the numbered grade level (or lettered course) followed by a period, the numbered Knowledge and Skills statement and the lettered Student Expectation (examples 3.2B, 7.8A, or E.12C).
11. An **ESSENTIAL LEARNING** objective may be a locally modified or "unpacked" version of a Student Expectation (SE) which (A) addresses the formative development of the SE over the entire school year (or in some instances over multiple grade levels) or (B) identifies the specific variation of the SE unique to this particular unit. The coding for these objectives will a second period followed by an additional number (3.2B.1, 7.8A.4, or E.12C.2).

12. The “links” in black letters on the left of the unit description offer additional information about the unit. The first link on the left for each unit should always be a **Course Framework** link which launches the same course framework document in each unit. The **Course Framework** document may have several sections which are bookmarked in the left-hand column for easy navigation. These sections address the overall scope and sequence of units and the state-required TEKS as well as other important curriculum information.
13. The document is displayed on the screen using the Adobe Acrobat PDF application. The Adobe Acrobat PDF toolbar functions can be used to view and print the document as needed. After viewing the document, click the **Back** button on the left end of the Internet Explorer toolbar to return to the Course Page.
14. To view the specific TEKS Student Expectations aligned with this unit, click the black **TEKS** link on the left. The TEKS screen is displayed. To return to the Unit page, click the **Garland ISD logo** in the upper right corner of the screen.
15. To view the specific activities created for this unit, click **Unit Activities**. The next screen should display a table of activities for the unit. Each activity is a ROW in the table. The first column displays the **Activity Title**. Activities in the unit which are considered **ESSENTIAL** for each teacher to use have titles typed in ALL CAPITAL LETTERS. The last column on the right displays the **Notes** and **Duration** along with the codes for the **TEKS** and **TAKS** for the specific activity.
16. As before, to see the complete statements for these TEKS or TAKS, click the black link. After viewing either the TEKS or TAKS, click the **Back** button on the left end of the Internet Explorer toolbar to return to the Unit Activities.
17. The “paper clip” icons in the middle column launch any resource documents for the activity. Each different link should be displayed with an icon and title.

### **Viewing PowerPoint Presentations**

18. Scroll down and locate an activity with a **PowerPoint link**. Click the link to view the PowerPoint presentation.

19. Sometimes a dialog box is displayed asking whether to **OPEN** or **SAVE** the file; click OPEN. Note that the PowerPoint slides are then displayed inside the Internet Explorer menus and borders. To enlarge the slide display to fill the entire screen, click the **RIGHT** mouse button on top of the slide to display a menu, and then **LEFT** click on **Full Screen**. The mouse can then be used to control the presentation.
20. After viewing the PowerPoint, click the **Back** button on the toolbar to return to the Scope and Sequence.

### **Website Links**

21. Sometimes an activity contains a link to another website URL address. When you click the link, this new website is displayed.
22. Note that you can navigate this new website as usual with the normal mouse and toolbar functions.
23. After viewing the website, click the **Back** button on the left end of the Internet Explorer toolbar to return to the Unit Activities.

### **Saving Files**

24. When viewing one of the resource files, you can save a permanent copy of the file to a location on your workstation (network) by using the application’s normal save operation (Acrobat Reader diskette icon) or by choosing “Save As” on the Internet Explorer File menu (PowerPoint).
25. After viewing the activities and associated document links in the Unit Activities,

Click the **Garland ISD** logo in the upper right corner to return to the Unit Page or

Click the **Curriculum Online** logo in the upper left corner of the screen (or the **View Curriculum Main Page** link at the bottom of the screen) to return to the Main Menu.

### **Logging Out of the Curriculum Planner**

26. Always remember to click **Login or Logout** on the Curriculum Main Page or click the **LogIn/Out** link at the bottom of the screen to logout of the curriculum planner system. When you have logged out, you can then close your Internet Explorer browser window to return to the Windows desktop.