Copy Curriculum from the Library

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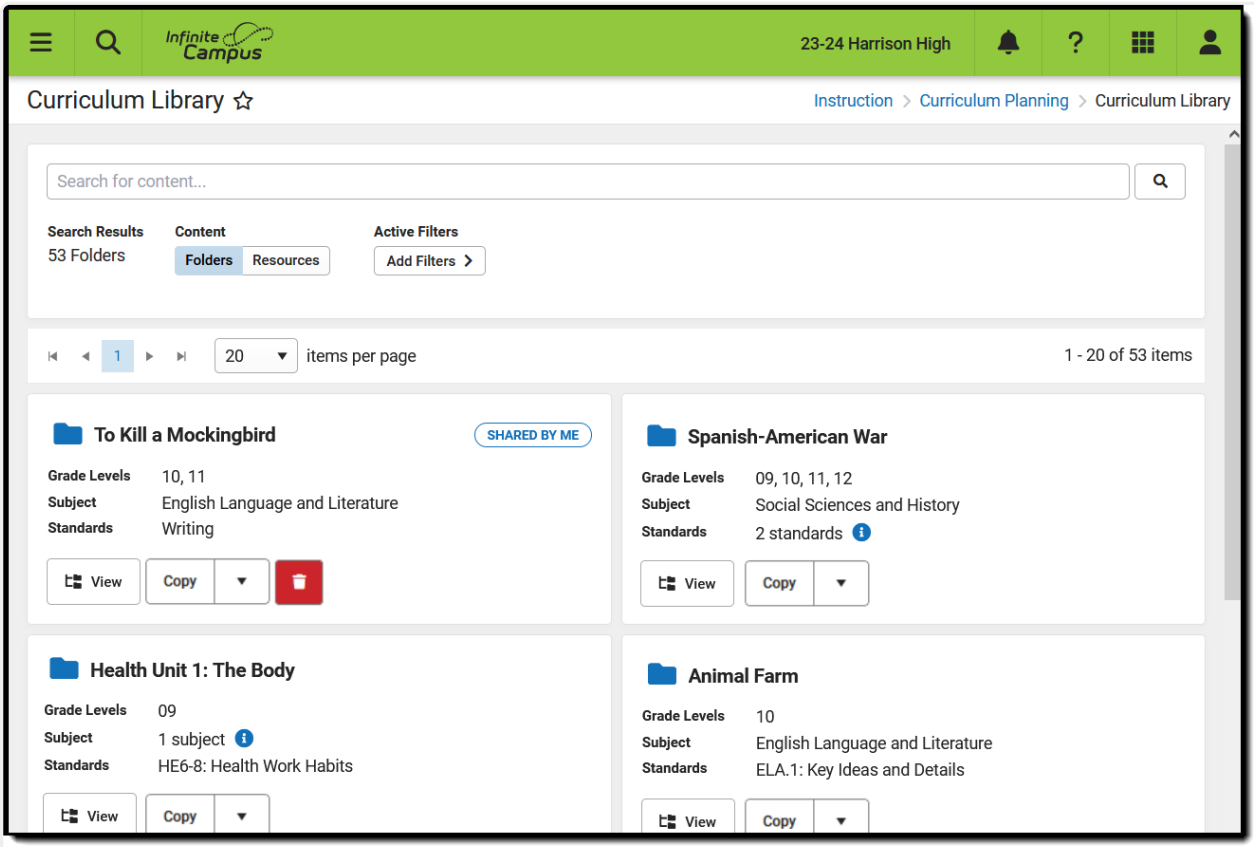
The Curriculum Library is available as part of the Campus Learning premium offering.

Tool Search: Library

The Curriculum Library allows teachers to collaborate and share curriculum with each other. Curriculum is shared to the library as folders or as individual assignments and resources. Teachers can search the library for curriculum and add copies to their own sections.

The Library includes all curriculum shared by teachers at your district.

Access the library from the Curriculum Library tool, or via the Library button in the Grade Book, Progress Monitor, or Planner.



The Curriculum Library shows curriculum shared by you and other teachers in your district.

To add curriculum from the library a teacher needs the *Enhanced Curriculum* tool right, as

well as tool rights to at least one of the following grading tools: Grade Book, Planner, Progress Monitor.

Check out this video for more information.

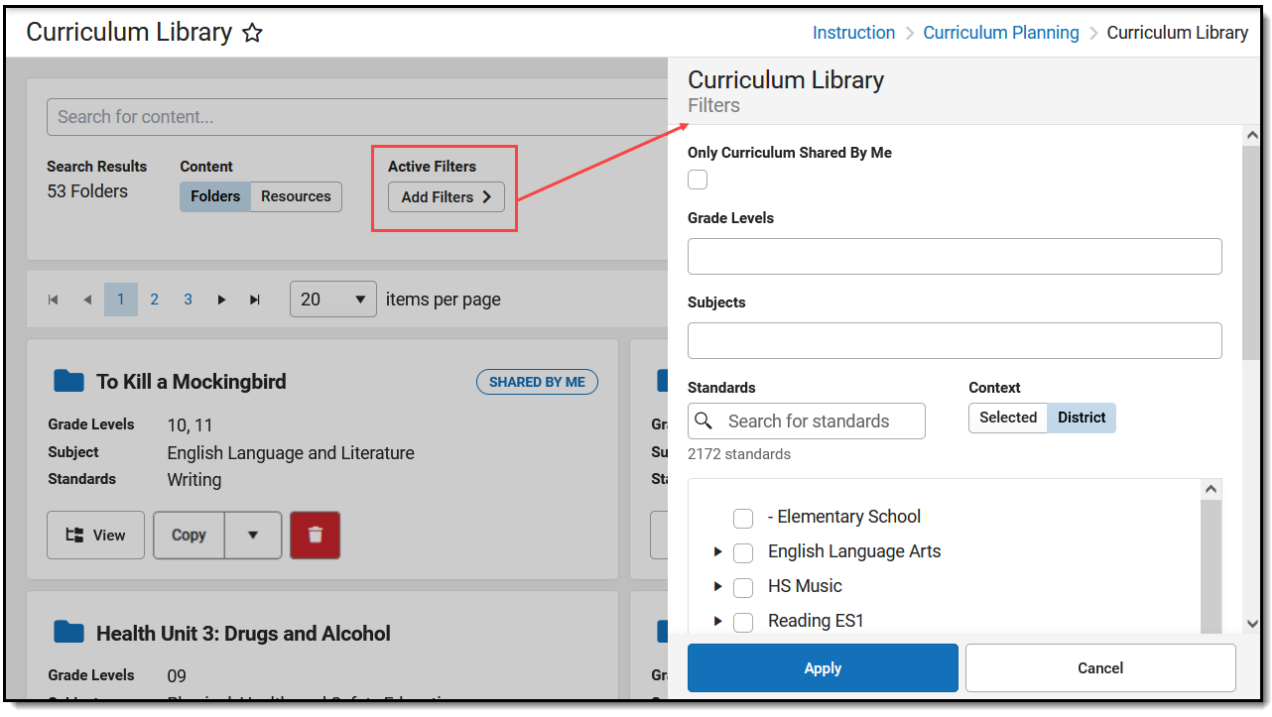
Search for Curriculum

Search and use filters to find curriculum in the library. The search finds curriculum that has any text matching the search term(s), including names, summaries, descriptions, and text within attachments.

Use the **Content** toggle below the search bar to toggle between displaying folders of curriculum or individual resources, which includes assignments and resources. When viewing **Resources**, an additional set of filters displays to filter the library by items with specific **Included Content**, including a Quiz, Submission, Discussion, LTI Link, or Scoring Rubric.

Filter Search Results

To further filter search results, click **Add Filters**.



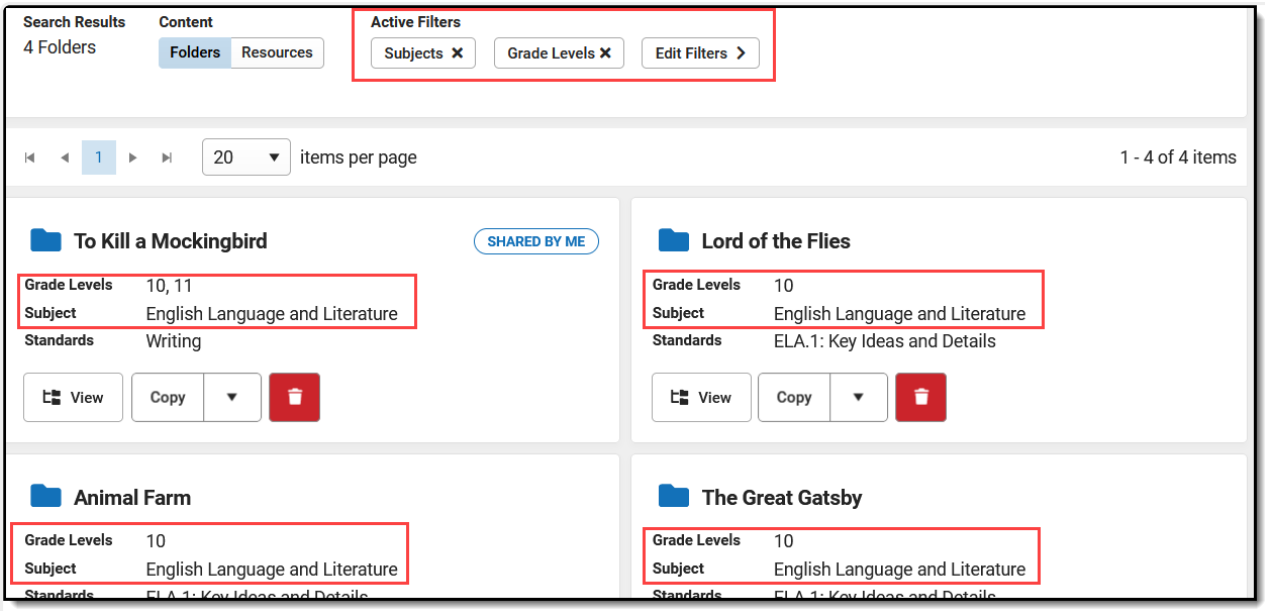
The **Only Curriculum Shared by Me** option filters the library to show only curriculum that you have shared. See the Share Curriculum to the Library article for more information. This option is helpful for reviewing what you've shared. Tip: Curriculum that has already been shared cannot be modified. To update shared curriculum, modify your version of the curriculum in one of your sections, remove the shared version from the library using the red trash can 'Remove' button, and share a new version.

Other filter options are:

- Grade Levels
- Subjects
- Standards

These filters rely on the curriculum metadata in the About section of the curriculum, which was entered for the curriculum before it was shared.

In this example, I'm looking for curriculum for my 10th grade English class. I selected a Grade Level of 10 and a Subject of English Language Arts. The Active Filters area shows that two filters are selected and the library only shows folders that meet those filters.

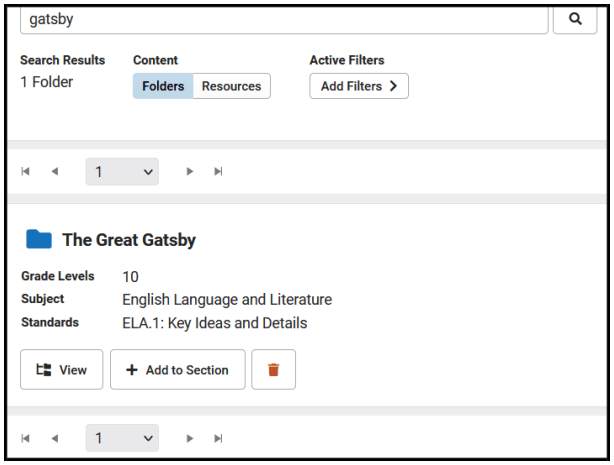


Filter search results to find curriculum in the library.

View Curriculum

To view the curriculum in a folder, click the View button. A read-only version of the Curriculum List displays.

Click folders, resources, and assignments to view more information.



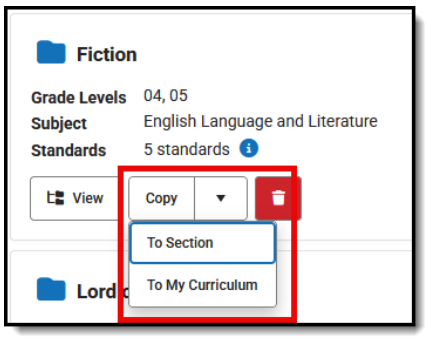
Copy to a Section or My Curriculum

Curriculum is added to your section by copying it from the library.

Step 1: Open the Copier

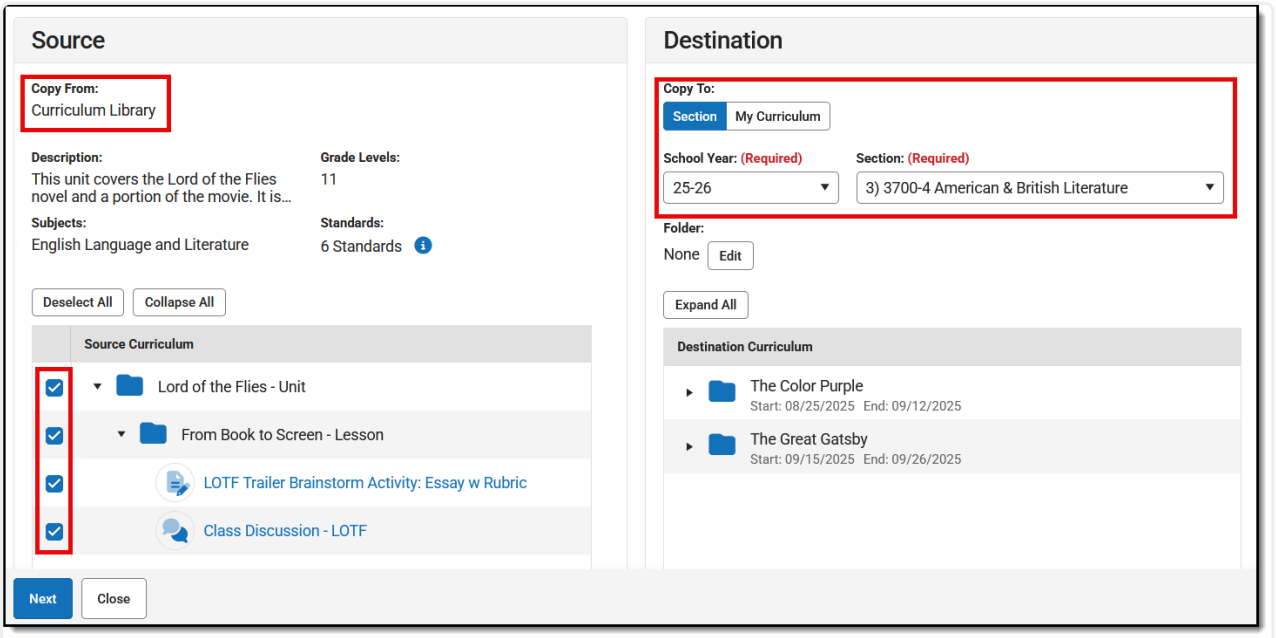
Copy a whole folder or an individual item by clicking **Copy** in the library or when viewing the curriculum.

Use the arrow button next to **Copy** to choose whether you're copying to a specific section or to the My Curriculum tool.



Step 2: Select Curriculum and Destination Section

1. In the **Source** section on the left, leave the checkboxes marked for any curriculum you want to add to your section. Unmark checkboxes for curriculum you don't want. Click the name of an item to view it.
2. In the **Destination** section, indicate if the curriculum should be copied to a specific **Section** or to your **My Curriculum** tool.
    - If copying to a specific section, select School Year and Section from the list of classes you teach.
    - Any existing curriculum in that section or My Curriculum displays for reference.
    - If desired, click **Edit** and select an existing **Folder** at the Destination to copy the selected curriculum to that folder.
3. Click **Next** when finished.



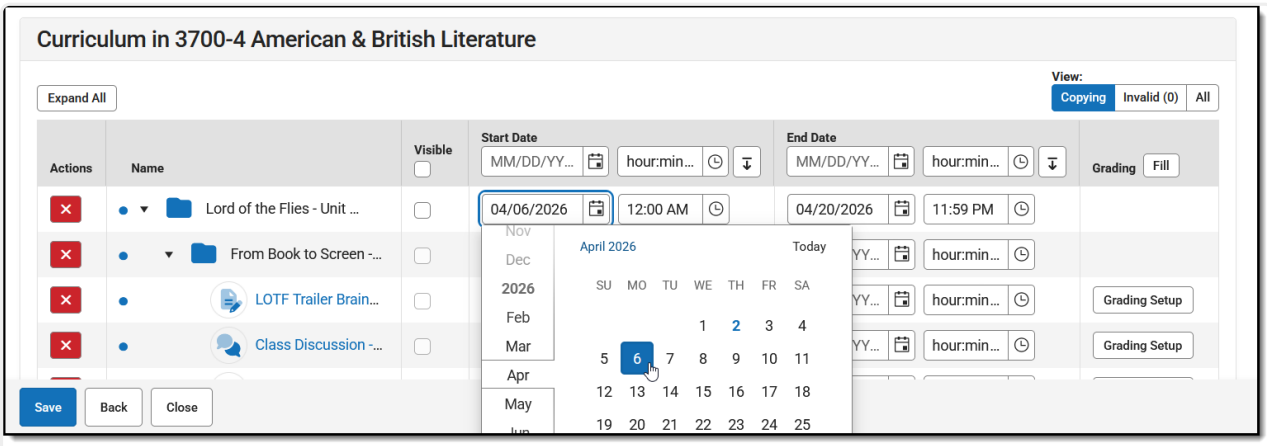
Indicate the source curriculum to copy to the selected Destination Section or My Curriculum.

Step 3: Dates and Grading

To quickly add curriculum to your section, skip this step. Add dates and grading setup later by accessing the curriculum through the Curriculum List. By default, curriculum added to a section from the Library is not marked as **Visible** to students and parents.

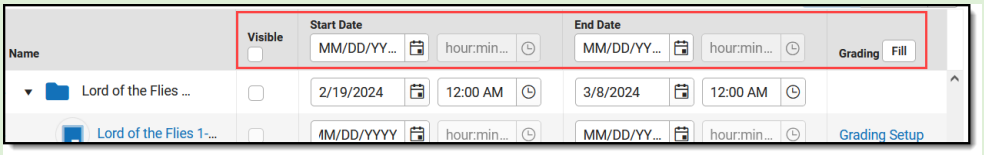
The options in this step differ depending on whether you're copying to a specific section or to My Curriculum.

1. If copying to a specific section:
   - Indicate if any of the curriculum should be **Visible** in Campus Student and Campus Parent. Note: the folder must be marked as visible for any curriculum in it to be visible.
   - Modify **Start** and **End Dates** by clicking the date to type or select another day.
2. If copying to My Curriculum:
   - Enter a **Duration** in days for how long the curriculum should take.
3. Click the **Grading Setup** link to view the grading setup for the item. Resources are not scored; click Grading Setup for a resource to change it to an assignment and set up grading.
4. Click **Save** when finished to add the curriculum to your section.



Enter Dates (or Duration) and Grading information for curriculum you're adding.

Fill data for all items by using the corresponding option in the header of the table.



Impact

If copying to a section, the curriculum you added is now visible in the Curriculum List of the section. Curriculum with dates is also visible in the Planner and curriculum with grading setup is

visible in the Grade Book, and everywhere else curriculum displays in Instruction.

If copying to My Curriculum, view the copied curriculum in that tool and edit it as desired. You can then add curriculum from Schedule Curriculum from My Curriculum into your sections.

You can edit it or remove items as desired; the version in the Library is not affected by changes you make to your copy.