



NYLearns.org

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Curriculum Matrix

My Curriculum



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The NYLearns.org Curriculum Matrix

The NYLearns.org Curriculum Matrix is a tool that allows educational organizations to outline the scope and sequence of their curriculum, align curriculum to the NYS Learning Standards, and to make the matrices available to district personnel online.

A curriculum matrix:

- Captures the content, skills, and assessments taught or administered at each grade level within a school building or district.
- Organizes this information into an easily accessed visual that presents a timeline of instruction by grade level or course.
- Ensures that there is consistency from one grade level to the next, and there is little redundancy in what is being taught at each grade level.

A sample matrix:

My District

123 Knowledge Blvd.
Smart City, NY 12345

Health - PreK - September
Pre-Kindergarten

NYS Performance Indicators	Objectives	Text Resources	Resources/Suggested Activities	Cross-Curricular Integration	Assessment
HPF1.E.HE1A HPF1.E.HE1B HPF1.E.HE1C HPF1.E.HE1E	<p>Personal Health and Fitness</p> <ul style="list-style-type: none"> • Students know how basic body systems work and interrelate in normal patterns of growth and development. • Students possess basic knowledge and skills which support positive health choices and behaviors. • Students understand how behaviors such as food selection, exercise, and rest affect growth and development. • Students know about some diseases and disorders and how 	<p>"Germs Make Me Sick!" by Melvin Berger</p>	<p>Personal Health:</p> <ul style="list-style-type: none"> • Hand washing • Hair brushing • Teeth brushing • Bathroom procedures <p>Nutrition:</p> <ul style="list-style-type: none"> • New Food Pyramid www.mypyramid.gov • Field trips/Guest Speakers <ul style="list-style-type: none"> ◦ Wegmans ◦ Tops ◦ Farm 	<p>Incorporating Strategies:</p> <ul style="list-style-type: none"> • Rituals and Routines • Word walls • Choral reading • Read alouds • Role playing • Guest speakers • Sight words <p>Mathematics:</p>	<ul style="list-style-type: none"> • Teacher observation • Teacher checklist Health Rubric • Class discussion • Projects

Prior to this training, a group of individuals from your organization met with the staff at NYLearns.org to determine a format for your Curriculum Matrices. This group was most likely comprised of administrators, curriculum coordinators, curriculum committees, and other faculty and staff. Through their work, a standard template was developed, and matrices were created for various subject areas and grade levels. The information within these matrices is not modifiable. Any questions regarding the format need to be addressed with district personnel.

The following instructions show you how to save your organization’s matrices as a reference within your NYLearns.org account. You will be able to save matrices, and create personalized Instructional Maps to guide your teaching. Although the examples shown within this manual may differ from your organization’s matrices, the steps will be very similar.

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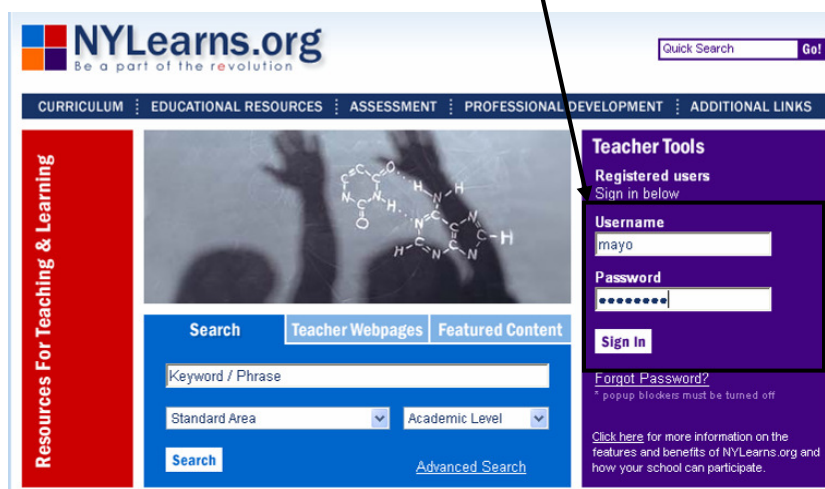
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Accessing the Matrices:

1. Login to the **NYLearns.org** site with your **Username** and **Password**.



2. Click **My Curriculum** in the **Registered Tools** menu.



3. The **District CMs** tab will list all of the matrices that have been created for your organization:



- To sort by specific **Titles**, **Grade Levels**, or **Subject Areas**, enter a term in the **Keyword** field and click the **Search** button.

- To return to the list of all matrices, click **List all District CMs**.

District CMs My CMs

My Curriculum - District CMs lists the curriculum matrices or maps that your district has created and published for your use. You can add a matrix to your own personal My CM list by clicking Add.

Keyword: (Title, Grade Level, Subject Area)

Title	Last Updated
ELA - PreK - September	4/28/2006 Add
Health - PreK - September	4/19/2006 Add
Mathematics - PreK - September	4/28/2006 Add
Science - PreK - September	4/28/2006 Add
Social Studies - PreK - September	4/28/2006 Add

[List all District CMs](#)

- To include a matrix in your account, click **Add** on the right side of the screen.

Title	Last Updated
ELA - PreK - September	4/28/2006 Add
Health - PreK - September	4/19/2006 Add
Mathematics - PreK - September	4/28/2006 Add
Science - PreK - September	4/28/2006 Add
Social Studies - PreK - September	4/28/2006 Add

- The matrices selected will be added to your personal curriculum matrix list on the **My Curriculum** tab.

My Curriculum

District CMs My CMs

My CMs lists the district curriculum matrices that you have saved to your personal curriculum matrix (CM) list. To add your own notes to the district CM, create an Instructional Map (IM) by clicking **Create IM**.

Title	Last Updated
ELA - PreK - September	4/28/2006 Create IM Delete
Health - PreK - September	4/19/2006 Create IM Delete
Mathematics - PreK - September	4/28/2006 Create IM Delete
Science - PreK - September	4/28/2006 Create IM Delete
Social Studies - PreK - September	4/28/2006 Create IM Delete

Creating an Instructional Map (IM):

- To create an **Instructional Map**, click **Create IM** on the right side of the screen. In this example, we will use the **Health – PreK – September** matrix.

My Curriculum

District CMs | **My CMs**

My CMs lists the district curriculum matrices that you have saved to your personal curriculum matrix (CM) list. To add your own notes to the district CM, create an Instructional Map (IM) by clicking **Create IM**.

Title	Last Updated	
ELA - PreK - September	4/28/2006	Create IM Delete
Health - PreK - September	4/19/2006	Create IM Delete
Mathematics - PreK - September	4/28/2006	Create IM Delete
Science - PreK - September	4/28/2006	Create IM Delete
Social Studies - PreK - September	4/28/2006	Create IM Delete

- The matrix will be added to your list of **Instructional Maps** at the bottom of the tab. You can customize the matrix for your own use by editing the title, and adding notes for teaching. Click **Edit** to begin personalizing the IM.

Title	Last Updated	
Health - PreK - September (IM)	5/9/2006	Edit Copy Share Delete

- Edit the **Title** for the IM, and click the **Save** button.

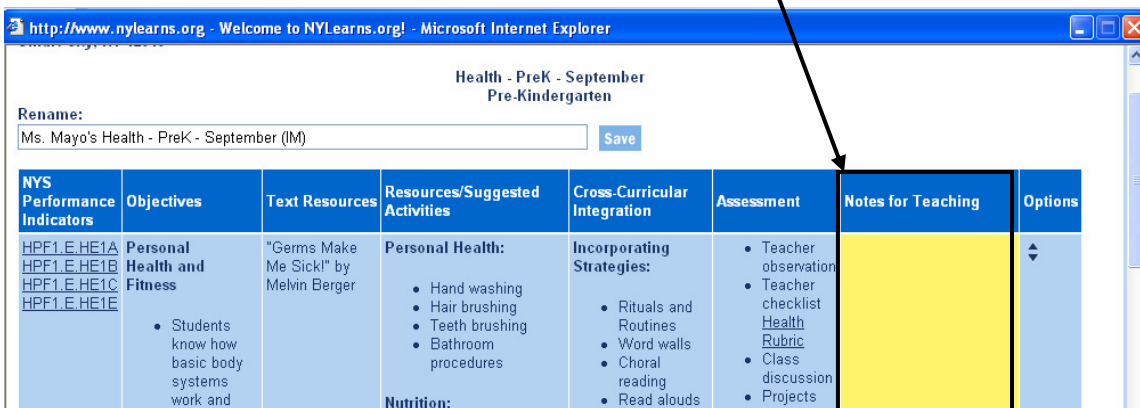
http://www.nylearns.org - Welcome to NYLearns.org! - Microsoft Internet Explorer

Health - PreK - September
Pre-Kindergarten

Rename:

Ms. Mayo's Health - PreK - September (IM)

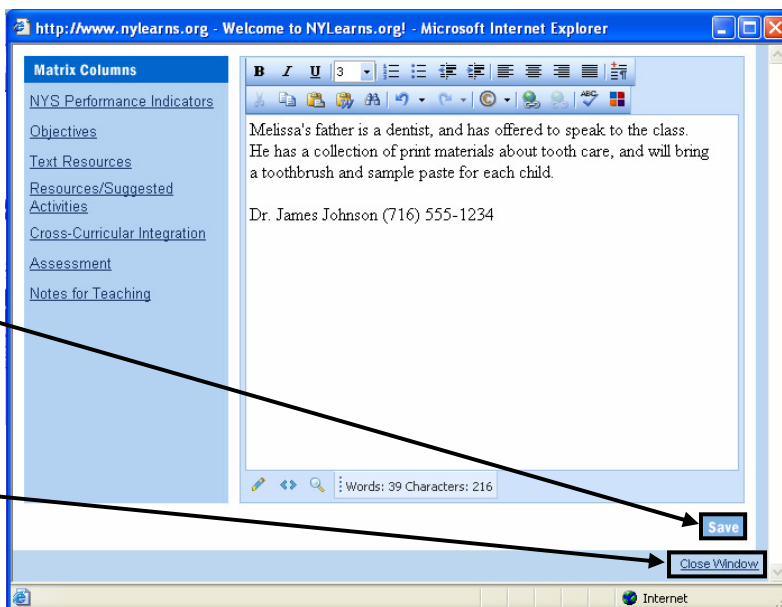
4. To add notes to any row on the IM, click within the **Notes for Teaching** cell.



5. Enter information in the cell using the **NYLearns.org Rich Text Editor**. Use the word processing tool to enter and format text (see p. 9).

6. Click **Save** to enter the text into the **Notes for Teaching** cell within the matrix.

7. Click **Close Window** when you are finished entering information.



NOTE: Items saved to your NYLearns.org Portfolio can also be included in the **Notes** cell (see p. 10).





- To reorder rows within the IM, click the arrows in the **Options** column of the **Row(s)** you wish to move. The **Row(s)** will move up or down one space with each click.

Managing the Instructional Maps

Once an **Instructional Map** has been created, there are several options available to you on the right side of the IM List. These options will allow you to **Copy** the IM, as well as to be able to **Share** the IM so that others may view it.

Title	Last Updated	
Ms. Mayo's Health - PreK - September (IM)	5/9/2006	Edit Copy Share Delete

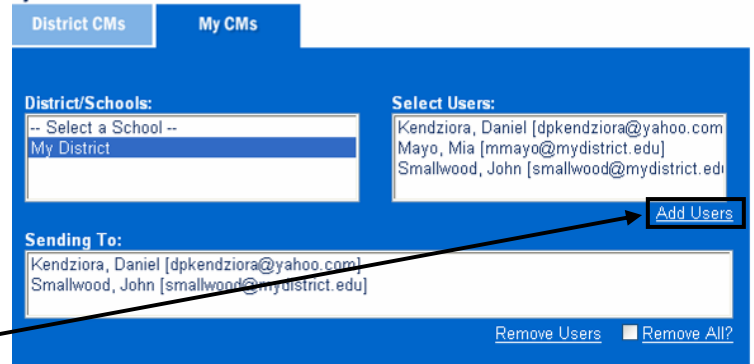
To Copy an IM

- Click **Copy** to the right of the **Title**. This will add a duplicate of the IM to your list.
- You may then make changes to the duplicate IM by clicking **Edit**.

Ms. Mayo's Health - PreK - September (IM) has been copied to your IMs.		
Title	Last Updated	
Ms. Mayo's Health - PreK - September (IM)	5/9/2006	Edit Copy Share Delete
Ms. Mayo's Health - PreK - September (IM) (copy)	5/9/2006	Edit Copy Share Delete

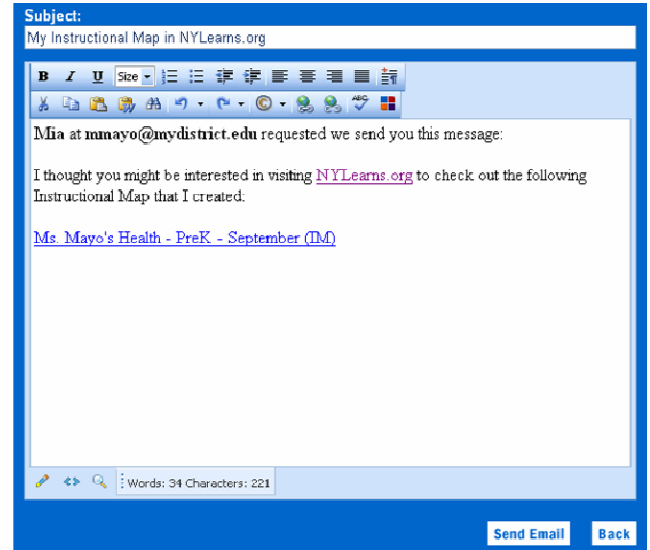
To Share an IM

- Click **Share** to the right of the **Title**.
- Select a **School District**.
- Select the individuals within that district you wish to share your IM with. Click **Add Users**.



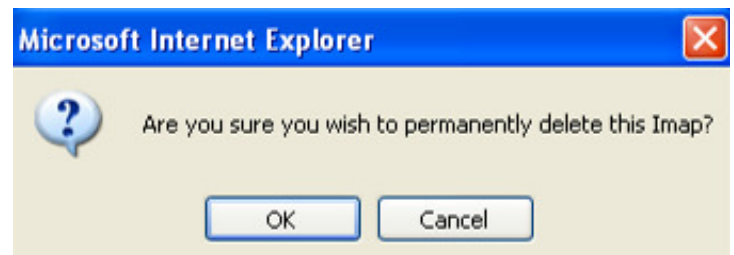
NOTE: To remove an individual, highlight their name and click **Remove Users**. **Remove All** deletes every name.

- An email will be sent to each individual listed in the **Sending To:** box. The text of the email will appear in the **Rich Text Editor** at the bottom of the tab. You can make changes to the text by typing within the **Editor**.
- When the message is complete, click **Send Email**. The designated Users will receive the invitation via email, including a link to your IM.
- Click **Back** to return to the **My CMs** tab.



To Delete an IM

- Click **Delete** to the right of the **Title**.
- Click **OK**, and the IM will be permanently deleted.



Formatting Text with the NYLearns.org Rich-Text Editor:

1. First, enter text you wish to appear in the cell, and then highlight the text you wish to format.

To highlight text on a **PC**:

- **Mouse:** - Move the mouse pointer before the text you wish to select. Holding down the left mouse button, drag the mouse until all text is selected. Release left mouse button.
- **Keyboard:** - Move the cursor with your arrow keys before the text you wish to select. While holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

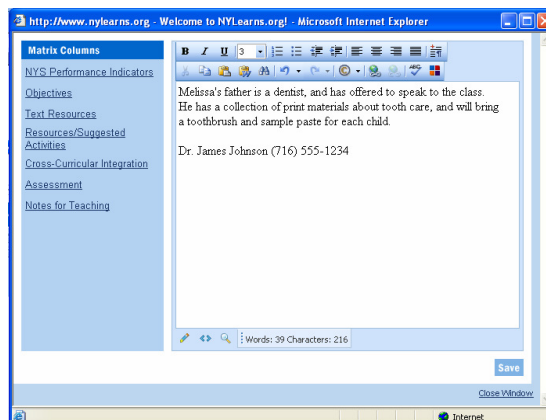
To highlight text on a **Mac**:

- **Mouse:** - Move the mouse pointer before the text you wish to select. Holding down the mouse button, drag the mouse until all text is selected. Release the mouse button.
- **Keyboard:** - Move the cursor with your arrow keys before the text you wish to select holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

2. Click an icon on the toolbar to apply the formatting. Using the toolbar, you have many of the same formatting options as a word processor, including:

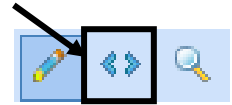
- Bold, italics, and underline
- Bullets and numbers
- Text alignment
- Undo and redo
- Spell check

NOTE: For bulleting and numbering, if you want multiple list items, put a hard return after each item, so they each appear on their own line.



Formatting HTML Code with the NYLearns.org Rich-Text Editor:

Users who wish to enter and edit HTML code will need to click on the pair of small brackets in the lower-left corner of the rich-text editor.



That will reveal all HTML coding:

```
<strong>Personal Health&nbsp;and Fitness<br></strong><br>
<ul>
<li>Students know how basic body systems work and interrelate in normal patterns of growth and development. </li>
<li>Students possess basic knowledge and skills which support positive health choices and behaviors. </li>
<li>Students understand how behaviors such as food selection, exercise, and rest affect growth and development. </li>
<li>Students know about some diseases and disorders and how they are prevented and treated. </li></ul>
```

To return to the screen with the rich-text toolbar, click the small pencil in the lower-left corner of the editor.



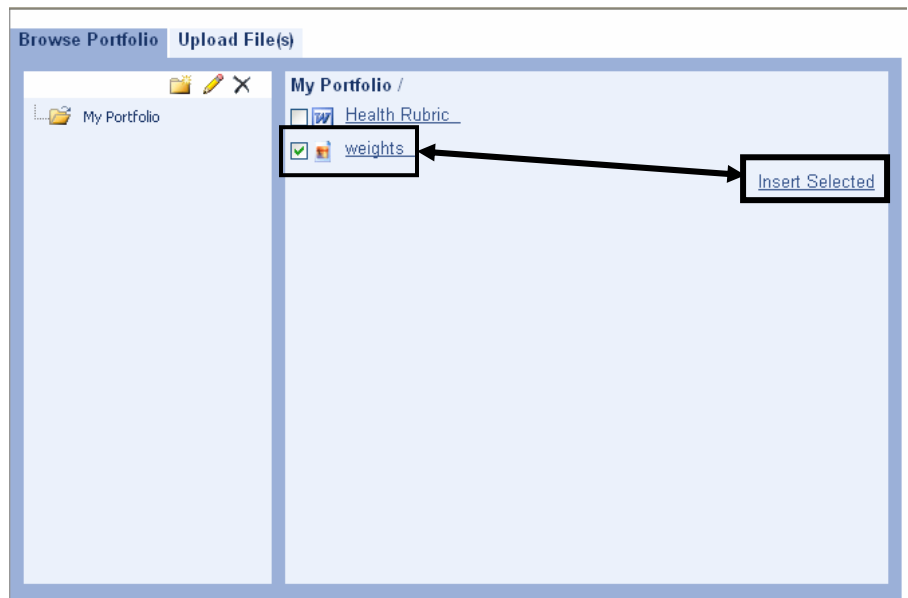
Inserting Portfolio Items within a Cell:

Users have the ability to take items saved in their **Portfolio** and add them to the **Notes for Teaching** cell within the IM.

1. Click the **Portfolio Manager** icon on the bottom toolbar in the rich-text editor.

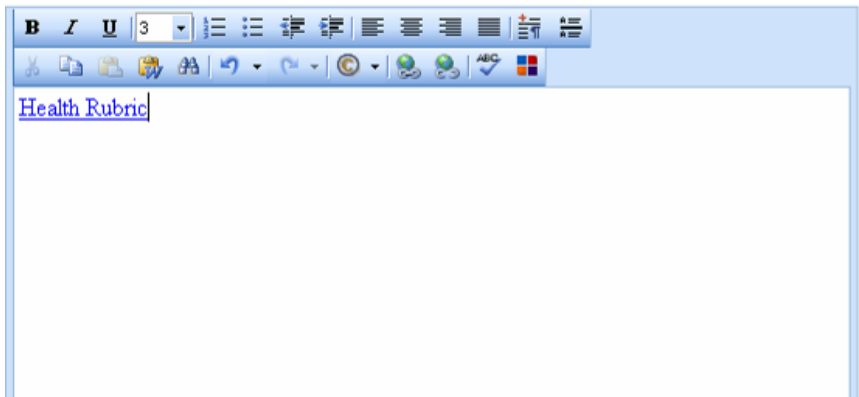
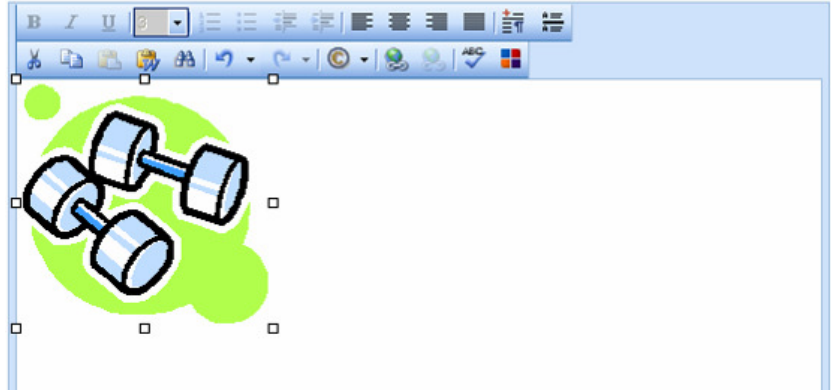


2. Click on the folder where the item is stored. The item within the folder will display on the right side of the tool.
3. Check the item you wish to insert, and click **Insert Selected**.



4. The item you selected will be inserted on the **Page**.

In this case, the image can be resized by clicking on it, and dragging the handles.

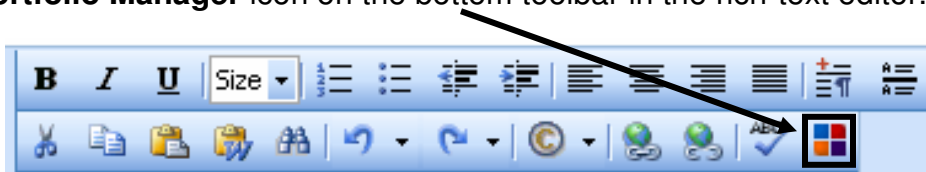


Inserted files, bookmarks to web sites, or bookmarks to items within **NYLearns.org** will appear as hyperlinks.

Uploading Portfolio Items

Users can also **Upload File(s)** directly to the **Portfolio** within the **Portfolio Manager**.

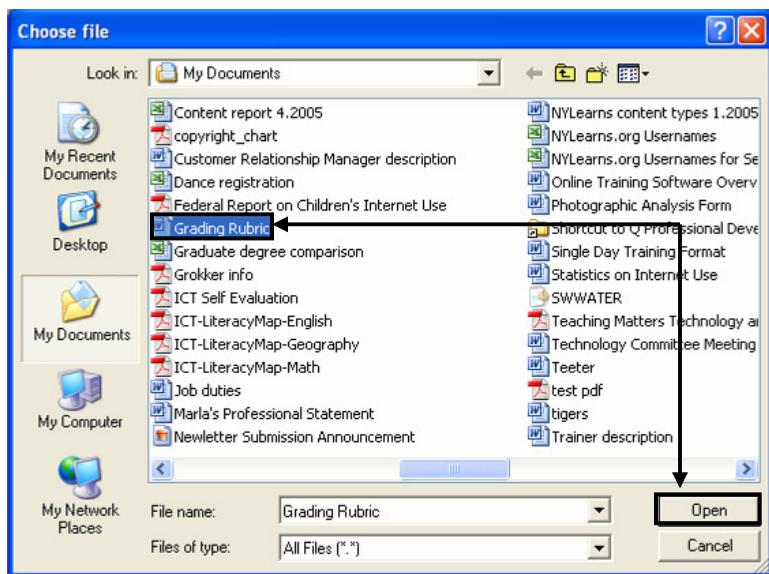
1. Click the **Portfolio Manager** icon on the bottom toolbar in the rich-text editor.



2. Click on the **Upload File(s)** tab to add files to the **Portfolio**.



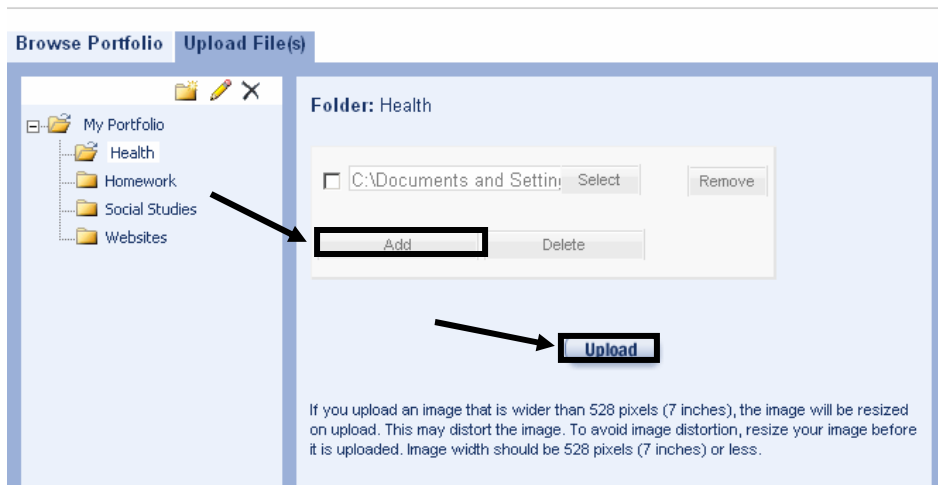
3. The file will automatically save to your **My Portfolio** folder. Click on a sub-folder to the left to change the folder you are saving to.
4. Click **Select** to locate your file where you have previously saved it.



5. Locate the item, select it, and click **Open** (or double click).

NOTE:
To ensure success when moving files between platforms (Mac to PC) include the proper file extension when you first save the file.

6. To save time, users can elect to upload multiple files to a folder at one time. Click the **Add** button.
7. To delete a file prior to upload, place a checkmark in the box to the left of the file and click **Delete**.
8. Click the **Upload** button. It may take a few seconds for the file(s) to upload.

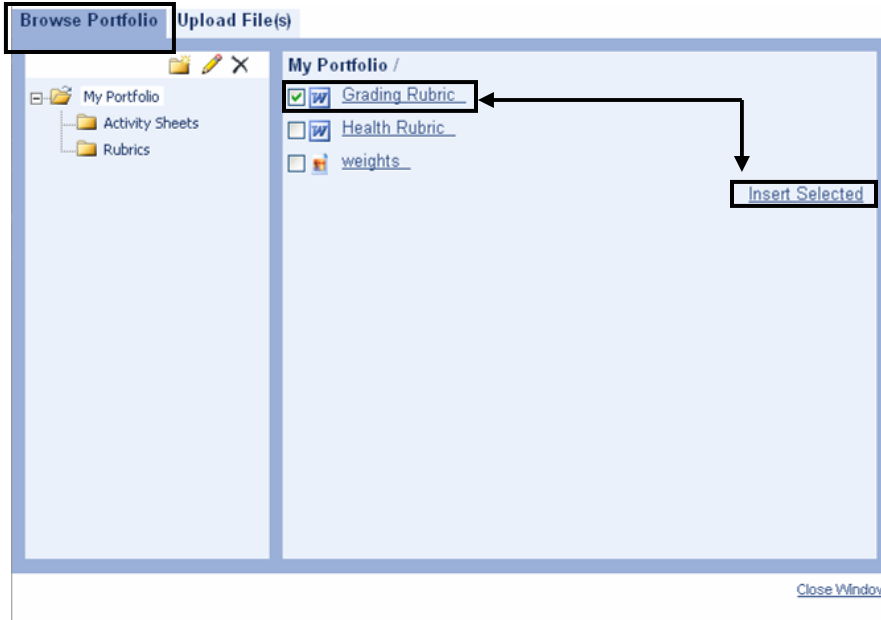


9. If the upload is successful, you will receive a confirmation message in the upper-left corner of the window.



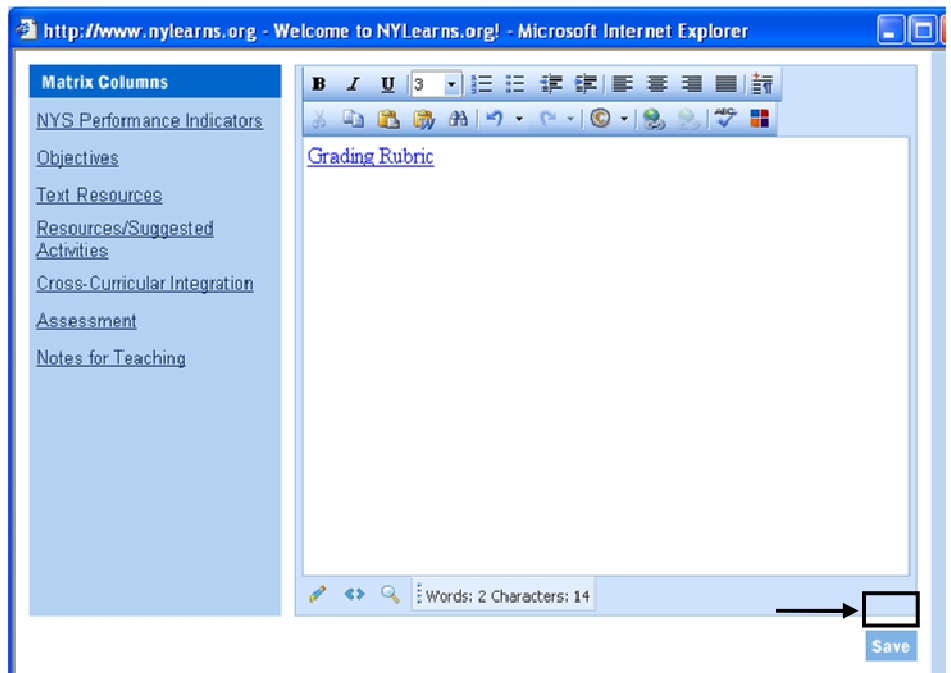
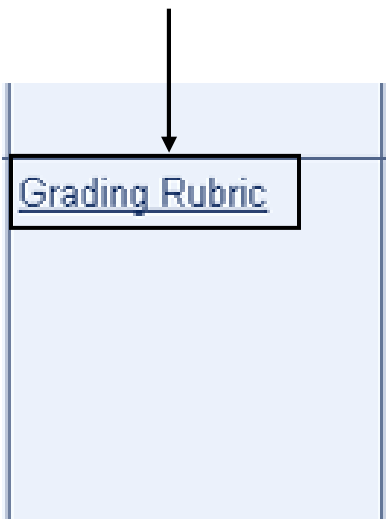
10. Click the **Browse Portfolio** tab, and place a checkmark in the square to the left of the file.

11. Click **Insert Selected**.



11. The item will appear in the rich-text editor as a hyperlink. Click the **Save** button to add the item to the IM.

12. The item will appear as a hyperlink within the appropriate cell on the IM.



About NYLearns.org

NYLearns.org was developed in response to the profound need to assist teachers in understanding and applying a standards-based approach to teaching and learning – and in response to the need to deliver resources to teachers in ways that make learning standards meaningful and manageable.

NYLearns.org also owes its genesis to the need to bring focused and relevant educational resources to parents and children in an “anytime-anywhere” learning environment.

The overarching thrust of **NYLearns.org** is to identify, organize and deliver educational resources that are aligned to learning standards. A second major thrust of **NYLearns.org** is to provide teachers with easy to use and integrated classroom tools that enhance their teaching effectiveness.

NYLearns.org currently houses:

- More than 10,000 teaching and learning resources that are aligned to the New York State learning standards – with alignment down to the performance indicator level.
- Thousands of individual pieces of instructional content developed by New York State teachers.
- A broad cross-section of content from cultural agencies and museums (including many USNY agencies)
- Hundreds of documents from the National Archives, the complete collection of videos from the George Educational Foundation and digital access to the largest private collection of historical documents in the U.S.

Every resource has been aligned to the NYS standard down to the performance indicator level and has been peer-reviewed using the peer-review protocol established by the NYS Academy for Teaching and Learning (NYSATL).

State-of-the-art tools for teachers

Electronic Portfolio - a tool to organize all digital resources for curriculum and instruction that provides anywhere/anytime access from home or school

Teacher Web Page Builder – a point and click web page builder that easily allows teachers to create their own web pages to enhance communication between school and home

Curriculum Mapping Tool - to assist teachers in accessing and using their district’s specific curricula and allows teachers to create personalized instructional maps based on their own methodological approach to instruction

Assessment Builder - allows teachers to produce customized assessments, aligned to the performance indicator level of each standard, using assessment questions from the past five years of New York State Math, ELA and Regents exams

Content Publishing Tool - allows teachers to create and publish their best work in NYLearns.org and hence to all other NYLearns.org users