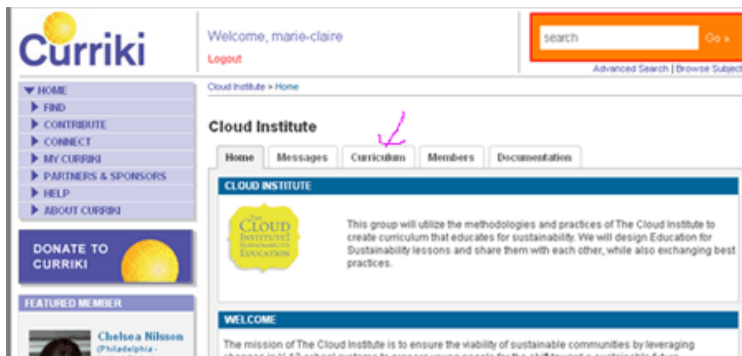




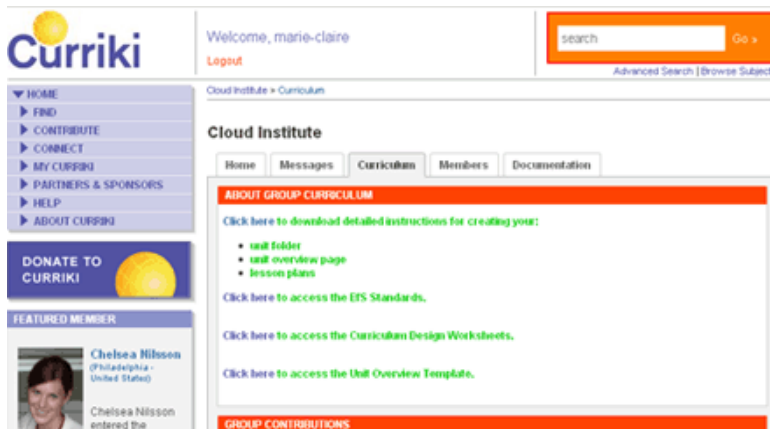
## CURRIKI INSTRUCTIONS

You've signed up for Curriki and also joined the Cloud Institute Group--now you're ready to get started creating your online unit. Use these instructions for each step of the process. The process begins with creating your orange unit folder, then the unit overview, and then populating the folder with your individual lessons. The final product is a completed unit. Okay, here we go...

When you're logged in to Curriki go the MY GROUPS tab (the last tab on the right). You are taken to a page with all of your groups (there are many different groups on Curriki), find the Cloud Institute Group and click **VISIT THIS GROUP** in the upper right-hand corner of the box. Welcome to the Cloud Institute Group page. Click the center tab, **CURRICULUM**, on the top.



You are now on the **CURRICULUM** page. On the top is a toolbox of resources you can use, including the Unit Overview. Click on the Unit Overview, it will open in a new window. Keep this window open, you will return to it later.



Scroll down the page and you will see all of the grades in our gallery. Find the grade level folder where you want to create your unit. Click **BUILD UP**. Choose the last option on the menu, **A FOLDER WHERE I'LL ORGANIZE RESOURCES**, and click the orange **NEXT** button.

**ADD TO COLLECTION OR FOLDER**

What would you like to add to me?

Something I already have or know about:

A file from my computer

A video I want to upload

A link for a great web resource

Something I want to make on Curriki:

A resource I'll create using a template

A resource I'll create from "scratch"

A video I'll capture with my webcam

A folder where I'll organize resources

A new pop-up box will appear named “Set Required Information, Part 1.” This is where you will enter the unit’s basic information. We recommend including the unit name and grade.

The last setting in this box is the Instructional Component Type, scroll through this list and select **CURRICULUM: UNIT** then click the orange Next button

**SET REQUIRED INFORMATION, PART 1**

What details will best describe and present this resource in search results and other listings?

Fields with ! are required.

**! Title:**   
 Enter a title of no more than 125 characters. If you copied this resource, update this field to indicate how it is different from the original.

**! Description:**   
 If you copied this resource, update this field to indicate how it is different from the original.

**! Subject(s):**   
 Click arrows to expand or collapse subjects.

**! Educational Level:**   
 Select one or more level(s).

**Subject Index**

- Arts
- Career & Technical Education
- Education
- Educational Technology
- Health
- Information & Media Literacy

Preschool / Ages 0-4

Kindergarten-Grade 2 / Ages 5-7

Grades 3-5 / Ages 8-10

Grades 6-8 / Ages 11-13

Grades 9-10 / Ages 14-16

Grades 11-12 / Ages 16-18

College & Beyond

Note that you can always edit these settings from the Information tab in your new folder.

Another pop-up box will appear titled “Set Required Information, Part 2.” In this box, most of the settings should be fine by default, so you can leave them. Enter your school’s name as a key word as well as the name of your unit (example: Orange School, Oceans). Click the orange NEXT button.

## HOW TO CREATE AN EFS UNIT OVERVIEW ON CURRIKI

Now you're ready to create the Unit Overview Page for your unit folder.

Go to the window you left open. The Unit Overview is here. Select the body text and copy it.

Return to the other window and choose your GRADE FOLDER from the collections, and then click on your orange Unit Folder. Click **BUILD UP**. In the pop-up box choose **A RESOURCE I'LL CREATE FROM SCRATCH**. Then choose **WIKI RESOURCE**.

In the beginning of the form enter the unit title and description. Choose **CURRICULUM SCOPE AND SEQUENCE** as the Instructional Component Type.

Paste the Unit Overview template into the blank box and fill it in.

Click **NEXT** and choose private or public as your setting. Sometimes teacher teams like to make it public as they are working so they can share information. Other teachers like to keep it private. It's up to you. Eventually it will be your decision whether to make your lesson public and share it with the Curriki community. The default setting is **Curriki License (Creative Commons Attributions 3.0)**.

Click **SUBMIT**. Your unit overview is completed. Click **CLOSE** in the pop-up box.

**SET REQUIRED INFORMATION, PART 1**

What details will best describe and present this resource in search results and other listings?

Fields with ! are required.

**Title:** !  
Enter a title of no more than 125 characters. If you copied this resource, update this field to indicate how it is different from the original.

**Description:** !  
If you copied this resource, update this field to indicate how it is different from the original.

**Subject(s):** !  
Click arrows to expand or collapse subjects.

**Subject Index**

- Arts
- Career & Technical Education
- Education
- Educational Technology
- Health
- Information & Media Literacy

**Educational Level:** !  
Select one or more level(s).

- Preschool / Ages 0-4
- Kindergarten-Grade 2 / Ages 5-7
- Grades 3-5 / Ages 8-10
- Grades 6-8 / Ages 11-13
- Grades 9-10 / Ages 14-16
- Grades 11-12 / Ages 16-18
- College & Beyond

## HOW TO CREATE A LESSON WITHIN YOUR UNIT FOLDER

You are still in your unit folder. Click **BUILD UP**. In the pop-up box choose "A resource I'll create using a template" and click the orange **NEXT** button.

**ADD TO COLLECTION OR FOLDER**

What would you like to add to mc?

**Something I already have or know about:**

- A file from my computer
- A video I want to upload
- A link for a great web resource

**Something I want to make on Curriki:**

- A resource I'll create using a template
- A resource I'll create from "scratch"
- A video I'll capture with my webcam
- A folder where I'll organize resources

In the "Select a Template" menu that pops-up, choose the **Cloud Institute Lesson Plan** option and click the orange NEXT button. The Cloud EfS Lesson template will open up.

**Create a Lesson Plan from a Template (Educate for Sustainability Lesson Plan)**

Learn more: [Models](#) | [Instructional Design](#) | [Help](#) | Cloud Institute

Fields with ! are required.

**STEP 1. ENTER BASIC INFORMATION**

**How would you describe and categorize this lesson for yourself and other educators?**

**! Title:**   
Enter a title of no more than 125 characters (including spaces) for your lesson.

**! Description:**   
Provide an overall description of this lesson's purpose, the general concepts and skills it addresses, and/or the lesson's learning activities, methods, or procedures. If this lesson is part of a unit, indicate the unit goal and where this lesson falls chronologically in the unit.

**! Subject(s):**  **! Educational Level:**

Complete Step 1. You will need to enter a Title and Description for your lesson (We recommend **[Unit Name] - Lesson 1: [Lesson Name]**). The Instructional Component Type (ICT) is set to "Curriculum: Lesson Plan." You can always edit these settings via the Information tab.

In Step 2 enter the details of your lesson in the required fields. Note, the fields must be filled in order to save the lesson. If you are not ready to fill it all out just type a placeholder (example: XXX). You can return to it at anytime and edit it (many people prefer this because when you are editing the lesson you can keep clicking the SAVE AND CONTINUE button to ensure your work is saved incase your internet connection is lost). If you are copying from a WORD template paste it into NOTEPAD first ( a basic application on your computer) to clear any WORD formatting, and then paste it from NOTEPAD into your lesson template.

Click the orange **SUBMIT** button. You will see a confirmation message stating that you've successfully added your new resource. Close that message and you will be returned to your unit folder. If you want to do another lesson, click **BUILD UP** again and repeat the process.