adaptive ™
curriculum

By Bilingual/ESL/Title III

Icons Used in the User's Guide

Throughout this User's Guide, the icons shown below will provide participants with visual clues pointing to important components of the guide.

	This icon will alert you to information that is very important in working with the curriculum.
	You will see this icon when a helpful hint or reminder is provided.

Section 2: Logging in as a Teacher or Student

This section provides you with step-by-step instructions on how to login and what you will be able to access:

- As a teacher
- As a student

Both teachers and students login to Adaptive Curriculum from the same Internet location, the Adaptive Curriculum home page, www.adaptivecurriculum.com. Once logged in, the user experience for teachers and students is different.

Teacher Login

Step	Action
1.	In your browser's address bar, type in www.adaptivecurriculum.com and click on the **Login** button in the upper right corner of the homepage.
2	In the **Login** section, as a teacher, enter your e-mail address and password. Click **Login**.

3	You will be taken to the My Adaptive Space homepage. This is where all teacher activity takes place.

All the tools you need to create lessons, manage your students and classes, assign lesson plans, and examine student data are located on My Adaptive Space (MAS). There are two ways to access these tools:

- Select the icon that represents the action you want to take in the **PREPARE**, **TEACH**, or **ANALYZE** sections of My Adaptive Space.
- Select and click on the icon from the **Menu Bar** at the top of the page that corresponds to your interest.

Either method will take you to the same place with the same functionality.
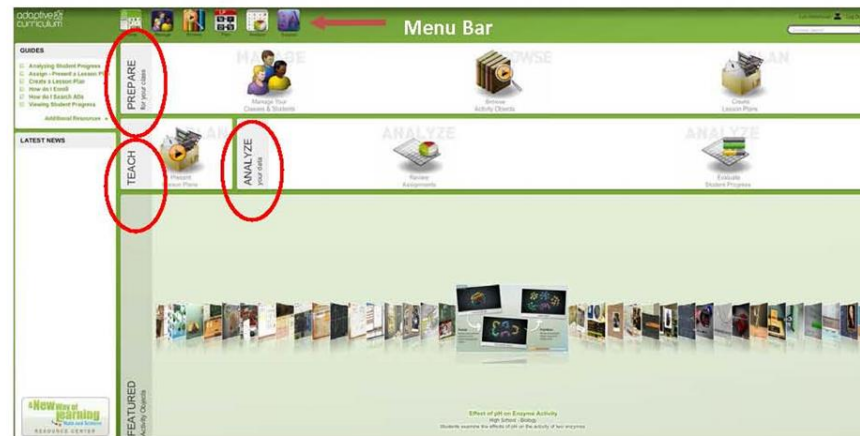
My Adaptive Space Menu Bar

The My Adaptive Space **Menu Bar** is a set of icons that takes you to the tools you need to complete teacher interactions. The **Menu Bar** has a direct relationship to the icons in the **PREPARE**, **TEACH**, and **ANALYZE** sections of My Adaptive Space.

The **Home** icon takes you to the My Adaptive Space page.

Task	Menu Bar Icon	My Adaptive Space Icon
Manage Your Classes & Students: Enroll students, edit student information, and create classes.		
Browse Activity Objects: Browse or search through more than 1000 Learning Objects, view their details, related objectives, and desired outcomes. You can also play/preview the Learning Objects.		
Create Lesson Plans: View a list of the lesson plans that have already been predefined, shared from another teacher in your school or view lesson plans that you have created. Lesson plans can be edited, duplicated, assigned, and previewed.		
Present Lesson Plans View a list of lesson plans you have created to play for whole group instruction. You may also use the play feature on the Create a Lesson Plan.	This icon is only available on the teacher's homepage of My Adaptive Space and not on the Menu bar.	

Task	Menu Bar Icon	Homepage Icon
Analyze Your Data: View and analyze student data for assignment scores and progress.		
Question and Answers/Support: Get access to support documents, training videos and technical support, that can assist you in the implementation of Learning Objects.		

The **Resources** bar, located at the left side of My Adaptive Space, provides teachers with a variety of tools to assist in using Adaptive Curriculum, as well as access to the latest news and Adaptive Curriculum's Resource Center

Clicking on Additional Resources will take you to the Support page where you will have access to all of the support tools available.

Resource	What You Will Find
User Guide	Step-by-step illustrated instructions with explanations of processes used in creating lesson plans, assigning them to students, and reviewing student data
Quick Start Guides	Step-by-step instructions on the basic management functions that make it quick and easy to complete a task without having to search for instructions
Additional Resources	Variety of useful materials such as online video training segments, online *How Do I?* tutorials, and Adaptive Curriculum User's guide
Latest News	Up-to-date information on what is happening at Adaptive Curriculum
ELL Guides	Provide support documents focusing on implementing AC and ELL instructional strategies
AC Contact and Support	Provides phone and e-mail contacts as well as a direct link to a support e-mail request
AC Resource Center	Access to the Resource Center which focuses on information and tools associated with the Common Core Standards and the Next Generation Science Standards (ie: alignments, on-line educational resources)

Student Login

Step	Action
1.	In the address bar, type in www.adaptivecurriculum.com and click on the **Login** button in the upper right corner of the window.
2	Students enter their student login and password, provided by Adaptive Curriculum's Activation team, and click **Login**.

3	Students will be taken to the **MY ASSIGNMENTS** page. All lesson plans that are assigned to the student will appear.
	
	Each lesson plan/assignment provides the following information in the **student ASSIGNMENTS** window:
	
	- **Assignment name**–The title of the assigned lesson plan
	- **Assigned**–The date the teacher assigned the lesson plan
	- **Due Date**–The date on which the lesson plan is due
	- **Teacher**–The name of the teacher who assigned the lesson plan
	- **Progress**–The student's progress shown in four stages
	  - Not Started
	  - In Progress
	  - Completed
	  - Expired

3a	There are two buttons on the far right side of the window. **See Details** – this window provides the students with the Assignment details. If the teacher has added any notes or comments to the lesson plan, they will appear in this window along with a brief description of each component Clicking START takes you to the assignment detail window and the first learning object will begin. - **Play** – Another method to begin the assignment is to click on the PLAY button associated with the selected lesson plan. - If the PLAY button is greyed out, the assignment is **not** available to the student.

| 4 | The student clicks on **PLAY** to begin. Students will be taken directly to the Activity Object loading screen. The Activity Object will begin playing automatically.

The **STUDENT INTERFACE** includes a Menu Bar at the top of the screen that provides the student with access to their assignments, the complete library of content and their assignment progress and assessment results.

Students can **MAXIMIZE** their screen to fill the entire screen by clicking on the maximize icon in the upper right corner of the activity screen.

Close
Maximize/return to standard

To CLOSE the Activity Object, Animation and/or Interactive 3D models, the student must first minimize the window (to standard size) by clicking on the Maximize/Return to standard button. The student may then click on the "X" icon located in the upper right corner of their content screen and the window will close. |

5	

The components of the lesson plan will remain on the bottom of the screen, allowing the student to navigate the lesson efficiently. Also displayed is a graphical representation (in percentages) of student progress and the assessments scores. This bottom screen can be closed and the lesson screen enlarged. |
| ⚠ | NOTE: If the student's e-mail address was entered during the enrollment process, they will receive an e-mail notification that they have an assignment waiting for them. There is a link in the e-mail that will take directly to the specific lesson.

Hello Olivia Gregory,

Your teacher **Lori Hershman** has just planned a lesson for you called "**Electric Circuits and How They Work**" with the following message:

Be sure to do the experiment in the back of our classroom when you are done with this lesson. Answer the questions in your Science JOurnal using complete sentences. Hand in for a grade upon completion.
Lori Hershman

To carry out your lesson, click **here**.
You can fully enjoy the activity objects in this lesson until **November 30, 2010**.

Please contact us if you have any questions or comments:
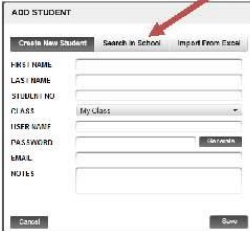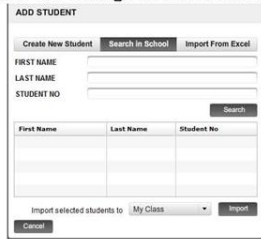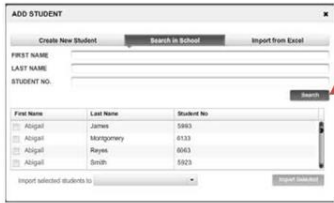support@adaptivecurriculum.com

Enjoy, |

Section 3: Adding and Enrolling Students

This section provides you with step-by-step instructions to enroll or add students:

- Individually
- From a list of enrolled students
- From a list of students (Excel)
  - ✓ Class lists
  - ✓ Grade level lists
  - ✓ Entire school population

One of the first things you need to do is confirm that your students are properly enrolled in the system. The program will guide you through a few simple steps to complete this task.
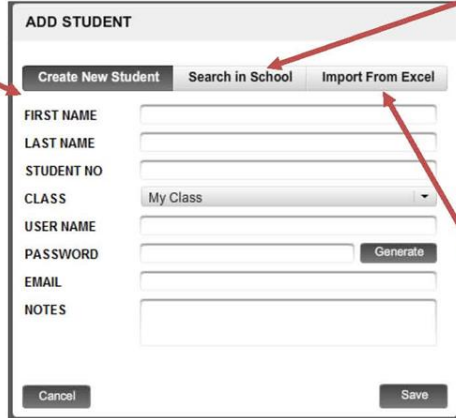
Step	Action
1.	Select and click either the **Manage** icon on the menu bar or the **Manage** **Your Classes & Students** icon in the **PREPARE** section of My Adaptive Space.
2.	The **Manage My Classes** window will open. Click on the **Add Student** button in the bottom right corner.
3.	The **Add Student** window opens. Click on the middle tab—**Search in School**.

4.	The window will change to the **Search in School** window. ADD STUDENT Create New Student Search In School Import From Excel FIRST NAME LAST NAME STUDENT NO Search First Name Last Name Student No Import selected students to My Class ▾ Import Cancel
5.	Do not enter any data into the first name, last name or Student No. fields. Click on **Search** and a list of all enrolled students will populate the window. ADD STUDENT ✕ Create New Student Search in School Import from Excel FIRST NAME LAST NAME STUDENT NO. Search First Name Last Name Student No Abigail James 5993 Abigail Montgomery 6133 Abigail Reyes 6063 Abigail Smith 5923 Import selected students to ▾ Import Selected
6.	Scroll through the list to determine if your students are already enrolled. If student names do not appear in the list, you will need to enroll your students manually.

Student Enrollment Options

Even if all of your students are enrolled at this time, it is important for all teachers to understand how to enroll students. There is always a student who has a schedule change or needs to be enrolled for the first time.
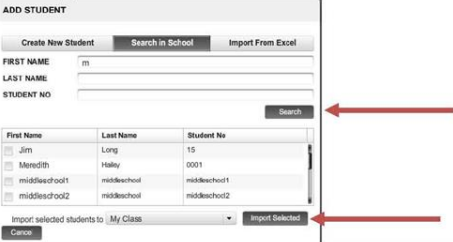
There are three options for adding or enrolling students:

Enrollment Option	Description
Enroll an individual student in a class	This option is a manual process that allows you to enroll your current students who do not have an AC student account, one at a time.
Enroll a student in a class from the school list	This option allows you to search the school wide enrollment in order to add a student into your class who already has an Adaptive Curriculum student account.
Enroll students in a class from an Excel spreadsheet	This option allows you to import an Excel spreadsheet that includes the school population, class, or grade level with specific student information. This template is provided within the Add Students window – Import from Excel tab.

Enroll an individual new student in a class

Enroll an existing student in a class from the school list

**Enroll students in a class from an Excel spreadsheet (template provided)**

ADD STUDENT

Create New Student   Search in School   Import From Excel

FIRST NAME

LAST NAME

STUDENT NO

CLASS   My Class

USER NAME

PASSWORD   Generate

EMAIL

NOTES

Cancel   Save

Enrolling/Adding Students Individually

Step	Action
1	Click on the **Manage** icon in the tool bar or the **Manage Your Classes & Students** in the **PREPARE** section of My Adaptive Space. The **ADD STUDENT** window appears. *NOTE: This is the window where you add/enroll students regardless of the option you select.*
2	Click on the **ADD STUDENT** button in the lower right corner of the window. The **ADD STUDENT** window opens. The **Create New Student** tab is highlighted.
3	Type in the first name of the student.
4	Type in the last name of the student.
5	Type in the student number. • Each student must have a unique student number. • Use letters and/or numbers only (no symbols). • We suggest using a student ID number.
6	Select the appropriate class from the drop-down menu.
7	The Username is automatically formatted by combining the school code (AC provided) with a dash and the student number (Example: EHS-123456).
8	Each student login requires a password. We recommend that you assign each student the same password in case someone forgets. You may create the password; otherwise, the system will generate a unique password for each student. *NOTE: There is no report that lists passwords.*
9	The e-mail section is optional. If you enter e-mail addresses, students will receive e-mail notifications of assignments.
10	The **Notes** field is an optional field where you can add information about the student (Example: special education IEP in place).
11	Once you enter the requested information, click **Save.**

Adding a Student to your Class by Searching the School List

Step	Action
1	Click on the **Manage** icon in the tool bar or the **Manage Your Classes & Students** in the **PREPARE** section of My Adaptive Space. The **ADD STUDENT** window appears. *NOTE: This is where you add/enroll students regardless of the option you select.*
2	Click on the **Add Student** button in the lower right corner of the window. The **ADD STUDENT** window appears.
3	Click on the **Search in School** tab.
4	To search for a student, fill in any of the available fields, first name, last name, or student number, and click on **Search**. Example: In the screenshot below, the letter "M" was typed into the FIRST NAME field. Any student with an "M" in their first name appears on the list.
5	Select which student(s) you want to enroll in your class by checking the box to the left of their name.
6	Use the drop-down list of classes at the bottom of the window to select the class in which to enroll the student or students. The default is *My Class* so be sure to select the specific class in which the student/s need to be enrolled.
7	Click on **Import Selected.**
8	You are returned to the **Manage** window. • Click on the **plus** (+) sign next to the class name. • A list of all students in that class will be displayed. ○ The student(s) you just imported will be there as well. This completes the procedure. The student(s) you selected are now enrolled in the class.

Editing Student Enrollment Data

You have the capability of editing student data that is currently in the system. You can easily change a name, change a password, remove a student from your class, or delete a student from the system entirely.

Step	Action
1	To edit or change a student's information or status, select the **Manage Classes and Students** icon and click on the **plus (+)** sign next to the name of the class or click on the **Expand All** button in the lower left corner of the window.
2	There are three buttons to the right of each student's name: **Delete** This option **permanently removes** the student and all associated data from the Adaptive Curriculum system. They will not appear in any report. **Remove** This option **removes the student from the class only**. They remain in the Adaptive Curriculum system along with the data from their assignments **Edit** This option **allows the teacher to edit** student name, student number, class, student password, student e-mail address, and notes, as well as adding a student/s to additional classes which you teach.
3	**Click** on the button that is associated with the action you want to take for the individual student selected.
⚠	**Deleting a student is <u>IRREVERSIBLE</u>.** **Please keep in mind that any student in your school can be a member of another teacher's class and your action may affect other teachers' class lists. There is a message asking if you want to remove the student from your class but not from the student database instead.** DELETE STUDENT This student is enrolled in another teacher's class. You cannot delete, but remove the student from your class. Remove Cancel
🔍	Students are unable to edit their own account. All teachers associated with the student will see the changes made.

Changing a Student Password

Every student needs a password to login to Adaptive Curriculum. Make it easy by giving every student the same password. In case a new password needs to be issued, this makes the process very simple. Only a teacher can provide a new password and there is no way to retrieve the current password.

Step	Action
1	Select and click either the **Manage** icon on the menu bar or the **Manage** Your Classes & Students icon in the **PREPARE** section of My Adaptive Space.
2	A list of your classes will open. Click on the **plus (+)** sign next to the name of the class in which the student is enrolled.
3	Click on the **Edit** button next to the student who needs a new password.
4	The **Student Info** window opens.
5	Click on the **Change Password** button.
6	The **Student Info** window will change, allowing you to type in a new password. You can also click on the **Generate** button and have the system provide you with a new password.
7	In the **Password** field, type in your password.
8	Click **Save**.
9	The new password takes effect immediately.

A student's password can only be reset by the teacher and can be done at any time.

Section 4: Creating a Class

Students are enrolled into Adaptive Curriculum and placed into classes according to teacher and subject. This allows you to assign lessons and evaluate student assessment data for their specific classes.

Create a naming convention for your classes to make it easy to identify where to find a particular student. Possible ways to name classes include:
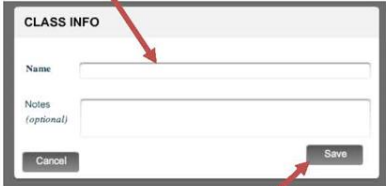
- By class period
- By class name
- By a combination of the two

Adaptive Curriculum provides a default class named **MYCLASS**. Students who are not enrolled in a specific class, will automatically be enrolled in **MYCLASS**.

Teachers with more than one group of students will need to create multiple classes with a unique name for each.

Step	Action
1	In your browser's address bar, type in www.adaptivecurriculum.com and click on the **Login** button in the upper right corner of the main page.
2	In the **Teacher Login** section, enter your e-mail address and password. Click **Login**.

3	Teachers will be taken to the My Adaptive Space (MAS) homepage.
4	Click on **Manage Your Classes & Students** in the **PREPARE** section of My Adaptive Space, or on the **Manage** icon on the menu bar.
5	The **MY CLASSES** window appears. This window will be blank unless you have already created your classes. If a list of classes appears, be sure to check to see if students have been enrolled.
6	To create a new class, click on the **New Class** button, located in the lower right corner of the window.

7	The **CLASS INFO** window will appear. Type the name of your class in the **Name** field.
	Click **Save.**
	There is a place for optional notes.
8	The **CLASS INFO** window will close and you will be taken back to the **MY CLASSES** window where you will see a list of all of the classes that have been created.
	On the right side of the window, you will find the following:
	• The number of students currently enrolled in the class
	• The **Delete** option, which removes the entire class from the system
	• The **Edit** option, which allows you to make changes to the class name or notes
9	Repeat this process for each class.

Section 5: Searching and Browsing Activity Objects

This section of the Adaptive Curriculum User's Guide provides an overview of the different ways to search and browse Activity Objects:
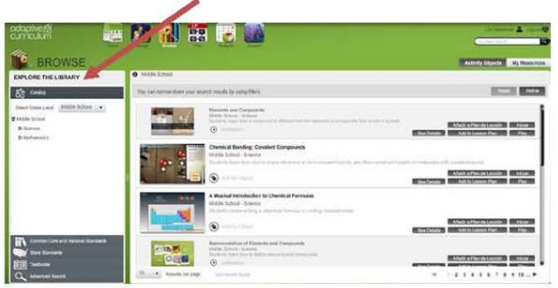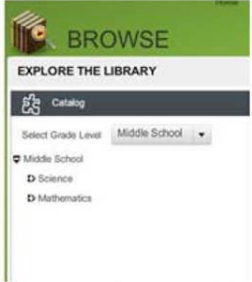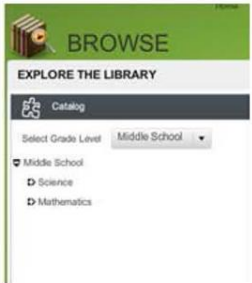
- Browsing the Activity Object library
- Searching for Activity Objects aligned with state standards, national standards, or textbooks
- Conducting a keyword search of the Activity Objects
- Completing an advanced search for Activity Objects

Browsing and searching the library of more than 1000 Activity Objects allows users to find the Learning Objects aligned with their specific curricula or learning objectives. Teachers have the ability to preview/review the Learning Object, ensuring that it meets the needs of their lesson plan by understanding what and how the objective is presented. They can also see detailed information about each Learning Object including its length, the Learner Outcomes, and much more. Adding a Learning Object to a lesson plan is just a click away, which makes the selection, preview, and creation process very teacher-friendly.

This section provides instructions on how to search and browse Learning Objects. You will learn a number of methods to accomplish that task, and then you'll learn how to play the Learning Object.

Method 1: Using the Catalog to find Learning Objects (Activity Objects, Animations etc.)

Step	Action
1	Select and click either the **Browse** icon on the menu bar or the **Browse Activity Objects** icon in the **PREPARE** section of My Adaptive Space.

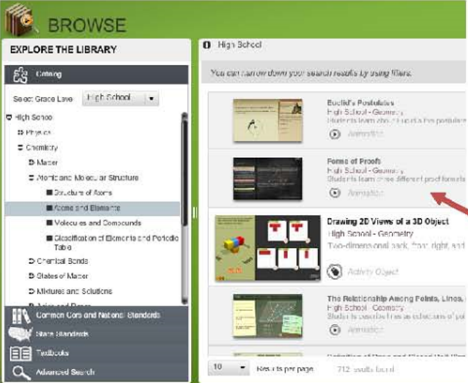|	
2	The **BROWSE** window opens. The Learning Objects catalog appears in the main portion of the window and the **EXPLORE THE LIBRARY** tool appears in the left panel.
3	Under the **Catalog** tab, select the grade level by using the drop-down arrow. What you will see for middle school and high school will be somewhat different.
4	Selecting **Middle School** provides two options, Science or Mathematics.
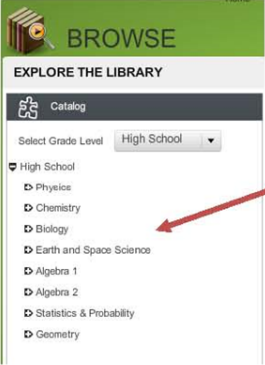
6	To view the Learning Objects associated with the strands/concepts, expand the strand/concept list by clicking on the arrow to the left of the strand/concept.
	• The list of strands/concepts will appear.
	A thumbnail and a simple description of the Learning Object appear in the main window area.
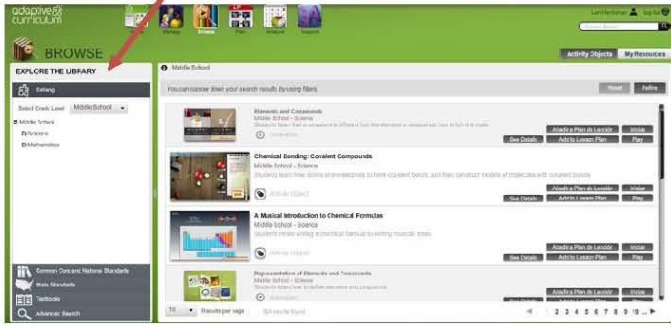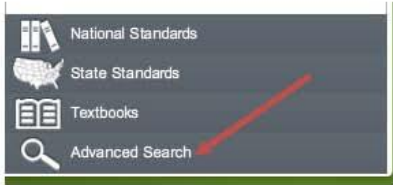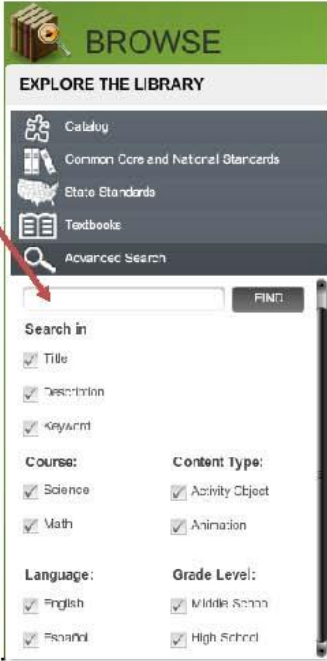
7	When you select High School, you will see a list of the courses available in Mathematics and Science.
8	To view the Activity Objects associated with the strands/concepts for the course, expand the course window by clicking on the arrow to the left of the course. • The list of strands/concepts will appear. A thumbnail and a simple description of the Learning Objects appear in the main window area.
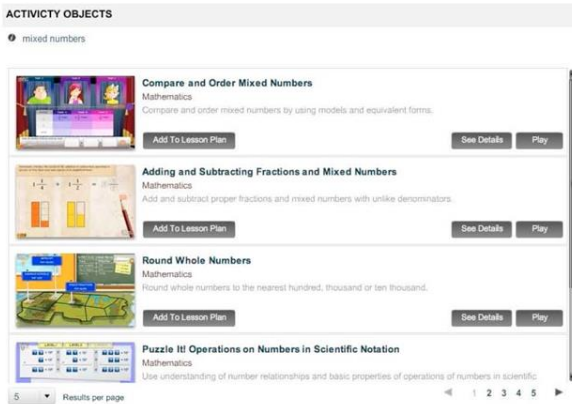
Method 2: Using the Advanced Search and Keyword Search to find Activity Objects

There are two ways to use the keyword search option when looking for specific content within the catalog of Activity Objects. You can use the **Advanced Search** option in the **LIBRARY** window or the **Keyword Search** button on My Adaptive Space.

Advanced Search

Step	Action
1	Select and click either the **Browse** icon on the menu bar or the **Browse Activity Objects** icon on the **PREPARE** section of My Adaptive Space.
2	The **BROWSE** window opens. The Activity Objects catalog appears in the main portion of the window and the **EXPLORE THE LIBRARY** tool appears in the left panel.

3	Click on the **Advanced Search** button located at the bottom of the **EXPLORE THE LIBRARY** window.
4	The **Advanced Search** window opens. Type in the word or words you want to search but also check the boxes to filter your search. **Activity Object:** an interactive lesson **Animation Object:** a 1-3 minute content video clip **Interactive 3D Model Object:** highly interactive content used to explore targeted concepts.

| 5 | There are many options to assist you in narrowing your search:

AO Titles—when checked, the search will match the word/s you entered in the title of the Activity Objects.
AO Descriptions—when checked, the search will match the word/s you entered in the descriptions of the Activity Objects.
AO Keywords—when checked, the search will match the word/s you entered in the keywords of the Activity Objects.
Course- Science or Math
Content Type-Activity Object, Animation Object, 3D Visualization Object
Language-English or Spanish (as applicable)
Grade Level-Middle School or High School

By clicking on **Course, Grade Level, Content Type** or **Language**, you can narrow your search even further.

Depending on the filters you selected, all Activity Objects, Animations and/or 3D Interactive Models, with either partial or exact matching keywords in the title or the description, will be displayed in the search results. |
|---|---|
| 6 | Once your keywords have been entered and you have selected the appropriate filters, click on the **Find** button to get your results. The Activity Objects, Animations and/or 3D Interactive Models that meet the criteria of your search will be displayed in the main window. The window below shows an example of a search with the phrase *mixed numbers*.

 |

Keyword Search Button

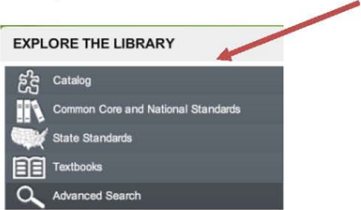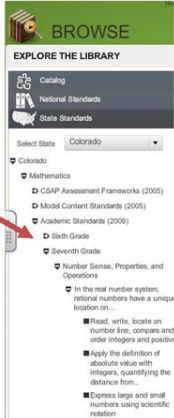| Step	Action
1	The keyword search field, located in the upper right corner on My Adaptive Space, is a quick and easy way to find the Activity Objects, Animations and/or Interactive 3D Models that address the content you are teaching. Activity Object Search
2	Type in a keyword or phrase that is associated with your instructional objective. mixed numbers
3	Click on the magnifying glass icon to initiate the search. mixed numbers
4	The Activity Objects, Animations and/or 3D Interactive Models that meet the criteria of your search will be displayed in the main window. The window below shows an example of a search with the phrase *mixed numbers*. ACTIVITY OBJECTS Compare and Order Mixed Numbers Adding and Subtracting Fractions and Mixed Numbers Round Whole Numbers Puzzle It! Operations on Numbers in Scientific Notation

Method 3 - Using Common Core and National, State, Grade Level (Middle or High School), or Textbooks to find Activity Objects.

The process for searching the Common Core and National, State standards, Grade Level standards, and Textbooks is the same. The instructions below demonstrate how to complete this task.

Steps	Function
1	Select and click either the **Browse** icon on the menu bar or the **Browse Activity Objects** icon on the **PREPARE** section of My Adaptive Space.
2	The **BROWSE** window opens. The Activity Objects, Animations and/or 3D Interactive Models catalog appears in the main portion of the window and the **EXPLORE THE LIBRARY** tool appears in the left panel.
3	Click on Common Core and National Standards, State Standards, or Textbooks buttons, found on the left side.

4	Once you have clicked on the area that you want to search (Common Core and National, State Standards, or Textbooks) specific submenus will open based on your selection.
5	Using State Standards as an example, click on the State Standards button. Use the drop-down arrow to select your state. In this example, Colorado was selected. Click on the **plus (+)** sign to the left of the one you wish to view. Continuing to click on the **plus (+)** signs to the left of the objectives drills further down into the objective level. As you drill down, the Activity Objects, Animations and/or 3D Interactive Models will appear in the main screen allowing you to add to a lesson plan, show details, or play (preview) the Learning Object.

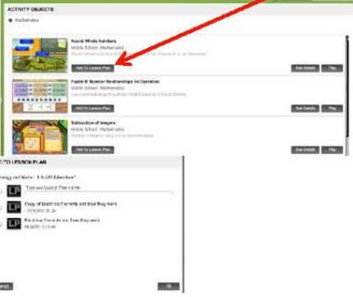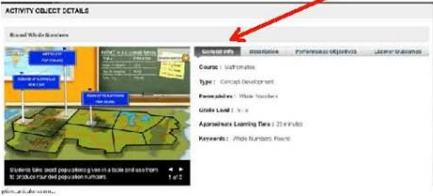| 6	This is the window that appears when you select a specific textbook.
7	When the textbook is selected, click on the **plus (+)** sign to the left of the book's title. The content areas addressed by the textbook will appear.

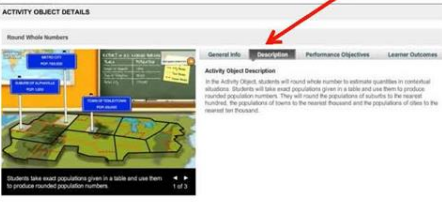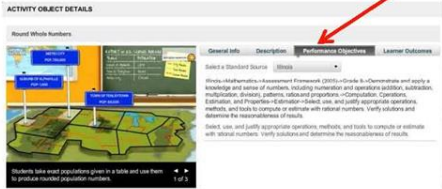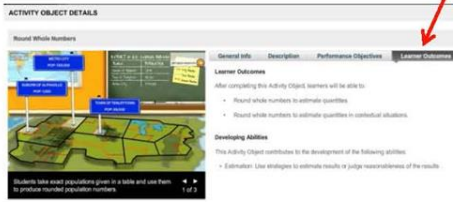**What you will find in the main window of the ACTIVITY OBJECTS library.**

o When searching or browsing through the library, the main screen will display a snapshot of the Activity Object, Animations and/or 3D Interactive Models, the strand, the title, and a brief description. From this initial screen, three options are available:

- Add To Lesson Plan
- See Details
- Play

Button	Description
Add to Lesson Plan	Select this button to add the Activity Object, Animation and/or 3D Interactive Model to an existing lesson plan or a new lesson plan.
See Details	Select this button to access detailed information about the specific Activity Object.
General Info	Select this button to access the following information about the specific Activity Object: • Course • Type of Activity Object • Grade Level • Approximate Learning Time • Keywords

Description	Select this button to access a complete description of the Activity Object.
Performance Objectives	Select this button to see the specific state objectives for students.
Learner Outcomes	Select this button to determine what students should be able to do after completing the Activity Object, Animation and/or Visualization as well how they contribute to a student's developing abilities.
Play	Select this button to preview or review an Activity Object, Animation and/or 3D Interactive model in its entirety. You will see it as the student would see it, enabling you to have important insight as you prepare your lesson plan.