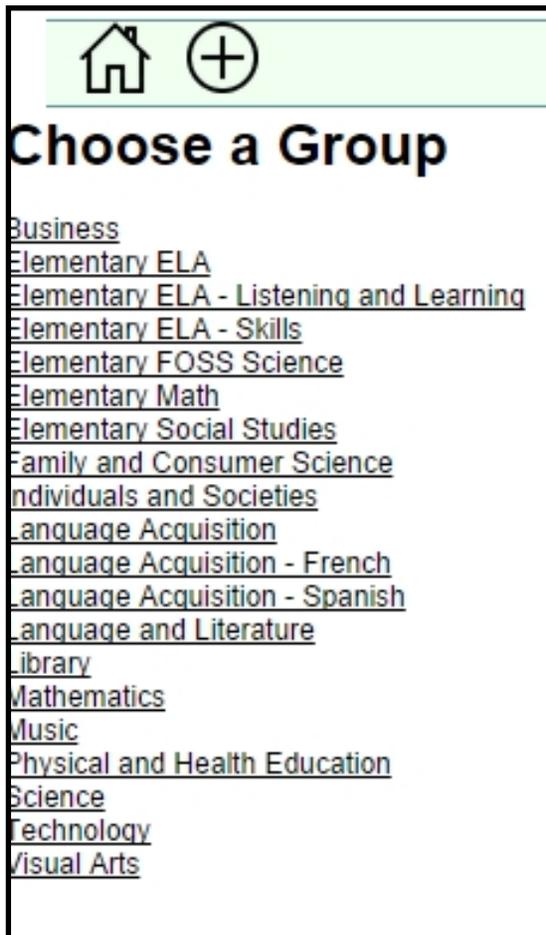


## Creating Units to Prepare to Transfer to the Matrix

Eventually, all teaching units will be completely developed within the inquiry-focused MYP Unit Planner.

In order to establish the framework of units for teachers, and to allow for the information for those units to appear and be updated in live time on the publicly-viewable matrix form, all units for all courses need to be created within the unit planner.

Our first task, then, is to create those units and fill out just the sections of the unit planner that will transfer to the matrix.



1. To access the matrix, click the “Access the Matrix” button on the front page of the CPP Curriculum site.
2. You will be prompted to login, using your regular computer login and password
3. If you already have a unit created you want to work with, click your content area and locate the unit
4. To create a new unit, click the “+” sign at the top of the page

## Creating Units to Prepare to Transfer to the Matrix

All of the information on the top box of the unit planner transfers to the matrix, so this entire box must be completed.

To edit a specific area, just click on the title within the box (click the word “Group” to edit the group box; the word “Year” to edit that)

Many are simply drop-down boxes, where you choose the correct option:

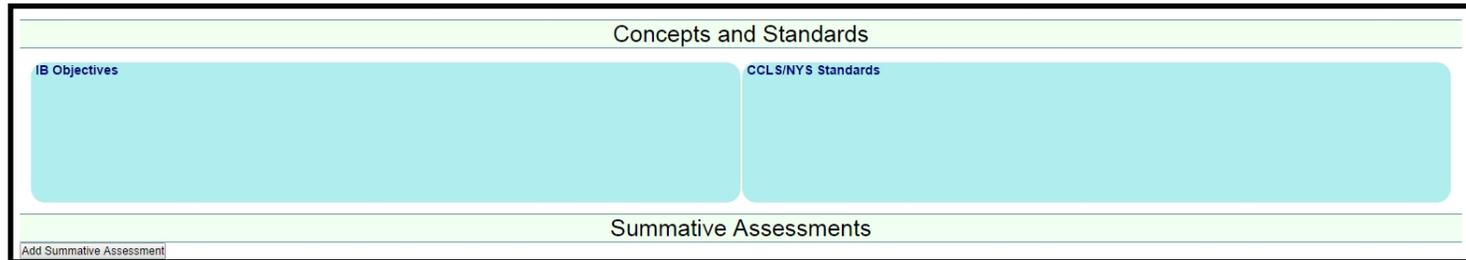
- Group—select the content area
- Year—select the grade in which the course is taught (A mixed 9-12 option has been added—select this option for courses that are aimed at all grade levels, not courses that are aimed for one grade level with some students from different grades repeating the course)
- Unit Number—This is the chronological order you’ll teach the units in the year, starting with 01
- Unit Course—After you select your Group, all the official titles of all the courses taught in that group should be available to choose from here, transferred School Tool. If your course is NOT there, please email Lori Pruyne
- Unit Title—Type the title of the Unit, as you would like it to appear
- Type the start and end dates of the unit in this format—Sep 04—Oct 11 or Jan 09-Mar 15
- Choose the length of the unit from the drop-down. Round up if needed.
- Unit Description is a new box. This provides a brief overview of the unit for parents/students/community members looking at the matrix. It should be a brief summary—1-4 sentences long.

Group	Unit Course	Start/End Dates
Year	Unit Title New Unit 21759	Length of Unit
Unit Number		
Unit Description		

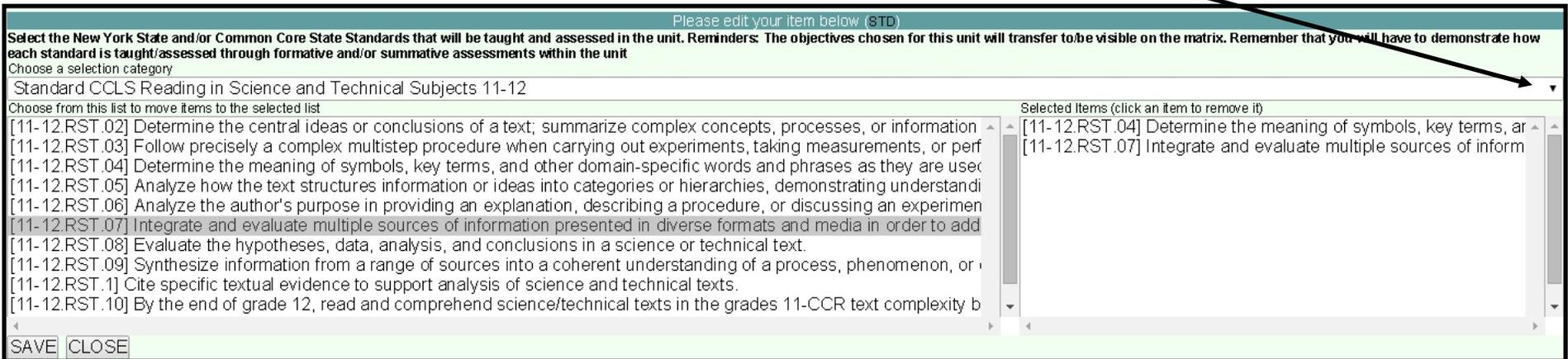
## Adding Objectives and Standards

You need to choose the IB objectives and the NYS/CCLS standards that will be taught and assessed within the unit. These are drop-downs as well

To edit either, click on the words “IB Objectives” or “CCLS/NYS Standards”



When the options box opens, click the standard area you need from the drop down box at the top

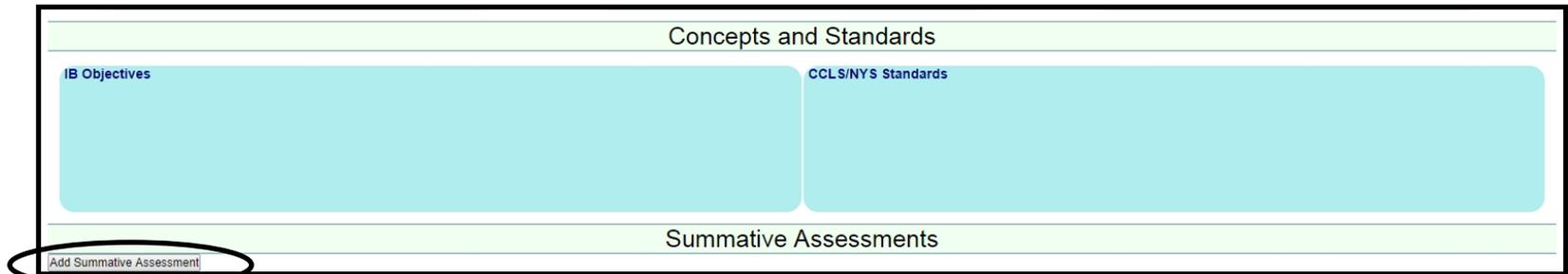


The standards/objectives will appear in the box on the left. Just click the ones you want, and you’ll see them added in the box on the right.

If you add one by mistake or want to remove one, just click it where it appears in the box on the right, and it will be deleted

# Add Common Summative Assessments

When you finish adding in the standards/objectives, click the gray button at the bottom left of the standards area that says “Add Summative Assessment”



For today’s purposes, you only need to fill out the “Task” area, where you briefly describe the assessment, and the “Standards and Objectives Assessed” area.

Click the work “Task” to open the box to type the description of the assessment task.



Click “Standards and Objectives” assessed to open a box that includes all of the Objectives and Standards you chose earlier as those taught and assessed within the unit. Click on those that are being assessed with this particular task, and then click “Save”

