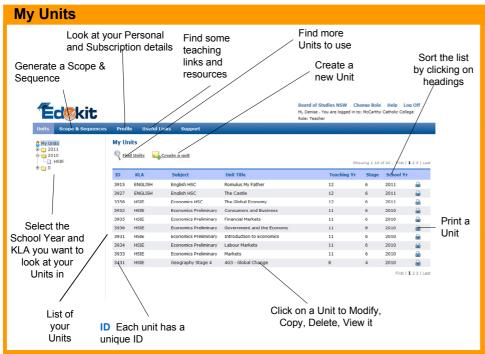


## **Quick Reference Guide**



Print - It's best to print in 🚔 Print Landscape for all KLAs except Maths. Print Maths in Portrait. You may need to change your printer settings.

Find Units

Find an Edekit Unit, a Template, or a Shared Unit, and make a copy of it to use in your 'My Units' list

Create a unit Create a new Unit

Change Role Change to one of your other

Roles or Subscriptions

<u>Help</u>

Opens the Edekit Help in a

new window

Log Off Log out of EdeKit

Template A unit provided by Edekit,

**Types of Units** 

**Basics** 

Units

This is where you manage everything to do with your Units, for each

School year.

Scope & Sequences Generate and manage your Scope & Sequences, using your units.

**Profile** 

Manage your Personal Details, change your Password, and you can view details of the subscription you are in which includes a list of the

teachers and coordinators.

**Member Admin** 

School Coordinators can Create new Members of Edekit, and change the Roles and Permissions of existing Members.

Shared

**Edekit** 

You fill in further details. A unit created by any user, which

prefilled with some basic details.

they have selected to make available to other members.

A completed unit provided by

Edekit, prefilled with all details.

#### **Getting Started**

To Find and Add existing units to your My Units list:

Click | Find Units

Enter the search criteria and click Find Units

Click on the Unit you want to use.

You can Copy the Unit. This makes a copy of the unit and adds it to your My Units list. This is now your Unit and you can make modify it as you wish.

To Create your own unit and Add it to your My Units list:

Click Create a unit

Select the KLA, Title, Subject, School Year etc you want to create the unit for.

Type your unit details into the 'Content' area, or copy and paste text in from another document.

Click Save to Save your new unit. The unit is added to your My Units list. .

#### **Sharing Options:**

All units have a sharing option. When you Find and Add a unit to Your Units, or Create a Unit, you select a sharing option:

Don't Share: This unit can only be accessed by you and your Edekit coordinators.

Share with everyone in Edekit: Any member teaching the same KLA as you can Find this Unit, including members in

other Subscriptions.

Share within your School: Only teachers in your Subscription and for this KLA can Find this Unit.

Roles

**Teachers** All members are setup as a Teacher of a

KLA(s). Teachers can only access the KLA(s) they have been assigned to in

their Subscription.

Can access all members of their KLA + **KLA Coordinators** 

Subscription. They can modify their Members Units and Scope & Sequences, and their Members Profiles.

School Coordinators Can access all KLAs and Members of their Subscription, and Member Admin (to create new members or change a members role and permissions). They can modify their Members Units and Scope & Sequences, and their

Members Profiles.

Can access all KLAs and Members of their **Principles** 

Subscription. They can do the same actions

as School Coordinators.



# **Modify a Unit**

screen editor

#### What's in a 'Unit'

**Unit Content** This is the content of your Unit - you would normally outline in here what you are going to teach and how.

Resources Attach files, web links or text references here. **Assessments** Attach your assessments for this unit here

**Evaluation** This is an evaluation form

#### **Fields**

Title This is the title of the Unit. It is displayed anywhere the unit is listed.

Commenced Fill in the date you commenced teaching this unit Completed Fill in the date you completed teaching this unit

**Sharing Options** Use 'Don't Share' unless the unit is ready to share with others.

**Copied From** This show this Unit you copied this one from, if any. You can click on it to view/modify that unit.

Your Coordinator will fill this field in when they check the unit. Registration

#### What can you do with a 'Unit'

Saves your changes. Always 'Save' the unit after making any changes. Save

You can Copy this unit to another School Year. The original stays in the same place. Copy

Prints the Unit + List of Resources + List of Assessments + Evaluation Form. Print

Deletes the Unit from your list Delete

### **Unit Content - Getting Started**

You can paste in anything from the clipboard using Ctrl V or using the paste icons, 🖺 🛅 🦬 , or type in and create a Unit from scratch.

This is an HTML editor so if you paste in content from another document, for example Word, you should check how it looks in here and you may have to do some formatting on it to make it look the way you want.

Note: Images won't display in this editor, use the Resources tab to store images. Note: It is easiest to use the Full Screen mode when editing a Unit's contents.

#### **Editor Icons**

