

## My Units

Generate a Scope & Sequence

Look at your Personal and Subscription details

Find some teaching links and resources

Find more Units to use

Create a new Unit

Sort the list by clicking on headings

Select the School Year and KLA you want to look at your Units in

List of your Units

ID Each unit has a unique ID

Click on a Unit to Modify, Copy, Delete, View it

Print a Unit

ID	KLA	Subject	Unit Title	Teaching Yr	Stage	School Yr
3915	ENGLISH	English HSC	Romulus My Father	12	6	2011
3927	ENGLISH	English HSC	The Castle	12	6	2011
3158	HSIE	Economics HSC	The Global Economy	12	6	2011
3932	HSIE	Economics Preliminary	Consumers and Business	11	6	2010
3935	HSIE	Economics Preliminary	Financial Markets	11	6	2010
3936	HSIE	Economics Preliminary	Government and the Economy	11	6	2010
3931	HSIE	Economics Preliminary	Introduction to Economics	11	6	2010
3934	HSIE	Economics Preliminary	Labour Markets	11	6	2010
3933	HSIE	Economics Preliminary	Markets	11	6	2010
3431	HSIE	Geography Stage 4	4G3 - Global Change	8	4	2010

- Print** Print - It's best to print in 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
- [Help](#) Opens the Edekit Help in a new window
- [Log Off](#) Log out of Edekit

## 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.

## Types of Units

- Edekit** A completed unit provided by Edekit, prefilled with all details.
- Template** A unit provided by Edekit, prefilled with some basic details. You fill in further details.
- Shared** A unit created by any user, which they have selected to make available to other members.

## 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.
- 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.
- KLA Coordinators** Can access all members of their KLA + Subscription. They can modify their Members Units and Scope & Sequences, and their Members Profiles.
- Principles** Can access all KLAs and Members of their Subscription. They can do the same actions as School Coordinators.

## What's in a 'Unit'

<b>Unit Content</b>	This is the content of your Unit - you would normally outline in here what you are going to teach and how.
<b>Resources</b>	Attach files, web links or text references here.
<b>Assessments</b>	Attach your assessments for this unit here
<b>Evaluation</b>	This is an evaluation form

## Fields

<b>Title</b>	This is the title of the Unit. It is displayed anywhere the unit is listed.
<b>Commenced</b>	Fill in the date you commenced teaching this unit
<b>Completed</b>	Fill in the date you completed teaching this unit
<b>Sharing Options</b>	Use 'Don't Share' unless the unit is ready to share with others.
<b>Copied From</b>	This show this Unit you copied this one from, if any. You can click on it to view/modify that unit.
<b>Registration</b>	Your Coordinator will fill this field in when they check the unit.

## What can you do with a 'Unit'

<b>Save</b>	Saves your changes. Always 'Save' the unit after making any changes.
<b>Copy</b>	You can Copy this unit to another School Year. The original stays in the same place.
<b>Print</b>	Prints the Unit + List of Resources + List of Assessments + Evaluation Form.
<b>Delete</b>	Deletes the Unit from your list

## 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

Toggle full screen	Find / replace	Insert a table
Clear contents, start again	Bullet points	Change table row properties
<b>B</b> Bold	Numbered list	Change table cell properties
<i>I</i> Italic	Change highlighted Bullets	Insert a row before
<u>U</u> Underline	Outdent	Insert a row after
<del>ABC</del> Strikethrough	Indent	Delete row
Align text	Blockquote	Insert a column before
Styles -> Predefined styles	Undo / Redo	Insert a column after
Paragraph -> Predefined formats	Select text color	Delete column
Font family -> Fonts	Highlighter	Split merged cells
Font size -> Font size	Insert Horizontal Line	Merge cells
Insert line	Remove formatting	Cut
Insert Page break	Subscript / superscript	Copy
Insert/Edit Anchor	Insert custom character	Paste
	Edit HTML Source	Paste as Plain Text
	Opens Maths Formula Editor	Paste from Word
		Spellchecker



To shade a table cell: -> Advanced Tab -> Background Color

**Save** often



Use the full screen editor