Quick Start ContentCloud Guide

EQ 1: How do I create a folder?

☐ First, select the Course, for which you wish to create folders, from your drop-down in the green bar at the top of your screen.

☐ Select the 'Menu' icon to expand/collapse various tools/tabs within the ContentCloud. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.

☐ Folders can be created to serve a variety of purposes for teachers and students. To create a folder, select the 'Folders' tab on the left side of the page.

☐ Select the + tab to 'Add Folder'.

☐ Name the folder, provide a description, & select 'Save Changes' once complete.

☐ The folder is now available for resources to be added.

EQ 2: How do I manage my folders (Create Sub Folders, Edit, Share, Delete)?

Create Sub Folders
☐ Sub folders can be added and placed inside of root folders. To add sub folders, select the + symbol located beside the Root folder, provide the sub folder with a name and a description, and click 'Save Changes'.

Edit Folders
☐ To edit a folder, select the pencil icon. Edit the information & click the blue 'Save Changes' Tab.

Share Folders
☐ To share folders with others, select the 'share' icon.

☐ Add members to the folder using the search bar. Locate the name of the member you wish to have share the folder then select the blue 'Add' tab on the right side.

- ☐ Members can be removed from folders at any time by selecting the 'remove' tab in orange.

Delete Folders
- ☐ Folders can be deleted at any time. To delete a folder, select the 'trash can' icon.

EQ3: How do I use the filters to search for relevant content?

- ☐ First, access the ContentCloud using the navigation menu on the left side of the page by clicking the 'Content Tab'.

- ☐ You now have access to the Digital Content Library. The library contains approximately 50,000 open education resources from multiple providers. The resources are searchable using the filters located on the left side of the page using the 'Search' menu.

- ☐ To filter, click on the filter category you wish to use and select your desired choice(s). The categories include 'Grade', 'Standard', 'Publisher' and many more. The filters being applied will be displayed at the top left side of the page. Filters can be removed at any time by 'deselecting' the filter by clicking on the 'X' that appears beside the filtered criterion/criteria.
    - o *Note:* You can close the filter category by clicking again on its name.

EQ 4: How do I preview a resource?

- ☐ A high-level overview of the Digital Resource that includes the Title, Grade, Subject, Audience Type, Publisher, Provider, Resource Type, Media Type, Creator, and Folders is displayed on the main page.

- ☐ At any time, a user can preview the resource by clicking on the Resource Title. This will open a pop-up.

- ☐ Clicking on the digital resource's title, will expand the resource allowing you to read details about it.

- ☐ Select the 'Launch' Tab, to fully preview the Digital Resource that is available in the ContentCloud.

EQ 5: How do I add a resource to a folder?
There are two ways to do this…

#1: Selection from folder list
- ☐ Once you have completed your preview as described above and have found a digital resource you would like to use, it can be placed into a folder, which can be shared with other teachers and/or individual/groups of student(s).

- ☐ To add a resource to a folder, click on the 'Add' tab located in the upper right corner of the resource.

- ☐ Your available folders will appear. Choose the folder(s) you would like to add the resource to, and click on the box to the left of each folder.

- ☐ Once checked, you will receive a confirmation message noting that the resource has been stored in the designated folder.

- ☐ You can now return to the page where you began filtering and previewing resources by clicking the left arrow that appears in the upper left corner of the page.

#2: Drag & Drop
- ☐ First, select the 'Folders' Tab located beside the 'Search' Tab at the top left side of the page. This shows all your folders on the left side of the page making it easy for you to drag and drop resources into selected folders.

- ☐ To drag and drop resources into folders, click and hold onto the title then drag the title into the desired folder.

- ☐ Once complete, you will receive a confirmation noting that the resources have been added to the folder.

EQ 6: How do I rate the quality of a Digital Resource?

- ☐ Teachers using the ContentCloud to search and preview resources have the ability to rate the resources. The ContentCloud provides users with an overall average rating on the resources allowing teachers to filter resources according to how it has been rated by other teachers.

☐ To 'rate' the quality of a digital resource, click on the 5-star icon, select how many 'stars' you wish to rate the resources, and a confirmation message will note that the resource has been rated.

EQ 7: How do I create my own Digital Resource?

☐ Teachers can create their own digital resources and add them to the repository for their selected course.

☐ Select the course for which you wish to add/create resources from your drop-down in the green bar at the top of your screen.

☐ Select the 'Menu' icon to expand/collapse various tools/tabs within the ContentCloud. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.

☐ Select the 'Folders' tab on the left side of the page.

☐ To create a new resource, select the '+Add New Resource Tab' at the top of the page.

☐ Use the drop-down menu for 'Media Type' in the upper left corner of the window to select the type of resource (URL, Document, SCORM, Media).

☐ Provide the resource with a Title name and description.

*VERY IMPORTANT***:** Be sure to use the meta tags on the right to tag the resource according to grade, subject, audience, standard(s), DOK, etc.

☐ If applicable, use the 'Upload' button to upload content to the ContentCloud.

☐ Once complete, select the 'Save Resource' tab and you will receive confirmation at the top of the page that the resource has been saved and is now available in the ContentCloud.

EQ 8: How do I publish my own Digital Resource & make it Public?

☐ As a teacher, you have the option to keep your resource private, allowing permission for only you to have access, or you can elect to share the resource with others in your school/school district.

☐ To make the resource 'public' and available to other teachers in your district, select the 'Public' option prior to saving the resource. This will then make the resource available to all teachers across the district.

Note: Districts may have an approval process in place where a designated administrator would review and approve/reject a resource prior to its publication.

EQ 9: How do I view Digital Resources that I have published?

☐ To view resources you have created that are private and accessible only by you, check the 'My Private' tab.

☐ To view a list of digital resources that you have published, and that are available to other teachers, check the 'My Published' tab.

EQ 10: How do I edit my Digital Resource?

☐ To edit a resource you created, select the 'Edit' tab located on the right side of the resource, make your changes, and select the 'Save changes' tab. Please note that you can only edit resources you created in the system.

Note: If you see the need for an edit to a resource created (and shared) by someone else, please notify the appropriate school/district administrator.

EQ 11: How do I delete/remove my Digital Resource?

☐ Teachers can delete/remove their own digital resources at any time. To delete/remove a digital resource, select the 'edit' tab then select the 'Delete' tab.

☐ You will then receive a prompt to confirm that you wish to delete the resource.

EQ 12: How do I access the ContentCloud when viewing results from Data Dashboards?

☐ For schools using the Data Dashboards to view standards-mastery performance reports on classroom and individual student performance, the ContentCloud serves up relevant resources to students and teachers based on targeted needs revealed in the data. This helps teachers when planning instruction and supports students as they work on improving in areas identified in the data.

☐ To directly access the ContentCloud while in the dashboards, click the 'Cloud' icon anytime it is available in the dashboards. The software will launch directly into the ContentCloud and will serve up digital resources that align to the corresponding standards and recommend the best resources available in the system.

EQ 13: Are the Digital Resources aligned to targeted needs based on the data?

☐ Yes. Any time you select the 'Cloud' icon in the data dashboards, the software launches directly into the ContentCloud and automatically serves up digital content in the system that supports learning based upon identified needs in the data. This is an excellent way to plan instruction and give students opportunities to be more self-directed in their learning.

Note: For this to work correctly, it is very important to accurately apply the meta tags when adding new digital resources. The proper alignment of resources to the data