

CONTENTCLOUD[™] QUICK START GUIDE

Essential Question: How do I create and manage folders?

G 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.

| ■ FocalPoint | Cherry Hill Middle School | | A = + • |
|-----------------|---|--------------------------------------|--|
| (A MA | Courses | | |
| | Math 7 | | € |
| JANELLE DAY | SUMMARY ACTIVITIES ANNOUNCEMENTS CONTENT CUR | RICULUM GRADES | |
| 🕏 Learning 🔷 | Janelle Day | Activities All * | Announcements All * |
| ≁ Performance ✓ | Math 7 - Integrated Math | QUIZZES - 231 BENCHMARK EXAMS - 11 | 12/3 test |
| Resources * | CC MATH 7 Seventh grade mathematics is about | 4/29 Two brothers, Colin and David-1 | 4/11 test announcement |
| # PLC | GO Math 1. developing understanding of and applying proportional relationships | 4/29 Two brothers, Colin and David | 3/9 Safari Assembly Today |
| Messages | developing understanding of operations with rational numbers and working with expressions and linear equations; solving problems involving scale drawings and informal geometric | 4/14 Greg's new test | 11/1 Dripping Springs Meeting Today |
| Help | constructions, and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume; and | 4/11 Test Quiz | 6/23 Summer Enrichment |
| | drawing inferences about populations based on samples. Kev Areas of Focus for Grade 7: | 4/18 Test 12-04-2019 | 3/15 Math Counts Program |
| | Ratios and proportional reasoning; arithmetic of rational numbers | 4/11 Cumberland 10.3 Test- KA | 3/14 Spring Fundraiser for Math Assembly |
| | | 4/9 Print test | 3/5 Math Projects-sharing |

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

| 5 |)= | Cherry Hill Middle Sch | nool | | | 7 | | |
|---|------------------|-------------------------------------|-------------------|----------------|-------------------------------|--------------|---|--|
| ٢ | Quest | tions | | | | | | |
| ~ | SEAR | CH FOLDERS | | | | | | |
| • | Tests Questio | D TO ME | Descript | ion | | | | |
| * | Conten | t - New Folder | | | | | | |
| | | Test folder(8) + | _ | | | | | |
| 2 | | Test folder1(5) + | H 4 1 | ► H | 50 ▼ items | per page | | |
| | _ | Test folder2(5) + | — Ques | tion | | | | |
| | _ | Test folder3(4) + Folder 01(0) + | ¿Cuál fragme | nto de la car | ta de Davis es apoya | ido mejor po | r la información en el Documento | 2? |
| | _ | Folder 02(0) + | Grade Grade 12 | Subject ELA | Provider Certica Solutions | DOK-3 | Item Style Multiple Choice, Single Response | Created By QTI Package Loader Ut |

D 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.

| ■ FocalPo | oint | Cherry Hill Middle Sc | | | |
|---|---------------------------------------|---|---------|---------|------------------|
| | KF. | Questions | | | |
| | | SEARCH FOLDERS | | | |
| | | SUBJECT | | | |
| JANELLE DAY | 7 | Starts With (case sensitive) | | | |
| 🗢 Learning | ÷ | ELA - (132875) Mathematics - (157330) | | | |
| ↗ Performance | Ť | Science - (52365) Social Studies - (27314) | | | |
| Resources | ^ | GRADE | | | |
| Tests | | STANDARD | | | |
| Questions Content | | ITEMSTYLE | | | |
| | | DOK | | | |
| Messages | | PASSAGE | | | |
| Help | | PROVIDER | | | |
| | | PUBLISHER | | | |
| Questions | | | | | |
| SEARCH FOLDERS | | | | | |
| SUBJECT | | District Questions O My Questions O My Shared Questions | | | |
| Starts With (case sensitive) ELA - (132875) | Enter text to search | Q Go Clear | 🗘 Newes | t First | ▼ Add New Que |
| Mathematics - (157330) Science - (52365) Social Studies - (27314) | ₩ ≪ 1 2 | 3 4 5 6 7 8 9 10 ► ► 10 ▼ items per page | | | 1 - 10 of 433315 |
| GRADE | =Question | 1 | | Q | + • |
| STANDARD | Test question id | | | | |
| ITEMSTYLE | Provider Oak Grove School D | Created By istrict sramisetty | | | |
| DOK | 1.FL.PA.2 | | | | |

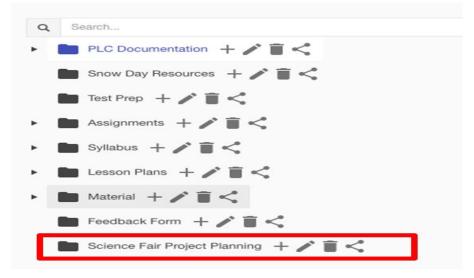
□ Select the + tab to 'Add Folder.

| E FocalPoint | Cherry Hill Middle Se | chool - 4 🗋 🔶 ' 🖉 👘 🔺 🔤 |
|----------------|-----------------------------|--|
| | Questions SEARCH FOLDERS | |
| JANELLE DAY | MY FOLDERS SHARED TO ME | Description 🖉 S 🟮 |
| 🗢 Learning 🗸 - | + New Folder | |
| Performance | Test folder1(5) + | H ← 1 → H 50 ▼ items per page 1 - 6 of 6 items |
| Resources ^ | Test folder2(5) + | - Question |
| Tests | Test folder3(4) + | - Queenen |
| Questions | Folder 01(0) + | ¿Cuál fragmento de la carta de Davis es apoyado mejor por la información en el Documento 2? |
| Content | Folder 02(0) + | Grade Subject Provider DDK Item Style Created By Passage Blooms Level Difficulty Grade 12 ELA Centics Solutions DDK-3 Multiple Choice, Single Response QTI Package Loader Utility Blue Jeans Analyzing 2 |
| # PLC | | Language Publisher Spanish Nevigate Item Bank |
| Messages | | 11-12.81.181.7 |
| 3 Help | | = Question |

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

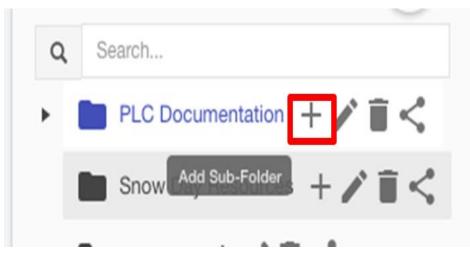
| Name Science Fair Project Planning Description > B I I = II III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII | Add/Edi | it Folder |
|--|-------------|--|
| | Name | Science Fair Project Planning |
| This folder is to be used for Science Fair Project Planning. The reason | Description | |
| | | This folder is to be used for Science Fair Project Planning. The reason ${\ensuremath{t}}$ |
| | | |
| Close Save cha | | Close Save chang |

The folder is now available for resources to be added. See page 11 to learn how to search and add resources to your new folder.



Creating 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.



Editing Folders

Select the pencil icon. Edit the information & click the blue 'Save Changes' Tab.

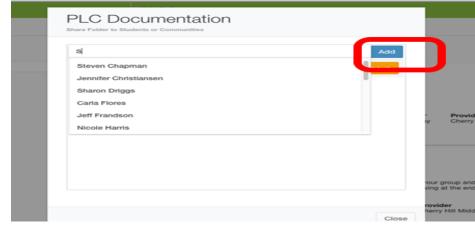
| ■ Oak Grove School District - Cherry | Hill Middle So | chool | |
|---|----------------|-------------------|---------------------------------------|
| Folders MY FOLDERS FOLDERS SHARED TO ME | Add/Ec | lit Folder | |
| Q Search Image: PLC Docume Exercises Image: Control of the securicity of the securi | Name | PLC Documentation | QPubli |
| Test Prep + / I < Assignments + / I < Syltabus + / I < Lesson Plans + / I < | | Clos Save changes | Provider Cherry Hill Middle School |

Sharing Folders

□ Select the 'Share' icon.

| Folders | Folders | | | |
|------------|------------------------|--|--|--|
| MY FOLDERS | FOLDERS SHARED TO ME | | | |
| | | | | |
| Q Search | | | | |
| | mentation Share Folder | | | |
| | | | | |
| Snow Day | Resources + 🖍 📋 < | | | |

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.



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

| Y | PLC Documentation | |
|-----|-------------------|--------|
| | | Add |
| 0-2 | Michael Duke | Remove |
| - | Steven Chapman | Remove |
| 7 | | |
| 4 | | |

Delete Folders

D To delete a folder, select the 'trash can' icon.

| | Test Prep 🕂 🎤 🗐 < |
|---|-----------------------|
| ► | Assignn Delete Folder |
| ۲ | Syllabus + 🎤 🖥 < |
| | |

- Click on the Menu button that appears to the right of the FocalPointK12 logo above your name/picture.
- Select the Assessment Tab on the left side of the page. Select 'Tests'.