

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				

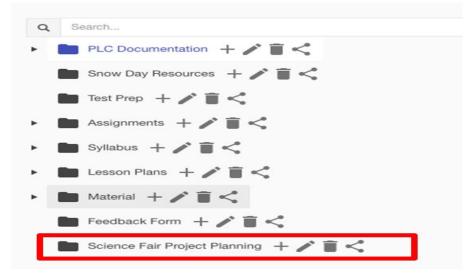
□ Select the + tab to 'Add Folder.

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.

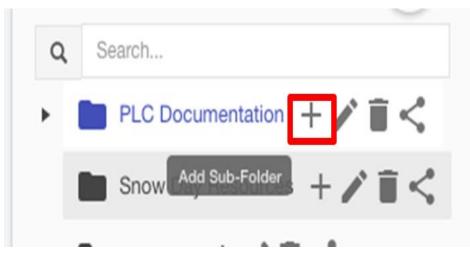
Name Science Fair Project Planning Description > B I I = II III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Add/Edi	it Folder
	Name	Science Fair Project Planning
This folder is to be used for Science Fair Project Planning. The reason	Description	
		This folder is to be used for Science Fair Project Planning. 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.

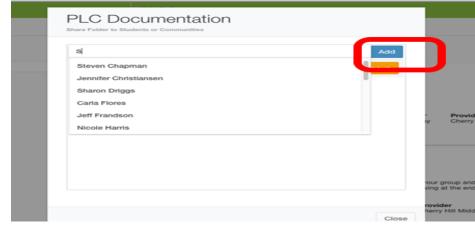
■ Oak Grove School District - Cherry	Hill Middle So	chool	
Folders MY FOLDERS FOLDERS SHARED TO ME	Add/Ec	lit Folder	
Q Search Image: PLC Docume Exercises Image: Control of the securicity of the securi	Name	PLC Documentation	QPubli
Test Prep + / I < Assignments + / I < Syltabus + / I < Lesson Plans +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