

UOI/ Curriculum Folder Instructions

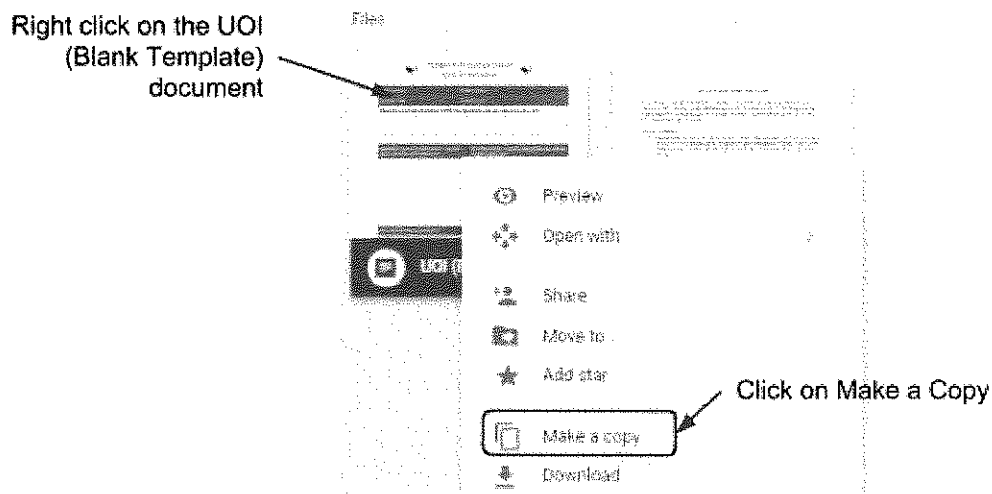
In our efforts to pull all of the district curriculum in one place, you are being asked to move all of your ELOs, ELO Scoring Guides, Assessments, and the K-12 Curriculum Map into the folders that have been created for your grade level and subjects. Here are a set of instructions for you to follow to ensure that things are consistent.

General Guidelines:

- Please make sure that your ELOs, Scoring Guides, Assessments, and Curriculum Map are done in either **Google Docs, Sheets, or Slides** or **Microsoft Word, Excel, or Powerpoint**. Unfortunately, Pages and Numbers files do not work well in Google Drive and can only be opened if on an Apple device.
- When uploading your ELOs into the appropriate folder, please take a moment to make sure that they are the same as what is currently in SIS. If there are any changes, please highlight those changes in red. This will help streamline the process of updating ELOs in SIS.

Filling Out the UOI

- Inside your folder is a blank UOI template. This document is set to view only, so in order to edit it, you will need to make a copy. To do that, you'll want to do the following:



- This will make a copy of the template called Copy of UOI (Blank Template) and put it in your folder next to the original.
- Open up the document. You should be able to edit the copy. You'll want to rename the newly made copy to something that reflects the title of your unit. For example: States of Matter UOI
- Once you've filled out the UOI, you'll want to move it to the appropriate folder.