

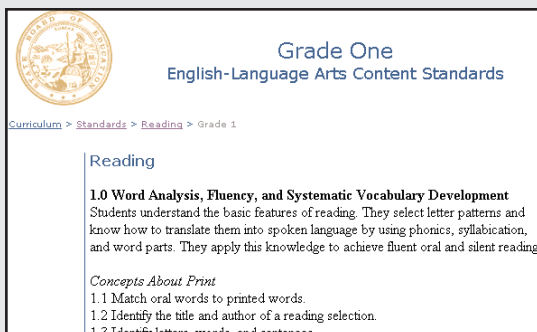
## Standards Manager

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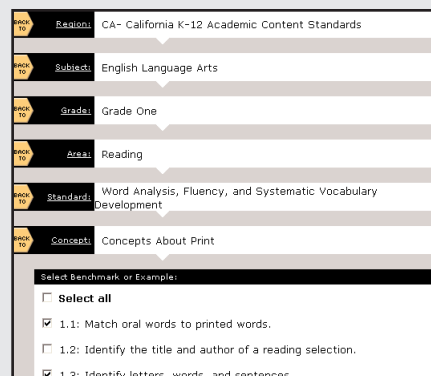
# Standards Manager

TaskStream's Standards Manager contains a comprehensive database of public domain national, state, and even international standards. In addition, we can include local standards at the request of an organization. Most of the standards in our database have been published by national professional associations or by state departments of education.

The Standards Manager allows a subscriber to navigate and select standards quickly and efficiently. We present the standards in a logical organization that mirrors the structure of the original publication. Published sets of standards are generally structured hierarchically, with broader categories such as grade level or subject area at the top, and more specific levels such as performance indicators, expectations, or benchmarks below. With TaskStream's dynamic tool, subscribers can navigate easily up and down within the hierarchy by clicking each selection. At the lowest, most specific level of the hierarchy, the subscriber can select one or more performance indicators, expectations, or benchmarks. This allows educators to select complete standards, in the language of the original publication, that specifically articulate the expectations for the learner.



As published on the California DOE web site



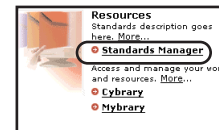
As presented in TaskStream

Within the Standards Manager, subscribers can create personalized sets of standards called target sets. Target sets are subsets of international, national, state, or local standards that include only the standards that must be addressed by a single educator or group of educators within a single learning community.

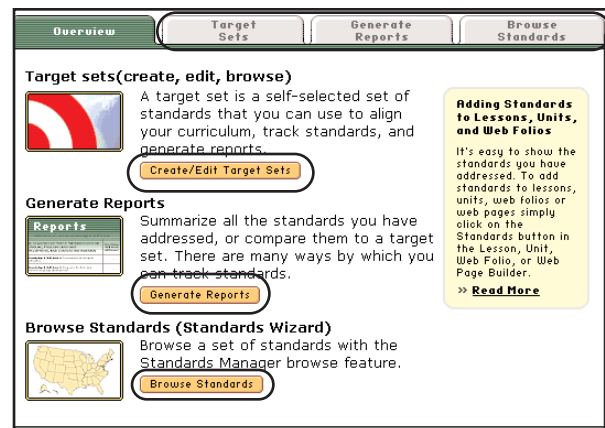
The Standards Manager and the Standards Wizard are integrated seamlessly with other tools within TaskStream, allowing subscribers to import standards from a regional or target set into lessons, units, web pages/folios, and Directed Reponse Folios (DRF's). Once the subscriber has used the Standards Wizard to import standards from regional or target sets into TaskStream work, he or she can use the Standards Manager to generate detailed reports showing which standards have and have not been addressed through the curricula and products he or she has written.

## Accessing the Standards Manager

To access the Standards Manager, click the **Standards Manager** link on either the Left Navigation bar or the Home Page.



Upon opening the Standards Manager, the overview screen provides 3 navigational buttons for accessing the tools within this area. The 3 areas are Target Sets, Generate Reports, and Browse Standards. Access each area by clicking the yellow navigation button for that area or by clicking the corresponding tab.



## Target Sets

To create or edit targets sets of standards, click the **Target Sets** tab or button on the Standards Manager Overview page.



## What Is a Target Set?

One of the core features of the Standards Manager is the ability to create target sets. A target set is an individualized subset of standards, tailored by an educator or group of educators to include only the standards and benchmarks they need to address. For example, a middle school science teacher might create a target set that contains the sixth, seventh, and eighth grade standards he or she needs to address from his or her own state. A fifth grade teacher might create a target set of all the fifth grade standards from his or her state, including standards from multiple subject domains. A college/university professor might create a set of professional certification standards that his or her students need to meet before graduation. For optimal effectiveness, a target set should be as specific as possible, including only the standards that must be addressed by the individual educator or group of educators that plan to use it.

## How Can I Use Target Sets on TaskStream?

Once you have created a target set, you can use it for several purposes. When adding standards to your TaskStream work, you can select standards directly from your target set instead of from the entire regional set of standards, making the process easier, more personalized, and more efficient.

You can use the Standards Manager to generate a report that will compare the standards from your TaskStream lessons, units, web folios/pages, and DRF's to the standards from your target set, providing you with a report of which standards you have and have not yet addressed.

With TS Coordinator access, you can create and share a target set with a group of educators within your learning community, allowing them to copy the target set for their own use.

*Note: For more detailed information about sharing target sets, see the Curriculum Account and Resource Management guide.*

## Creating a Target Set

To create a new target set, click the **Target Sets** tab or the **Create/Edit Target Sets** button on the Standards Manager Overview page.



Then click the **Create New Target Set** button.



Enter the title of your target set. You can also choose to provide a brief description. Then select a standard set you would like to start with to create your target set.. Click **Create It** to continue.

The screenshot shows a form titled 'Create a new target set'. It contains the following fields:
 

- Title:** A text input field with the value 'My Standards'.
- Purpose: (optional)** A text area with the value 'I will use this target set to track my standards during the year.'
- Select a set to start from(or select from map)** A dropdown menu with the selected option 'AZ- Arizona Academics Standards'.

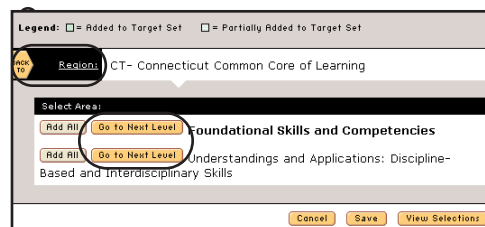
 At the bottom right of the form, there are two buttons: 'Cancel' and 'Create It'.

*Note: You may choose to add items from additional standard sets later in the process.*

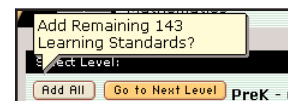
Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific items like benchmarks, performance indicators, and expectations at the bottom.

After you have selected a standard set, you will navigate through the standards hierarchy by using the **Go to Next Level** buttons.

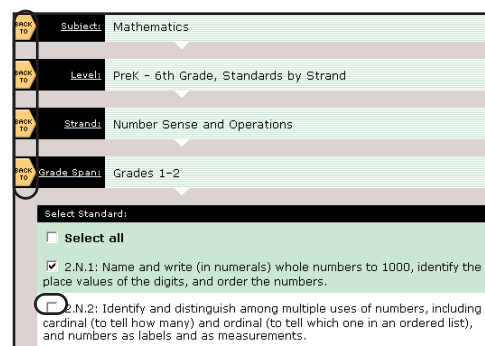
*Note: To select a different standard set, click the **Region** link or the **BackTo** link next to the region.*



To see how many indicators, benchmarks, or expectations fall within that level, position your cursor over the **Add All** button at a particular level.



The lowest level of the standards hierarchy will display the relevant benchmarks or indicators, which you can select by clicking the appropriate check boxes.



To return to a higher level in the hierarchy to continue selecting standards, click the level name or the **Back To** link beside the level to which you wish to return.

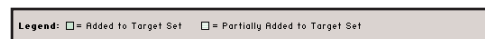
To add all the performance indicators, benchmarks, or expectations within a particular area, click the **Add All** button next to that level of the hierarchy. The level you selected will turn green to indicate that everything within that level has been added to your target set.



If you should decide that you would like to cancel your selection of all of the performance indicators, benchmarks, or expectations within a particular area, click the **Remove** button to remove your selections in that area. The level from which you selected to remove your choices will turn white to indicate that everything within that level has been removed from your target set.

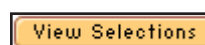


The legend shown at the right illustrates that each time you select everything from an area, the area will be shaded a darker green. When only certain items are selected, the level will be shaded a lighter green.



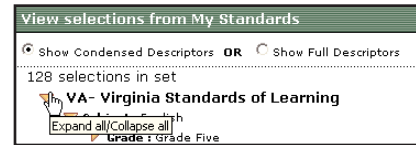
*Note: You can add up to 500 indicators in total to a single target set.*

Chosen standards are saved as you add them. Once you have made all of your selections, click **View Selections** to view your selections in their entirety.



## View Selections Area

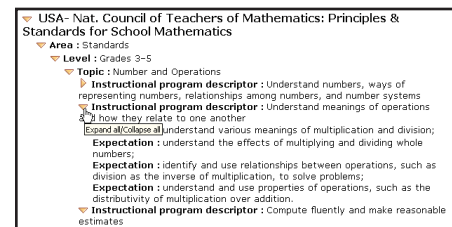
The standards you have selected will appear in collapsed and condensed form, meaning that only the main levels will be shown by default, and the descriptors of the standards will be truncated. To view the full descriptors, instead of the condensed ones, click the radio button next to **Show Full Descriptors**. To expand the set, click the yellow triangles.



From the View Selections area, you have several options. To make a copy of the set, click **Save as**. To e-mail the standards, click the **E-Mail** button. To print the standards, it is best to use the printable version you attain by clicking the **Print View** button.



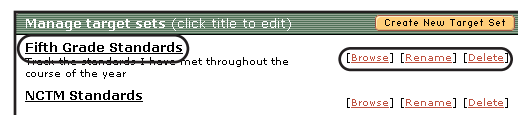
*Note: The Print View will appear in collapsed form. To expand the set, click the yellow triangles. You can also collapse the set at any level, selecting only the levels you wish to print. The contents of any collapsed items will not appear on the printed page.*



To continue working with this target set, click **Edit Target Set** from the target set work area. You can continue to add or remove standards as described above.

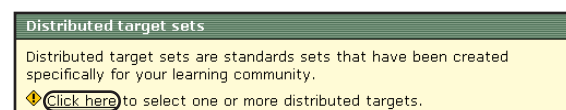
## Editing a Target Set You Have Previously Created

To edit a target set you have previously created, select it from the list of your target sets. Click the **Edit Target Set** button to access the target set work area. Then you can add or remove standards as described above. To rename or delete a target set, click the corresponding link next to the target set you would like to rename or delete. Click the **Browse** link to browse selections within a target set.

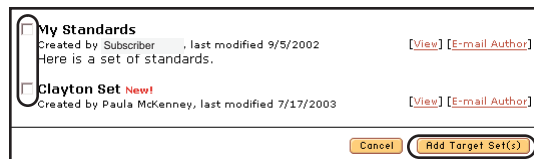


## Distributed Target Sets

If a target set has been created and shared with you by a coordinator, you will see an alert below your list of target sets on the Target Sets tab, in the Distributed Target Sets area. To view distributed target sets, click the link that says **Click here**.



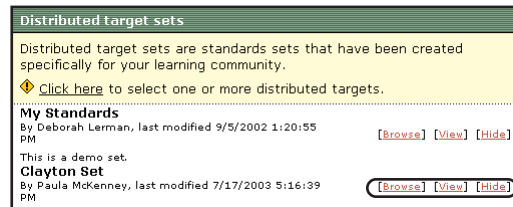
Check the checkbox(es) next to any set(s) you wish to use. Then click **Add Target Set(s)**.



Once you have selected a distributed target set, you will be able to access it within the Distributed Target Sets area, located in the Target Sets area.

To remove a distributed target set from your Target Set area, click the **Hide** link. The **View** link allows you to view the distributed target set without editing. The **Browse** link allows you to

browse and select items from within the target set in order to create a new set based on the distributed target set.



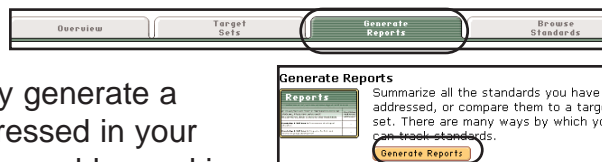
*Note: For more information about sharing target sets, please refer to the Curriculum, Account, and Communication Management guide.*

## Generating Reports

There are two kinds of standards tracking reports that can be run: a Frequency Analysis and a Gap and Frequency Analysis.

- A frequency analysis will summarize all of the standards that have been addressed in the selected lessons and units.
- A gap and frequency analysis will compare the standards addressed in selected lessons and units to a specific target set. This report may also be used to compare the standards cited in a Directed Response Folio (DRF) to either a target set or to the standards specified within the DRF.

To enter the standards reporting area, click the **Generate Reports** tab or button on the Standards Manager Overview page. You may generate a report on either the standards you have addressed in your lessons and/or units or the standards you have addressed in your Directed Response Folios,



## Generating a Standards Report for Lessons and/or Units

To generate a new report of the standards you have addressed in your lessons and/or units, click the **Show Standards added to Lessons and/or Units** link.

**Tracking your standards usage**

Generate either a summary of all the standards addressed in your lessons and units (a "Frequency Analysis") or a comparison of standards addressed against a target set of standards (a "Gap and Frequency Analysis").

Show standards added to Lessons and/or Units  
 Show standards added to Directed Response Folios

Note: To generate a "Gap and Frequency Analysis", you must first create a target set (a set of standards that you plan to address). To create a target set, [click here](#).

### STEP ONE: Selecting Lessons and Units

To select the lessons and units for the report, you may use the select all option or the filters for selecting certain criteria.

To generate a report on all of your lessons and units, click the radio button next to **All Lessons and Units**.

To generate a report on a subset of your lessons and units use the filters to select only the lessons and units that meet certain date, grade, and/or subject criteria.

If you want to filter your subset of lessons and units by date, use the "Filter by date:" area to search by implementation date or document creation date. If you choose to use the implementation date, be sure that you have appropriately recorded implementation dates in the Lesson or Unit Builder.

Step 1 of 3 Cancel Continue to Next Step

**Choose items to track standards from**

All lesson and units

Or select subset of lessons and units

**Filter by date:**

Show items between: (mm/dd/yy)  To:

What date should be used?

Implementation date (How do I assign an implementation date?)  
 Document creation date

**Filter by grade:**

Select all that apply, or enter alternative grade or level in the other field.

<input type="checkbox"/> Pre-K	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 12
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 7	<input type="checkbox"/> College
<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Adult
<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 9	
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 10	

If other, specify:

**Filter by subject:**

Select all that apply, or enter alternative grade or level in the other field.

<input type="checkbox"/> Art	<input type="checkbox"/> Business
<input type="checkbox"/> Earth Science	<input type="checkbox"/> Elementary
<input type="checkbox"/> English Language Arts	<input type="checkbox"/> Foreign Language
<input type="checkbox"/> Health	<input type="checkbox"/> Home Economics

Once you have made your selections, click **Continue to Next Step**.

*Note: For more detailed information on recording implementation dates, please refer to either the Lesson Builder or Unit Builder manual.*

### STEP TWO: Confirming Selections

The next page will display a list of all of the lessons and units that meet your search criteria. If you wish to deselect any of the items that are returned, uncheck the appropriate checkboxes. Then click **Continue to Next Step**.

Step 2 of 3 Cancel New Search Continue to Next Step

**Refine Search Results**

12 matches found

Items searched for: Lessons and Units

<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Algebra Concepts (Lesson)
<input checked="" type="checkbox"/> Area and Perimeter (Lesson)
<input checked="" type="checkbox"/> Character Analysis (Lesson)
<input checked="" type="checkbox"/> Coral Reefs (Unit)
<input checked="" type="checkbox"/> Metric Measurement (Lesson)

## STEP THREE: Choosing a Report Type

Click the radio button next to the type of report you wish to generate. If you wish to generate a gap and frequency analysis, be sure to select the appropriate target set. Then click **Generate Report**.

## Results for Standards Reports on Lessons and Units

Both reports will generate a table of the standards you have addressed. If you choose to generate a frequency analysis, all of the standards represented in your selection of lessons and units will appear. If you choose to generate a gap and frequency analysis, you will only see the standards included in your target set.

Any information common to all the standards in your set will appear in a gray box at the top of the report. For example, if all the standards you have selected are NCTM standards at the 3-5 grade level, the report will note this at the beginning, and then further details will follow.

Overview	Target Sets	Generate Reports	Browse Standards
<a href="#">Print View</a> <a href="#">E-mail</a> <a href="#">Report Options</a> <a href="#">New Search</a> <a href="#">Save Tracking Criteria</a>			
<b>Gap and Frequency Analysis</b> Items Reported on : 14 lessons and units Compared to: Target Set, NCTM Standards.			
USA- NCTM (Nat. Council of Teachers of Mathematics): Principles & Standards for School Mathematics Area: Standards Level: Grades 3-5			
<b>Topic: Number and Operations</b>		<b>Expectations addressed</b>	<b>Lesson/units (how many)</b>
Instructional program descriptor : Understand numbers, ways of representing numbers, relationships among numbers, and number systems		1 of 7 <a href="#">[Detail]</a>	1 <a href="#">[Detail]</a>

Each report consists of 3 columns. The first column lists the standards addressed at a higher level in the standards hierarchy. The second column indicates the number of lower-level benchmarks/indicators address within each standard. The name of the 2nd column will depend on the organizational structure of the standards used to generate the reports. The third column indicates the number of lessons and units that address each standard.

## Reading the Frequency Analysis Report

The frequency analysis includes each set of standards you have included in your selected lessons and units. Within each larger set, you will see the next level of detail you have addressed in your lessons and units. The number of lowest-level benchmarks you have addressed within each main area will appear in the middle column.

The last column on the right displays the number of lessons and units that address each standard.

Frequency Analysis		
Items Reported on: selected lessons and units		
USA- NCTM (Nat. Council of Teachers of Mathematics): Principles & Standards for School Mathematics Area: Standards Level: Pre-K-2		
Topic: Number and Operations	Expectations addressed	Lesson/unit (how many)
Instructional program descriptor: Understand numbers, ways of representing numbers, relationships among numbers, and number systems	1 [Detail]	2 [Detail]
TOTAL for this Topic:	1	2
Topic: Measurement	Expectations addressed	Lesson/unit (how many)
Instructional program descriptor: Understand measurable attributes of objects and the units, systems, and processes of measurement	[Detail]	2 [Detail]

To view details about the lowest-level benchmarks addressed within each standard, click the **Detail** link in the middle column.

Performance Objective addressed	Lesson/unit (how many)
2 [Detail]	1 [Detail]
2	1

You can navigate through the standards in this detailed view using the **Previous** and **Next** links in the upper right hand corner of the page.

To view the lessons and units in which you have addressed each standard, click the **Detail** link under the Lessons and Units (how many) column, farthest to the right.

Result Detail		
<a href="#">« BACK to Report Summary</a> <span style="float: right;"> <a href="#">Previous</a> <a href="#">Next »</a> </span>		
USA- NCTM (Nat. Council of Teachers of Mathematics): Principles & Standards for School Mathematics Area: Standards Level: Pre-K-2 Topic: Number and Operations <span style="float: right;"><a href="#">Print View</a></span>		
Instructional program descriptor: Understand numbers, ways of representing numbers, relationships among numbers, and number systems	Expectations addressed	Lesson/unit (how many)
<b>Expectation:</b> count with understanding and recognize "how many" in sets of objects; <b>Expectation:</b> use multiple models to develop initial understandings of place value and the base-ten number system; <b>Expectation:</b> develop understanding of the relative position and magnitude of whole numbers and of ordinal and cardinal numbers and their connections; <b>Expectation:</b> develop a sense of whole numbers and represent and use them in flexible ways, including relating, composing, and decomposing numbers; <b>Expectation:</b> connect number words and numerals to the quantities they represent, using various physical models and representations; <b>Expectation:</b> understand and represent commonly used fractions, such as $1/4$ , $1/3$ , and $1/2$ .	✓	2 [Detail]

To view the entire lesson or unit plan, click its title from the lesson or unit list.

Lessons or Units that address above standard	
Chemistry (Unit):	<a href="#">Algebra Concepts</a> (Lesson)
Chemistry (Unit):	<a href="#">Area and Perimeter</a> (Lesson)

## Reading the Gap and Frequency Analysis Report

The gap and frequency analysis allows you to view which standards you have and have not yet addressed within a specific target set. Each main grade level, area, topic, or standard will be organized in its own section. The highest level of organization will depend on the organization of your target set.

The number of lowest-level benchmarks/ expectations you have addressed within each standard of your target set will appear in the middle column on the right side of the table. The third column indicates the number of lessons and units which address each standard.

Instructional program descriptor	Expectations addressed	Lesson/units (how many)
Understand numbers, ways of representing numbers, relationships among numbers, and number systems	1 of 7 [Detail]	1 [Detail]
Understand meanings of operations and how they relate to one another	2 of 4 [Detail]	1 [Detail]
Compute fluently and make reasonable estimates	0 of 6 [Detail]	0

The numbers in the first right-hand column indicate how many expectations have been addressed out of the total number of expectations for that standard or area within the target set. To view further detail, click the **Detail** link in the first column.

Expectations addressed	Lesson/units (how many)
1 of 7 [Detail]	1 [Detail]
2 of 4 [Detail]	1 [Detail]

You can navigate through the standards in this detailed view using the **Previous** and **Next** links in the upper right hand corner of the page.

Expectation	Expectations addressed	Lesson/units (how many)
count with understanding and recognize "how many" in sets of objects	✓	2 [Detail]
use multiple models to develop initial understandings of place value and the base-ten number system		
develop understanding of the relative position and magnitude of whole numbers and of ordinal and cardinal numbers and their connections		

To view the lessons and units in which you have addressed each standard, click the **Detail** link under the Lessons and Units (how many) column, farthest to the right.

Lesson/units (how many)
1 [Detail]

To view the entire lesson or unit plan, click its title from the lesson or unit list.

Lessons or Units that address above standard	
Chemistry (Unit):	<a href="#">Algebra Concepts (Lesson)</a>
Chemistry (Unit):	<a href="#">Area and Perimeter (Lesson)</a>

## Report Options

To change your report options, click the **Report Options** button from the button menu at the top of the display. By default, the gap and frequency report will be selected. However, you can change the display to show only the standards you have addressed ("Show Frequency Report") or have not addressed ("Standards Gap Report") by selecting the appropriate radio button and clicking the **Apply** button.

Report Options

Show Gap and Frequency Analysis Report  
This report displays the entire target set, showing the number of performance indicators and benchmarks that have been addressed, as well as the number of lessons and units.

Show Frequency Report (standards addressed)  
This report displays only the target set standards that have been addressed in your lessons and units with links to the actual lessons or units.

Standards Gap Report (standards not addressed)  
This report displays only the target set standards that have not yet been addressed.

Cancel Apply

## Saving Report Criteria

If you plan to generate the same report more than once, you can save the report criteria. To do this, generate the report once and then click **Save Report Criteria** from the button menu at the top or the bottom of the display. Replace the default title with a title of your own, if you wish, and then click **Save**. You will have the option to generate a new report or return to the report you just viewed.

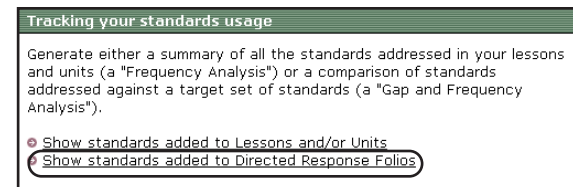


To generate a report from saved criteria, just click on its title, located in the Saved Report Criteria section.



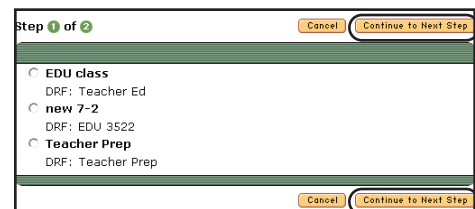
## Generating a Standards Report for Directed Response Folios

The standards report for a DRF will generate a gap and frequency report. The report is based on the standards addressed in the DRF compared to a target set of standards or compared to the standards that were specified in the DRF template. To begin to generate a DRF standards report, click the **Show Standards added to Directed Response Folios** link.



### STEP ONE: Selecting Directed Response Folio

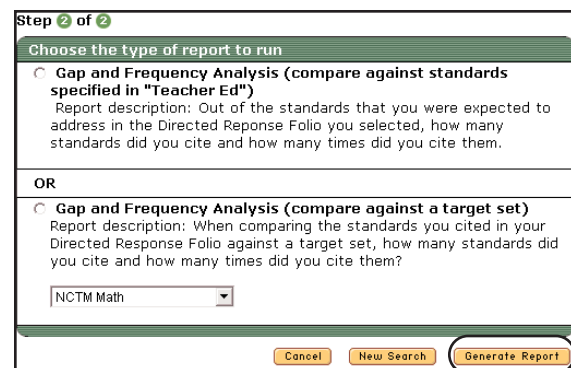
Select which program and associated DRF you want to generate your report on by clicking the radio button next to the correct option.



Click **Continue to Next Step** to proceed.

### STEP TWO: Choosing Report Type

Click the radio button next to the type of report you wish to generate: the Gap and Frequency Analysis report based on a target set or the Gap and Frequency Analysis report based on the standards specified in the DRF template.



The Gap and Frequency report, based on the set of standards that was specified in the DRF, indicates how many of the specified

standards from the DRF you cited. This report also tells you how many times you cited each standard.

The Gap and Frequency report based on a target set tells you how many standards from the target set you cited and how many times you cited each standard. If you choose the Gap and Frequency Analysis report that is based on a target set, you must select the target set from the pulldown menu.

Click the **Generate Report** button to continue.

## Results for Standards Reports on DRF's

The standards reports generated for DRF's have the same structure and interpretation as the gap and frequency reports generated for lessons and units. Both types of DRF Gap and Frequency reports will display similar information. The only difference between the two report types is the set of standards used to generate the report.

Here is an example of a Gap and Frequency report generated with a target set. The top of the results page displays the report identification information including the DRF and the target set used. The **Print View** button will display the report in a printable version. The **New Search** button will take you to the program selection screen, allowing you to select preferences for a new standards report.

<a href="#">Print View</a> <a href="#">Report Options</a> <a href="#">New Search</a>										
<b>Gap and Frequency Analysis</b> <small>Report generated for Directed Response Folio (My first DRF)                      Compared to: Target Set, Clayton Set</small>										
<b>MO- Missouri Show-Me Standards</b> <small>Type: Performance Standards</small>										
<b>Subject: Mathematics, Science, and Technology</b>		<table border="1"> <thead> <tr> <th>Standards Cited</th> <th>Instances Cited (how many)</th> </tr> </thead> <tbody> <tr> <td>Standard 2: Information Systems <a href="#">[Detail]</a></td> <td>3 of 34 <a href="#">[Detail]</a></td> </tr> <tr> <td>Standard 5: Technology <a href="#">[Detail]</a></td> <td>2 of 93 <a href="#">[Detail]</a></td> </tr> <tr> <td>Standard 7: Interdisciplinary Problem Solving <a href="#">[Detail]</a></td> <td>6 of 30 <a href="#">[Detail]</a></td> </tr> </tbody> </table>	Standards Cited	Instances Cited (how many)	Standard 2: Information Systems <a href="#">[Detail]</a>	3 of 34 <a href="#">[Detail]</a>	Standard 5: Technology <a href="#">[Detail]</a>	2 of 93 <a href="#">[Detail]</a>	Standard 7: Interdisciplinary Problem Solving <a href="#">[Detail]</a>	6 of 30 <a href="#">[Detail]</a>
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*Note: For more information about reading gap and frequency reports, please refer to the previous section titled, "Reading the Gap and Frequency Analysis Report".*

## Browsing the Standards

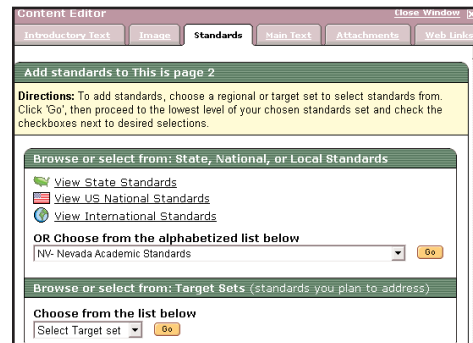
The browse standards area of the standards manager allows you to look through each standard set. The standards are organized regionally and alphabetically. While browsing a set of standards, it is possible to create a target set from the area you are viewing. You also have the option of printing and emailing any selections you make in the browse standards area.

To browse regional sets of standards or target sets you have created, click the **Browse Standards** tab or button located on the Standards Manager Overview page.



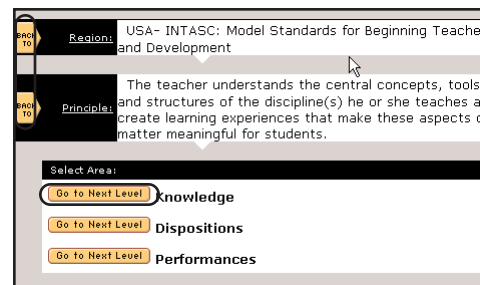
Use the appropriate pull-down menu to choose a regional or target set of standards, or click the **Go** button to use the default set.

*Note: After the first time you use the Standards Manager, it will default to the last set of standards you chose.*



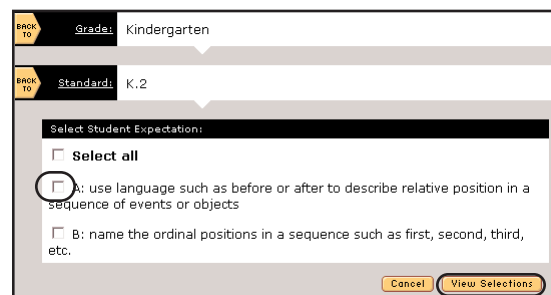
Each set of standards is organized hierarchically, with broader categories like subject and grade level at the top and more specific benchmarks, performance indicators, and expectations at the bottom.

After you have selected a standard set, you will navigate through the standards hierarchy by using the **Go to Next Level** button. To return to a higher level in the hierarchy to continue selecting standards, click the **Back To** link next to any level.

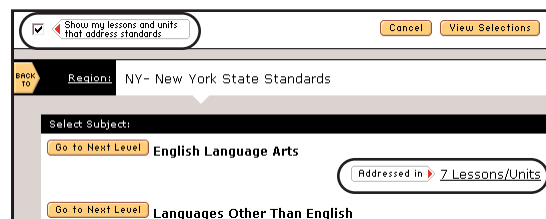


The lowest level of the standards hierarchy will display the relevant benchmarks or indicators, which you can select by clicking the appropriate check boxes.

Once you have made your selections, click the **View Selections** button to view the complete standards you have selected. The view selections area is explained in more detail in the following section titled, "View Selections."



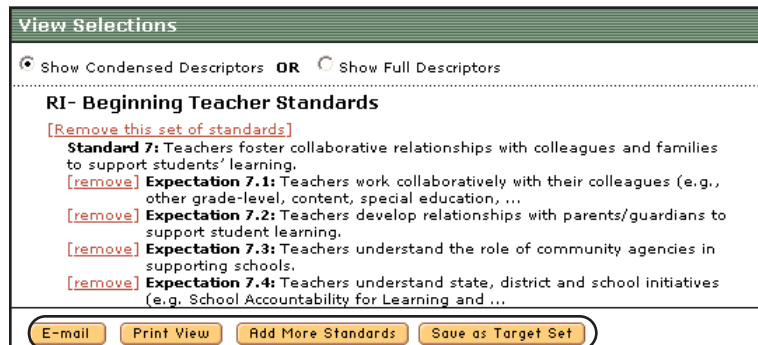
To see what lessons and units address the standards as you browse them, click the box next to "Show my lessons and units that address standards."



This preference is remembered as you browse through the various standard sets. To see the actual lessons and units which address each standard, click the link that indicates the number of lessons and units. This will display a list of lessons and units in a preview window. Clicking the name of the lesson or unit from this window to view its preview.

## View Selections Area

From the View Selections area, you have several options. To e-mail the selected standards click, the **E-Mail** button. To print the selected standards, it is best to use the printable version attained by clicking the **Print View** button. To edit the standards you have selected, click the **Remove** link next to a single standard or a set of standards, or click **Add More Standards**. If you wish to save these selections as a target set, click **Save as Target Set**.



## Attaching Standards to a Lesson, Unit, Web Folio, or Web Page

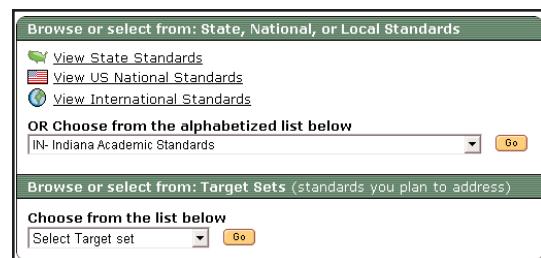
To attach standards to a lesson, unit, folio, or web page, you must access the Standards Wizard from the appropriate tool. The following sections outline the procedures for accessing the Standards Wizard and attaching standards to a lesson, unit, web folio, and web page.

### Attaching Standards to a Lesson or Unit

From the Lesson or Unit Builder, click the **Standards** button from within any lesson or unit template. This will bring you into the Standards Wizard.

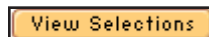


You can select standards from either a full regional set of standards or from a target set you have created. Use the pull-down menu to select a regional set or a target set, or simply click the **Go** button to use the default set.



Once you have selected a set of standards, you can choose which standards you want to add.

Once you have made your selections, click the **View Selections** button to view your selections in their entirety.



The standards you have selected will appear in condensed form, meaning that only the heading and beginning text of each standard are displayed. To view the full text of the complete standards, click the radio button next to **Show Full Descriptors**.

From the View Selections area, you have the option to e-mail your set, see a print view of the set, or edit the set. To e-mail the standards click the **E-Mail** button. To print the standards, it is best to use the printable version attained by clicking the **Print View** button. To edit the standards you have selected, click the remove link next to a single standard or a set of standards, or click **Add More Standards**. To attach the standards to your lesson or unit, click the **Accept and Return** button.

## Adding Standards to a Web Folio, Web Page, or DRF

You can also add standards to a web folio (portfolio and resource folio), a web page, or a directed response folio. Standards can be added to the following areas of your web project: a page, a folder, to an individual artifact (TaskStream work within the web project), or to an attached file within a web folio or page.

To add standards to a page or folder, click the **Edit** button to enter the Content Editor. Then, click the **Standards** tab in the Content Editor. Here you will be able to add standards.

From the Attachments area of the Content Editor it is possible to attach standards when you upload an artifact, or file. Select the radio button next to “Attach standards that this artifact addresses.”. You will then be prompted to select standards after clicking the **Add File** button. You can also choose to edit the standards later in the Content Editor.

*Note: For additional information on how to add standards to a web folio or web page, please see the Web Publication manual. For more information about adding standards to a directed response folio, TS Coordinators should refer to the DRF Template Builder manual and program participants should refer to the Folio Assessment Programs Program Participant Guide.*