Unit Builder

Unit Builder Quick-Start Guide

Creating a New Unit

1. To access the Unit Builder area, click the **Unit Builder** link.

2. To create a new unit, type the title for your unit in the text field, choose a format, and then click the **Create It** button.

3. You will see a unit format divided into sections. Each section has a button containing the name of that section. Click the buttons to open pop-up windows where you can select or enter information for the sections.

Adding Content

Different pop-up windows in the Unit Builder provide different ways for you to add information. Some have check boxes from which to select information and others contain text entry fields in which you can type the information.

Attaching a file

The **Attachments** tab allows you to upload and attach files to your unit.

a. Click the **Attachments** Tab and name your file.
b. Select your file by clicking the **Browse** button.
c. Find the file you want to attach and click the **Open** button.
d. You can provide a description of your file. Click the **Add File** button when you are ready to upload the file.

Adding web links

The **Web Links** tab in a lesson plan element allows you to attach web links to your lesson.

a. Click the **Web Links** Tab and name your link.
b. Provide the URL (address) for the site to which you wish to provide a link.
c. You can provide a description of your link. Click the **Add Link** button when you are ready to add the link.

Adding rubrics

The **Rubrics** button enables you to attach any rubrics you have created in the Rubric Wizard.

a. Click the **Rubrics** tab to view your list of rubrics.
b. Check the box next to the desired rubric(s).
c. Click the **Save and Close Window** button.

Adding Lessons

Click the **Learning Activities** button to add lessons created using the Lesson Builder to the unit.

Adding standards

Click the **Standards** button to open the Standards Wizard. You can then choose standards and corresponding benchmarks to incorporate them directly into your unit. Your unit will also automatically inherit any standards cited in lessons incorporated into the unit.

Printing your lesson

To view a printable version of your unit plan, click the **Print View** button located at the top or bottom of the unit. To print this view, click File from the menu bar of the print view window and then select Print.

Sharing Your Work

Publishing a lesson

To access the area that enables you to publish a finished unit to the Cybrary, click the **Publish** button located at the top or bottom of your lesson template.

The TaskStream Cybrary is found in the Resource Manager. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your lesson to the Cybrary.

To submit your unit to the Cybrary, click the **Publish** button found in the Current Settings area of the Submit to TaskStream Cybrary section.

Emailing a lesson

Click the **E-mail** button located at the top or bottom of the unit.

Select the person to whom you would like to send your unit through the Message Center by clicking the **Select Recipients** button or type an external e-mail address in the To: External recipients (outside e-mail) field to send the unit to someone without a TaskStream account.

If you are sending the unit through the Message Center and would like to enable the recipient to copy the unit into his/her own unit library in the Unit Builder, leave the Allow TaskStream recipients to copy this lesson for editing box checked.

You can include a personal message to accompany your unit. When you are finished, click the **Send** button to send a link to your unit.

Requesting feedback

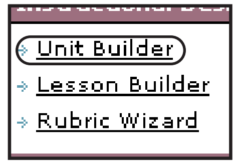
If you are working with a mentor/reviewer, you will have the ability to request feedback from him or her. Click the **Request Feedback (Share with Reviewer)** button located at the top or bottom of the unit.

Click to select the names of those with whom you wish to share your work and click the **Submit for Review** button. A pop-up window will open confirming your request.

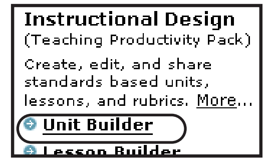
Unit Builder

The Unit Builder helps you to gather and organize lesson plans and other activity resources into a standards-based curricular unit.

To access the Unit Builder tool, click the **Unit Builder** on the left menu bar or on the home page.



Left Navigation

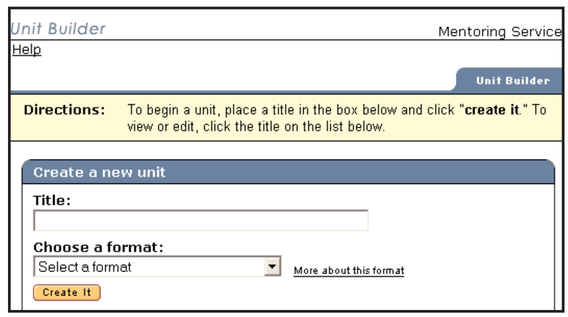


Home page

Creating a New Unit

To create a new unit, type the title for your unit in the text field and click the **Create It** button. The Unit Builder template will open.

In some cases you may also need to choose a format for the unit-plan template you wish to create. To learn more about an available format, select that format from the list and click the **More about this format** link.

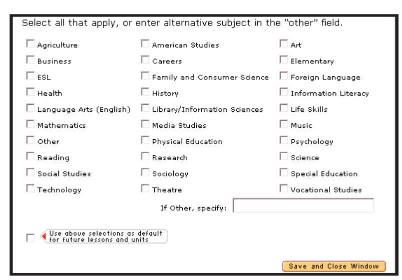


Note: The Choose a format pull-down will only appear if you have access to more than one unit format. This manual uses the TS Basic Unit Plan. Buttons may vary depending on which unit format you use.

Adding Information to a Unit

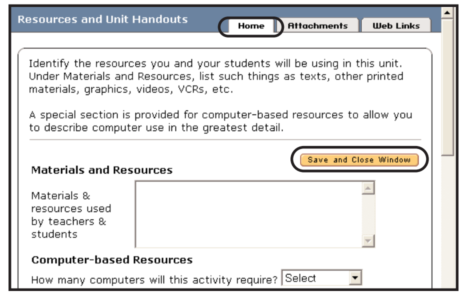
Each section of the Unit Builder has a button containing the name of that section. Clicking a button will open a pop-up window where you can select or enter information relating to that section. Different pop-up windows in the Unit Builder provide you with various ways to enter information. Some have check boxes to be selected, others contain text-entry fields, and still others allow you to attach files and add web links.

The Subject(s) window, shown to the right, allows you to add information by marking the check box next to the appropriate selection. Click the box next to “Use above selections as default in future lessons and units” if you would like to use these settings as a default for every unit you create.



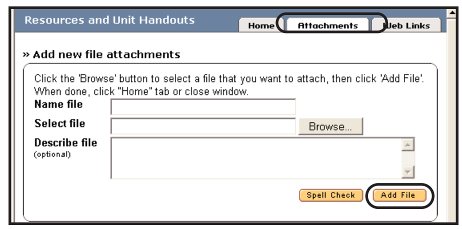
Entering Text

The **Home** tab of the Resources window has a text area into which you can type the resources for your unit. Click in the text area to start typing. When you are finished, click the **Save and Close Window** button to save and close this window. If you want to continue working in this window, click either the **Attachments** or **Web Links** tabs.



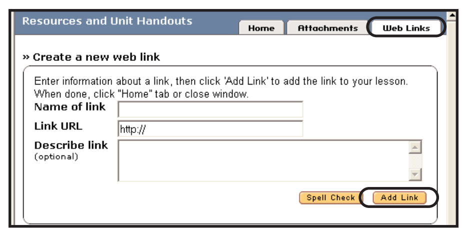
Attaching Files

The **Attachments** tab of the Resources window contains a form for you to upload and attach files that were created using other applications. To attach a file, name the file and click the **Browse** button to locate the file. You can also add a file description in the optional Describe File section. Click the **Add File** button when you are finished. As you attach files, they will be listed at the bottom of the active window, where they can be viewed and edited.



Adding Web Links

The **Web Links** tab of the Resources window contains a form for you to attach web links to your unit. To add a web link, type a name for the link, and provide the URL (address) for the site. You also have the option to add a description of the site. Click the **Add Link** button when you are finished. Added links will be listed at the bottom of the active window for you to edit and delete if necessary.



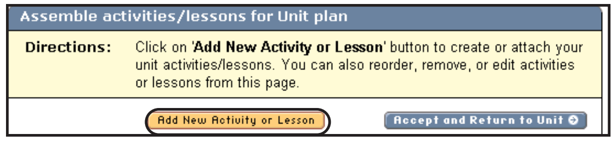
Adding Activity/Lessons to Your Unit

In the Unit Builder, you can add an activity/lesson created using the Lesson Builder to your unit and have the information from the lesson(s) directly accessible through your unit.

Click the **Learning Activities** button to open an area where you can add and assemble activities/lessons to your unit.

Note: Depending on the format you are using, this button may be named differently.

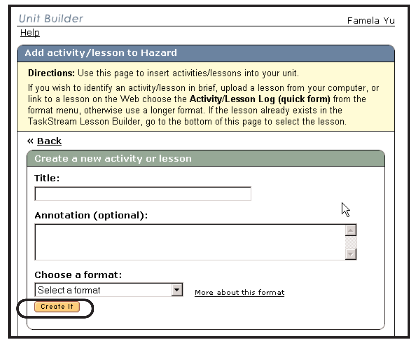
To add a new activity or lesson to your unit click the **Add New Activity or Lesson** button.



This will take you to a page that will allow you to either create a new activity/lesson or attach an existing one from the Lesson Builder. Notice that you are still in the Unit Builder.

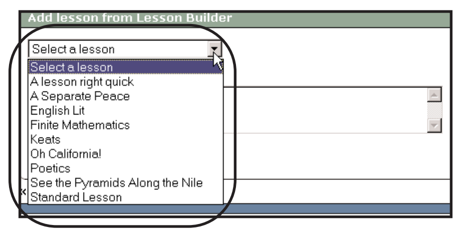
Creating a New Activity/Lesson

To create a new activity, type the title for your activity/lesson in the text field. You can add an optional activity/lesson description under the Annotation field. In some cases, you will be able to choose the format you wish to use by selecting it from the pull-down menu. Click the **Create It** button to begin designing your new activity/lesson in the Lesson Builder.



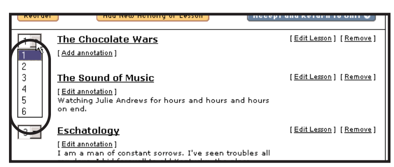
Adding an Existing Activity/Lesson from the Lesson Builder

To add an existing activity/lesson to your unit, select the title of the lesson from the pull-down menu. You may add an optional activity/lesson description under the Annotation field. Click the **Add to Unit** button.



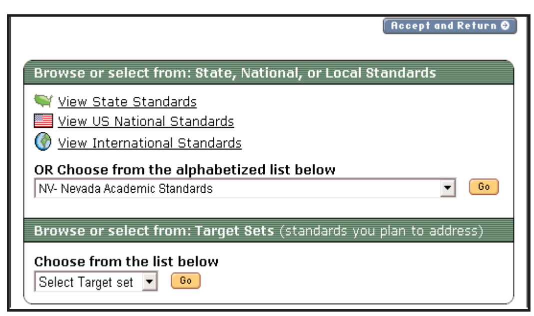
Reordering Learning Activities

To change the order of your activities, click the **Learning Activities** button. You will see that there is a pull-down number list next to each activity. Number your activities as you want them to appear and then click the **Reorder** button.



Adding Standards to a Unit

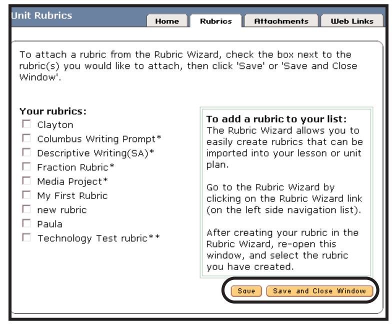
When you click the **Standards** button, the Standards Wizard opens. TaskStream allows you to choose standards and corresponding benchmarks for your unit and bring that information directly into your unit plan.
Click the **Accept and Return** button when you



have added your standards.

Note: For more detailed information on the Standards Wizard, please refer to the Standards Manager manual.

Adding a Rubric to a Unit



The **Rubrics** button in the Unit Builder allows you to attach and view the assessment rubrics you have created using the Rubric Wizard.

When you click **Unit Rubrics**, you will be taken to the **Home** tab of the Rubrics window. Here, you can enter a text description of your rubric assessment plan. To attach a rubric, click the **Rubrics** tab and mark the check box next to the rubric you want to add.

Click the **Save and Close Window** button when you are done or click another tab to continue working in this window.

*Note: If you do not have any rubrics to select, or if you would like to create a new rubric to add to your list, you must close the **Select Rubric** window and go to the **Rubric Wizard** to create one. After creating and saving a new rubric you can return here to select and attach it to your lesson.*

Note: For more detailed information about using the Rubric Wizard, please refer to the Rubric Wizard manual.

Printing a Unit

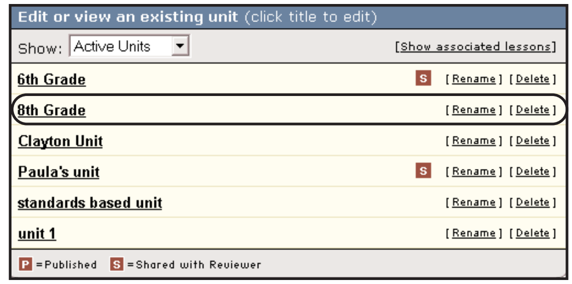
To view a printable version of your unit plan, click the **Print View** button located at the top or bottom of your unit. To print this view, click **File** in the menu bar of the print view window and select **Print**.

Accessing Existing Units

Once created, units may be accessed at any time for viewing and editing. Use the Unit Builder to access the units you have created.

Opening an Existing Unit

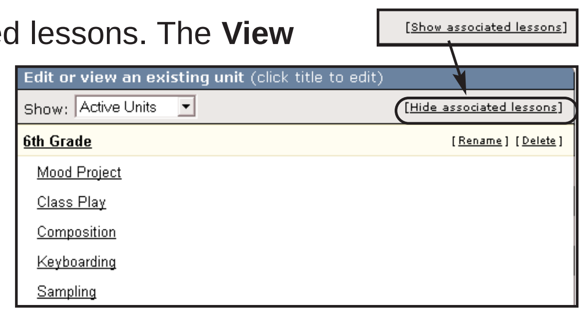
To continue working on an existing unit plan, click the name of the unit. You can also change the title of your unit by clicking the **Rename** link, or you can delete a unit by clicking the **Delete** link.



Viewing Your List of Existing Units

There are several ways you can view/organize how existing units appear on your main Unit Builder page. You may view All Units, Active Units, or Archived Units by using the "Show" pull-down menu. Units will appear in alphabetical order.

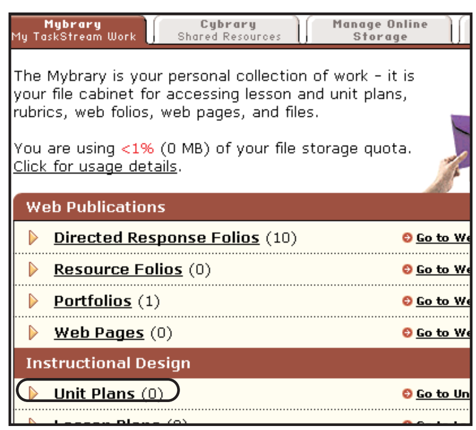
You may also view all units with their associated lessons. The **View Associated Lessons** link appears to the left of the Show menu. The image to the right displays an example of this view. Notice that the View Associated Lessons link now reads, "Hide Associated Lessons". Click this link to return to the last selected unit views.



Note: For more detailed information on Archived/Active units, please refer to the Archiving/Activating the Unit section.

Units in Mybrary

Click the **Mybrary** link from the left navigation area to access a summary page of your TaskStream work. Your unit plans will appear in the *Instructional Design* area with a number to the right. The number indicates how many units you have created. Clicking a unit title from this area will display a printable version of your unit.

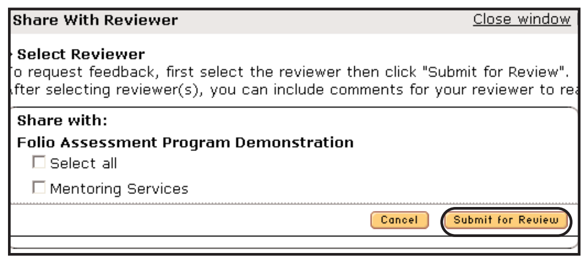


Requesting Feedback

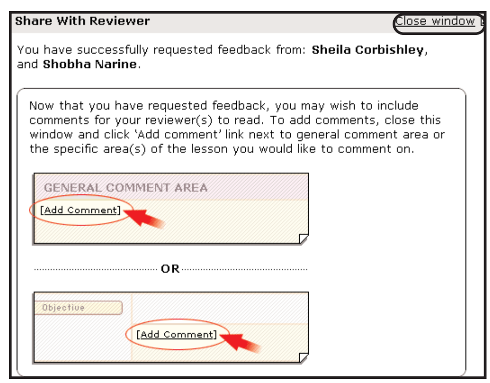
If you are enrolled in a program and working with a reviewer, you will be able to request feedback from him or her. Requesting feedback opens a line of communication between an author and a reviewer which allows a reviewer to view an author's unit and comment on items within that unit. Authors have an opportunity to comment within the commenting area of this unit once the review process has begun.

Request Feedback (Share with Reviewer)

To initiate the review process, click the **Request Feedback (Share with Reviewer)** button located at the top or bottom of the unit.



The next step is to select your reviewer(s). Choose with whom you'd like to share your work by checking off the name(s). Checking Select All will share the work with all Reviewers assigned to you within a program. Click the **Submit for Review** button.



A confirmation screen will pop-up displaying the names of the individuals from whom you have requested feedback.

Below the confirmation area, there are directions which will assist you in sending comments to your reviewer, however you will need to click the **Close Window** link at the top of the window to close the confirmation window and access the comment areas.

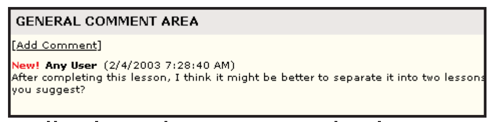
Sending Comments - General vs. Line-item comments

There are two type of comments that can be posted to a unit; general and line-item comments. In the general comments area you can enter overarching comments to communicate issues or concerns related to the entire unit. In each line item comment area you can enter comments relating to each specific item in your unit.

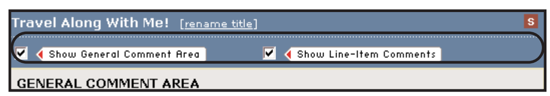
To send general comments to your reviewer(s), click the **Add Comment** link located in the *General Comment* area at the top of your unit plan. When the general comments window opens, type a comment in the text entry field. Click the **Send Comment** button to send your comment.

To add comments related to any specific item within your unit (objectives, resources, assessment, etc), click the **Add Comment** link located below the specific item to which you want to add a comment. Enter text in the comment window and click the **Send Comment** button.

Once you have shared your lesson, your reviewer will have the ability to view it and respond to you in either the general comment area or any of the line-item comment areas. Your reviewer's comments will be displayed on your unit plan with a message appearing next to the comment.



To hide the general comment and/or line-item comment areas, click in the check box next to the appropriate item that you would like to hide.



Sharing Units

There are several ways to share units in TaskStream. Authors may request feedback only if they are enrolled in a program. If you are not enrolled in a program, you may publish and/or email your units to others to enable them to view your units via the Internet.

Publish

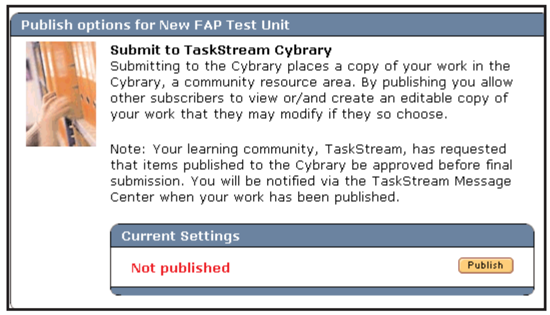
To access the area that enables you to publish a finished lesson to the Cybrary, click the **Publish** button located at the top or bottom of your lesson template.

Submit to the TaskStream Cybrary

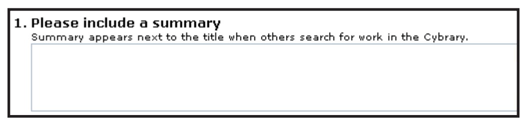
The TaskStream Cybrary is found in the TaskStream Resource Manager. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your unit to the Cybrary.

Please note that your organization may or may not be reviewing work before making it available to other TaskStream subscribers. Some organizations may ask you to publish your unit to enable Administrators to access it. To learn about the Cybrary options your organization has chosen, please contact your local TaskStream lead contact.

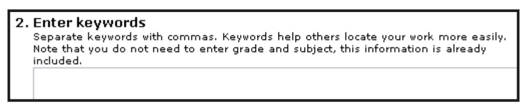
To submit your unit to the Cybrary, click the **Publish** button found in the Current Settings area of the Submit to TaskStream Cybrary section.



In step 1, you will be offered an opportunity to edit the summary of your unit.



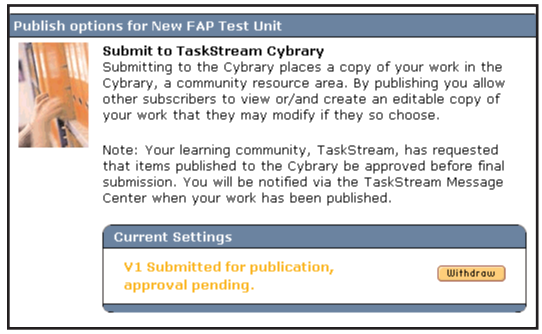
Step 2 asks you to include keywords that will bring up the unit during a search of the Cybrary.



In step 3, if your organization is reviewing work submitted to the Cybrary before publishing it, you will be able to decide who should be able to view your published unit in the Cybrary. If you want to only share your unit with individuals in your organization, select to share your work only with people from your TaskStream organization. You can also choose to share your unit with every TaskStream subscriber.

Once your unit is submitted to the Cybrary, you may choose to unpublish it at any time by clicking the **Unpublish** button from the Current Settings area of the Submit Work to TaskStream Cybrary section. You may also choose to edit the publication information at any time by clicking the **Edit Publication Info** button.

Editing a Lesson Submitted to Cybrary

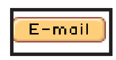


You can edit your unit at any time. The version that was submitted to the Cybrary will remain the same.

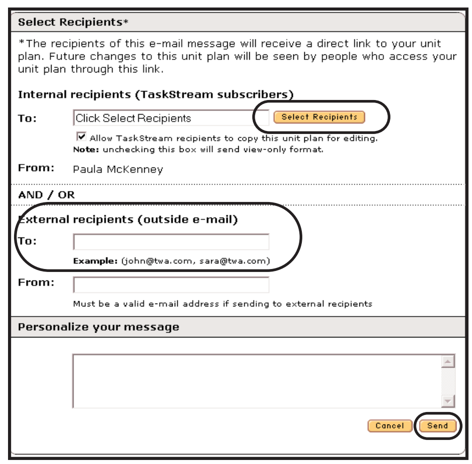
Note: Changes made to a previously published lesson are not automatically updated in the Cybrary. To update your published version, you need to republish your edited version.

Once a published unit has been edited, you will need to republish the unit for the edits to appear in the Cybrary. To access the Publish Options area, click the **Publish** button. Click the **Republish** button to submit the edited lesson for publication again.

E-mailing a Unit

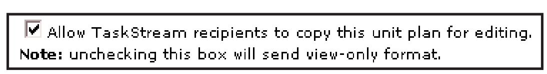


E-mailing a unit plan using the Message Center or an external e-mail address sends a link to the unit. Click the **E-mail** button located at the top or bottom of the unit.



Click the **Select Recipients** button to search for recipients in TaskStream using the Member Locator. To send to a person outside of TaskStream, type an address in the **To: External recipients (outside e-mail)** field. You can include a personal message to accompany your unit. When you are finished, click the **Send** button to send a link to your unit.

Sending a Unit to be Copied



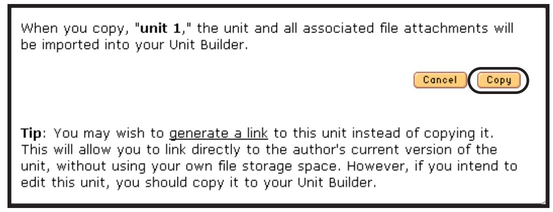
When sending a unit through the Message Center, you can allow the recipient to copy it for editing. Check the **Allow TaskStream recipients to copy this unit for editing** box.

Note: Only internal TaskStream recipients may copy this lesson for their own use.

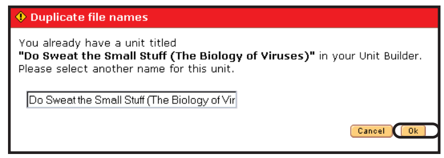
Importing/Copying a Unit

If you receive a unit through the Message Center, you have the option to copy it into your own unit library.

Click the link to the unit from within the message. Click the **Copy Unit** button. You will get a message outlining how much of your file storage quota the unit, including any attachments, will use. Click the **Copy** button.



If you already have a unit with the same title in your unit library, you will be asked to rename the new unit. If you are collaborating by sending a unit back and forth to be worked on by more than one person, you may want to give each new version a title with a version number. Click the **OK** button.

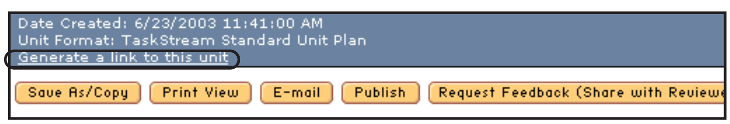


Once you have copied your unit, you will receive a message that your unit has been successfully copied. You may either go back to the received unit, or to the Unit Builder to open the editable version of the unit.

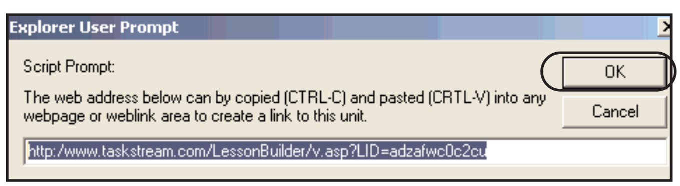
Generating a Link to a Unit

Sending a link to someone will allow that person to link your unit to a folio without having to copy the unit into his or her own unit library. You can also use the unit link to link a TaskStream unit to any outside web page, such as your personal home page or school or district web site.

To generate a link to your unit, click the **Generate a link to this unit** link, located at the very bottom of your unit plan, above the row of yellow buttons.



This will generate a URL for your own personal use or to share with a colleague.



Managing Your Unit

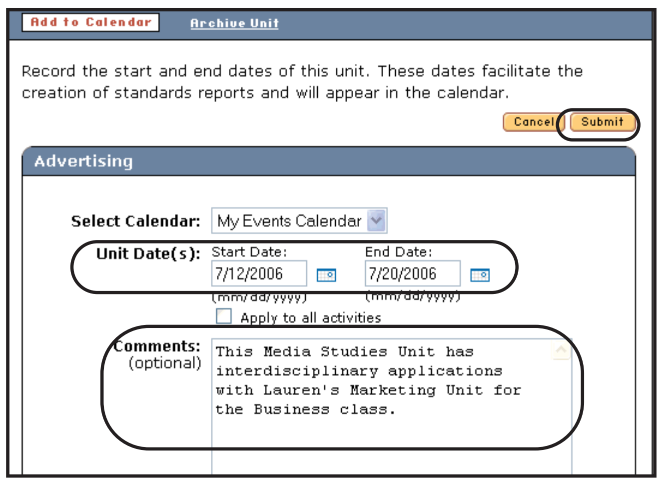
By using the Manage Unit tab, you can archive units and record implementation dates.

Recording Implementation Dates

You can assign each unit one or more implementation dates. Once you have established implementation dates, you and administrators in your district can more accurately track the standards you have and have not addressed throughout the course of the year. Implementation dates are also used to schedule units using your calendar.

To record implementation dates for your unit, click the **Manage Unit** tab to access and edit the unit's implementation history.

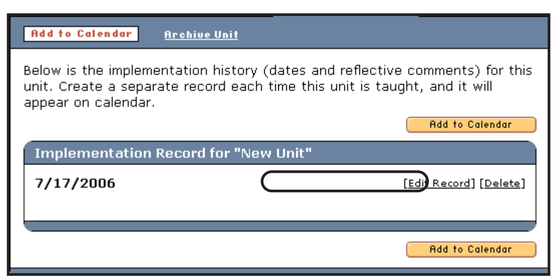
To add a new implementation record, select a start and end date. You can do this by filling in the dates in *mm/dd/yy* format or by clicking the calendar icon to select a date from the calendar. If you wish, you can add comments in the box provided.



To include implementation dates for each learning activity in the unit, enter dates in each section, as appropriate. To assign all activities the same implementation dates as the whole unit, check the box as indicated.

Then click the **Submit** button**.**

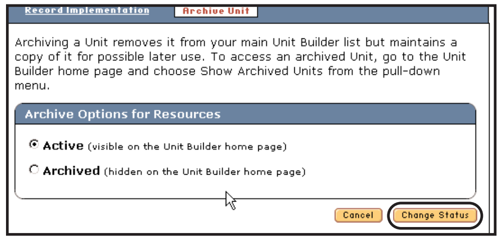
To edit the implementation record you just created, click the **Edit Record** link. To delete it, click the **Delete** link.



In the future, when you access the Manage Unit tab for this unit, you will see this unit's implementation history. To add a subsequent implementation record to the history, click the **Add to Calendar Entry** button.

Archiving/Activating a Unit

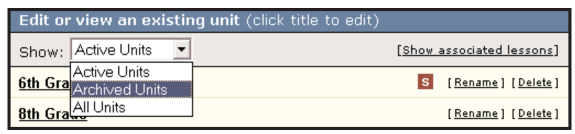
When you archive a unit, it becomes hidden on your main Unit Builder home page in the *Edit or View an Existing Unit* area.



To archive a unit, click the **Manage Unit** tab from within the unit. Click the **Archive Unit** link from the **Manage Unit** tab.

Mark the button next to “Archived (hidden on the Unit Builder home page)” and then click the **Change Status** button.

Your unit has now been archived. To continue working on this newly archived unit, click the **Back to Unit** link. To go back to archiving options, click the **Back to Archive Options** link.



To see an archived unit when you are on the main Unit Builder page, go to the pull-down menu and select **Archived Units**. You can also choose to view All units, which will show you both your archived and active units.
To activate an archived Unit, under Archive Options,click the button next to “Active (Visible on the Unit Builder home page).” Click the **Change Status** button.

To continue working on this lesson, click the **Back to Unit** link. To go back to archiving options, click the **Back to Archive Options** link.