



OFFICE OF KNOWLEDGE, INFORMATION, AND
DATA SERVICES (KIDS)

DIVISION OF ENTERPRISE DATA

TRAINING – DOCUMENT

Uploading Literacy Design
Collaborative (LDC)
Modules as Lesson Plans in
CIITS

Version 1.0.0
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Revision History

| Version | Date | Contributor(s) | Brief Description of Revision |
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| 1.0.0 | 1/14/2014 | Jackie Rogers | Original document |
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LDC Materials in CIITS

There are many LDC resources in CIITS that can assist teachers as they prepare for a module: LDC Guidebook, Module Specifications checklist, Literacy Matters video, planning templates, template teaching tasks, and other modules (good-to-go). Housing LDC materials in CIITS is a way to share materials, ideas and planning across the state. Once materials are loaded and accepted at the state level, other teachers can copy, modify and use these materials. Also, resources in CIITS that are linked to the module can be made available to students. For example, a teacher may send a student an article to read and a video to watch before or during the instruction.

Creating an LDC Module (to be published in CIITS)

Using a planning template to create a module

- If creating an LDC module from scratch, download a planning template from CIITS. Even though you can use an old template you may have on your computer, it would be better to download the template from CIITS. Many of the issues that arise from copying and pasting have been eliminated in these online templates. To find them go to:
 - Classrooms > Instructional Materials > Keyword search > Planning Template
 - You'll want to look for the templates that begin with "KDE" and end with "LDC" in parenthesis. This is part of the naming conventions established for state materials. Other materials submitted at the school or district level may appear in this search as well, so this is one way to distinguish them. You may also filter the Institution (left hand column).
- Click on the appropriate planning template
 - Resource opens > Click on the attached content in blue
 - Planning template opens as a Word document which is formatted for information entry
- Complete the planning template > Save to computer (not saved to CIITS yet)

Publishing LDC Modules in CIITS

When a teacher adds an LDC module in CIITS, it can be added to his/her calendar and resources such as articles or videos that are linked to the module can be sent to students in the student portal.

Section 1 Define Properties

- Classrooms Tab > Instructional Materials > Create > Lesson Plan > Go
- Follow naming conventions for title prefix
 - District & School number: (colon) Title (LDC)
 - Example: 172114: Looking through the Lens of Democracy Module (LDC)
- Choose subject > Grade Range > Write a description that concisely and clearly summarizes
- Duration (optional)

- Author: give credit to the people who built the module
 - View Additional Properties > Keywords (increases searchability)
 - Save and continue
- *Materials can be viewed at any point by clicking on View Material at the bottom of the page.**

Section 2 Align Standards

- Connect to standards
 - Be as specific as you can
 - This is another search factor
- Standards default to the subject chosen in Section 1, but other standards can be added
 - Choose other subjects from drop down
 - Don't forget literacy standards in science, social studies or technical subjects

Section 3 Create Content

- District Template > LDC: Argumentative (or appropriate tab)
- Paste completed template in text box
 - Open the saved module on computer (Word doc) > Ctrl + A (to select all) > paste in text box in CIITS
- Save and continue

Section 4 Link Related Materials

- Search or create a resource to link
- Click on the LINK arrow
- When creating a resource (e.g., videos, rubrics, articles), click "For Students" so this can be viewed by students

For questions related to LDC modules in CIITS, please contact jackie.rogers@education.ky.gov.