

Uploading Curriculum Files to the CMStep Website

Required Uploads:

- Cycle of Study (from Curriculum Development, components from yellow slips)
- Cycle of Study (a second one that you do for your school/classroom)
 - NOTE: For credentialing, you need to *show* your field consultant all Cycles of Study for your school/classroom. You only need to *upload* two. Example: You have 4 cycles (quarters) per year, and have a 2-year age span. You'd need to have 5 or 6 cycles completed by your 3rd site visit. If your practicum is extended, you'll need to have all 8 assembled. You may choose any two to upload and share.
- Field Study (from Pedagogy of Place)

Create Separate Folders with all Documents:

Each of the above uploads should be in its own computer folder, and you should compress or zip it. If you include handwritten documents, be sure to scan them or take photos, so they're electronic, too. Directions are below if you don't know how to create a zip file; you can zip it at that point.

How To Upload:

1. Go to www.cmstep.com
2. In the left navigation bar, click 'community work'.
3. Log in, using your lastnamefirstname as your user name. Your original password had 1234 at the end. If you need to have your password reset, click the 'Forgot password' link or email Barb (Scholtz@fuse.net).



4. Once logged in, click 'Add New Post'. (It appears where the login information had been. See next screen shot.)
5. Fill in all fields: Contributor's name, Title, Synopsis, Theme, Geared toward ages, Kick off, Seminar Title, Discussion Topics (those big ideas that are suggested by the reading),

Group Initiative, Project, and Outside Opportunity. (The Author's note field is optional.)

Upload :: CMSTEP

Customize 7 1 + New Edit Page Flush Cache Account Settings Howdy, scholtzbar

Community

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Upload

Contributor's Name (Your Name) (Required)

Title (Required)

Synopsis

Theme

Primary Subject Area

Geared toward ages


This cycle of study includes:

Kick off

Seminar Title

Discussion Topics

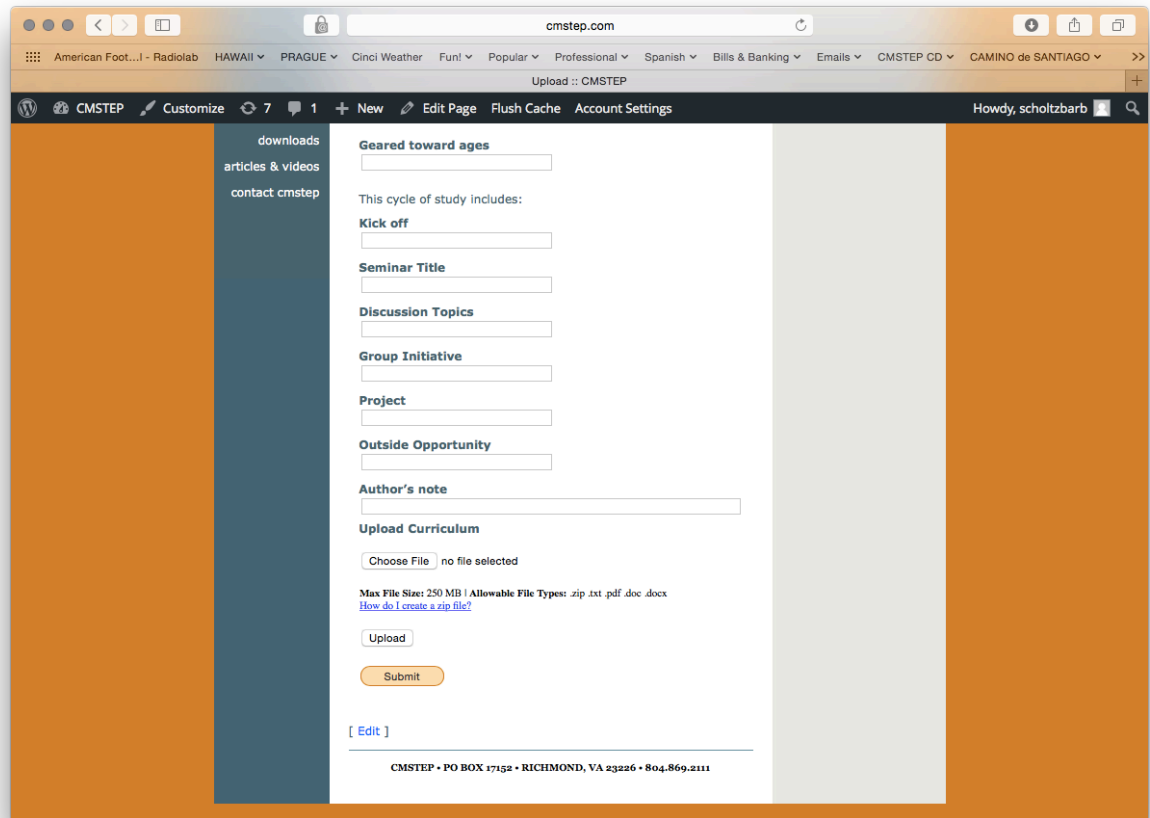
Group Initiative

Welcome Scholtzbarb
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home
montessori
courses & fees
calendar
instructors
testimonials
xavier
university
accommodations
& graduate
credit
application
process
academic phase
forms
practicum phase
forms
community
work
downloads
articles & videos
contact cmstep

6. Note the fine print below the 'Choose File' button regarding file size and types. Click the link, How do I create a zip file? Click this link for information on this process. You may have already done this.
 - a. If files are bigger than 250 MB, you must re-file and re-zip into smaller chunks. In this case, you can complete the fields for the first upload and call it <TITLE>Part 1. Subsequent uploads of the same COS may be <TITLE>Part 2, <Title>Part 3, etc. without completing the fields; in Synopsis or Author's Note, just indicate that these are continuations of the previous ones. Since they will be opened separately, you will need to explain this so if someone opens a Part 2, they'll know where to get the rest.
 - b. If files are not of the correct type, you'll have to rename them and re-zip with the correct types.

7. If you don't know how to create a zip file, well, I think it's obvious. In case it isn't, click the link!



8. Click the 'Upload' button.
9. Check that the file is now listed beside the 'Choose File' button.
10. Click 'Submit'. *You're not done quite yet...*
11. Now click 'My Lessons' up on the right side bar. Check to see that you've uploaded your work.
12. The only other thing you'll need to do is to contact me. For some reason that no one can figure out, there's no way for you to enter the Subjects that your Cycle of Study covers (or indicate if it's a Field Study). I have to do this.
 - a. Compose an email to me at Scholtz@fuse.net
 - b. Indicate if you've uploaded a COS or a Field Study. (If you've uploaded more than one, provide me with the titles.) If you've uploaded a COS, tell me what subject areas it covers. I'll go in and edit these when I check your submission. WordPress sends me an email whenever anything is published.
13. While you're in the site, look around for ideas for curricula or group initiatives to use in your classroom!
14. Don't forget to log out.