

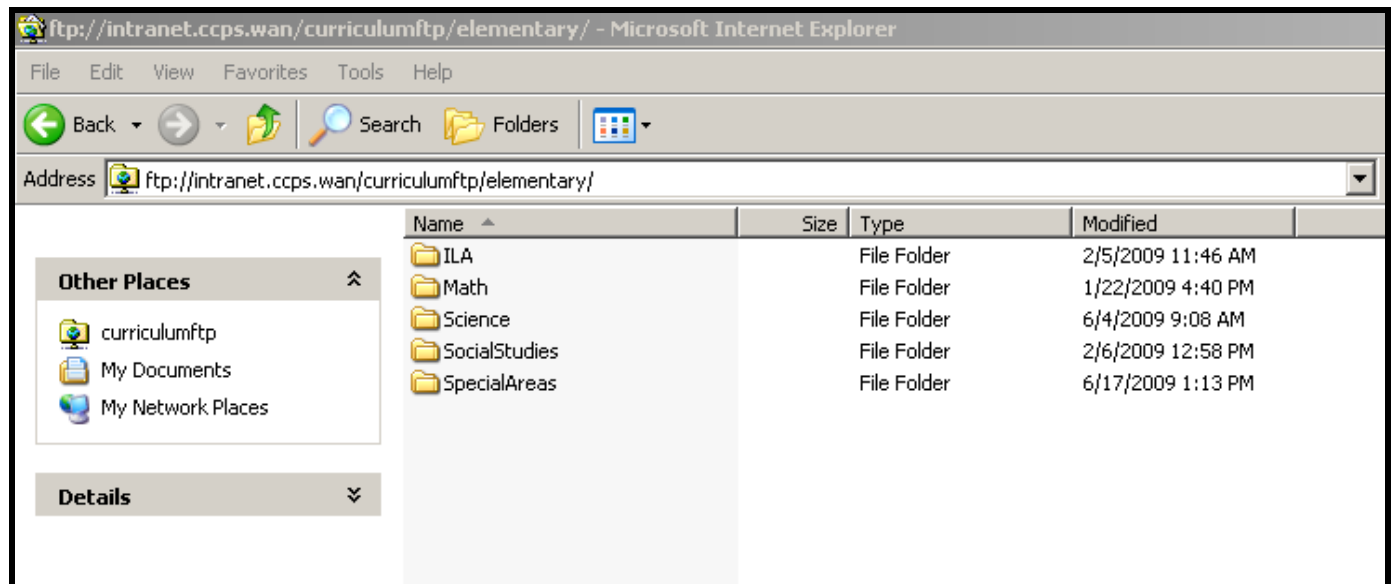
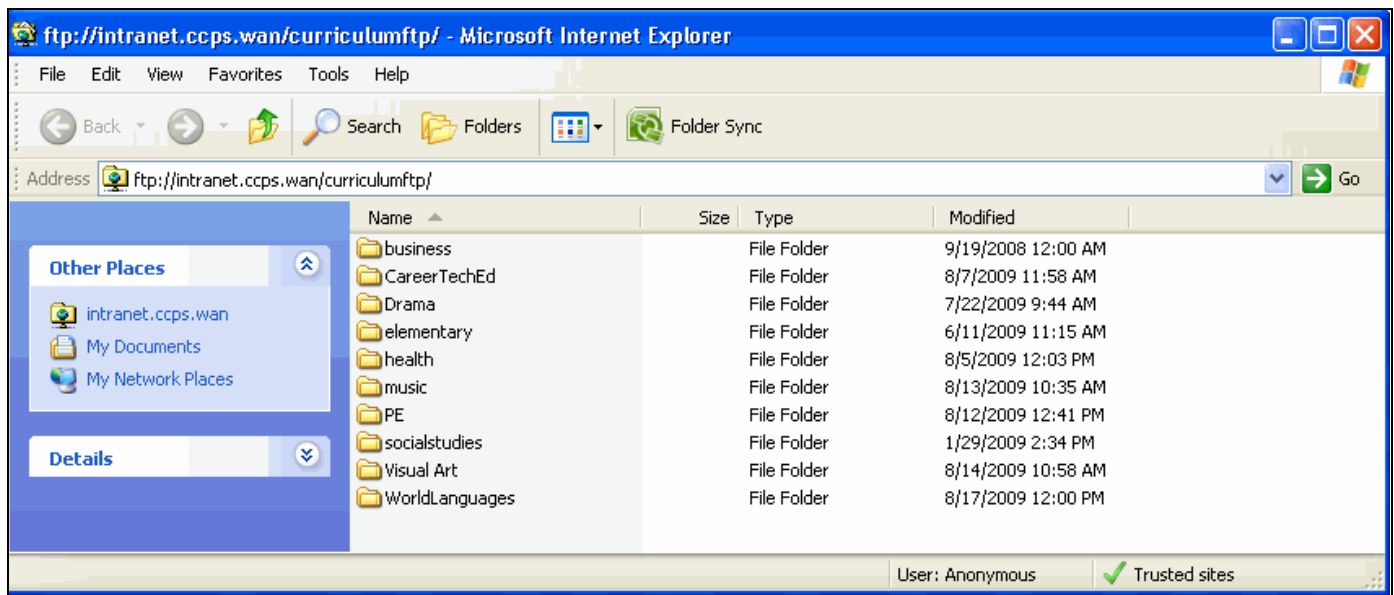
## Curriculum Access via FTP Site

<ftp://intranet.ccps.wan/curriculumftp/>

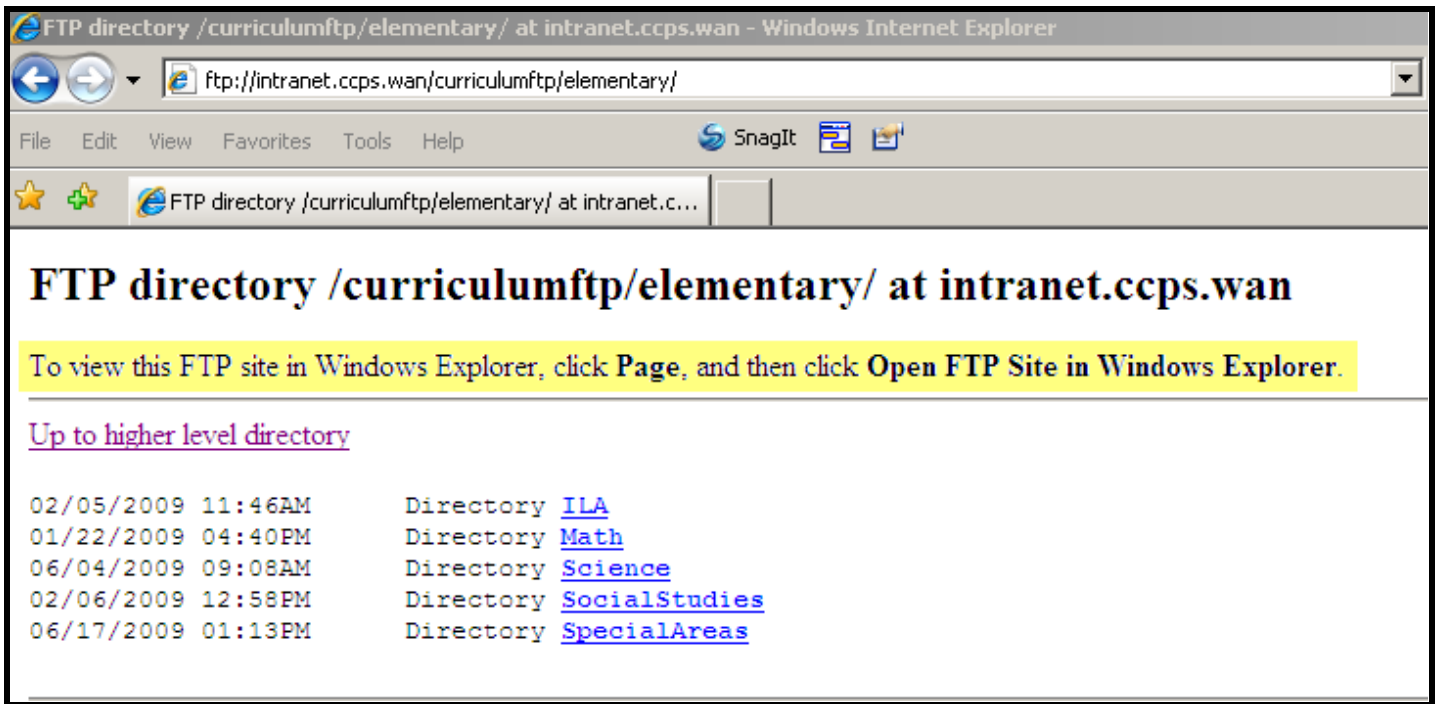
Curriculum resources are now available via the FTP site while on the CCPS network. An archived copy of the entire curriculum may be available on a flash drive. However, as curriculum is revised, additional resources are added, and corrections made, you will want to visit the FTP site to copy the most up-to-date version of a curriculum unit prior to teaching it. You should plan to update your local copy of the curriculum prior to teaching each content unit or prior to each quarter. To do this, you will need to use Internet Explorer to visit:

<ftp://intranet.ccps.wan/curriculumftp/> and then select the content area and level you need.

Elementary teachers should double-click on the elementary folder to access content. **Note: Elementary Fine Arts is available within the music and Visual Art folders.**

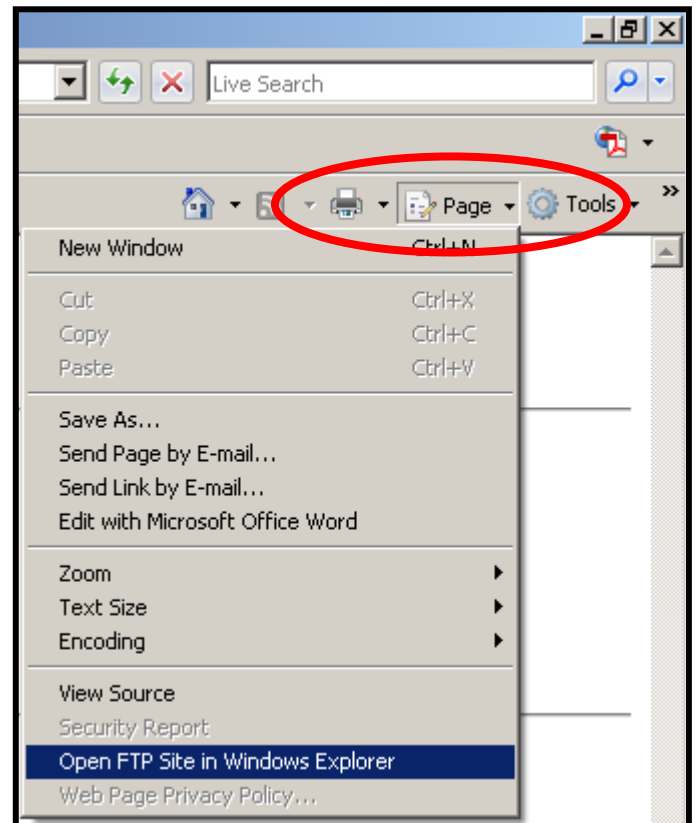


If you are using a newer version of Internet Explorer (Version 7.0 and above), your window will appear as the screenshot below.



### INTERNET EXPLORER 7.0:

You will want to change the view of your FTP page in order to work in a “folder” Windows Explorer environment. To do this, click on the Page dropdown on the toolbar on the far right side of your window. Select “Open FTP Site in Windows Explorer.” In a moment, your screen will change to reflect the traditional folder view.



## Navigating the Curriculum

Once you see the curriculum folders, you are free to navigate any curriculum guide as you would your own network drive or CD-Rom. You will find that many of your curriculum resources now contain hyperlinks to online resources and offline learning objects. Therefore, you will want to use an electronic copy of your curriculum in order to view all available resources.

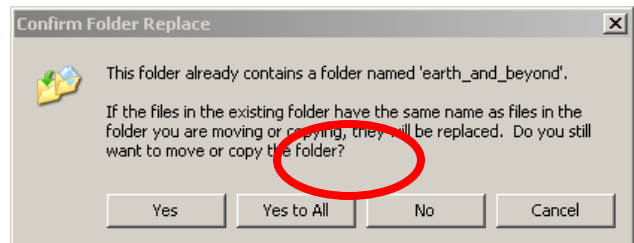
Prior to teaching an instructional unit (and/or to update your units on your flash drive), you will need to copy down a copy of a unit to your flash drive. Please do not copy a unit to your network drive as you will use all of your available space on the network. Your flash drive will provide you a mobile copy of your curriculum in order to plan from outside of the network and/or access curriculum materials when not connected to the CCPS network.

Insert your flash drive into your USB port. Locate the curriculum unit/folder/file that you would like to replace on the FTP Site. It is recommended that you replace an entire folder so that all of the embedded links and resources are maintained.

**Once you locate the folder to copy, right click on the folder and select Copy.**

Navigate to the same curriculum folder/grade level on your flash drive and select Paste.

You will be prompted that the folder already exists. Replace the ENTIRE folder and files by selecting Yes to All. If you have created any of your own files on the flash drive, this process will ONLY replace items that are named the exact same. Therefore, you may want to mark your own files with your name or different file name. Your drive is now up to date.



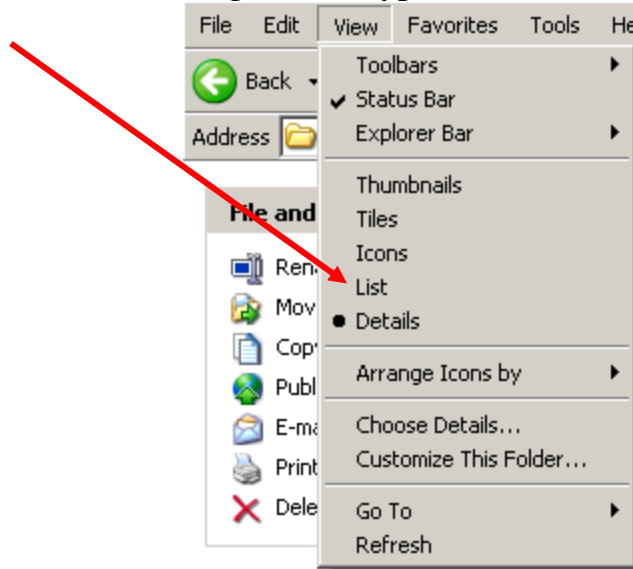
## Removing your Flash Drive

Before removing your flash drive, be sure to close all files and folders that are open and then Right-Click on the Safely Remove Hardware icon in your Taskbar. Select your flash drive (external hard drive) from the list and Stop it. Once you get the prompt that you can safely remove your drive, you are safe to continue without damaging your files.



## Helpful Tips for Navigating your Curriculum Files

In order to view all of your curriculum files by their full file names to help you better locate necessary files, you may want to consider setting your file view preferences as well on your local version (flash drive). This way, your curriculum will appear the same way that it appears within the FTP site. To change your view settings, open a file folder within your flash drive. Click on the View menu and select List or Details (the details view will provide you more information about each file including the file type and date).



Once you select your preferred view, select **Tools – Folder Options** and select the second tab (View). Simply, click on the first button (Apply to all Folders) and select Yes when prompted about your settings. Then click OK to exit the menu.

