

Pacing Guides

RightPath™ Pacing Guide tool allows schools to store common guides to help coordinate instruction and resources. The RightPath™ pacing guide tool allows districts and schools to store and tie a pacing guide to individual courses. While pacing guides can be viewed by any user other than students, the ability to add a pacing guide or tie it to a specific course is given only via permissions. Permission requests should be directed through the district administrator.

Pacing Guide Item Components

1. Overview- Contains the name and the start and end dates for each item in the pacing guide.

2. Standards- Lists the standards associated with each item in the pacing guide.

3. Big Ideas- Ideas that help make sense of lots of otherwise discrete, confusing or seemingly isolated facts. It's like the picture that connects the dots in learning.

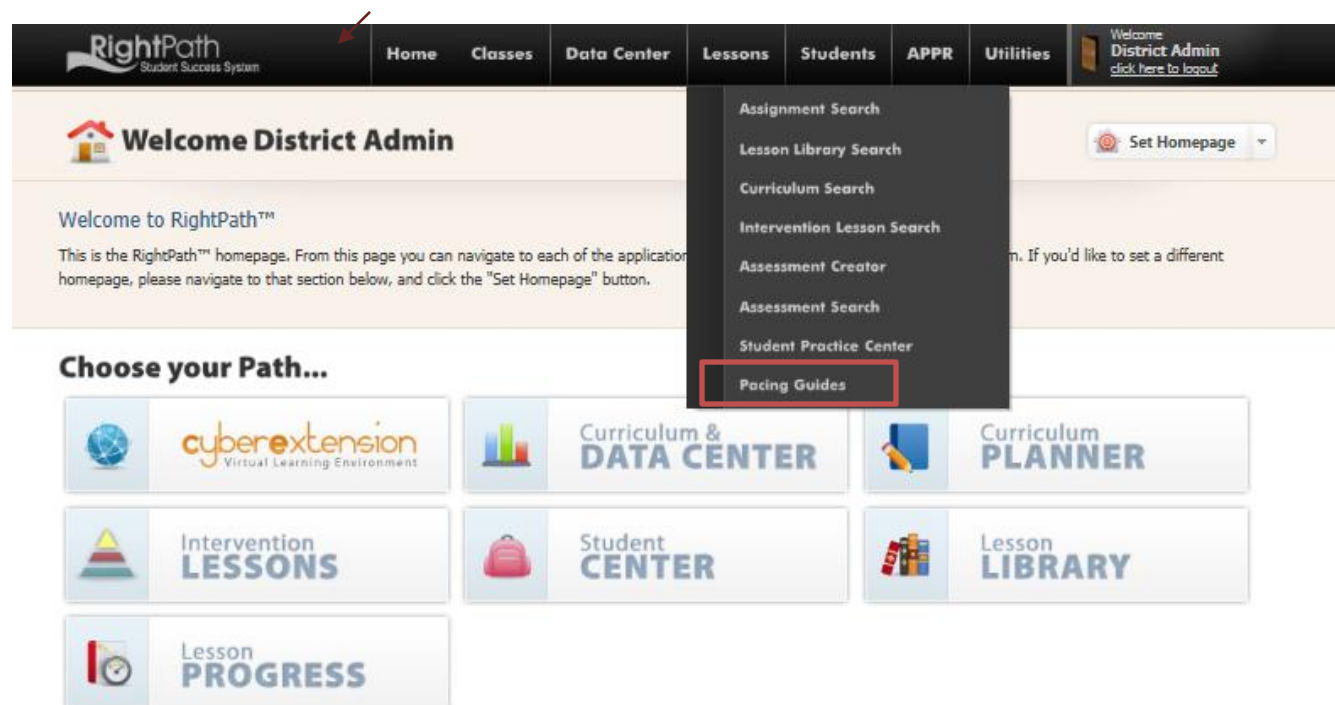
4. Essential Questions- Questions that are important and need to be understood to get to the deep understanding of the learning happening.

5. Resources- These are items that can be stored and utilized to assist in instruction of the pacing guide item. Possible resources include websites, online lessons, files, and other resources.

The screenshot displays the 'Pacing Guide Item' interface in the RightPath Student Success System. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities, along with a 'Welcome District Admin' message and a 'click here to logout' link. The main header shows the 'Pacing Guide Item' title, a 'Return to Pacing Guide Edit' link, and a 'View Item Details' button. The specific item being viewed is '4th Grade ELA - Phonics and Structural Analysis', owned by 'NY Trainer'. Below the title is a tabbed interface with five tabs: Overview (selected), Standards, Big Ideas, Essential Questions, and Resources. Red numbered circles (1-5) are overlaid on the interface to correspond with the component descriptions: 1 points to the Overview tab, 2 points to the Standards tab, 3 points to the Big Ideas tab, 4 points to the Essential Questions tab, and 5 points to the Resources tab. The 'Overview' tab is active, showing a form with fields for 'Name' (Phonics and Structural Analysis), 'Start' (9/5/2011), and 'End' (9/12/2011), with 'Save' and 'Undo' buttons at the bottom.

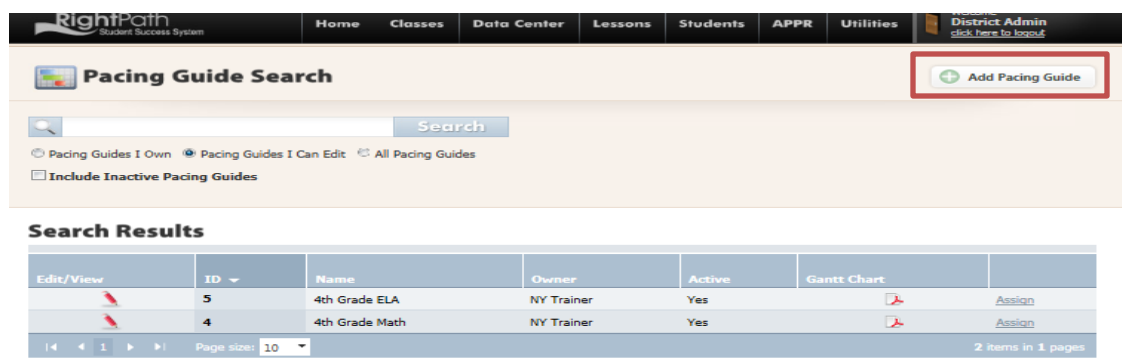
Locating the Pacing Guide Feature

The user can locate the Pacing Guide tool by selecting this option from the 'Lessons' drop down menu located from any page in RightPath™.

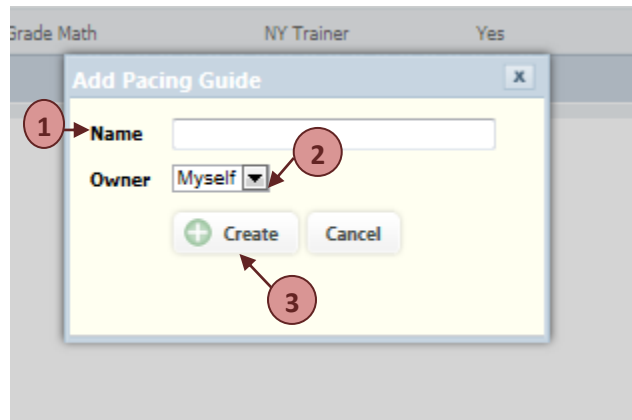


Adding a New Pacing Guide

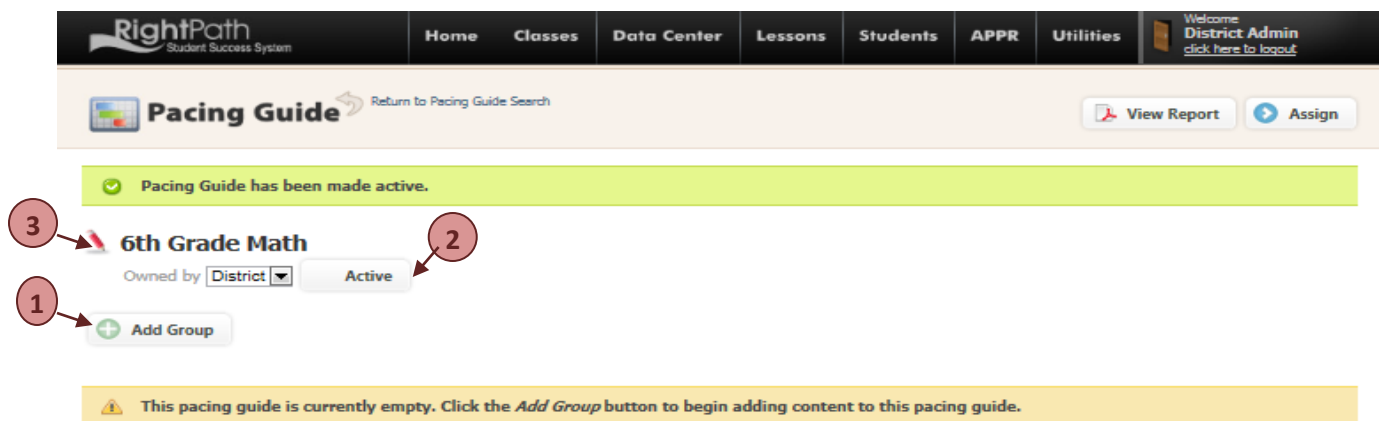
1. Click on the '**Add Pacing Guide**' button located at the top of the pacing guide home page.



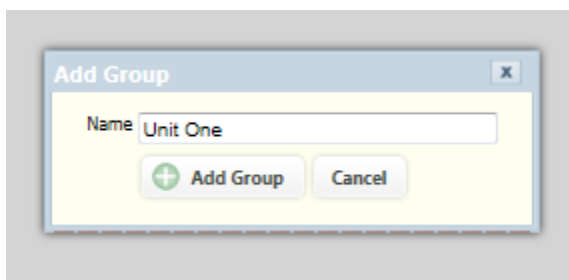
2. Name the pacing guide, decide if the owner will be **'District'** or **'Myself'** (district can be changed by any user with permissions to do pacing guides and myself will allow only the user who created the guide to make changes to it), and click the **'Create'** button.



3. The page will then open up to a new empty pacing guide. To add content to the pacing guide you can click the **'Add Group'** button. The user can also make the pacing guide Inactive by clicking the **'Active'** button. The name of the pacing guide can also be edited on this page by clicking on the **'pencil'** icon next to the title.



4. When adding information to the pacing guide, click on the **'Add Group'** button and give the group a name. Then click the **'Add Group'** button in the pop-up window.



5. The user can now continue to add groups to the pacing guide by clicking on the **'Add Group'** button or items can be added to the group by clicking on the **'Add Item'** or add **'Add Item From Curriculum Planner'** button.

6. When adding items, the user will be prompted to select the weeks for the items. The weeks that are selected for the items under a group will determine the weeks that the group will span in the chart. If the user selects the **'Add Item From Curriculum Planner'**, they will be taken into the curriculum planner and must select the concept they wish to work from by selecting the appropriate area and clicking on the add boxes. The will then select the **'Add to Pacing Guide'** button to add the material from the Curriculum Planner.

Standard	Performance Indicator	State Exemplar	Lessons Meeting Standard
6.M.1	Measure capacity and calculate volume of a rectangular prism	What is the volume, in cubic inches, of the rectangular prism below?	View
6.M.2	Identify customary units of capacity (cups, pints, quarts, and gallons)	What customary unit could you use to measure the capacity of the pitcher below?	View
6.M.3	Identify equivalent customary units of capacity (cups to pints, pints to quarts, and quarts to gallons)	A bucket holds 4 quarts of water. What is the capacity of the bucket in gallons? 1 gallon = 4 quarts	View
6.M.4	Identify metric units of capacity (liter and milliliter)	What metric unit could you use to measure the capacity of the pitcher below?	View
6.M.5	Identify equivalent metric units of capacity (milliliter to liter and liter to milliliter)	A tank holds 8 liters of water. How many milliliters does the tank hold? 1 liter = 1000 milliliters	View
6.M.6	Determine the tool and technique to measure with an appropriate level of precision: capacity	Amanda wants to know how much water is in the rectangular pond. What tool(s) will Amanda use to determine the amount of water in the pond?	View

Once the concept page has been added, the user can open the item and edit, remove any part automatically added, or add to the pacing guide. Removing items such as standard by clicking on the **'Standards'** tab and clicking the **'red x'** next the standard to be removed.

The screenshot shows the 'Pacing Guide Item' edit screen. At the top, there is a navigation bar with links: Home, Classes, Data Center, Lessons, Students, APPR, Utilities, and a 'Welcome District Admin' section with a 'click here to logout' link. Below the navigation bar, there is a header section with the 'Pacing Guide Item' title, a 'Return to Pacing Guide Edit' link, and a 'View Item Details' button. The main content area is titled '6th Grade Math - Units of Measurement, Tools and Methods' and 'Owned By NY Trainer'. It features a tabbed interface with 'Overview', 'Standards', 'Big Ideas', 'Essential Questions', and 'Resources'. The 'Overview' tab is selected, showing a form with fields for 'Name' (Units of Measurement, Tools and Methods), 'Start' (7/2/2012), and 'End' (7/9/2012). There are 'Save' and 'Undo' buttons at the bottom of the form.

If adding an item from the **'Add Item'** button, the user will need to provide the weeks and name for the item. Then when the item is opened, a blank item template will open that the user can type information or add pieces from the Curriculum Planner. For example to add Big Ideas click the **'Big Ideas'** tab. Next, click on **'New Big Idea'** to add a Big Idea from scratch or **'Choose From Curriculum Planner'** to select Big Ideas from the Curriculum Planner pages.

The screenshot shows the 'Pacing Guide Item' edit screen for '6th Grade Math - Expressions', 'Owned By NY Trainer'. The 'Big Ideas' tab is selected, showing a 'Big Ideas' section. It includes a '+ New Big Idea' button and a '- Delete Selected' button. Below these buttons is a table with two columns: 'Big Idea' and an empty column. The table is currently empty, and a message at the bottom states 'No Big Ideas are associated with this pacing guide entry.'

- Continue to add groups and items until the pacing guide is complete.

8. At any point in the process, the user can use the **'Update Weeks'** button to rearrange items or groups. The user can move the items up or down by a set number of weeks after a particular point in time by using the pop-up box shown below and clicking on the **'Submit'** button.

The screenshot shows the RightPath Student Success System interface. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. A user login area on the right says 'Welcome District Admin click here to logout'. Below the navigation bar is a 'Pacing Guide' section with a 'Return to Pacing Guide Search' link and 'View Report' and 'Assign' buttons. The main content area is titled '6th Grade Math' and shows 'Owned by District' and 'Active' status. Below this are three buttons: 'Add Group', 'Add Item', and 'Update Weeks' (which is highlighted with a red box). The 'Update Weeks' button is a red button with a white minus sign and a red circle. Below the buttons is a table with columns for Task, From, To, and a calendar grid for August, September, October, November, and December. The table lists three tasks: 'Unit One', 'Units of Measurement, Tools and Methods', and 'Expressions'. Each task has a red minus sign and a red circle icon next to it. The 'Unit One' task is highlighted in blue.

Task	From	To	Aug	Sep	Oct	Nov	Dec
Unit One	7/2/2012	7/16/2012	29 5 12 19 26 3 10 17 24 31	7 14 21 28	5 12 19 26 2		
Units of Measurement, Tools and Methods	7/2/2012	7/9/2012					
Expressions	7/9/2012	7/16/2012					

The 'Update Weeks' pop-up box is a small window with a title bar and a close button. It contains a dropdown menu with 'Decrement' selected, a 'by' field with the value '1', and a calendar icon. Below the dropdown menu are 'Increment' and 'Decrement' options. At the bottom are 'Submit' and 'Cancel' buttons.

Viewing a Pacing Guide and Contents

The contents of a pacing guide can be viewed by clicking on the 'View Report' button. This will allow the user to see each group in chart view.

The screenshot shows the RightPath Student Success System interface. The top navigation bar includes links for Home, Classes, Data Center, Lessons, Students, APPR, and Utilities. A user is logged in as District Admin. The main section is titled "Pacing Guide" with a "Return to Pacing Guide Search" link. A red box highlights the "View Report" button. Below this, the "6th Grade Math" section is shown, owned by "District" and marked as "Active". There are buttons for "Add Group", "Add Item", and "Update Weeks". A table displays the pacing guide content:

Task	From	To	Aug	Sep	Oct	Nov	Dec
Unit One	7/2/2012	7/16/2012	29	5	12	19	26
Units of Measurement, Tools and Methods	7/2/2012	7/9/2012	3	10	17	24	31
Expressions	7/9/2012	7/16/2012	7	14	21	28	5

The user can view the contents of individual items in the pacing guide by clicking on an item to open it, and then clicking on the '**View Item Details**' button.

The screenshot shows the "Pacing Guide Item" interface for "6th Grade Math - Expressions", owned by "NY Trainer". The top navigation bar is the same as the previous screenshot. A red box highlights the "View Item Details" button. Below this, the "6th Grade Math - Expressions" section is shown. There are tabs for "Overview", "Standards", "Big Ideas", "Essential Questions", and "Resources". The "Big Ideas" tab is selected, showing a "Big Ideas" section with a "New Big Idea" button and a "Delete Selected" button. A dropdown menu is open under "New Big Idea", showing options: "New Big Idea" and "Choose From Curriculum Planner". Below this, a table displays the Big Ideas:

Big Idea
No Big Ideas are associated with this pacing guide entry.

Assigning a Pacing Guide

Once a user has completed a pacing guide, it can then be assigned to a class or classes. In order to assign, simply open the pacing guide to be assigned and click the **'Assign'** button.

The screenshot shows the 'Pacing Guide' page for '6th Grade Math'. The page has a navigation bar with links: Home, Classes, Data Center, Lessons, Students, APPR, Utilities, and a welcome message for 'District Admin'. Below the navigation bar, there's a 'Pacing Guide' header with a 'Return to Pacing Guide Search' link and buttons for 'View Report' and 'Assign' (highlighted with a red box). The main content area shows '6th Grade Math' with 'Owned by District' and an 'Active' status. There are buttons for 'Add Group', 'Add Item', and 'Update Weeks'. Below this is a table with columns for 'Task', 'From', 'To', and a calendar grid for August, September, October, November, and December. The table lists 'Unit One', 'Units of Measurement, Tools and Methods', and 'Expressions' with their respective dates and calendar markers.

The assigning of pacing guides can be made by selecting a particular class or classes or by selecting rules for the assignment.

To assign to a class or classes by name, the user can type or choose a class from the drop down in the box shown below. Then, click the **'Add Class'** button. Users can continue to add classes until complete.

The screenshot shows the 'Assign Pacing Guide' page for '6th Grade Math'. The page has a navigation bar with links: Home, Classes, Data Center, Lessons, Students, APPR, Utilities, and a welcome message for 'District Admin'. Below the navigation bar, there's an 'Assign Pacing Guide' header with a 'Return to Pacing Guide Edit' link. The main content area shows '6th Grade Math' with 'Owned By NY Trainer'. There's a section titled 'Assign Classes' with a dropdown menu (highlighted with a red box) showing 'AIS English 5 Sec: 7 Per: 5 (John Gillen)' and an 'Add Class' button. Below this is a table with columns for 'Class ID', 'Class Description', and 'Teacher'. The table shows 'No classes found.' and a pagination bar with 'Page size: 10' and '0 items in 1 pages'. There's also a section titled 'Assign By Rules' with a table with columns for 'Building', 'Grade', 'Subject', and 'Course Number'. This table also shows 'No rules were found for this pacing guide.' and a pagination bar with 'Page size: 10' and '0 items in 1 pages'.

To assign to a class or classes by rule, the user can click the **'Add New Rule'** button. This will allow the user to add a rule by Building, Grade Level, Subject or Course Number. The user can then click **'Preview'** to see the courses to be added by the rules or click **'Create'** to add the rule.

RightPath
Student Success System

Home Classes Data Center Lessons Students APPR Utilities

Welcome District Admin
click here to logout

Assign Pacing Guide Return to Pacing Guide Edit

6th Grade Math
Owned By NY Trainer

Assign Classes [AIS English 5 Sec: 7 Per: 5 (John Gillen)] + Add Class

Class ID	Class Description	Teacher
No classes found.		

Page size: 10 0 items in 1 pages

Assign By Rules + Add New Rule

Building	Grade	Subject	Course Number
No rules were found for this pacing guide.			

Page size: 10 0 items in 1 pages

Create New Assignment Rule

Building [dropdown]
Grade Level [dropdown]
Subject [dropdown]
Course Number [text input]

+ Create Preview Cancel