



<p align="center"><u>Accessing LDC's CoreTools</u></p> <p>Go to www.ldc.org</p> <p>Click On: CoreTools Log-In (red button in top right corner)</p> <p>Create an Account</p> <p>Complete Your Profile</p>	<p align="center"><u>LDC Curriculum Library</u></p> <p><u>Curriculum Rating Filters:</u></p> <ul style="list-style-type: none"> • Exemplary: Nationally juried by LDC • Good to Go: Nationally juried by LDC— Modules/Mini-Tasks are instructionally Good to Go for classroom use, but need slight revision for exemplary status (usually missing student work) • Unrated: NOT nationally juried—open space where anyone can share—use a critical lens
<p><u>4 Folders in Your LDC CoreTools Account:</u></p> <ul style="list-style-type: none"> • Home: (recently viewed/LDC News) • My Library: (items you have copied, edited, created, and items shared with you) • LDC Curriculum Library: (modules and mini-tasks) • Jury: (submit modules/mini-tasks for formative or national jurying) 	<p><u>Curriculum Type Filters:</u></p> <ul style="list-style-type: none"> • Modules: A two-to four-week instructional plan designed around a single teaching task that supports student mastery of the literacy skills students must develop to succeed on the CCSS-aligned teaching task. Complete modules also include samples of scored student work. • Mini-Tasks: Small, scorable assignments (formative assessments) that address each of the skills on the skills list for a particular LDC teaching task. The LDC Mini-Task Library includes mini-tasks for commonly taught skills that can often be used in modules regardless of content area or grade level and thus can be used by teachers as they design modules. The mini-tasks in the mini-task library have been vetted by LDC partners David Pearson and a team at UC Berkley and New Visions for Public Schools.
<p><u>Home</u></p> <p>Recently Viewed: Quick reference to modules and mini-tasks you have recently viewed</p> <p>LDC News: Keep up with new releases of LDC resources, CoreTools Updates, Twitter Chats, Upcoming Trainings, etc.</p>	<p><u>Mini-Tasks: Search by LDC Skills</u></p> <ul style="list-style-type: none"> • Task Engagement • Task Analysis • Reading the Rubric • Essential Vocabulary • Pre-Reading • Active Reading <ul style="list-style-type: none"> ▪ Annotation ▪ Note-taking ▪ Questioning ▪ Vocabulary • Gathering Evidence • Speaking & Listening <ul style="list-style-type: none"> ▪ Socratic Seminar ▪ Presentations ▪ Debates • Writing Process <ul style="list-style-type: none"> ▪ Introduction, Body, Concluding Paragraphs ▪ Revision/Peer Revision ▪ Editing
<p><u>My Library</u></p> <p>Ownership</p> <ul style="list-style-type: none"> • Mine: modules & mini-tasks you have created • Shared with Me: modules & mini-task shared with you by colleagues <p>Curriculum Type</p> <ul style="list-style-type: none"> • Collections: folders of modules and/or mini-tasks • Modules: 2-4 week instruction plans designed around LDC teaching tasks • Mini-Tasks: small, scorable assignments (formative assessments) that address an LDC skill <p>Create Curriculum: Create new Modules or new Mini-Tasks</p>	
<p><u>Jury</u></p> <p>Show Jurying Rubric: allows user to pull up the jurying rubric while constructing/reviewing his/her module</p> <p>Submit for Formative Jurying: allows user to submit their module to a peer/coach for formative jurying</p> <p>Submit for National Jurying: allows user to submit his/her module to LDC national jurors (response in 4-6 weeks)</p>	



CoreTools Functionality Tour

Stop 1: Mini-Task Tour

1. Log in to your CoreTools account.
2. Click on the **LDC Curriculum Library** folder.
3. On the left side of the screen, find the **Filters** menu.
4. **Curriculum Rating:** Check **Exemplary**.
5. **Curriculum Type:** Check **Mini-Tasks**.
6. Deselect any other check marks that appear.
7. For now, leave the grade level slider K-12, so you can see all of the mini-tasks for a particular skill (best practice literacy strategies can be modified to appropriate grade level). Only selecting one grade level or content will limit your choices. If you find too many mini-tasks, you can come back and limit the grade level.
8. For now, skip **Attachments** and **Discipline** (mini-tasks can be used in multiple content areas).
9. Go to **LDC Skill**.
10. Open the **LDC Skill** menu.
11. Scroll down to find **Active Reading: Note-taking**
12. Check the box next to **Active Reading: Note-taking**
13. Scroll down to the bottom of that box and click on **Apply Filter**.
14. 20+ different **Note-taking** strategies will appear.
15. Take some time to explore some of the Note-taking mini-tasks.
16. Be sure to click on the mini-task title to preview the mini-task.
17. Pay attention to the structure of each **Mini-Task: Pacing—Product—Prompt--Instructional Strategies**
18. Find one **Note-taking** mini-task that you could use in your classroom.

Stop 2: Copying a Mini-task

1. Once you find a mini-task that you want to use in your classroom...**Open** the Mini-task
2. Go to the top right hand corner of the mini-task to the red **More Options** drop-down button.
3. Under the **More Options** button, you will see the options to: **Copy Mini-task, Export as PDF, or Collaboration Settings**
4. Select **Copy Mini-task**
5. At *Are you sure?* prompt...Select **Copy Mini-task**.
6. The Mini-task will be copied to **My Library** folder.

Stop 3: Editing a Mini-task

1. Once you have saved a Mini-task in your **My Library** folder, open the Mini-task.
2. You will see that the Mini-task is segmented in a series of boxes.
3. Hover over the top, right-hand corner a section of a Mini-task, a blue **Edit** button will appear.
4. Click on the **Edit** button.
5. This will open the Mini-task where you can revise it and customize it to reflect your instruction.
6. Be sure to scroll down to the end of the mini-task to see the **Teacher/Student Resources**.
7. Use the resources attached and add/attach your own.

Stop 4: Sharing a Mini-Task

1. Once you have saved a Mini-task in your **My Library** folder, you may share it with a colleague.
2. Open the Mini-task you want to share.
3. Go to the red **More Options** button in the top, right-hand corner of your screen.
4. Select **Collaboration Settings**.
5. **Users:** Type the name of a CoreTools user OR type the email address of a colleague not on CoreTools.
6. **Set Rights:** Can View, Can Comment, Can Edit, or Add as Author
7. **Notify by Email** (check to send a notification)
8. **Message** (add a message for your colleague)
9. Click **Done**

Stop 5: Explore other Mini-Tasks:

1. Now that you've practiced with Note-taking, go back to the **LDC Skills** filter and search for other skills (task analysis, rubric analysis, vocabulary, annotation, evidence, writing process, etc.)
2. Practice saving/sharing other Mini-tasks.

Stop 6: Module Tour

1. Click on the **LDC Curriculum Library** folder.
2. Find the **Filters** menu on the left of the screen.
3. **Curriculum Rating:** Check Exemplary.
4. **Curriculum Type:** Check Mini-Tasks.
5. Deselect any other check marks that appear.
6. Set the **Grade Level** slider a few above and a few below your grade level (you can narrow later).
7. Under **Discipline**, select your content area.
8. Select **Apply Filter**.
9. Use **More Options** button to save/edit and share.