

# CSCOPE 2008-09

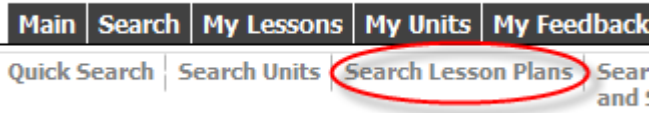
## How to copy a colleague's lesson

Home

Start every new procedure on your Home page. Click on the Home button in your CSCOPE Menu Bar.

Search

Now click on the search button on the right side of your screen.



Just below the black menu, you will see another set of buttons. Click on "Search Lesson Plans."

The search window has a header with three tabs: 'Quick Search', 'Search Units', and 'Search Lesson Plans'. Below the tabs is the heading 'Search Lesson Plans:'. There are three input fields: 'Grade' with a dropdown arrow, 'Subject' with a text box, and 'Author' with a dropdown menu showing 'Purdy, Randy'. Below these fields is a checkbox labeled 'Show Archived Lesson Plans Only' which is unchecked. At the bottom left is a purple 'Search' button.

When you get the search window, you can enter your colleague's name from the drop-down list. (This list contains all district teachers.)

Once you see the correct teacher's name, click on the search button.

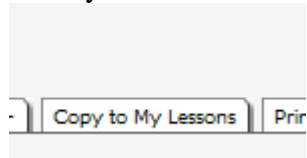
You will be taken to a list of your colleague's lessons. Select the lesson you want and open it by clicking once on any part of the text.

### Randy Purdy's Lesson Plans

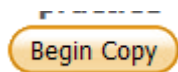
#### Lesson Plan Search Results - Displaying 1 through 12 of 12 Records

Grade	Subject	Course	Week Of (Dates)	LessonPlan Title
07	SS	Texas History	09/22/2008	Testing number 2
07	SS	Texas History	09/22/2008	Testing
HS	SC	Chemistry 1	09/08/2008	test
05	SC		08/25/2008	Science: Unit 1 Lesson 1
03	MA		01/05/2009	Measurement/Geometry
03	MA		02/23/2009	Mathis demo lesson
06			11/03/2008	Math Third Six Weeks
HS	MA	Geometry	01/05/2009	Geom MP4 Wk 1

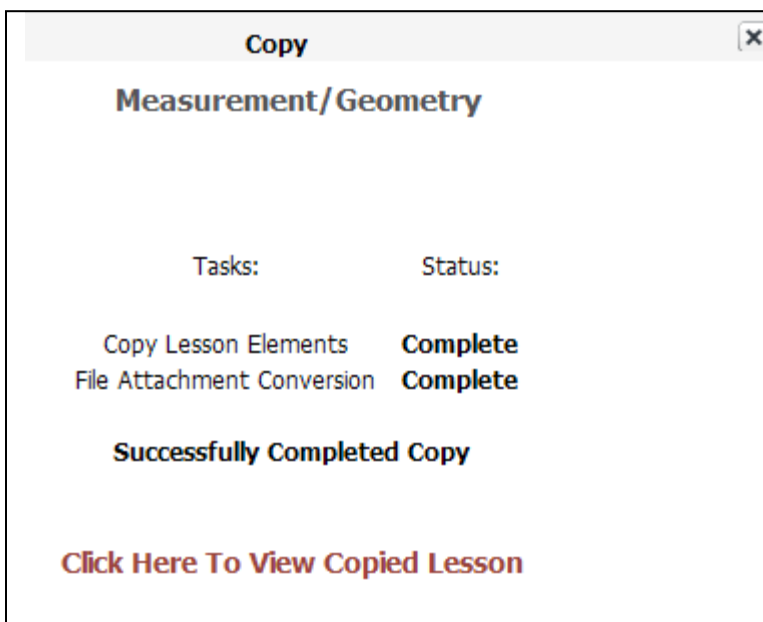
Once you have the lesson open, you can copy the lesson to your own home page.




Click on "Copy to my lessons."



Click on Begin Copy and wait until you see a message that says the copy is complete.

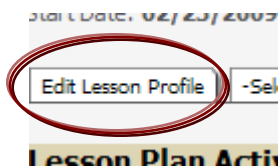


Close the pop-up window.

Click on the Home button.  (You are still in your colleague's list of lessons. You do NOT want to start making changes on their lessons!)

Look in your list of lessons under My Lessons for the lesson you just copied and open it.

You should see only your own name as Author under the Lesson Profile tab.



Check.

Edit Author Information	
Name	Actions
Randy Purdy	<input type="checkbox"/> Remove

Now you can make modifications without changing your colleague's copy.

Regarding multiple or co-authoring:

Be sure that any lessons you use only have you as the author. If you and a colleague co-authored a unit/lesson, go to the profile and remove yourself, then copy the lesson to your own list as shown above.