



# **THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)**

An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21<sup>st</sup> century learning experiences that inspires learners of all levels towards VUCA world.

## **MODULE 7: COPY RECORD**

The ASIE Model of CIDS is a flexible instructional design tool. You may choose minimum features/items or add optional items to design your instructional planning to cater to your needs. Most of the items are customizable to formulate the instructional activities.

**A. COPY RECORD (optional)**

**a) Copy a single record**

- Press **Open Record**



- Identify the record
  - Press the text **"Copy"** to copy a single record

Subject	<i>required</i> )	Date & Instructional Time	Red mark - Action taken
Mathematics Overall Total IPA submitted: 1	MIW 5 Beta (Total IPA: 1) IPA 1	15-05-2023 — 19-05-2023  Monday 15-05-2023 : 8:00 AM-8:20 AM	Open <input type="checkbox"/> Copy <input type="checkbox"/> Share Submit for verification Print/Save PDF <input type="checkbox"/> Delete

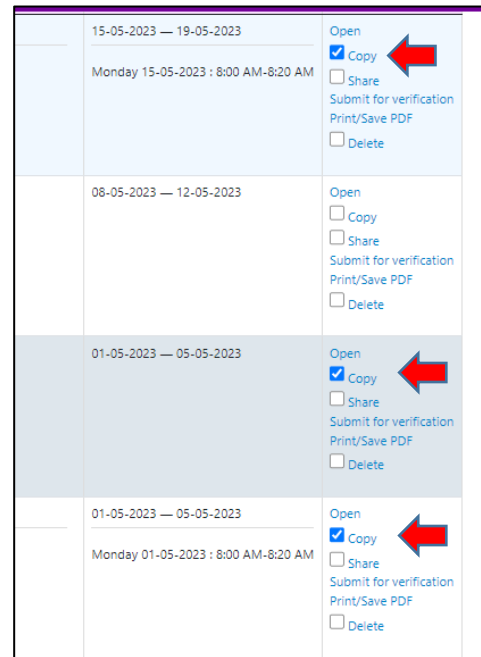
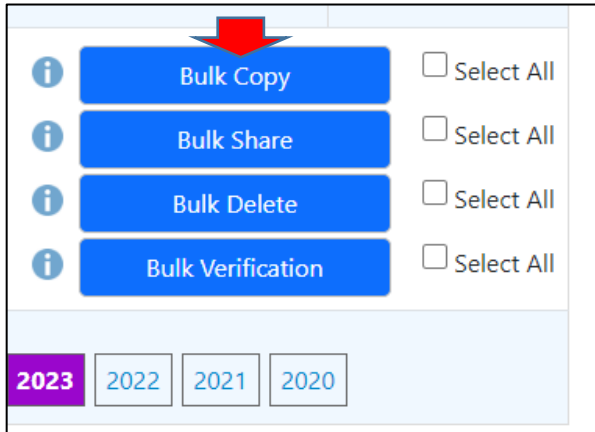
- Fill in the information correctly – refer to information button – **What should I do?**
- Press **Copy**

A screenshot of a form titled 'New Record Name'. The form has three main sections: 'New Record Name' with a text input field containing 'math2'; 'Date' with 'From' and 'To' date pickers set to '15-05-2023' and '19-05-2023' respectively, and a note below: 'Press to change the date as required (By default, dates are within a week. You may change for an additional week)'; and 'New Record Year/Session' with a text input field containing '2022/2023'. At the bottom left are two buttons: 'Copy' and 'Cancel'. At the top right is a help button that says 'What should I do?' with an information icon.

Module 7: Copy Record

**b) Copy multiple records (selected records)**

- Tick to select the required records
- Scroll to the bottom of the page
  - Press **Bulk Copy**

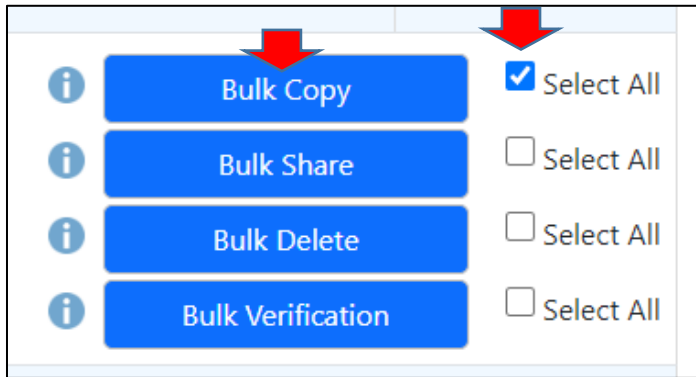


- Fill in the information correctly – refer to information button – **What should I do?**
  - Press **Copy**

A screenshot of a form with two input fields. The first field is labeled 'New Record Academic Session' and contains the text '2022/2023'. The second field is labeled 'New Record Teaching Year' and contains the text '2023'. A red arrow points from the first field to the second. Below the fields are two buttons: 'Copy' and 'Cancel'. A red arrow points to the 'Copy' button.

c) Copy all records displayed on the page

- Tick “Select All” besides the **Bulk Copy** button at the bottom of the page
- **All records on the page will be automatically ticked**
- Press **Bulk Copy**



- Fill in the information correctly – refer to **information button** – **What should I do?**
  - Press **Copy**
  - Records will be listed according to the **stated year and month.**

A screenshot of a form with two input fields. The first field is labeled 'New Record Academic Session' and contains the text '2022/2023'. The second field is labeled 'New Record Teaching Year' and contains the text '2023'. A large red arrow points from the right side of the form towards the right. At the bottom left of the form, there are two blue buttons: 'Copy' and 'Cancel'. A red arrow points to the 'Copy' button from above.

**SUMMARY**

- ✓ Copy a single record
- ✓ Copy multiple records (Bulk copy)
- ✓ Copy all records (Bulk copy)