



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

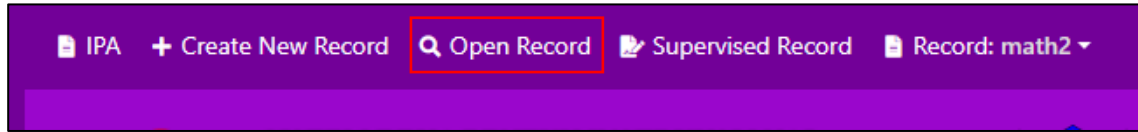
An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21<sup>st</sup> century learning experiences that inspires learners of all levels towards VUCA world.

## **MODULE 9: OPEN RECORD, SHARE RECORD PRINT & SAVE PDF**

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. OPEN RECORD – for editing

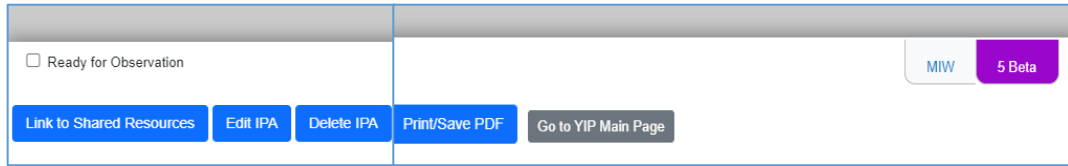
- Press *Open Record*



- By default, the page is in the current month and on the first page (*if more than 1 page*)
- Press the month and page number if the record is not in the current month
- Press **Open**

The screenshot shows a table with columns for 'Calendar Week', 'Instructional Week', 'Teacher Name', 'History', 'MIW', and dates. A red arrow points to the 'Open' button in the top right corner. Below the table is a 'SELECTION FOR VERIFICATION IN BULK OR INDIVIDUALLY' section with a 'Bulk Verification' button and a 'Select All' checkbox. At the bottom, there is a calendar navigation tool showing the current month (May) and year (2023).

- By default, MIW is displayed
- Click on a specific class and IPA for editing
- Press *Edit IPA* and start edit the content
- Press *Save* after finishing editing
- Press *Resend for Endorsement* if it is displayed. This indicates your record has been verified and requires to re-verify if necessary.
- The notice *Resend for Endorsement* will not be displayed if your record has not been verified yet.
- Once it is *Save* it will automatically send for endorsement.



## B. SHARE RECORD (optional)

### (1) Sharing

- Press **Open Record**
- Identify the Record to be shared and press **Share**
- You may select and share multiple records or all records on the page
- Press Recipient ID List (*same school*)
- Select the name of the teacher (s) to be shared
- Enter the **ID (s) (not name)** manually if the teacher to be shared is at another school in the same district or state or in another district, state or country.
- Press **Share**
- Press **Confirm**
- Press **Close**

1	Week 20  Teaching Week 10	Test cg_primary_1stgrade	DR. ISMAIL ZAIN - CIDS SUPPORT Help Centre, Districts of India, States of India, India	Science Overall Total DLP: 1/1	MIW 1 Alpha (Total DLP: 1/1) DLP 1	Monday 17-05-2021 : 8:30 AM-9:30 AM	<input type="checkbox"/> Open <input type="checkbox"/> Copy <input type="checkbox"/> Share <input type="checkbox"/> Submit for endorsement <input type="checkbox"/> Delete
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Receivers' ID

Press to select or fill in ID users  
Press enter for each time of the operation

Share & Edit – Share record with others  
**Share & Edit Synchronously** – share record and able to edit together with others. Editing will effect both records.

Sharing option

Share & Edit

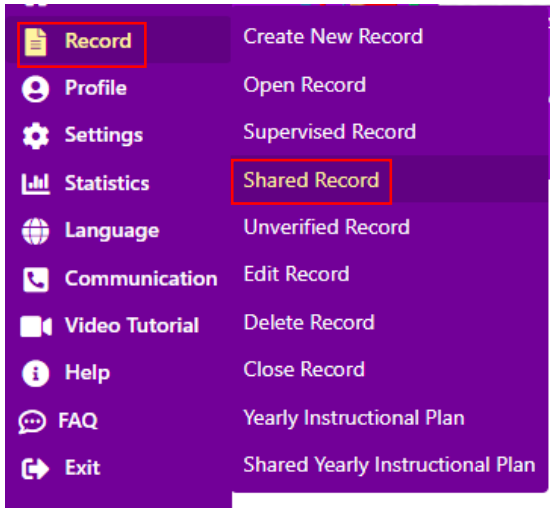
Share & Edit – Share record with others  
**Share & Edit Synchronously** – share record and able to edit together with others. Editing will effect both records.

Share

Return

## (2) Receiving Records (open shared record)

- Press *Record – Shared Record*



- Press *Copy* at the specific record (*records need to be copied before assessing it*)

6	Calendar Week	BI T3M M9 Year 3	ZANAINAH BINTI AZIZ SEKOLAH KEBANGSAAN PANGKALAN TLDM, PPD MANIUNG, PERAK, Malaysia	English Overall Total IPA submitted: 3	MIW 3 MUTIARA (Total IPA: 3) IPA 1 IPA 2 IPA 3	16-05-2022 — 20-05-2022 Monday 16-05-2022 : 3:00 PM-4:00 PM, 4:20 PM-4:50 PM Tuesday 17-05-2022 : 1:30 PM-2:30 PM, 4:20 PM-4:50 PM Wednesday 18-05-2022 : 2:00 PM-3:00 PM, 5:50 PM-6:20 PM	Open <input type="checkbox"/> Copy <input type="checkbox"/> Remove
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New Record Name	Test - copy
Date	From <input type="text" value="16-05-2023"/> To <input type="text" value="21-05-2023"/>
	<small>Press to change the date as required (By default, dates are within a week. You may change for an additional week)</small>
New Record Year/Session	2023/2024
<input type="button" value="Copy"/> <input type="button" value="Cancel"/>	

- *Rename* the record if necessary
- Enter a specific date
- Press *Copy – Close*

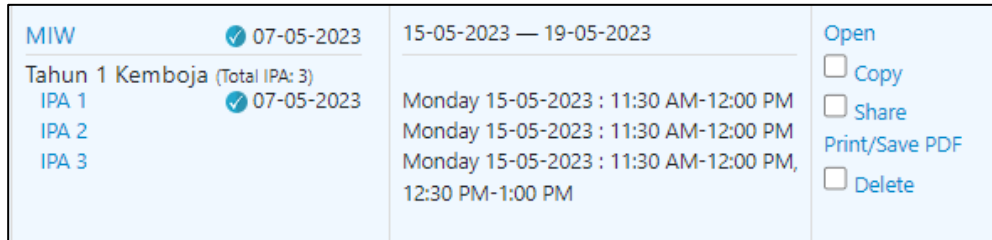
**(3) Find a copied Record**

- Press *Open record*
- The record is displayed
- Open MIW/DLP for editing (*class info*) and fill/edit the planning content if necessary

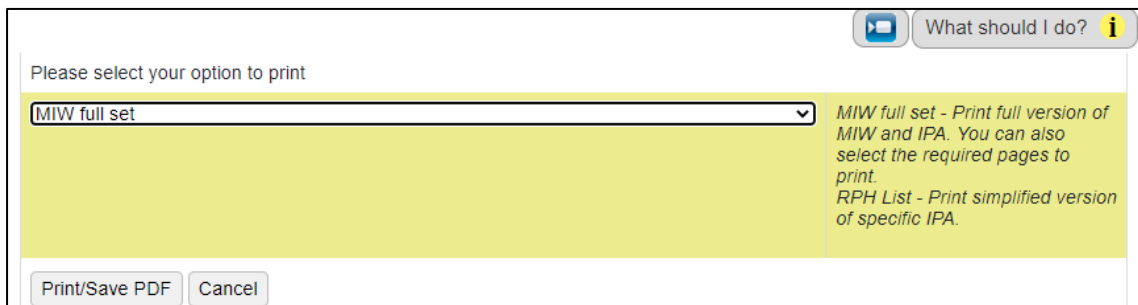
Open Record						
						List of created records
What should I do?						
Class Level:	Subject:	Display Limit:				
All Level	All Subject	10	<a href="#">Search</a>			
No.	Week	Information	Subject	Class & Last Submission Date	Date & Teaching Time	Action
1	Week 21 Teaching Week 10	Test - copy cg_primary_1stgrade	Science Overall Total DLP: 1	- Submitted for endorsement MIW 1 Alpha (Total DLP: 1) DLP 1		Open <input type="checkbox"/> Copy <input type="checkbox"/> Share Submit for endorsement <input type="checkbox"/> Delete

**C. PRINT/SAVE PDF (optional)**

- Press *Open record* from the main page
- Press on the *Print/Save PDF*
- Please select the options available on the *Print/Save PDF* menu according to the printing device (*printer menu*)
- Select “*Print*” or “*Save PDF*”
- Select the name of the folder you want to save on your computer



- **Option 1:** By default – *Print/Save PDF: Full set of MIW* – Print the full version of MIW and IPA.
  - You can also select the pages to Print/Save the PDF.
- **Option 2:** Print/Save a simplified IPA
  - Press *IPA list* – Print/Save a simplified version of the specific IPA
  - Press *Print/Save PDF*



**SUMMARY**

- ✓ Open Record
- ✓ Share Record
- ✓ Print & Save PDF file