# THE COLLABORATIVE INTRUCTIONAL DESIGN SYSTEM

(CIDS)

An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21st 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.
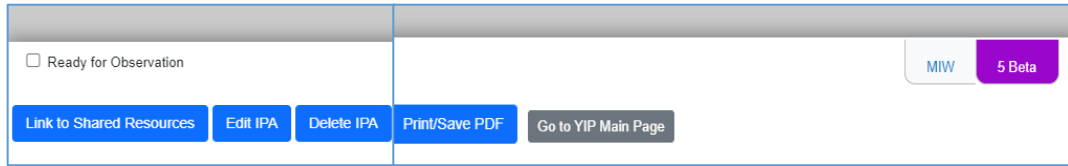
A. OPEN RECORD – for editing

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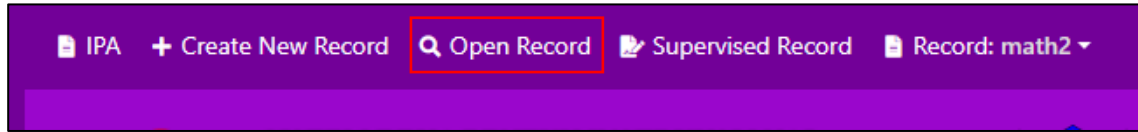
- By default, the page is in the current month and on the first page *(if more than 1 page)*
- Press the month and page number if the record is not in the current month
- Press **Open**

- 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.

Ready for Observation						MIW	5 Beta
Link to Shared Resources	Edit IPA	Delete IPA	Print/Save PDF	Go to YIP Main Page			

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	Open □ Copy □ Share Submit for endorsement □ Delete

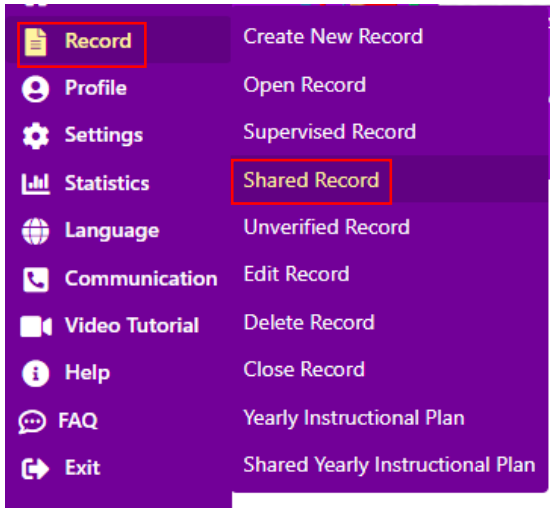| Receivers' ID		Press to select or fill in ID users Press enter for each time of the operation
Sharing option	Share & Edit ⌄	**Share & Edit** – Share record with others **Share & Edit Synchronously** – share record and able to edit together with others. Editing will effect both records.
Share Return		

(2) Receiving Records (open shared record)

- o   Press *Record – Shared Record*

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

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

(3) Find a copied Record

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

C. PRINT/SAVE PDF *(optional)*

- o Press *Open record* from the main page
- o Press on the *Print/Save PDF*
- o Please select the options available on the *Print/Save PDF* menu according to the printing device *(printer menu)*
- o Select *"Print"* or *"Save PDF"*
- o Select the name of the folder you want to save on your computer
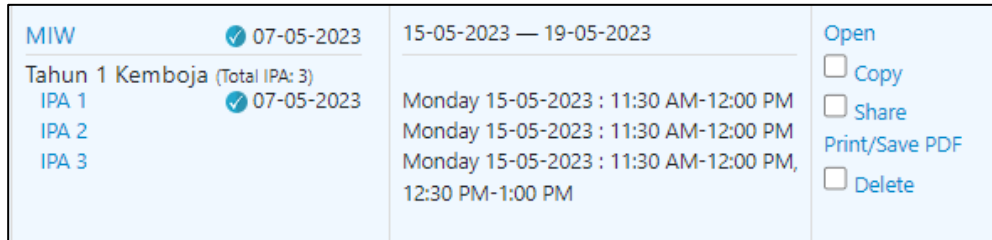
- o **Option 1**: By default – *Print/Save PDF: Full set of MIW* – Print the full version of MIW and IPA.

  - ▪ You can also select the pages to Print/Save the PDF.

- o **Option 2**: Print/Save a simplified IPA
  - ▪ Press *IPA list* – Print/Save a simplified version of the specific IPA
  - ▪ Press *Print/Save PDF*
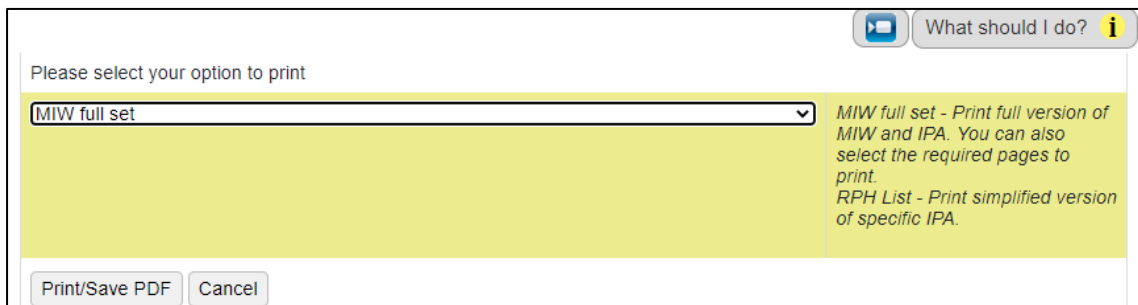
SUMMARY

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