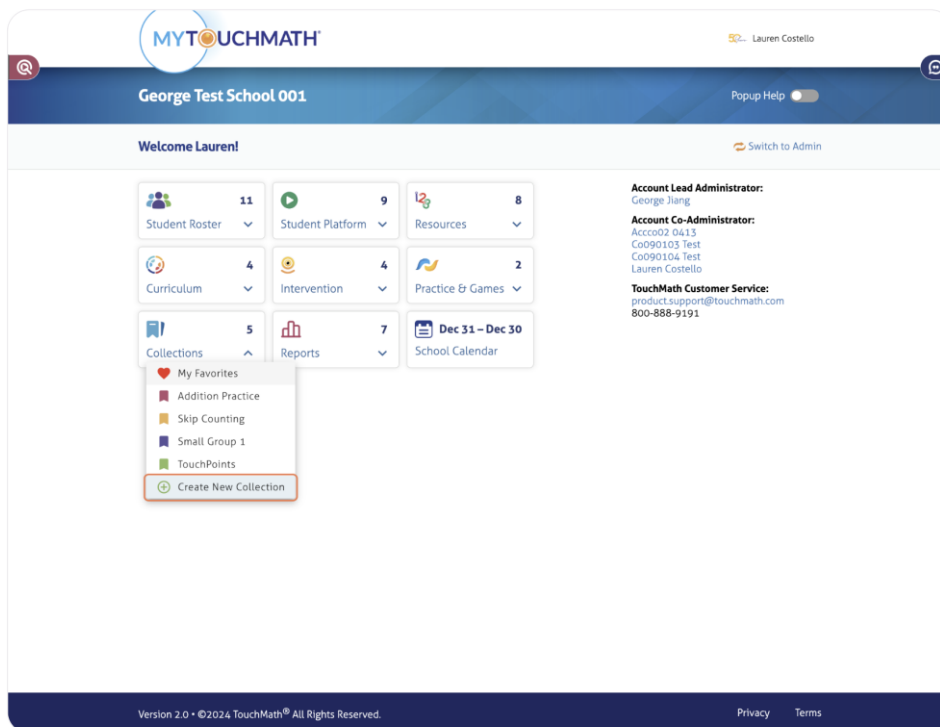


Collections

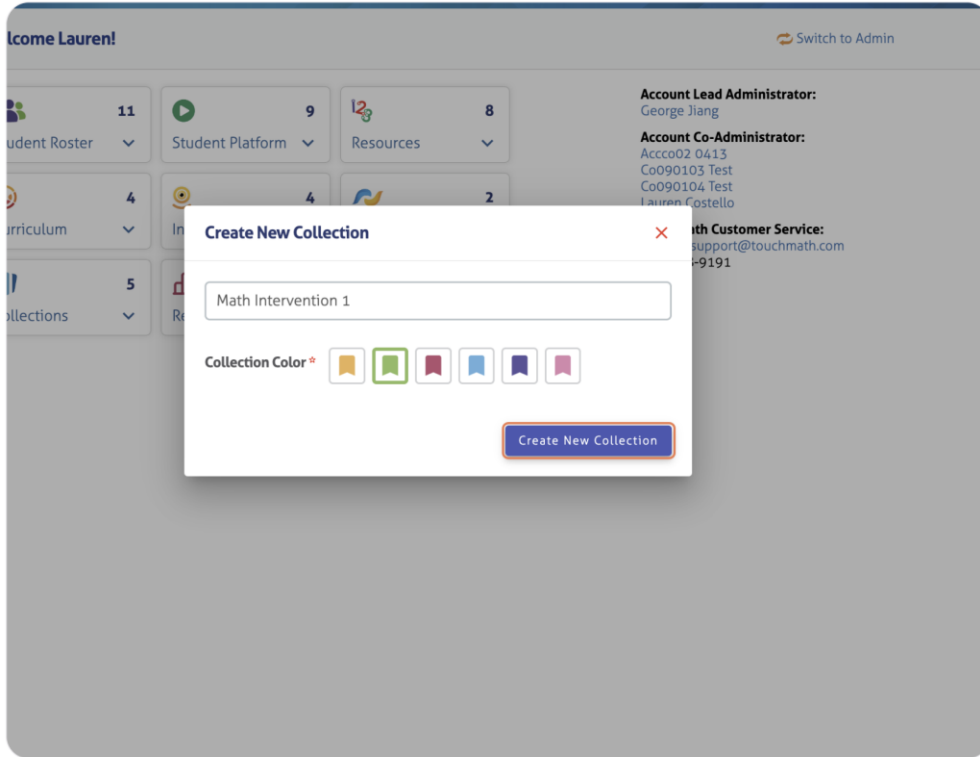
Creating and Using Collections to Store Resources

This guide shows educators and administrators how to create and use Collections. Collections in the TouchMath Digital Solution are saved curriculum sheets, resources, and video tutorials. Collections allow quick and easy access to organized folders of resources and support tools. Collections can be created for specific students, groups of students, math topics or skills, or curriculum resource types (i.e., pretest and posttests, student activity sheets for a specific day or week, etc.).

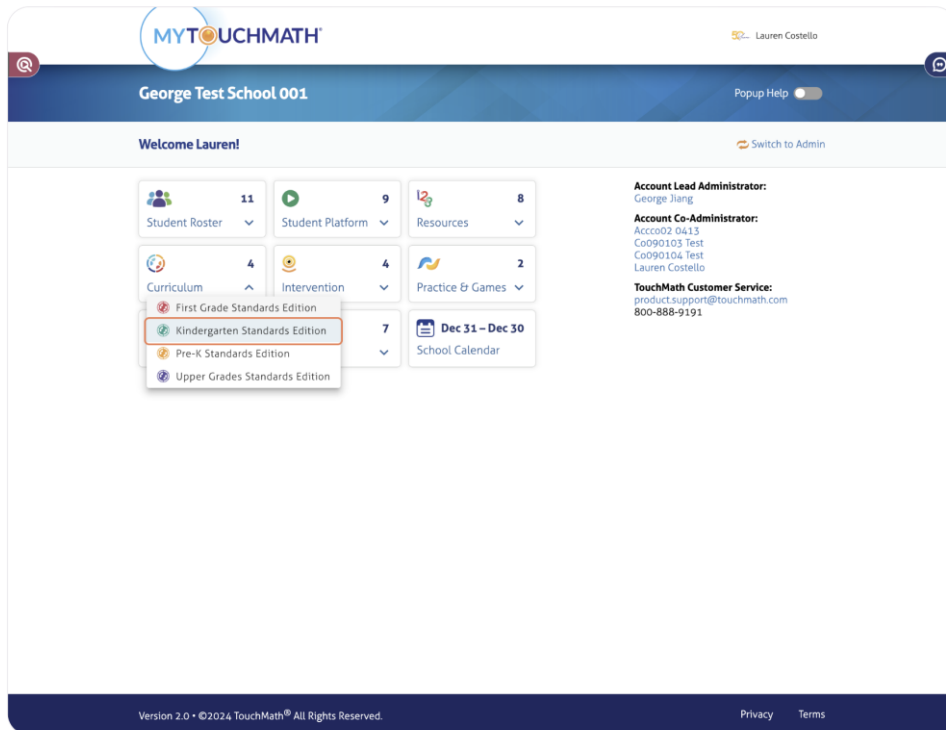
- 1 To view or create Collections, select the dropdown menu on the Collections tile. To create or add a new Collection, select Create New Collection



2 Name the new collection and assign a color. Click Create New Collection



3 To begin adding curriculum sheets to the collection, select the grade or program from the dropdown menu on the Curriculum tile



- 4 Navigate the Teacher Guide by unit, module, and cluster. Select a module from the dropdown list

The screenshot shows the MY TOUCHMATH interface for George Test School 001. The user is in the 'Curriculum' section, viewing 'Kindergarten Standards Edition'. The 'Unit 1: Numbers & Operations Level 1' dropdown is selected. The 'Module' dropdown menu is open, showing the following options: Module 1: Representing 0-3, Module 2: Representing 4-5, Module 3: Comparing, Module 4: Addition, Module 5: Subtraction, Module 6: Addition & Subtraction, and Unit Assessments. The 'Cluster' dropdown is currently empty. The main content area displays a 'Table of Contents' for Unit 1, and the right sidebar contains options for 'Curriculum Sheets', language selection (English/Spanish), and buttons for 'PRO Intervention', 'Digital Skills Practice', and 'Progress Monitoring'.

- 5 Select a cluster from the dropdown list

The screenshot shows the MY TOUCHMATH interface for George Test School 001. The user is in the 'Curriculum' section, viewing 'Kindergarten Standards Edition'. The 'Unit 1: Numbers & Operations Level 1' dropdown is selected, and the 'Module 1: Representing 0-3' dropdown is also selected. The 'Cluster' dropdown menu is open, showing the following options: Cluster 1: Representing 0-2, Cluster 2: Representing 3, Module Posttest, and Module Wrap-Up. The main content area displays a 'Module Overview' for 'Representing 0-3', and the right sidebar contains options for 'Curriculum Sheets', language selection (English/Spanish), and buttons for 'PRO Intervention', 'Digital Skills Practice', and 'Progress Monitoring'.

- 6 Navigate the teacher guide using the arrows, or find a specific page from the dropdown list

The screenshot shows the MY TOUCHMATH interface for George Test School 001. The user is logged in as Lauren Costello. The curriculum is set to Kindergarten Standards Edition. The selected unit is Unit 1: Numbers & Operations Level 1, Module 1: Representing 0-3, and Cluster 1: Representing 0-2. The page number 21 is displayed. The main content area shows a curriculum sheet for 'Representing 0-3' with instructions and a cartoon character. The right sidebar contains navigation options: Curriculum Sheets, English/Spanish, Print Selected, Assign Selected to Student, Save Selected to Collection, PRO Intervention, Digital Skills Practice, and Progress Monitoring (Download Spreadsheet).

- 7 Select a curriculum sheet or resource. Click on Save Collected to Collection

The screenshot shows the MY TOUCHMATH interface for George Test School 001. The user is logged in as Lauren Costello. The curriculum is set to Kindergarten Standards Edition. The selected unit is Unit 1: Numbers & Operations Level 1, Module 1: Representing 0-3, and Cluster 1: Representing 0-2. The page number 22 is displayed. The main content area shows a curriculum sheet for 'Kindergarten' with instructions and a cartoon character. The right sidebar contains navigation options: Curriculum Sheets, English/Spanish, Print Selected, Assign Selected to Student, Save Selected to Collection, PRO Intervention, Digital Skills Practice, and Progress Monitoring (Download Spreadsheet).

8 Select the box next to the collection name to save the resource

The screenshot shows the TouchMath curriculum interface. At the top, it displays 'Curriculum' and 'Kindergarten Standards Edition'. Below this, there are dropdown menus for 'Unit 1: Numbers & Operations Level 1', 'Module 1: Representing 0-3', and 'Cluster 1: Representing 0-2'. A 'View' dropdown is set to '22'. The main content area shows a lesson page for 'Kindergarten' with 'Activity Sheet 1 Instruction'. The page includes instructions for counting, writing the number zero, and coloring. On the right side, there is a 'Curriculum Sheets' dropdown menu with a list of collections: 'My Favorites', 'Addition Practice', 'Math Intervention 1', 'Skip Counting', 'Small Group 1', 'TouchPoints', and 'Create New Collection'. The 'Math Intervention 1' collection is highlighted with a red box, indicating it is selected.

9 After successfully saving a curriculum sheet or resource, a green Added to Collection notification will appear

The screenshot shows the same TouchMath curriculum interface as in the previous image, but with a green notification banner at the top that says 'Added to Collection.' The notification banner is positioned above the 'Curriculum' and 'Kindergarten Standards Edition' dropdowns. The rest of the interface, including the lesson page and the collection selection menu, is identical to the previous image. The 'Math Intervention 1' collection is still highlighted with a red box.