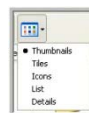
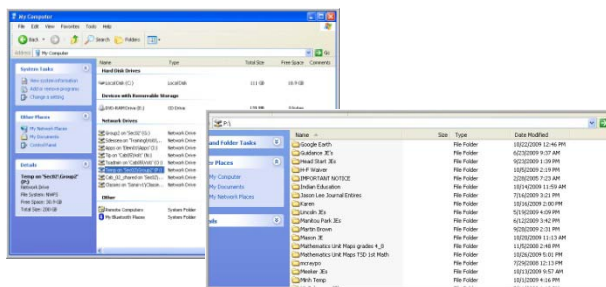


Navigating Your Elementary Unit Maps

Locating Your Grade Level Math Folder

Use the following steps to locate your grade level math folder from the P Drive. Note, you can only access this drive from within the district.

1. Open My Computer
2. Open the P Drive (Temp on 'Sec02/Groups2' (P) Network Drive)
3. Open appropriate Mathematics Unit Maps folder. (Mathematics Unit Maps grades 4_8 really contains grades K-8, and Algebra.)
4. If need be, switch to Detail View to see Date Modified. This may help you decide which folder to open.
5. Double Click to open your folder.

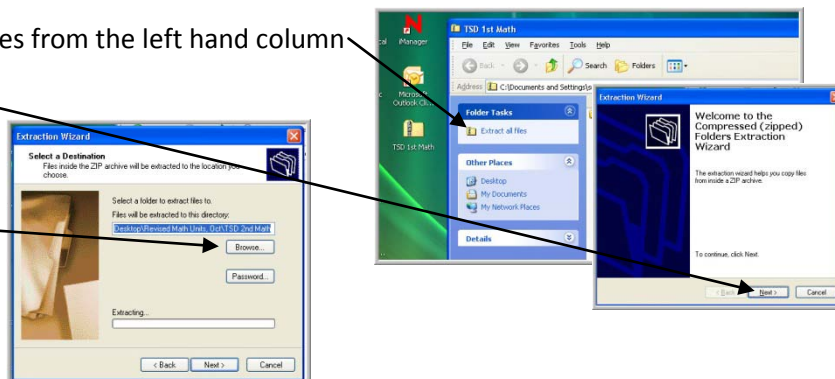


Name	Size	Type	Date Modified
Algebra 1 Curriculum Map	30,714 KB	Microsoft Office Word...	5/18/2009 10:30 AM
Algebra 2 Curriculum Map	45,174 KB	Compressed Zippe...	6/20/2009 9:24 AM
ElementMathUnit	5,423 KB	Shockwave Flash O...	9/6/2009 9:58 AM
TSD 1st Math	4,448 KB	Compressed Zippe...	10/21/2009 2:04 PM
TSD 2nd Math	5,077 KB	Compressed Zippe...	10/26/2009 3:00 PM
TSD 4th Math	36,734 KB	Compressed Zippe...	9/15/2009 2:44 PM
TSD 5th Math	15,538 KB	Compressed Zippe...	9/16/2009 9:12 AM
TSD 6th Math	45,810 KB	Compressed Zippe...	9/23/2009 11:56 AM
TSD 7th Math	68,312 KB	Compressed Zippe...	9/23/2009 11:58 AM
TSD 8th Math	47,232 KB	Compressed Zippe...	9/23/2009 11:57 AM
TSD K Math	1,494 KB	Compressed Zippe...	10/22/2009 9:55 AM
Unit Maps on the Website	1,242 KB	Microsoft Office Word...	12/2/2008 1:29 PM

Opening Your Grade Level Folder

Your Math Units folder will be a zipped or compressed folder. In order to open it and have everything work properly it must be extracted, or unzipped. To do this...

1. Select Extract all Files from the left hand column
2. Click Next
3. Select Browse.



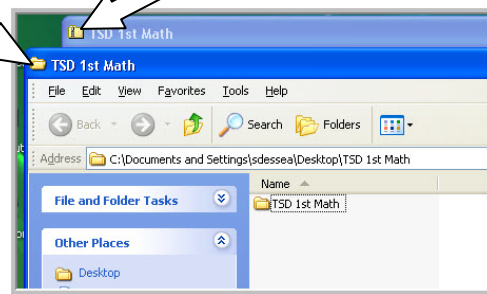
4. Select Desktop
And click Ok



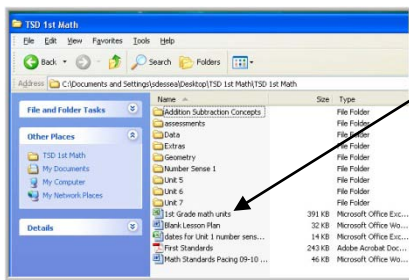
5. Click Next. Wait! The extracting may take a few minutes. Once it is done, the finish button will appear. You will see the scrolling line indicating it is extracting.
6. Click Finish
7. Your new folder will open with the files ready to be used.
8. The folder still showing the zipper in the upper left corner can now be closed. You will only work out of the extracted folder. It has the open folder icon in the upper corner.

New Folder ready to use

Old "Zipped" folder to be closed

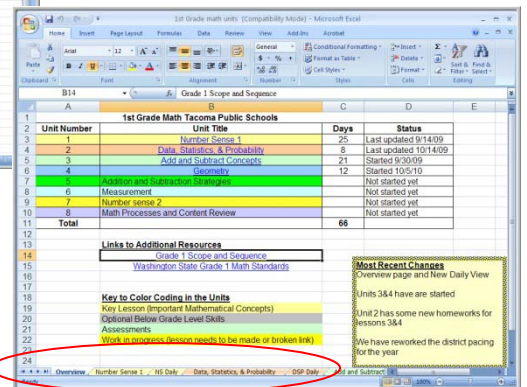
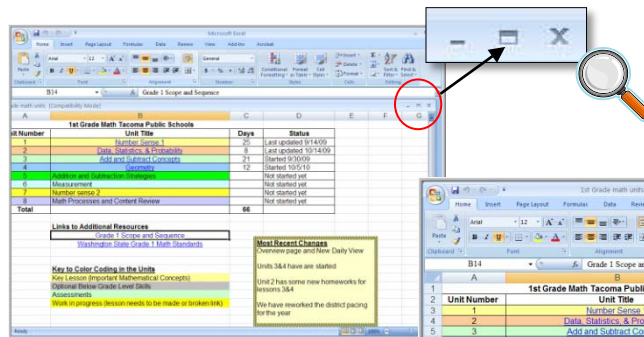


Using the Excel Spreadsheet



The Excel Spreadsheet titled "1st Grade Math Units" or similar will be your main document. Double click this to open it.

Where are the Tabs? Often when you first open an Excel spreadsheet, you cannot see the tabs across the bottom. To fix this, you need to maximize the inside page.

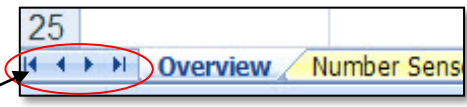


Tabs

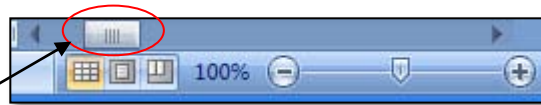


After doing this, you should be able to see the tabs across the bottom of your spreadsheets.

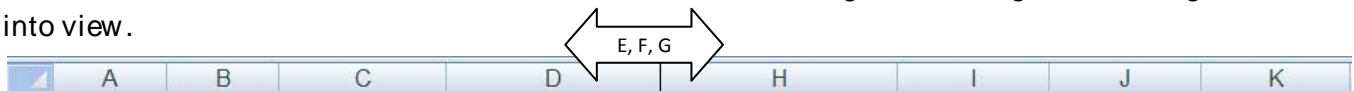
Navigating through the spreadsheets: You can click on the tabs across the bottom of the spreadsheet to bring specific sheets to the top.



Clicking on the arrows in the lower left corner will scroll you further through the tabs, left or right.



Using the slider in the lower right corner will scroll the worksheet to the right if there is content in the columns that are out of view. Some of the worksheets have columns “Frozen.” This means when you slide to the right, part of the worksheet will scroll, leaving the columns on the left still in place for you. You will know that is happening if you see the column headings across the top skip letters as you scroll. You can see here that columns E-G are not visible. Scrolling to the left again will bring them back into view.

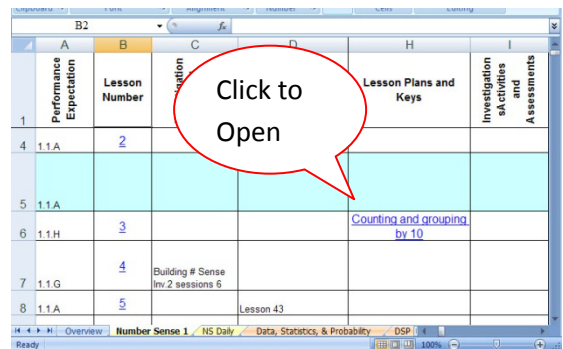


You may also need to scroll down or back up using the scroll bar on the right hand edge of your worksheet.

Using Links Within The Documents

In order for your links to work, you must have opened your compressed folder properly. Please refer to **Opening Your Grade Level Folder**, earlier in this handout for directions.

Anytime you see blue underlined text; that is a link. If you click on it, it will either open the document it is referring to, or take you to another location such as a website. If you hover your mouse over the blue text without clicking, you will be able to see if it is a document or another type of link.



When you click on the link to open it, it will open the item and add that item to the task bar across the bottom of your screen as well.

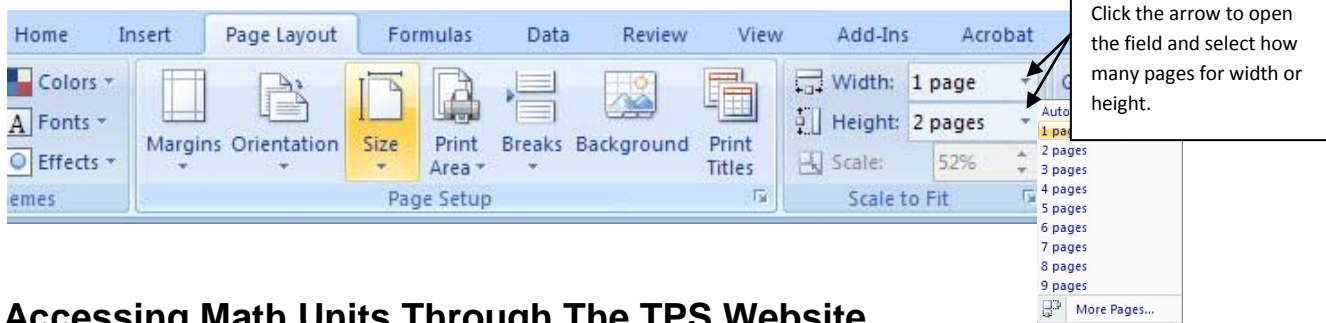
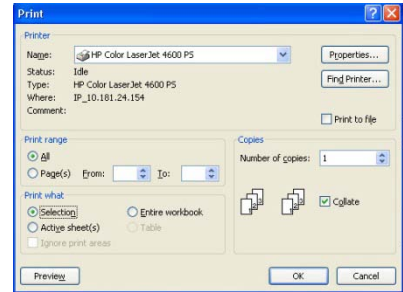


Here I can see my Word document ([Counting and Grouping by 10](#)) is open, and my Excel spreadsheet is also still open. If I click on the Microsoft Excel icon, it will bring me right back to the spreadsheet.

Printing

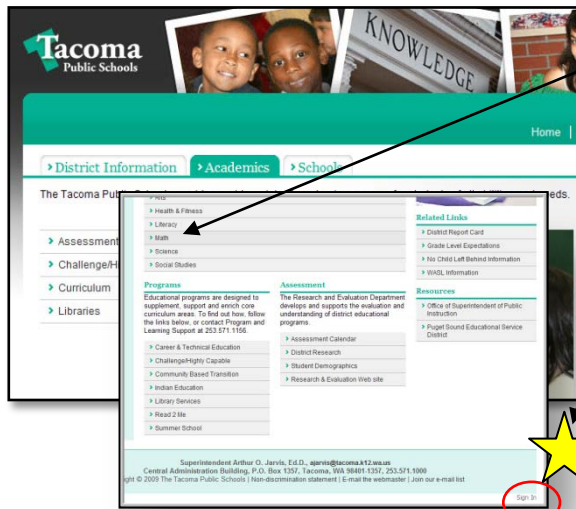
Printing an Excel spreadsheet can sometimes be tricky. It often can use many sheets of paper, and not fit like you expect. Here are some suggestions:

1. Print only what you need. To do this, click and drag your mouse over the area you wish to print. From the print menu, select the "Selection" button.
2. If you wish to print all of the worksheet, specify how much paper to use. From the **Print Layout** tab, in the **Scale to Fit** group, you can specify how many pages to use for the width and height. This will shrink up the worksheet to fit in the desired space. Keep in mind, if you have a large spreadsheet and you tell it to fit on one page, it will shrink it up to a point where you may not be able to read it.

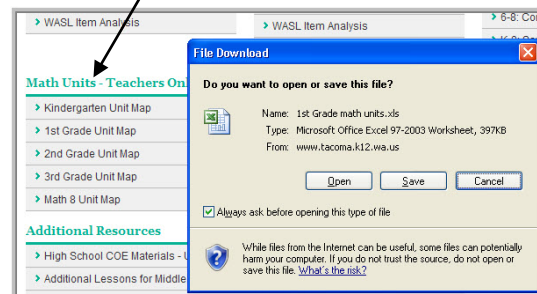


Accessing Math Units Through The TPS Website

You can also access some of the math files through the TPS Website. To do this...



1. Select Academics from the home page.
2. Select Math.
3. In the lower right corner, click Sign In.
4. Under Math Units – Teachers Only, select your grade, then click Open.



Additional Tips

Renaming Folders: It can be difficult to tell which folder is old and which is new. You can rename folders, adding a date or specific descriptor. To do so, right click on the folder and select Rename from the menu. Adding the date and month will help you keep track of the folders, as well as ensure that the new folder does not overwrite and replace your current folder.

