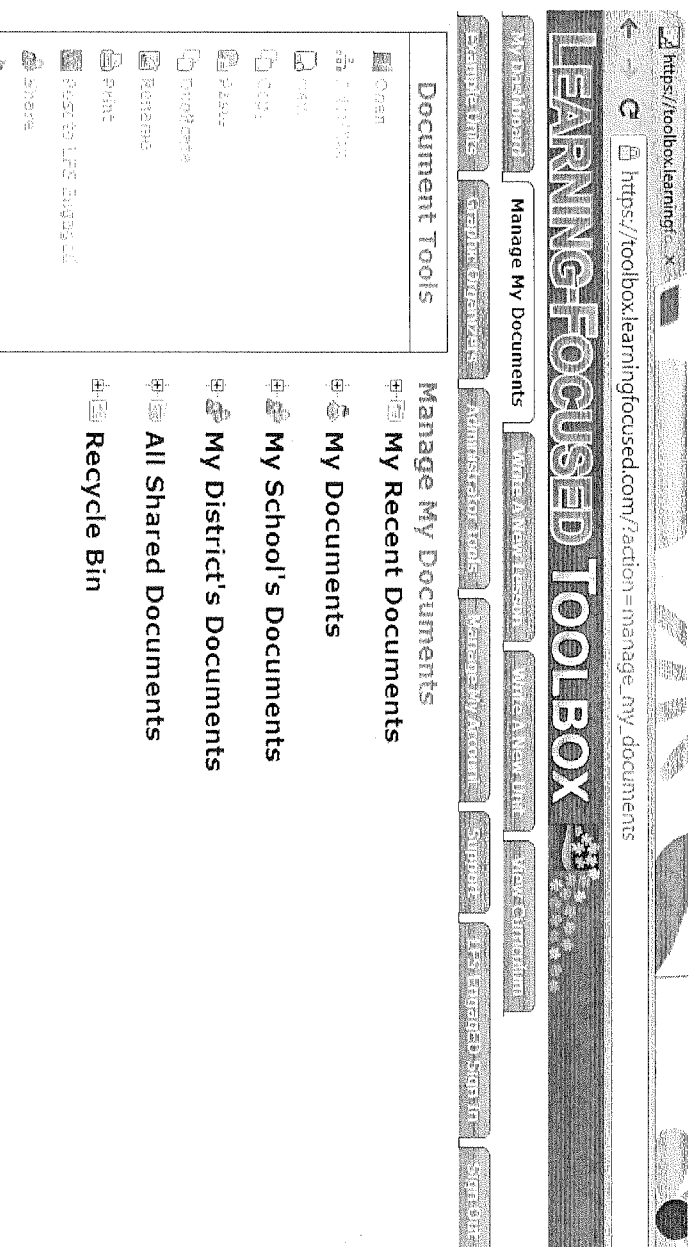


How to Copy a KUD or SLM in the LFS Toolbox:

These instructions can be used to copy from Northern Tioga Curriculum to "My Documents" in the LFS Toolbox or to copy a shared KUD or SLM from another teacher (in or outside the district). It could be used to copy lessons as well. This will allow you to create your lessons using the district's KUD's and SLM's.

You will also find that using **Google Chrome** or **Mozilla Firefox** works better with the LFS toolbox site.

1. Go to <https://toolbox.learningfocused.com/>
2. Login your LFS account (most teachers use their work email address and selected password)
3. Go to the tab "Manage My Documents" (see below, in black, bold font)



4. Click on My Districts Document (if copying from the district's curriculum). Clicking on the + sign opens up the folders. You may copy a course, unit or whatever you wish. The process is essentially the same for copying anything in the toolbox. If you copy a course you will have everything from it and can save it in your documents. This example will use the course "Algebra I"

LEARNING-FOCUSED TOOLBOX

My Dashboard

Manage My Documents

Write A New Lesson

Write A New Unit

View CU

Example Units

Graphic Organizers

Administrator Tools

Manage My Account

Support

Document Tools

- Open
- Prioritize
- New
- Copy
- Paste
- Duplicate
- Rename
- Print
- Post to LFS Engaged
- Share
- Pin
- Publish
- Attach Files
- Properties
- Delete

Manage My Documents

My School's Documents

My District's Documents

- NORTHERN TIOGA SD
- Curriculum: Northern Tioga Curriculum**
- Folder: Agricultural Department
- Folder: Art
- Folder: Business Education
- Folder: Career Awareness
- Folder: English Language Arts
- Folder: Family Consumer Science/Culinary
- Folder: Foreign Language
- Folder: Health/Drivers Ed.
- Folder: Humanities
- Folder: Industrial Arts/Engineering
- Folder: Leadership
- Folder: Life Skills
- Folder: Math
- Folder: Music
- Folder: Physical Education
- Folder: Science
- Folder: Social Studies
- Folder: Spanish

- Open the Math curriculum (use the + sign to open), go to Algebra I and click once on it so that it is highlighted in blue (The LFS toolbox is not like Internet Explorer or Word where everything is a double click. It takes one click.)

After highlighting Algebra I (in blue) go to Document Tools on the left and click "Copy"

My Dashboard

Manage My Documents

Write A New Lesson

Write A New Unit

View Curriculum

Example Units

Graphic Organizers

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Support

HS-ED92

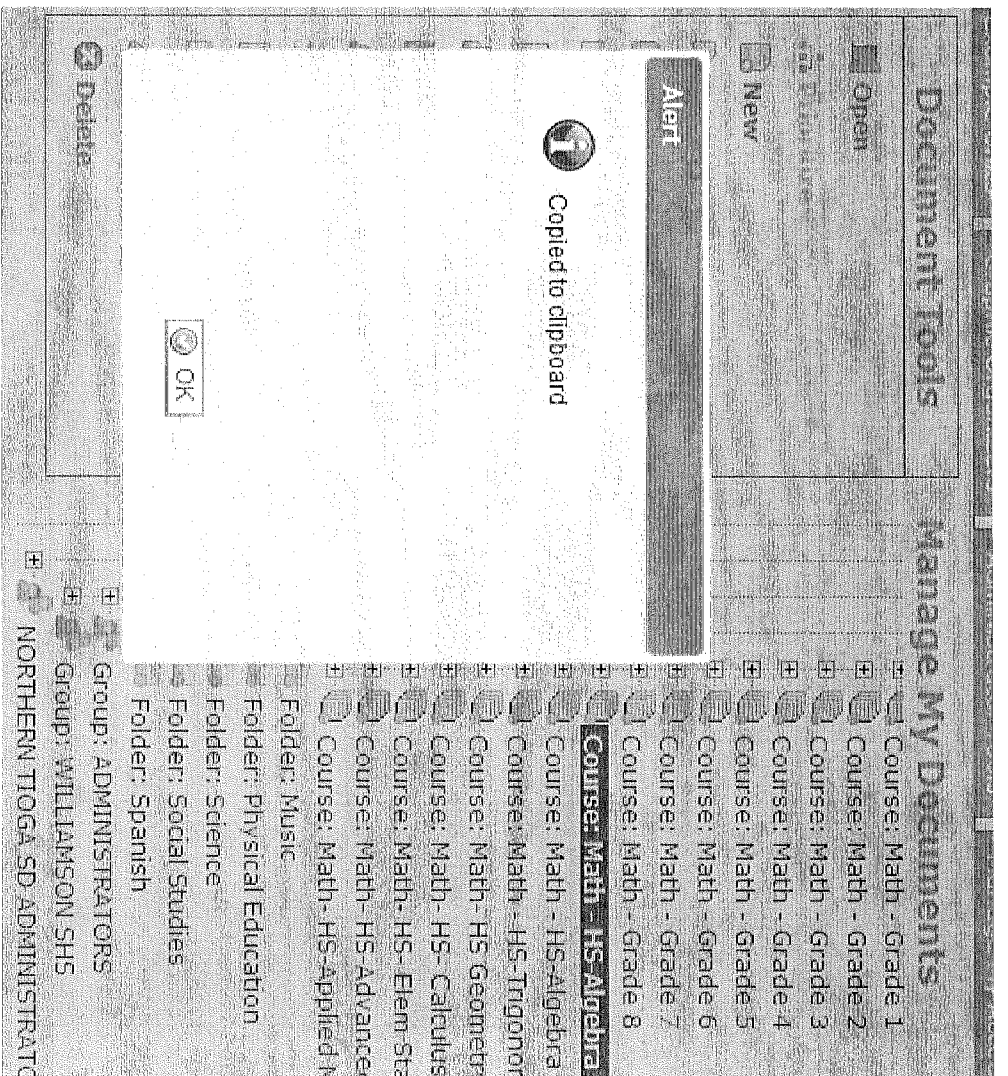
Document Tools

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- Share
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- Publish
- Attach Files
- Properties

Manage My Documents

- Course: Math - Grade 1
- Course: Math - Grade 2
- Course: Math - Grade 3
- Course: Math - Grade 4
- Course: Math - Grade 5
- Course: Math - Grade 6
- Course: Math - Grade 7
- Course: Math - Grade 8
- Course: Math - HS-Algebra I**
- Course: Math - HS-Algebra II
- Course: Math - HS-Trigonometry
- Course: Math - HS-Geometry
- Course: Math - HS-Calculus
- Course: Math - HS-Elementary Statistics
- Course: Math - HS-Advanced Math Topics
- Course: Math - HS-Applied Math
- Folder: Music
- Folder: Physical Education
- Folder: Science
- Folder: Social Studies
- Folder: Spanish

6. It will then say "copied to clipboard (see visual below). Then click "ok."



7. Scroll up from the Northern Tioga Curriculum (same page, same "Manage Documents" Tab) and go to "My Documents"

Highlight (one click) "My Documents" as seen below and using the "Document Tools" on the left click "Paste"

A copied version will appear under your documents. This same process is used to copy anywhere in the LFS Toolbox. It allows you to create lessons under the units and save them in the toolbox.

Example Units

Graphic Organizers

Administrator Tools

Manage My Account

Support

Document Tools

Open

Prioritize

New

Copy

Paste

Duplicate

Remove

Print

Post to LFS Engaged

Share

Pin

Publish

Attach Files

Manage My Documents

My Recent Documents

MY Documents

Unit: 1 Language of Anatomy

Course: 1 Primary Life Skills

Unit: 1a Algebra Review

Unit: 1a Algebra Review

Unit: 1a Algebra Review

Unit: 3 Skin and Body Membranes

Unit: 3 Timbre

Unit: 3 Timbre

Unit: Accounting for Partnerships

Unit: Community Helpers and Work

Unit: English Language Arts Example

ACQ: How to write a lesson?

Course: HS- Chemistry

Folder: Humanities

Folder: Leadership

Folder: Math

8. To open what you have copied use the + sign and click on it (one time) then use the document tool "Open" to write into the Unit, Lesson, etc.

My Dashboard

Manage My Documents

Write A New Lesson

Write A New Unit

View Curriculum

Example Units

Graphic Organizers

Administration Tools

Manage My Account

Support

LFS Engage33

Document Tools

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Manage My Documents

- Course: Math - Grade 1
- Course: Math - Grade 2
- Course: Math - Grade 3
- Course: Math - Grade 4
- Course: Math - Grade 5
- Course: Math - Grade 6
- Course: Math - Grade 7
- Course: Math - Grade 8
- Course: Math - HS-Algebra I**
- Course: Math - HS-Algebra II
- Course: Math - HS-Trigonometry
- Course: Math - HS-Geometry
- Course: Math - HS-Calculus
- Course: Math - HS-Element Statistics
- Course: Math - HS-Advanced Math Topics
- Course: Math - HS-Applied Math
- Folder: Music
- Folder: Physical Education
- Folder: Science
- Folder: Social Studies
- Folder: Spanish
- Group: ADMINISTRATORS
- Group: WILLIAMSON SHS