



Table of Contents (TOC) - Using

Tables of Contents - TOCs - are special tables used for accessing Exhibit cards. Related lesson: Table of Contents - Tailoring.

Open a profile to a Topic that is underlined on the Topic menu.

The screenshot shows a software interface with a pink border. It features four dropdown menus: 'Name' (Demo, Ann K-5), 'Timeframe' (2000-01 School Year), 'Domain' (Language Arts), and 'Topic'. The 'Topic' dropdown is open, showing three options: 'Writing Contents' (which is underlined), 'Reading Contents', and 'Speaking - Listening Contents'. A red box highlights the 'Topic' label. A red arrow points from the underlined text to the right.

***Underlined
Topics HAVE
Tables of Contents***

The screenshot shows a software interface with a yellow border. It features four dropdown menus: 'Name' (Demo, Ann K-5), 'Timeframe' (2000-01 School Year), 'Domain' (Academic History), and 'Topic'. The 'Topic' dropdown is open, showing five options: 'Awards, Honors' (which is not underlined), 'Life and Career Skills - Grade 5', 'Extracurriculars', 'Interventions - Academic', and 'Interventions - Behavior'. A red box highlights the 'Topic' label. A red arrow points from the text 'No underline, no TOC' to the 'Awards, Honors' option.

***No underline,
no TOC***



To see a card: Double-click it on the Table of Contents.

Click Click

Created	Example Card	Template
7/14/09	Read Aloud - Summer Session	Read Aloud
6/17/01	Grade 5 Best Writing	Writing_Grade 5
6/17/01	Grade 4 Writing	Writing_Grade 4
6/17/01	If Martians Came to Our School	Writing_Grade 3
6/17/01	Pets	Writing_Grade 2
6/17/01	Weather Writing	Writing_Grade 1
6/17/01	On the Playground	Writing_Kindergarten

Alternately: Click once to select an Example Card and click the Eye.



To ADD an Example card to the Portfolio, click New.

The screenshot shows a software interface for managing writing content. At the top, there's a title bar that says "Demo, Ann K-5 | Writing Contents". Below that, there's a form with several fields: "Name:" (Demo, Ann K-5), "Timeframe:" (2000-01 School Year), "Domain:" (Language Arts), and "Topic:" (Writing Contents). To the right of these fields, there's an "ID:" field and a "Modified:" date (10/3/05). Below the form, there's a table with three columns: "Created", "Example Card", and "Template". The table contains several rows of data. In the top right corner of the table, there's a "New" button, which is highlighted with a red box. Below the table, there's a "Browse" button and a scrollbar.

Created	Example Card	Template
7/14/09	Read Aloud - Summer Session	Read Aloud
6/17/01	Grade 5 Best Writing	Writing_Grade 5
6/17/01	Grade 4 Writing	Writing_Grade 4
6/17/01	Pets	Writing_Grade 2
6/17/01	Weather Writing	Writing_Grade 1
6/17/01	On the Playground	Writing_Kindergarten
6/16/01	If Martians Came to Our School	Writing_Grade 3

From here you can add a card to the open profile ONLY, or, to some or ALL profiles in the class.



1,2 - Enter a name and date; 3 - choose an Example template; 4 - click Choose Profiles.

Add New Example Card

Specify Example Template Choose Profiles 4

Create a New Example Card

* Named: Read Aloud - 2nd Summer Session 1

* Dated: 7/14/09 2

* Using the selected example template Other Choices...

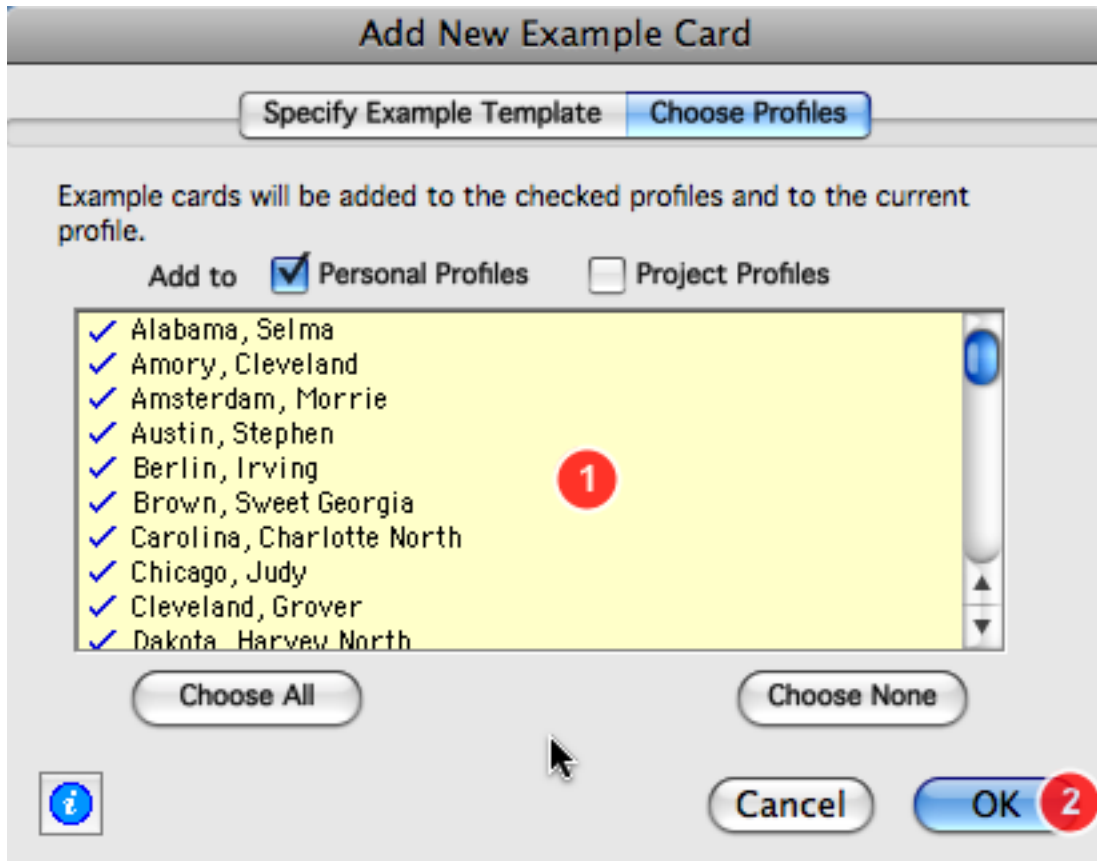
Reading Log - Minutes
Skills_Reading K-3 3
Skills_Lit Appreciation 4-6
Read Aloud
Reading Comparison
Reading - Video

Cancel OK

If at step 3 you do not see the template you want, you can look at Other Choices (click the button) in different tailor sets, if your site has them. Most of the time what you need should be on this list. If you only want to add the new card to the open profile and no others, click OK at step 4 instead of Choose Profiles; skip the next step.



Click names of all those who will get the Example card. Click OK.



The new card will be added to all checked profiles. It is always added to the open profile, whose name does not appear on the list. You'll see Progress messages and a Message log. Check profiles to see the new Example card.

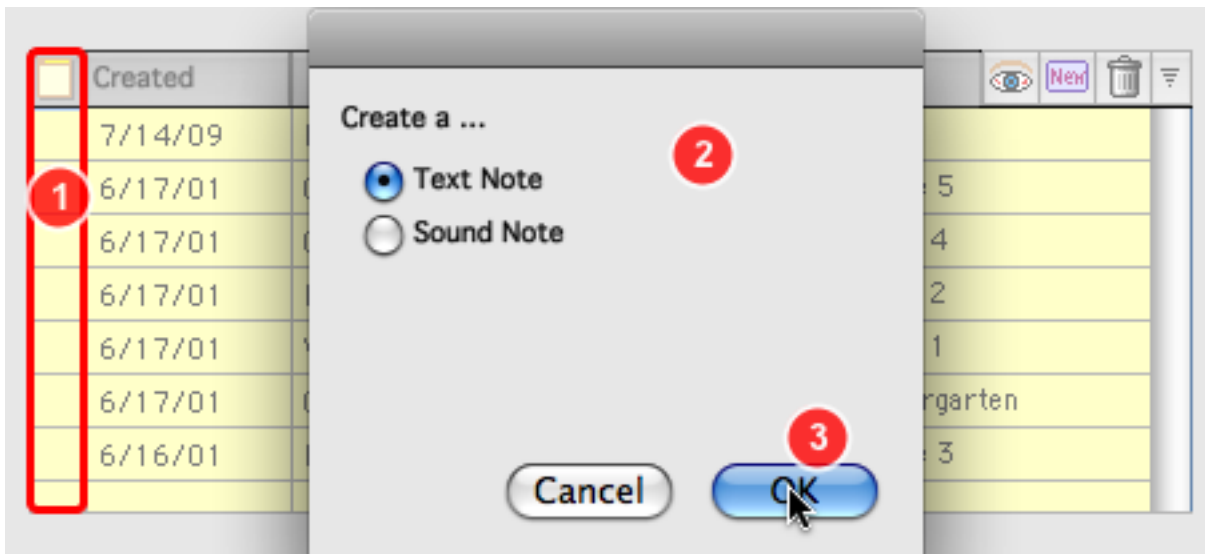


To REMOVE a card from a profile: Select it on the Table of Contents and click the Trash Can. Confirm the deletion.

<input type="checkbox"/>	Created		Template
<input type="checkbox"/>	7/14/09	Read Aloud - 2nd Summer Session	Read Aloud
<input type="checkbox"/>	7/14/09	Read Aloud - Summer Session	Read Aloud
<input type="checkbox"/>	6/17/01	Grade 5 Best Writing	Writing_Grade 5
<input type="checkbox"/>	6/17/01	Grade 4 Writing	Writing_Grade 4
<input type="checkbox"/>	6/17/01	Pets	Writing_Grade 2
<input type="checkbox"/>	6/17/01	Weather Writing	Writing_Grade 1
<input type="checkbox"/>	6/17/01	On the Playground	Writing_Kindergarten

Note: The card is removed ONLY from the open profile. If you want to remove a card from everyone's profile, you could do it profile by profile, or use Purge Data. See the Lesson, Purge Data.

To ADD a NOTE about the student's Example Card: Click a line in the Note column.



Decide on Text or Sound and click OK.



To REMOVE a NOTE: Select the Note Icon and click the Trash Can. Confirm the deletion.

	Created		Template				
	7/14/09	Read Aloud - Summer Session	Read Aloud				
	6/17/01	Grade 5 Best Writing	Writing_Grade 5				
	7/01	Grade 4 Writing	Writing_Grade 4				
	6/17/01	Pets	Writing_Grade 2				
	6/17/01	Weather Writing	Writing_Grade 1				
	6/17/01	On the Playground	Writing_Kindergarten				
	6/16/01	If Martians Came to Our School	Writing_Grade 3				