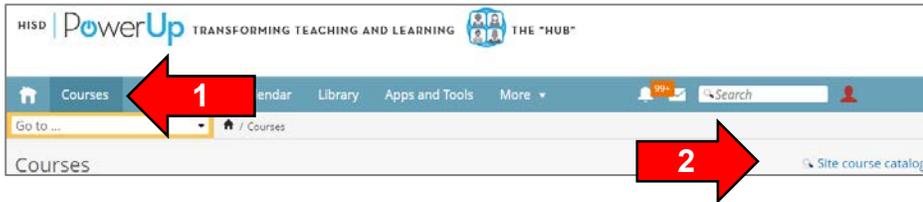


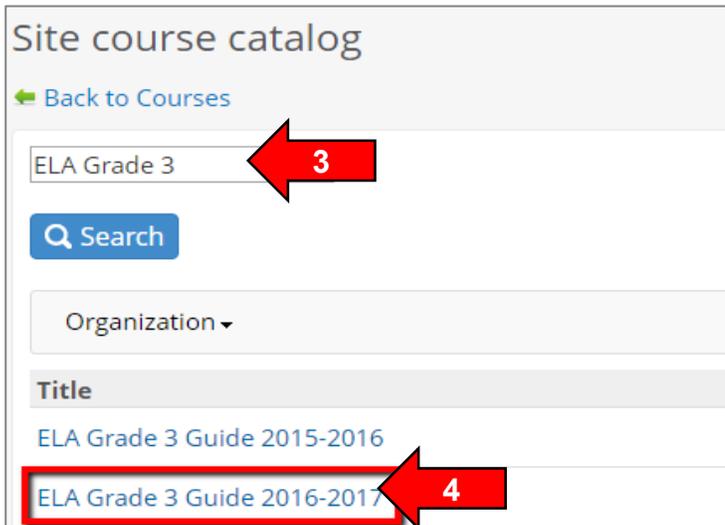


For the 2016-2017 year, all Elementary Curriculum documents will be accessible via the HUB. Teachers will need to self-enroll into the Curriculum Guide courses via the Site Course Catalog.

### Self-Enrolling the Secondary Curriculum Courses



1. Log into the HUB and click **Courses** in the site toolbar.
2. Click the **Site Course Catalog** link to the right.



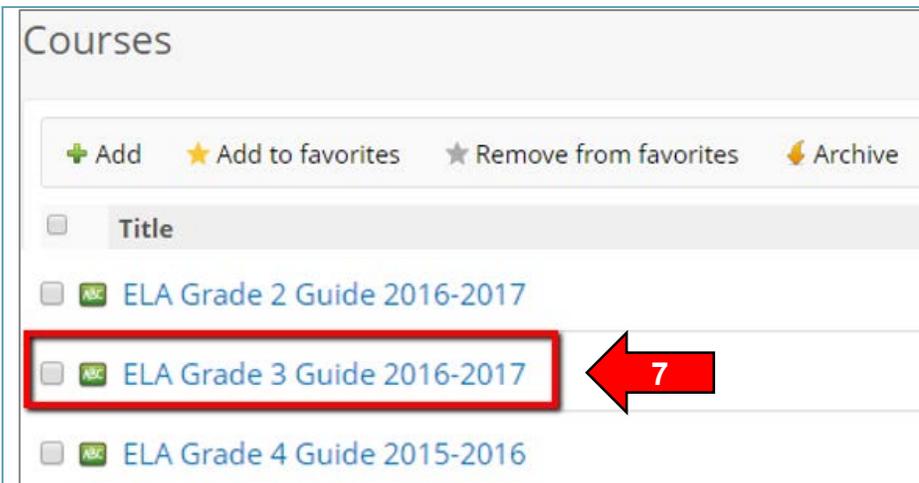
3. In Search box, enter the subject or grade level you are looking for. Generally, courses are named <Subject> then <Level> then "Guide," such as "ELA Grade 3 Guide" or "Math Grade 3 Guide."

4. Click on the title of the course from the list.

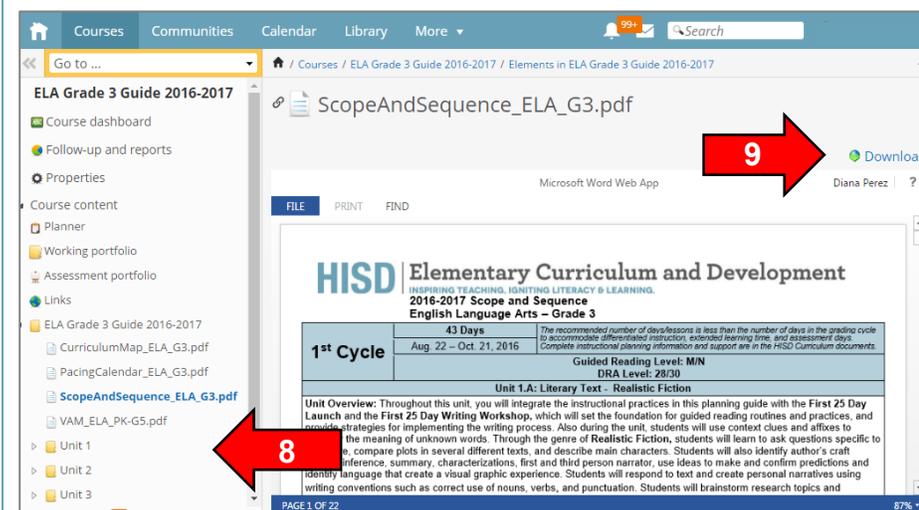
5. Click on the **Enroll in the Course** button.

6. When you are successfully enrolled you will get the confirmation message.





- Click on **Courses** in the site toolbar. The course you just enrolled in should now show in your list. Click on the title to enter it.



- Once in a course, the curriculum documents will appear under the course tree towards the bottom of the left navigation
- To download a document to your computer, click the **Download** link at the top right of the document screen.

## Frequently Asked Questions

### *I can't find the course for my content area. What should I do?*

Open up a Help Desk ticket using the Instructional Help button on the District Dashboard when you first log into the HUB (see right). Make sure to include the subject area and grade level of the course in question.

**My Courses list is too long. Can I remove myself from a Curriculum Guide Course?** Yes. Enter the course you want to remove from your list and click on **Properties** in the left navigation. You should get a button to withdraw yourself from the course. If you don't, open up a Help Desk ticket using the Instructional Help button on the District Dashboard and include the name of the course you are trying to withdraw from.

