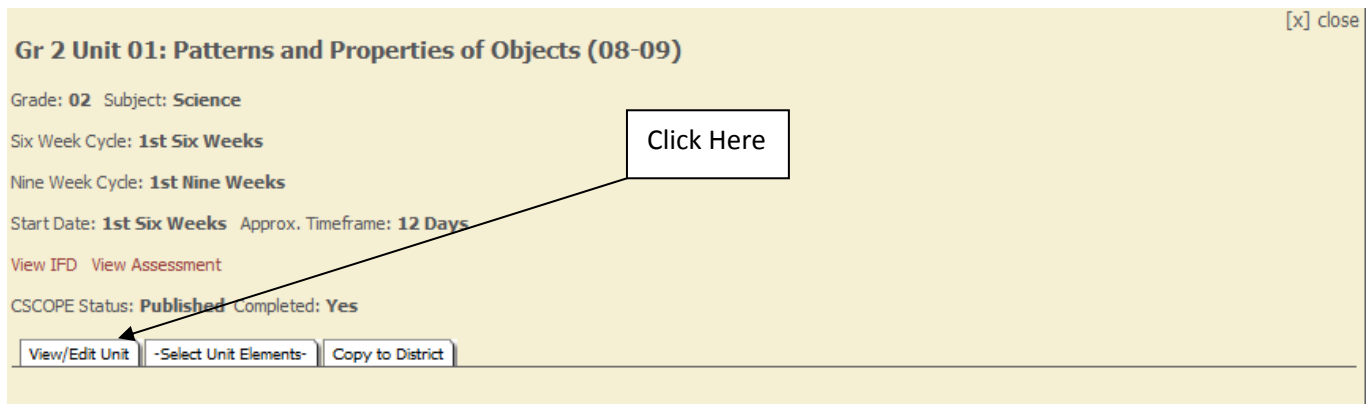


# Managing Unit Feedbacks

## Submitting a Feedback

**Note:** to submit a unit feedback for a particular unit, you must be working in the unit first. This is accomplished by finding the unit on the YAG and then clicking the “view/edit unit” link.

Click the “**View/Edit Unit**” link

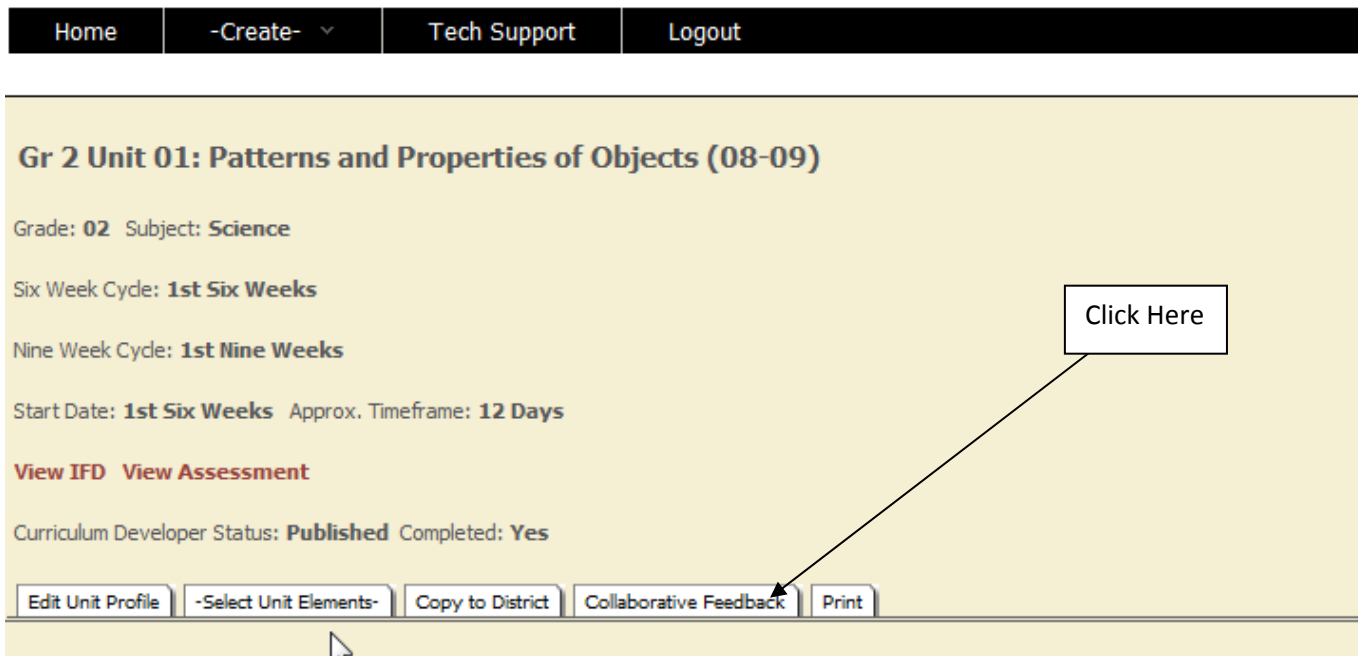


This screenshot shows a unit page for "Gr 2 Unit 01: Patterns and Properties of Objects (08-09)". The page includes a close button in the top right corner. The unit details are as follows:

- Grade: **02** Subject: **Science**
- Six Week Cycle: **1st Six Weeks**
- Nine Week Cycle: **1st Nine Weeks**
- Start Date: **1st Six Weeks** Approx. Timeframe: **12 Days**
- View IFD View Assessment
- CSCOPE Status: **Published** Completed: **Yes**

At the bottom of the page, there are three buttons: "View/Edit Unit", "-Select Unit Elements-", and "Copy to District". A box labeled "Click Here" has an arrow pointing to the "View/Edit Unit" button.

Click the “**Collaborative Feedback**” link



This screenshot shows the same unit page as above, but with a "Collaborative Feedback" link. The top navigation bar includes "Home", "-Create-", "Tech Support", and "Logout". The unit details are:

- Grade: **02** Subject: **Science**
- Six Week Cycle: **1st Six Weeks**
- Nine Week Cycle: **1st Nine Weeks**
- Start Date: **1st Six Weeks** Approx. Timeframe: **12 Days**
- View IFD View Assessment
- Curriculum Developer Status: **Published** Completed: **Yes**

At the bottom of the page, there are five buttons: "Edit Unit Profile", "-Select Unit Elements-", "Copy to District", "Collaborative Feedback", and "Print". A box labeled "Click Here" has an arrow pointing to the "Collaborative Feedback" button.

## Screen Shot after clicking “Collaborative Feedback”

Gr 2 Unit 03: Investigating Force and Motion (08-09) [x] close

Grade: 02 Subject: Science

Six Week Cycle: 2nd Six Weeks

Nine Week Cycle: 1st Nine Weeks

Start Date: 2nd Six Weeks Approx. Timeframe: 12 Days

[View IFD](#) [View Assessment](#)

CSCOPE Status: Published Completed: Yes

[Edit Unit Profile](#) [-Select Unit Elements-](#) [Copy to District](#) [Collaborative Feedback](#) [Print](#)

**Collaborative Feedback** [Submit Feedback](#)

Thread Id: Submitted By: School District Submitted Date

You have not submitted any feedback for this Unit

To Submit A Feedback:  
Click the “Submit Feedback” link

## Screen Shot after Clicking “Submit Feedback” link

**Add Feedback/Comments**

Feedback/Comments

Feedback Type  
Grammatical | Punctuation | Format Errors

Unit Element Details (Please be specific: Leave the appropriate lesson number, and page number that the error/issue resides)

Submit

Enter General Comments Here

Select the Type of Feedback: This will determine which CSCOPE Rep receives your feedback

Leave VERY SPECIFIC details of where the error/issue occurs. A particular page number is recommended

## Screen Shot showing Completed Feedback

**Add Feedback/Comments**

Feedback/Comments

There is a dead link in the grade 2, Science unit Plants and Animals.

Feedback Type  
Developer Issues | Bad Web Links | Attachment Issues | Other Tech Issues

Unit Element Details (Please be specific: Leave the appropriate lesson number, and page number that the error/issue resides)

It is in the second lesson framework on page 62 in the right-hand margin. The link is labeled: <http://plants&animals.net>

Submit

Click the “Submit” Button when done

## Managing Submitted Feedbacks:

**Note:** Once you submit a feedback, the response to that feedback will be placed on your home page under the tab labeled “**Feedback**”. Click this tab to see your feedbacks.

Click the “Feedback” tab to View your Submitted Unit Feedbacks

The screenshot shows a navigation menu with tabs: Main, Search, My Lessons, My Units, and Feedbacks. The 'Feedbacks' tab is highlighted. Below the menu, there are two columns of links. The left column is titled 'Main - Options' and contains links for 'Edit My Profile click here' and 'Old Home Page click here'. The right column is titled 'Unit Status Reports' and contains links for 'Math and Science Unit Reports click here', 'ELA SLA and Soc Studies Unit Reports click here', 'Spanish Unit Reports click here', and 'Assessment Report click here'.

## View the submitted feedback:

The screenshot shows the 'My Feedbacks' page. At the top, there is a navigation menu with 'Feedbacks' selected. Below the menu, there are search filters for 'Grade' (03), 'Subject' (MA), 'Feedback Type', and 'Status' (Original Threads). Below the filters, there is a table titled 'My Unit Feedback Search Results - Displaying 1 through 1 of 1 Records'. The table has columns: Thread, Grade, Subject, Course, Unit, Feedback Type, and Action. The first row contains: 1120158, 03, MA, Course, Gr 3 Unit 06: Multip..., Grammatic ..., and Archive.

Click the “Unit Title” to view the feedback and Response

## Sort the submitted Feedbacks:

The screenshot shows the 'My Feedbacks' page, identical to the previous one. Arrows point from the table headers to a text box below. The headers are: Thread, Grade, Subject, Course, Unit, Feedback Type, and Action.

To **Sort** Multiply Feedbacks, Click the label for the field you want to sort by.

**Search for Submitted Feedbacks:** You may filter the feedbacks by entering the specific information in the drop-down fields along the top of the grid.

My Feedbacks  
[Lookup by Thread Id]

Grade: 03 Subject: MA Feedback Type: Status: Original Threads

My Unit Feedback Search Results - Displaying 1 through 1 of 1 Records

Thread	Grade	Subject	Course	Unit	Feedback Type	Action
1120158	03	MA		Gr 3 Unit 06: Multip...	Grammatic ...	Archive

To **Filter** Multiple Feedbacks, enter the criteria in the drop-downs provided

Status of Threads:

My Feedbacks  
[Lookup by Thread Id]

Grade: 03 Subject: MA Feedback Type: Status: Original Threads

My Unit Feedback Search Results - Displaying 1 through 1 of 1 Records

Thread	Grade	Subject	Course	Unit	Feedback Type	Action
1120158	03	MA		Gr 3 Unit 06: Multip...	Grammatic ...	Archive

**Original Threads:** Basically asking for the first feedback submitted in a unique set. If a teacher responds to the feedback, it will create another thread, but this thread is attached or is a subset of the originating thread as the dialogue has already begun.

**Latest Threads:** Basically only shows the threads submitted recently and that have not been archived.

**Archived Threads:** Filters the set to show only the feedbacks that have been archived.

**Archiving a Submitted Feedback:**

My Feedbacks  
[Lookup by Thread Id]

Grade: 03 Subject: MA Feedback Type: Status: Original Threads

My Unit Feedback Search Results - Displaying 1 through 1 of 1 Records

Thread	Grade	Subject	Course	Unit	Feedback Type	Action
1120158	03	MA		Gr 3 Unit 06: Multip...	Grammatic ...	Archive

Click the word "Archive" to archive this feedback thread.