**Curriculum Mapping Template – File Management**

|  |  |
| --- | --- |
| * **Go to** [**http://bwsdcurriculum.weebly.com/**](http://bwsdcurriculum.weebly.com/) * **Click on Curriculum Writing Resources** |  |
| * **Click on “Download File” under “BWSD Curriculum Map Template:Unit of Intsruction Overview”** |  |
| * **Click “Save” on the pop-up window** |  |
| * **Select your “H:Drive”** * **Title your file by adding your course title to the existing file name**   **Example:**  **curriculum\_map\_-\_unit\_revised-bwsd-science7** |  |
| * **To open the saved file, navigate to your “H:Drive”** * **Select and open the appropriate file** * **As you input the information, make sure to save every so often as you complete the template** |  |