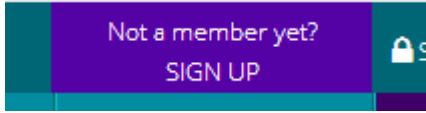


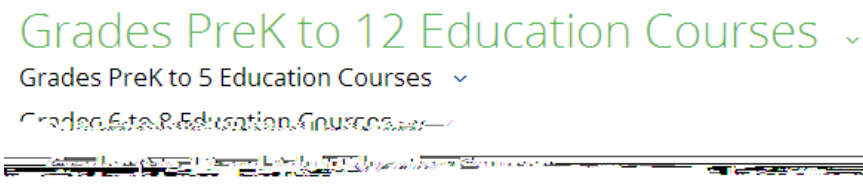
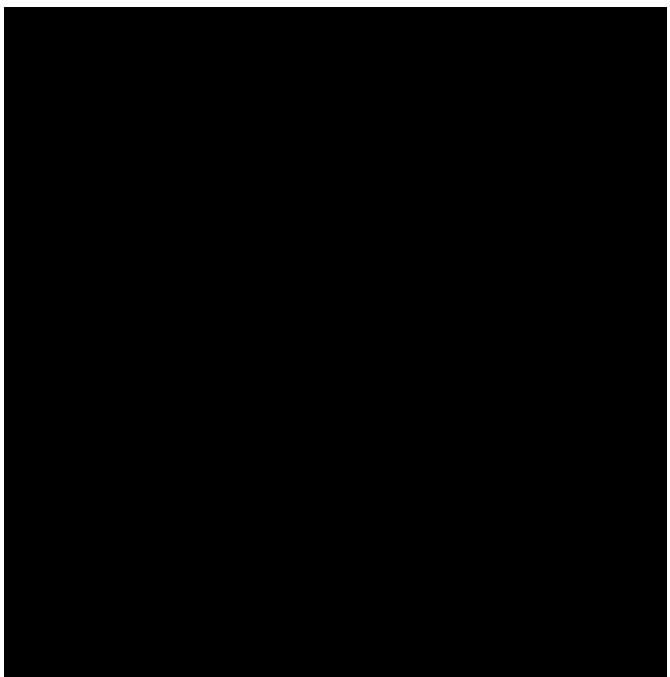

1. Go to www.cpalms.org	
2. Select "NOT A MEMBER YET?"	
3. Fill in ALL the appropriate boxes. Click NEXT SECTION at the bottom left.	

4. At the bottom, either select CLOSE or CONTINUE TO iCPALMS.

A verification email will be sent to your email address and you MUST CONFIRM your email address to fully iW* nBT/F1 12.96

1. Go to www.cpalms.org

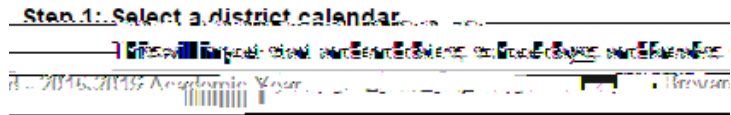
3. Select the DOMAIN-SUBDOMAIN of your choice and click the arrow to the right to find the CLUSTERS that are located in the domain-subdomain.

<p>2. Select GRADES PREK to 12 EDUCATION COURSES and then GRADES 9 to 12 and ADULT EDUCATION</p>	
<p>3. Select MATHEMATICS. Pick the area of your choice to search. This example ALGEBRA was selected and now all the courses under that branch are shown.</p> <p>Select the course of your choice. For this example ALGEBRA 1 was selected.</p>	
<p>4. Once the course is selected, then all the pertinent information is provided.</p> <p>67 standards: Click to see them</p> <p>You can export to Word, print course, share course, and insert notes if you want.</p>	



<p>1. After you have created a cpalms account and logged-in go to either: HS Programs Edline Page and select Curriculum Guides, Mathematics Blackboard Learn, then BPS Secondary Math, then Class documents, curriculum guides</p>	
<p>2. Click the link and the CMAP should appear. Click the green CLONE button at the top center of your screen. You will now have a copy of the CMAP.</p>	
<p>3. Log out of the CMAP. (X in the upper right corner)</p> <p>Go back to and log into your ICPALMS account. Your CMAP's are located in MY PLANNER.</p>	

4. The CSCHEDULE



6. This screen shows everyday that the class meets.


If you want a day taken out of the schedule for a bomb threat or something similar, uncheck that date and it will be deleted from you CMAP

Choose a color that will represent your class on your calendar:

Select the calendar(s) you wish to sync with:

My Calendar



<p>1. click the MY PLANNER app and then select ADD CLASS at the top.</p>	
<p>2. Click "Create from scratch" and then select NEXT STEP.</p>	

3. Class Title: Fill in the name you want to call the CMAP

Status: Active

Course: Type in the name and click "Search". Place a CHECK in the "add" box on the right side of the course you want to upload.



<p>shift over 1 day. Towards the bottom, choose a color for your calendar and sync with your Calendar. SAVE and SYNC with my Calendar</p>	
<p>7. Now your CSCHEDULE has been successfully uploaded.</p>	