

# CLIC ADMIN USER'S GUIDE

With **CLiC (Classroom In Context)**, teaching and classroom instruction becomes interactive, personalized, and focused. This digital-based curriculum, designed by Gale, is flexible allowing teachers to make their classroom more interactive, as well as support the different learning styles and proficiency levels of students. *CLiC* is pre-loaded with a specific scope and sequence for the year, yet still allows teachers to customize with additional articles, other licensed school resources, eBook content, periodicals, videos, podcasts, images, and teacher-created materials.

## GETTING STARTED

Your *CLiC* class (or classes) came pre-loaded with a curriculum; you can customize this this class to your teaching needs using *CLiC Admin*, a tool only accessible by teachers and administrators. Before we get into the details of *CLiC Admin*, let's examine the different sections of the Student View of your *CLiC* class on the next page. For the purposes of this document we are using a *CLiC Biology* class; functionality is the same across all *CLiC* classes.

You can see the Student CLiC page is built like an outline with Units, Topics, Subtopics, and Articles. You may choose to customize just a few things or create whole new units; that's the beauty of CLiC! You choose and create what you'd like to share with your students. Now let's take a look at how to customize classes to your needs!

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The screenshot displays the CLIC Biology website interface with several annotated components:

- Class Name:** Points to the "CLIC BIOLOGY" header.
- Unit:** Points to the "Cells" breadcrumb and the "Cells" unit title in the left sidebar.
- Topics:** Points to the list of sub-topics under "Cells" (Cell Structures, Cell Theory, Cell Functions, Other Cell Structures and Functions).
- Unit:** Points to the "Evolution" unit title in the left sidebar.
- Topics:** Points to the list of sub-topics under "Evolution" (Natural Selection, Speciation, Fossil Record, Classification).
- Unit:** Points to the "Interdependence" unit title in the left sidebar.
- Topics:** Points to the list of sub-topics under "Interdependence" (Earth Cycle, Energy Flow Through the Environment, Interaction of Populations, Ecology).
- Unit:** Points to the "DNA and Heredity" unit title in the left sidebar.
- Topics:** Points to the list of sub-topics under "DNA and Heredity" (DNA Structure, Genetics, DNA Replication, Transcription and Translation).
- Topic:** Points to the "Cell Functions" topic title.
- Topic Description:** Points to the text describing the topic: "This topic explores the following cell functions: cell differentiation, cell respiration and cell division."
- Topic Picture:** Points to the grid of small images representing cell functions.
- Subtopic:** Points to the "Cell Division" subtopic title.
- Articles:** Points to the list of article links under "Cell Division" (How Cells Divide, Phases of Meiosis, Phases of Mitosis, Cell Division, Mitosis, Meiosis and Sexual Reproduction, Mitosis and Meiosis, Mitosis, Meiosis).
- Widget - set at Class:** Points to the "SCIENCE IN CONTEXT" search widget.
- Links - set at Topic:** Points to the "Course Level Correlations" and "Topic Level Correlations" sections.

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## CLIC ADMIN

You will log into CLIC Admin from <http://galedc.com/admin> using a unique username and password provided by your CLIC administrator. You'll see that CLIC Admin is very similar to the Student View but provides many options for customizing. This guide will cover the most popular: Adding new items, moving content, hiding content, editing a class description, exporting your class, and copying content from another class or teacher.

In this guide and in CLIC Admin your CLIC pages are referred to as *classes*; this does not mean that you have to use different pages with individual classes. You can use your CLIC page for a course you are teaching with three classes.

## ADDING/EDITING ITEMS

You can add new items at every level of your class: *Unit, Topic, Subtopic, Article*. In CLiC Admin you'll see each item has an "Add a New..." button.

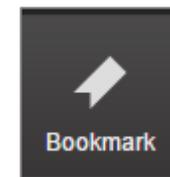
Adding/editing items are very similar for each piece of content. Here are a few tips for each item:

### Articles

Articles are the items your students will click into. Most of your CLIC class is made up of articles from the Gale *In Context* product suite – reference book entries, magazine/journal/newspaper articles, videos, images, primary documents, and more. You can link to other Gale content or library resources. Here are the steps to adding a new Gale source:

1. Log into one of your Gale resources.
2. Perform a search or browse to find content you want to share with students.
3. Look for the **Bookmark** icon in the database banner and click it.
4. Copy the URL provided. This is a persistent URL that will always bring the user back to the same place.
5. Log into CLiC Admin and access your class. Find the Subtopic you'd like to add the Article to.
6. Click the **Add a New Article button**.
  - a. The **Article Name** field will appear as the link title on your CLIC page.
  - b. Set **Link Type** to **URL**.
  - c. Paste the Bookmark URL into the **URL field**.
  - d. Choose an item from the **Type** drop box. This will set an icon next to your Article that identifies it as an Article, Portal, Website, or Media.
  - e. Click **Submit**. You'll see the new article on your CLiC Admin page as well as the Student View page!

Bookmark button



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You can add many other items as Articles – your own handouts or other documents, multimedia, links to useful websites or clouds storage sites like Google Docs, etc. *Note: There is a 5MB limit on the size of any file.*

To edit an item, click the **Edit** icon that appears next to it. When editing an article, you have the option to **Transfer** it to another Subtopic.

## Subtopics

Subtopics are the header to your list of Articles. Subtopics organize articles and content in the middle of the page, typically by subject The **Add a New Subtopic button** appears near the top of your CLIC page. A Subtopic has two fields, the Subtopic Name and a Blurb. The Blurb is a great spot for including instructions for your students.

To edit a Subtopic, click the Edit icon that appears next to it. You'll see a **Transfer** option when editing a Subtopic; you can Transfer a Subtopic to another Topic with your class.

## Topics

Topics appear on the left hand column of the page; your students click these to navigate to Subtopics and their corresponding articles. To add a new topic, click **Add a New Topic** in the left hand column. To edit a Topic, click on one of the Subtopics that appear below it. Then you'll see the **Edit** icon appear next to the Topic name in the center column. There are several Topic settings:

- Topic Name** will appear in the left column as the clickable link and as the header of the center column.
- Image** will appear as the anchor image in the right hand column while students view the Topic.
- Description** is the text that will appear at the top of the page for your Topic.
- Comments** appear beneath the Description and will be highlighted as a callout to students. This is a useful field for providing student instructions.
- Hide** allows you to hide the entire Topic from students while still letting you keep the content and edit until it's ready for students.
- You can **Transfer** entire Topics to other Units; this will move the Topic from under its current Unit to another.

Comments example

### Cell Functions

This topic explores the following cell functions: cell differentiation, cell respiration and cell division.

*This topic is also covered in chapters 3-5 in our textbook.*

## Units

Units are mainly an identifier used to organize topics on the left-hand side of the CLIC page. Look for the **Add a New Unit** button to add a new Unit and the edit icon to edit a Unit. Units have two options – their Name and the option to Hide a unit.

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## Editing



To edit an item at any time, simply click the pencil icon next to the item. This also provides the option to delete the item, and all items beneath the item (for instance, a topic and all subtopics and articles contained within the topic). Often it makes more sense to hide the item than delete it. You can't recover deleted items and hiding them provides the option of using them again later if you change your mind. See below for more on hiding items.

## MOVING CONTENT

Let's say you want one Unit to appear before another Unit. You can move Units, Topics, and Articles. **Simply click and drag** the item to where you want it. Although you can't move a subtopic, you can create a new Subtopic, and then move articles to the new Subtopic.

## HIDING CONTENT

**Hiding content** is often preferable to deleting it as deleted content cannot be recovered. Hiding items allows you to make the content invisible to students without deleting it from your CLIC class. You can hide content while you're working to customize or if you don't want students working ahead. You can hide **Units** and **Topics**.

## EDITING A CLASS/CLASS DESCRIPTION

When your CLIC class was created a *Class Name* and *Description* were automatically created; you may want to change them to suite your needs. The Class Name appears in the upper left hand corner of your CLIC page and at the top of the center column when students first visit your CLIC page. The Class Description appears below the Class Name. To edit these items, you'll use the Class Tools that appear at the top of your CLIC Admin page.

- Choose **Edit** from the **Class Tools** drop box.
- The **Class Name** is a required field; you can edit the current name but cannot leave it blank.
- Generally you *DO NOT* want to edit the **Class ID**. This bit of text is required and it is part of the access URL for your students. Once your CLIC class has been shared with students, it's not advisable to change the Class ID as it might cause students to not be able to find your page because the URL has changed.
- **Image** is the anchor image that appears in the upper right column of your CLIC page.
- The **Description** field is a way for you to welcome students to your CLIC class and provide instruction on how you want them to use the page.

Edit Unit	
Unit Name *	Cells
Hide	<input type="checkbox"/>

Hide option

Class Tools

- Class Tools
- Create
- Edit
- Send To
- Copy From
- Import
- Export

Class Tools

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## EXPORTING A CLASS

Exporting a class is a good way to back up your class before and/or after you've customized it. Exporting the class will provide a .csv file with all of the text from your Units, Topics, Subtopics, and Articles. Articles that are URLs will be exported as well; articles that are files (handouts, multimedia, etc.) *will not* be exported so it's a good idea to back those up elsewhere.

## CREATING A NEW CLASS

You can create your own new class that you can populate entirely with your own content or use the copy or send tools to get content from another teacher. The steps below will create an "empty" class.

1. From the **Class Tools** drop down box, select Create.
2. A window will appear asking for a few details about your class:
  - a. The **Class Name** is a required field, provide the name of your class.
  - b. The **Class ID** is a bit of text is required and is part of the access URL for your students. Make sure it's unique from your other classes.
  - c. The **Image** will appear in the upper right corner of your class; it is not required.
  - d. The **Description** will appear at the top of your course; it's a nice way to welcome students to the course and provide instruction. It is not required.
  - e. Click **Submit**.
3. Now you're ready to add content to your new class!

## COPYING CONTENT FROM ANOTHER CLASS

If you and another teacher are teaching the same course, you can copy CLIC classes from one another. Using the Copy feature will create a new CLIC class for you to use. **IMPORTANT:** You must choose if you are going to *overwrite one of your existing classes* or if you need to *create a new "empty" class* to copy to. Follow these steps to create a new class by copying another available class:

1. Decide if you are going to overwrite one of your existing classes or will create a new empty class to copy to.
  - If you are overwriting an existing class, make sure that is the class you are "in" before moving to Step 2.
  - To create an empty class, follow the instructions above for Creating a New Class.
2. Use the **Class Tools** drop down box and select **Copy From**.

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3. A window will appear with your school's CLIC classes; find the teacher's class you'd like to copy and select the corresponding Class checkbox.
4. Click **Submit**. Note: the copying process may take a few minutes.
5. Select the **copied course** from the **Choose Class** drop box.
6. All content from the copied class is now in your new class – even items like Class Name and Class ID. *You must edit the Class ID* so there is a unique URL for your version of the copied class.
  - o Select **Edit** from the **Class Tools** drop box.
  - o Edit the **Class ID** – make sure it's unique from your other Class IDs.
  - o Edit any other fields as needed and click Submit.
7. Now you're ready to customize the rest of your copied class!

## SENDING A CLASS TO ANOTHER TEACHER

If you'd like to share your class with another teacher, you can "send" them your class and they can customize as needed. **IMPORTANT:** The teacher you are sending the course to must let you know if they want the course you are sending to *overwrite one of their existing classes* or if they want it as a *new class*. If they'd like it as a new class, they must create an "empty" course that you will send your class to.

1. Check with the teacher you are sending your class to and find out which class they'd like overwritten or to obtain the name of the new class they created to receive your class.
  - a. To create a new "empty" course, the teacher can follow the instructions above for Creating a New Class.
2. From the **Class Tools** drop down box, select **Send To**.
3. A window will appear displaying teachers and their classes. Locate the teacher and class you'd like to send to.
4. Select the checkbox of the class you are sending your class to.
5. Beneath the list, select if you'd like to:
  - a. Send the **Class Logo & Description** as well.
  - b. **Overwrite existing Units/Articles/Links** (in most cases you will want to do this).
6. Click **Submit**.
7. Now the teacher you sent your class to can customize their new course!

This guide has provided instruction for the most used tools in CLIC Admin. If you have questions, please reach out to your CLIC Administrator or contact Gale's Technical Support at 1-800-877-4253.