






SHARE RECORD


 DLP

 Create New Record


 Open Record

 Timetable



 Supervised Record




**COLLABORATIVE
INSTRUCTIONAL
DESIGN SYSTEM (CIDS)**
new-gen *Transforming teachers... inspiring learners*




BOSTON HIGH
BOSTON TEST
SCHOOL,
SUFFOLK,
MASSACHUSETTS,
UNITED STATES

 Planning Concept and Terminology 




 What sho

An Integral ASIE Instructional Design Model
As A Tool For The Procedural Flow Of The 21st Century Instructional Planning Activities



S
STRATEGIZE
Developing Skills

SHARE RECORD

No.	Week	Information	Name	Subject	Class & Last Submission Date   - Submitted for Verification DLP - Need Verification DLP - Verified DLP - Re-verify (if required)	Date & Instructional Time 	Action Red mark - Action taken
1 <input type="checkbox"/>	Calendar Week 30 Instructional	Math1	Ishmil Boston Test School, Suffolk, Massachusetts, United States	Mathematics 1st Grade Overall Total DLP submitted: 2	MIW K1 Alpha (Total DLP: 1) DLP 1 K1 Beta (Total DLP: 1) DLP 1	21-07-2025 — 25-07-2025 Monday 21-07-2025 : 11:00 AM-11:30 AM Tuesday 22-07-2025 : 9:30 AM-10:00 AM	Open Copy Share Submit for verification Print/Save PDF Delete

SHARE RECORD

Sharing a Record

Record that will be sent to other users for sharing



What should I do?



Read
instructions/
watch video

No.

Record

Subject

1

Math1

Mathematics
1st Grade

1

Receivers' ID

Type your choices

Press to select names (same school) or fill in ID users
(different schools)
Press enter for each time of the operation

2

Sharing option

Share & Edit



Share & Edit – Share record with others
Share & Edit Synchronously – share record and able
to edit together with others. Editing will effect both
records.

Use this option

Share

Return

3

Press Share & follow instruction on the next page


RECEIVING SHARED RECORD







The screenshot displays the CIDS New-Gen application interface. The top header bar is purple and contains the text 'CIDS New-Gen' on the left, followed by a series of icons: a document, a plus sign, a magnifying glass, a grid, a line graph, and a document with the text 'Math1' and a dropdown arrow. Below the header is a sidebar menu with five items: 'Collapse Menu' (with a left arrow icon), 'Home' (with a house icon), 'Record' (with a document icon and a red arrow pointing to it from a blue circle containing the number '1'), 'Profile' (with a person icon), and 'Settings' (with a gear icon). To the right of the sidebar, a large purple banner features a stylized 'CIDS' logo in red, orange, and green, the text 'COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS)', and the tagline 'teachers... inspiring learners' in a cursive font. Below the banner, a dark purple dropdown menu is open, showing four options: 'Create New Record', 'Open Record', 'Supervised Record', and 'Shared Record' (which is highlighted in a darker shade and has a red arrow pointing to it from a blue circle containing the number '2'). At the bottom of the interface, a red shield-shaped logo with the letter 'N' is partially visible, and the text 'OOOL, SUFFOLK,' is partially visible at the bottom right.

RECEIVING SHARED RECORD


Shared Records


List of shareable record sent by other users

☐ What should I do? 

No.	Week	Information	Name	Subject	Class & Last Submission Date 	Date & Instructional Time 	Action <small>Red mark - Action taken</small>
1 <input type="checkbox"/>	Calendar Week 49 Instructional Week 7	dsakdkasj	ASIE Guest Boston Test School, Suffolk, Massachusetts, United States	Demo Science 4th Grade Overall Total DLP submitted: 0	MIW  - Submitted for Verification  - Need Verification  - Verified  - Re-verify (if required)	04-12-2023 — 08-12-2023	Open Copy Remove

☐ Select All

Bulk Copy 

Bulk Delete 


Shared record display


Open - to view *(the owner is the sender)*

Copy record – editable – the record is automatically changed to the receiver record.

SAVE SHARED RECORD

Copying a Record

What should I do? 

New Record Name	<input type="text"/>	 <div>Read information</div> <div>Fill in / Select accordingly</div>
Date of instructional Plan	<div>From <input type="text" value="01-12-2025"/> To <input type="text" value="05-12-2025"/></div> <div><i>Press to change the date as required</i> <i>(By default, dates are within a week. You may change for an additional week)</i></div>	
New Record Year/Session	<input type="text" value="2025/2026"/>	

  Copy Cancel

Saved shared record will be placed in the list of “Open Record” according to the month, year & session selected