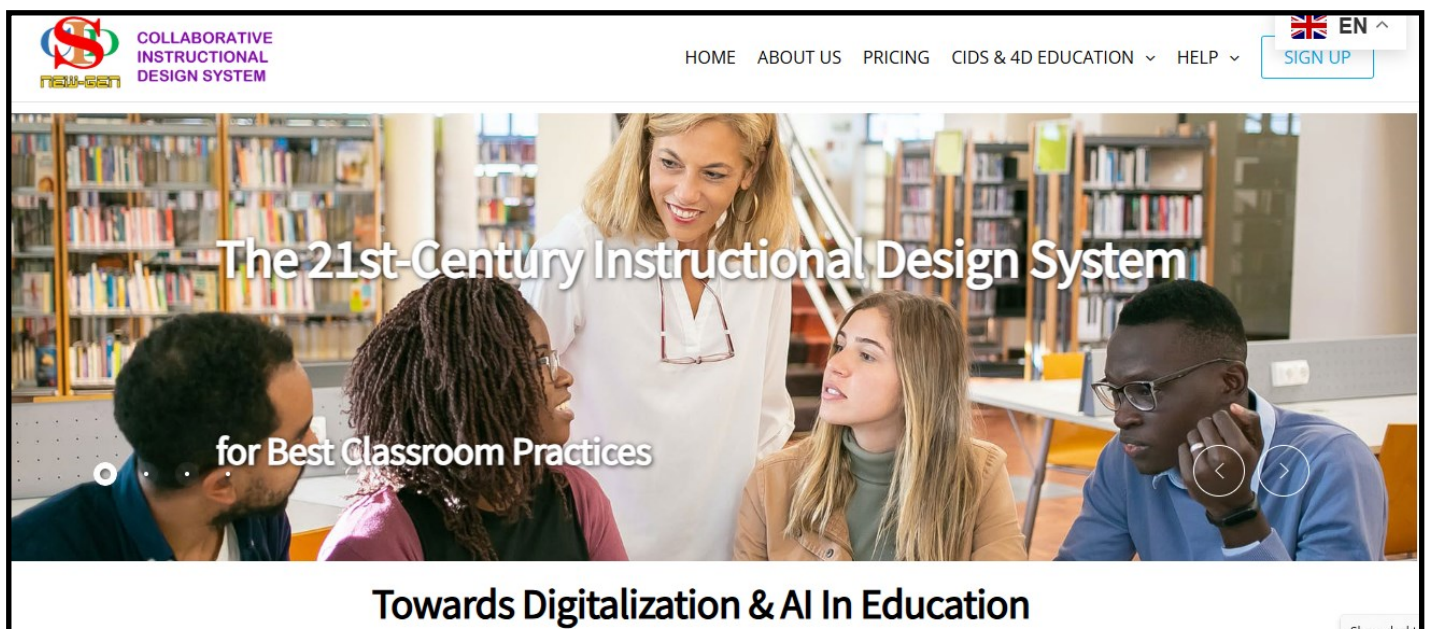




THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS New-Gen)



TRAINING MODULE CREATE RECORD—PART 1

Transforming teachers.....inspiring learners

CREATE RECORD—PART 1

Each user needs to create his/her Record

The instructional item has been set as follows:

Get ready information on your Record:

- Subjects
- Topic
- Subtopic
- Learning Objectives

Materials in any form should be kept in your Google Drive. You can create a link in your instructional activities to the material whenever required. You need a basic ICT knowledge to perform this task.

Record means -

A complete set of lesson planning consisting of weekly content (*subject content and competencies required by learners*) with several **Daily Lesson Plans** (DLPs) for a week or more.

⇒ Material in the Worksheet

- Exercises
- Quizzes

⇒ Remedial Materials etc.

Step 1: Fill in or select the Information to Create a New Record

Record Name	
School Category	
Class Level	
Subject Category	
Subject	

☐ Complete & Concise Instructional Planning Activities

a. Tick to perform a simple teaching activity (there is only an "Activity" item)
b. Clear, to use the other Teaching Activity steps provided (Set Induction, Step 1, Step 2, Step 3, Closure) or to modify as needed.

Check: Getting Started

⇒ Press **Record**

⇒ Press **Create New Record**

Read the information, FAQ, and watch the short video for assistance.

CREATE RECORD—PART 1

Exercise 1: Create your Record—Step 1

Step 1: Fill in or select the Information to Create a New Record

- **Fill in:** Record Name (*similar to File name*) —Example: *Mat1*
- **Press & choose:** School Category—Example—*Elementary*
- **Press & choose:** Class Level—Example— *1st Grade*
Subject Category—Example—*Science & Mathematics*
Subject—Example—*Mathematics*
- **Tick or leave clear** at check box (*customizing teaching steps— (Events of Instruction) - Example - Tick the check box— there is only an "Activity" item*)
- Press—**Create Record**

To check for subject category & subject:

Press **Help**— *Subject category—Common subject*

FAQ
What should I do?

Step 1: Fill in or select the Information to Create a New Record

Record Name	 Fill in record name
School Category	 Press and select class category closest to your education system. (List of categories/levels based upon ISCED 2011 and other resources)
Class Level	Choose Class Level Press and select class level closest to your education system. (List of categories/levels based upon ISCED 2011 and other resources)
Subject Category	 Press and make sure you select the correct subject category closest to your education system Press here to refer to the list of subject category
Subject	 Press and select subject

☐ Complete & Concise Instructional Planning Activities

a. Tick to perform a simple teaching activity (there is only an "Activity" item)
b. Clear, to use the other Teaching Activity steps provided (Set Induction, Step 1, Step 2, Step 3, Closure) or to modify as needed.

Create Record

⇒ Press **What should I do?** and **FAQ** to acquire information.

⇒ Press **video** icon to watch demonstration.

⇒ Mouse over the round **blue button** to seek explanations.

CREATE RECORD—PART 1

Check Your Record Information output:

Read the information

Record Name	SN1		
Institution	Boston Test School		
Institution Code	BTS1234		
District, State, Country	Suffolk, Massachusetts, United States		
Name	Ishmil		
Email	ismail_inter@asimodel.net		
Class Category	Elementary		
Class Level	1st Grade		
Academic Year/Session 	2025/2026		
Subject Category	Science & Mathematics		
Subject	Mathematics		
Date of instructional Plan 	From	04-08-2025	To 08-08-2025 Press to change the date as required (By default, dates are within a week. You may change for an additional week)
Instructional Week 	From	3	To 3 Press to select teaching week (Keep the same number if the instructional planning is only for 1 week)

⇒ **Academic Year/Session**—Select Correctly Semester system or 1 Year session

⇒ **Date of Instructional Plan**—Press and choose the date—for a week - beginning of the week and the end of the week . (Example—From Monday to Friday or Sunday to Thursday whatever applicable)

THINGS TO REMEMBER!

Congratulations! you have completed this Module.

Now you are ready to move to the next module.

CREATE RECORD—PART 1

Step 2: Fill in the Subject Content Profile

By default, 4 planning items that commonly used have been set—

- Learning Areas
- Learning Topic
- Learning Subtopic
- Learning Objectives
- You can add, change or create new items (*please refer to Advance Features Manual User*).

Read the information

Important:

⇒ You are advised to write in correctly on the Subject Content Profile because it will be stored in the system for your future use as well as among school members.

⇒ The content is empty— indicates that no one has entered the content yet.

⇒ Content are available - someone has entered it.

⇒ You may select or add a new one.

⇒ It will be stored in the system.

Important:

⇒ **Learning Objectives.** It will be saved in your record but not accessible to others.

⇒ Unlike other items, the content of Learning Objectives are editable.

⇒ **21st Century Themes—** Press AI—Smart Search to enable auto content selection.

Exercise 2: Create your Record—Step 2

Step 2: Fill in the Subject Content Profile

- **Notification—**Optional
- **Learning Areas:** Fill in and press *Enter* for each point separately - (*leave blank if not required*)
- **Learning Topic:** Fill in and press *Enter* for each point separately—(*list specific topic*)
- **Learning Subtopic:** Fill in and press *Enter* for each point separately (*list specific subtopic*)
- **Learning Objectives:** Fill in and press *Add* or *Enter* for each point separately
- **Press AI—Smart Search—**to select 21st—Century Themes

Each time the **Save** button is pressed, you will be taken to the Instructional **Planning Procedural Flowchart** information display page to continue the planning process.

Congratulations you have completed this step successfully! Now you are ready to move to Step 3: - Refer to Training Module—Create Record Part 2