

Organizing and Customizing Content

JUMPSTART

Session 2: Organizing and Customizing Content

Welcome to this Jumpstart session on Organizing and Customizing Content. We hope you have had a chance to explore our site since our last session and seen the variety of resources CK-12 has to offer. This time we're going to go into more depth on how to customize CK-12 FlexBooks® to specifically meet the needs of your students. We'll start with the simplest ways to use and customize content; explain associated data, our licensing, and how to navigate your library; and wrap up with more options for those who want to do advanced editing.

Part 1 - Basic Changes

To recap from our last session, there are a number of different options for finding content on CK-12 to include in your customized FlexBook®.

You could begin with a full CK-12 FlexBook®, found through our standards-aligned browser, through searching CK-12 branches, or through searching a particular topic.

You could also begin by clicking on the Schools Icon, and then your state, and then after choosing a book, either adding it to your library to use later or beginning to customize it right away. As a reminder, you can also find User content by clicking on the Community Contributed tab during any search.

Once you've picked a book, you can choose simply to do nothing. Our quality content could take the place of your current curriculum, or be used supplementally without any changes. Pull what you want, keep it as is, and start teaching.

MAKE SIMPLE CHANGES:

Alternatively, you could make some basic changes to the book, such as retitling it, deleting sections you don't want, and reordering content. This will easily allow you to tailor your book to your class, school, or district.

Let's say we pick a FlexBook® from Physical Science. I can go into physical science and click on FlexBook® Textbooks and then choose the Physical Science Concepts for Middle School. I can choose to customize this and type in any title I want. Let's say we'll just add "for Jumpstart." You can open that book from your library at any time and then choose edit. From this point, you have a number of options to change your content.

Delete Chapters and Sections:

If you are definitely planning on deleting sections, you might want to do that first, since it will limit the number of chapters and sections you have to navigate. You can always add chapters

and sections back in if you realize you're missing something in the future.

To delete a full chapter simply click on the X next to the chapter title. In this case, if I don't want Chemical Interactions, I can remove that chapter by clicking here and then simply choosing remove. If I only wanted to remove sections within a chapter, I can choose to click on this little rotating triangle and expand the chapter, and then delete any section I want, let's say "Combining Forces" by simply clicking on the X to remove it. If you accidentally click the wrong section, simply click cancel.

Reorder Chapters and Sections:

To the right of every chapter as well as section, you'll see a drag arrow option. This allows you to rearrange sections within a chapter, or chapters as a whole. Let's say I wanted to teach Direction before Distance. I could take that and drag it up and you'll see it renumbers it automatically. Similarly, I could collapse this chapter so that I could see all of my chapters and I could choose to teach Motion and Forces before Matter, if for some reason I wanted to do that. I can simply drag it back to where it was if I decide that I want to teach it in the order it originally appeared. If for some reason, I wanted to drag something from within one chapter to within another, I would want to expand both of those chapters. Once both chapters are open, you can choose to move a section, by simply dragging it up within the next chapter. You'll see it sometimes appears at the bottom, in which case you can then choose to move it wherever you want within that chapter.

Edit Text:

Let's open one of these reads to show how easy it is to make basic text edits.

For example, if I chose to edit "Motion," I could click on the pencil icon and open that read. I can choose to write a unique title if I wanted or click save. You'll notice that you don't need to know any html code in order to be able to use our editor. Simple formatting, such as bold, italics, and underlined, sub and superscript, and even colors for your text or highlighting, or even bullets and a numbered list are pretty standard and you'll be able to use them accordingly. We'll talk in our next session about our special formatting, including tables, images and multimedia, element boxes, and even the different types of formatting for section versus paragraphs.

Now that we've shown how easy it is to make simple changes given any of the complete books we have to offer on CK-12, let's sidestep for a few minutes and go through some best practices and details for our content that might be useful for you.

BEST PRACTICES:

Since we've begun talking about editing and saving sections and books, this is a good time to make a note to help you. To avoid any saving issues, please make sure that you have only one version of your Table of Contents or any read open at the same time. Having multiple tabs and revisions of your Table of Contents open when editing can overwrite updates if you end up saving an earlier version.

Please note that CK-12 does not currently support collaborative editing. While our dev team is working on this, you are welcome to create and share credentials to a group account, but only one person should ever be accessing that account at any time to avoid saving over edits made by another.

PART 2 - Resources, Details, and Attributions

You'll see at the top of this page three tabs. The option to edit, which we've covered, resources and details. All of these sections are optional, but can be useful for finding content, noting the target audience, tagging it to concepts on CK-12, and giving it appropriate attribution.

Resources:

In addition to the basic text, you can always click on the resources tab to upload files. You'll notice that we often include answer keys in our resources tabs for CK-12 resources. You, too, can upload answer keys, or other resources such as worksheets or labs, that you want a student or other user to be able to access but that you don't want included in the core text of your book or read.

Details:

The last tab is our details tab. At the top of the details page, you'll see a description box. This can be a great overview for you or others using your book. Below this, you can add learning objectives and vocabulary that go with this particular read.

After attributions (which we'll get to in a minute), you'll see options to add subjects, difficulty levels or grade levels, and tags or keywords. These correlate to our filters when searching and can be useful for both you and others using your content.

At the bottom of the page, you'll see the option to tag your content to a Concept Node. By clicking on "Choose A Concept" you'll then be given an option to search for any particular topic. This read was on Scientific Notation, so I can type that in, and then choose that, and then click enter or "Search." From here, I can click on any concept that I want to tag this read with. You'll see that this read is now tagged to the Algebra Concept of Scientific Notation. This means that, if you choose to publish a read or book, that section will show up under the Community Contributed tab for that concept. It also means that students using this section will easily see other related resources from that concept. If you want to tag your read to multiple concepts, simply repeat the process and add another topic.

If we go back to our book on Physical Science Concepts for Middle School, you'll see that the details and resources tabs for the whole book can be found on the table of contents. To edit details for a chapter, simply click on the pencil icon next to the chapter title and it will pull up a box with the options to change the title, description, intro, summary, and details where you'll find attributions.

Attributions & CC-BY-NC:

This last part, the details tab in a chapter or the attributions component of the details tab on a book or read, is extremely important given the customizable nature of our site.

The reason why you can adapt and share our content is because CK-12 is under a [Creative Commons - Attribution - Non-Commercial License or CC-BY-NC-3.0](#).

As you can see here - you are free to copy and re-distribute the material in any medium or format - as well as remix, transform, and build upon the material under the following terms:

- You must give appropriate credit, provide a link to the license, and indicate if changes were made.
- You may not use the material for commercial purposes.

With that in mind, we have tried to make it as easy as possible for you to correctly attribute any customized or newly created FlexBook®, chapter, or modality on CK-12.

To do so, simply click on the Details tab, as we have done here, and choose “Add Attributions.” If you want to add more than the author, simply click on the dropdown menu and you’ll see choices for *editor*, *contributor*, *source*, or even *reviewer*. You can click on any one of those and then type the name into this box and click “add attribution.” You’ll see it appear at this point in time. In a read, you’ll need to save your draft or finalize it in order to see any updates to your attribution section. From here, I can save the chapter and I’ve simply updated that information.

You’re going to want to make sure based on our licensing that you correctly attribute both reads, as well as images that you’ve added into your reads, in order to follow our licensing.

If attribution is a new concept for you, you are always welcome to review our Terms of Use, which you can find at the bottom of any page or check out our Help Center using the help option at the top. If you look under FlexBook® Textbook and Modality Customization, you can scroll down to the section on Publishing & Attribution, where you can find out more about publishing your textbooks, as well as the best ways to attribute.

Part 3 - The Library

Before we go into more advanced options for customizing CK-12 content, let’s spend a few minutes exploring your library and what content you will find in there, as well as how you can organize it.

Adding Content to Your Library:

There are two ways for you to get content into your library:

You can choose to add any read, chapter, or whole FlexBook® to your library simply by clicking on the “Add to Library” option on the left of that page. For example, this read on distance, has not only the customize option but a simple add to library option. You’ll notice it will give you notification that the resource has been added to your library. This essentially creates a shortcut to this page on CK-12.

For another resource, you might choose to customize it, simply by clicking on the customize option on the left side. From here, you can keep the title or change it to be what you want for that particular read and choose save. At this point, you can edit your text accordingly.

If we go back to our library, you can see the difference between something that you have customized specifically for your library, or that’s just pointing to the live version on CK-12 by looking at who it was created by. You’ll notice that the Equivalent Customary Units of Weight section says “Created by Jumpstart.” While this will still reference CK-12 as an author for that read, the particular file is yours and you can customize it there. The distance read is still noted as being created by CK-12. That’s really just a shortcut to that page on CK-12 but can be helpful if you want to reference it within a book or in a folder system, which we will talk about shortly.

Note that you will NOT see any subsections of a resource you have added or customized as SEPARATE items in your library (unless you have made changes at that level), but you will be able to access them through the chapter or FlexBook® you added.

Let’s look at an example, let’s say Physical Science Concepts. The first thing I would do is choose to customize this whole resource. I then can change this name and save a copy. If I didn’t want to edit anything right away, I could come back to it later, simply by choosing “edit,” or I could do so now.

Let’s say I wanted to edit one of the sections in the introduction chapter, maybe Scientific Induction. I can go to that section, change the title if I want, or choose to save, and then change an image or text within here. From here, I can save this and it will bring me back to my Table of Contents. If I save the whole book, and go back into my library, you’ll see that the book is now a resource in my library, as well as the one read that I started to edit for that book.

Finding and Managing Content in Your Library:

As you can see, once you have more than a few resources in your library, you’re probably going to want to begin using our tools to help you organize and find your content more easily.

You can always search for a resource in your library using our search option, either from here or the homepage. Let’s say I was looking for the book on Physical Science Concepts. I could type that into my search bar and then choose the content from CK-12 or go to “My Library” to pull up the book that I’ve made for CK-12 Physical Science Concepts for this Jumpstart program.

From within my library, I can filter all of my resources the same way I might while searching on CK-12. I could choose to see FlexBooks®, resources created by me or ones that I've simply added, or I could expand to more and see other modality types on CK-12 that I might have included in my library.

I can also sort my resources by choosing the “Sort By” drop-down option and choose to sort them alphabetically, based on when they were created, or based on the most recent modification.

You can also create folders to help group your resources within your library. Folders can be found down here. To create a new folder, simply choose a resource and the “Manage Folders” button will become live. I can then click on that and then either add that resource to an existing folder or create a new folder, let's say for Physical Science, and then apply that folder to my resource. You'll notice that this resource now has the folder tag “Physical Science” listed underneath it. That means that if I went to my Physical Science folder, it will simply show that resource as being the only one included.

This is a great way to organize your content, especially if you have resources that are related to each other but you have yet to include them within a particular FlexBook®.

Part 4 - Adding and Writing Sections and Chapters

Now that you have seen how to make simple edits, and have an understanding of attaching resources and attributions - along with navigating your library, let's talk about some of the more advanced ways in which you can customize content on CK-12.

Adding a Chapter or Section:

If you wanted to use a chapter or section of a FlexBook®, but not the whole book, you have two choices. You could always opt to “customize” a whole book and then delete the chapters or sections you do not want.

Or, you could choose to only add in the chapter or sections you want. Let's start with Middle School Math 7 as an example. You can find this under Arithmetic or any of the other early math topics. After you get to the browse page, click on FlexBook® textbooks and then choose Middle School Math Concepts. From here, you can open this book to whatever chapter you want to add, let's say “Using Fractions.”

From this Chapter level, you can choose to add simply the chapter to a FlexBook® Textbook, either one you already have, or by creating a new FlexBook® Textbook - let's say “Early Math Topics.” You could do the same thing for any particular section, simply by clicking on a section and then adding that topic to your FlexBook®.

If I look at this book in my library now, you'll see that the full chapter which I added first, shows up at the top and then the single section that I added shows up right below it. If you wanted to edit that, you could always switch the order or remove an added section that you didn't need, simply by clicking the X and choosing remove.

Let's say I wanted to add sections on fractions, decimals, and percents. I could repeat this process, having saved my chapter, by going back to CK-12 and into the Grade 7 book. I can then go into the Decimals chapter and add it to my FlexBook® and back to the book, scrolling down to add a chapter on Percents the same way.

If I look at my book in my library now, you'll see the three separate chapters on Fractions, Decimals, and Percents. Instead of choosing these one by one and repeating that process, I could have just added the whole book to my library and deleted the chapters that I didn't want. Sometimes that's the fastest way if you want multiple chapters within the same book.

Adding Content while in your FlexBook®:

If you want to add content to your book while editing your book within the Table of Contents, you can choose to click "Add Content." From here you'll see the options to search CK-12, write a modality, add a new chapter, or even upload from a Word File and Google Doc. Let's start with searching CK-12 for content. Let's say I decided my students need a little more practice with addition. From here, you could simply choose your concept, or you could choose to filter by some of the options at the top. Let's say I added "Addition of Integers." As you'll notice, any time you add new content to your book, it always shows up at the bottom of your FlexBook®. I can then move it to appear before the basics of Fractions, Decimals, and Percents. If I wanted to add more content, I could repeat the process and search again.

Creating New Chapters:

If you want to add a new chapter to a book, for example the one we customized for Physical Science, go into your table of contents and click "Add Content." At that point, choose "New Chapter" where it says "Add a Chapter" and then you can title it. Let's say "Units of Measurement." You could, at this time, include an introduction, summary, or details, or you can simply choose the title and go back and update that information in the future if you want to include any of it.

Think of the chapter as a bucket to put sections into. Any sections you have already created, or that are within other chapters, you can now drag into the chapter once it's been created.

Writing New Modalities:

Instead of pulling sections from CK-12 or uploading them from a Word or Google Doc, you can also create any from scratch. To do this, click "Add Content" and choose "Write a Modality." You will be prompted to name your section, let's say "Scientific Notation." Once you've saved your title, you will have the option to edit any text within this editor. I can start this section, Scientific

Notation, and then if I wanted to move on, I could “Keep it as a Draft,” “Finalize it,” or even “Discard this Draft” if I didn’t want it anymore.

Let’s talk about the difference between these three. If you choose to publish your book to the site or you share a link to this book directly, the “Keep as Draft” option is great for making updates over multiple days without the changes showing up until you are completely done and choose to Finalize it. Others will only ever see updates that have been FINALIZED. You, as the owner, will see any draft updates if you go into that page within your account.

Once you have saved your read, let’s say as a draft in this case since I really haven’t put a lot of information in yet, it will take you back to your table of contents. I can move this into Chapter 2 by opening Chapter 2 and then dragging that section into the chapter. You’ll notice that because this is in Draft form, when I look at my chapters, it makes a note that there is one draft within this chapter. This is a great reminder to finalize any drafts you have before you publish your book or to keep track of which ones are being updated.

Part 5 - Uploading from Word or Google Docs

If you have already done work to create a book in Word or Google, you can still use this content within CK-12. To do so, begin by creating a new FlexBook®. Let’s say I had already created a resource for Jumpstart that had to do with uploading and organizing content.

I would first title my book and save a copy. I can now go into edit my book and choose to add content via Word or Google. Let’s start with Word. If I’m going to upload a Word file, I simply click on “Add Content” and then choose to upload that file. At this point in time, I could choose a title or I could choose a file directly. Once I’ve selected that file, I can upload it into the system. Please note that each **Document** will translate to a single **SECTION** within a book, so you should split any chapters you have into separate docs before uploading.

To upload from Google, first make sure that the document you’re uploading is shared with the email address associated with your CK-12 account. Once that is done, click on the option on the left, and if you’re not logged into Google, log in at that time and then choose the file that you want to upload. Since this topic would come before Navigating, all I have to at this time is simply drag it to be in the order I want it to appear.

Please note that formatting, especially for equations, is different across software programs. You may want to strip formatting before uploading. Once you have your core text uploaded, you can use the CK-12 editor, simply by clicking on the pencil icon, to format and edit your sections and add in any special equations accordingly.

WRAP-UP:

Thank you for joining us for this second session in CK-12’s Jumpstart Program. As you can see, you’re always welcome to use content on CK-12 in its current form, or with a few edits such as

deleting and reordering your content. At the same time, we hope this session has given you the tools and confidence to start customizing your own FlexBook® even beyond those simple edits.

We'll be back next session to talk more about some of the special formatting options within our editor, as well as including images and multimedia. We hope to see you then.