

INSTALLATION OF CLASSROOM BANKS

Check to make certain you have CMS 95 and Curriculum Tools on your computer. You can not load the banks without curriculum tools.

PRIOR TO INSTALLATION

**WARNING: NEVER, NEVER DRAG BANKS WITH YOUR MOUSE!
ALWAYS COPY AND PASTE!**

Open up your CMS 95 folder that should be on your C drive. To do this, go to My Computer. This may be on your desktop (screen) or it may be found by doing a search for the CMS 95 folder. Once you locate the folder, open it and look for three files that have the **course abbreviation** followed by **fdi, fdb, and blb**. Delete those three files by left clicking to highlight the file name and then right clicking to select delete. You can highlight all three files at once by holding down the shift key and clicking with the mouse. **The reason I say do this is to eliminate the chance that you install the same old file.**

1. **Delete all curriculum files from the CMS95 folder, but DO NOT DELETE FILES THAT SAY CMS.**
2. **Go to Classroom Manager and delete test that are connected to the curriculum.**
 - a. **If you wish to save that test, you may extract them to the C drive and properly identify them.**
 - b. **If you install curriculum that is radically different, the test saved to the C drive will not match the curriculum anyway. The test assumes the new properties of the curriculum.**
 - c. **Another option is to change the name of the curriculum. Write in the same name for the code as well. *This is done in Classroom Manager Under curriculum. Exit out of the program.***
3. **Go to Curriculum Tools and Delete the curriculum structure for the old course.**
 - a. **On the Start menu of your computer select Programs. Then select Classroom Manager. If you have curriculum tools, another box will open when you select Classroom Manager and you will choose Curriculum Tools. The password is admin.**
 - b. **Select Curriculum Tools and choose Delete Curriculum. Delete the old curriculum you are replacing.**
4. **Get out of Curriculum tools after deleting the curriculum structure.**

5. **Go back to Classroom Manager and click on Development. Go to the tabs across the top of the screen (File, View, Search, Classes, Development, Administration, Help)**
6. **Then, select the Pull down menu item Manage Unlinked Items:**
 - a. **Look at Type: Choose Test items and Delete all.**
 - b. **Next choose attachments: Delete those as well.**
 - c. **Close this application and exit out of the program.**

Note: Sometimes failing to delete old items can play tricks on the new curriculum.

7. Go back to Curriculum Tools to install new curriculum.

Then select Install Curriculum and okay to backup curriculum. A box will appear that ask you for the curriculum you wish to install. Choose **browse** and locate the files you downloaded from the CD, web, or e-mail. Then press Ok.

NOTE: In some cases the new bank will be installed at that time, BUT IN OTHERS THE OLD BANK STILL SHOWS UP OR A MIXTURE OF THE TWO. If that happens, make sure you have managed unlinked items and then use the following technique.

In classroom manager, choose the administration tab at the top and select UPDATE CURRICULUM from the pull down menu. In select source choose the same files in the CMS 95 folder (same file you just installed). Choose the same curriculum as the target curriculum. That should fix it. Don't ask me how you can use the same three files that you installed to make the change, but for some reason sometimes the update curriculum must be done in addition to the installation.

DOWNLOAD FILES FROM WEBSITE

1. **GO TO NCFFA.ORG**
2. **Click on the NC AgEd curriculum tab in the upper right hand corner**
3. **Left click on Click here for all Course Test Item Banks**
4. **A password box will appear. Type in nctib (all lowercase letters).**
5. **Now select the course you want to download and left click on the blb file for that course.**
 - a. **A response box will appear.**
 - b. **Select save by left clicking on save.**
 - c. **At the top of the pull down screen, you will read the words save in: Left click on the arrow on the right side of the box, and highlight local drive c by left clicking with the mouse.**
 - d. **Double left click on the CMS 95 folder and when that folder opens, left click on save.**
6. **Do the same thing for the FDB and FDI files for the same course.**

Files are now downloaded to your CMS folder, but not to your CMS program. Now they must be installed in the CMS program using Curriculum Tools.

TO INSTALL FROM EMAIL

- 1. Save each file to the c drive. It will probably save them in the CMS 95 folder on the C drive but notice which folder it saves them in.**
- 2. Then use the procedure with Curriculum Tools to install curriculum in CMS 95.**

TO INSTALL WITH CD

- 1. Copy and paste three files for each course from the CD to your CMS95 folder on your C drive.**
- 2. Then use the same procedure with Curriculum Tools to install curriculum in CMS 95.**

Should you still have problems, contact Horace Johnson.