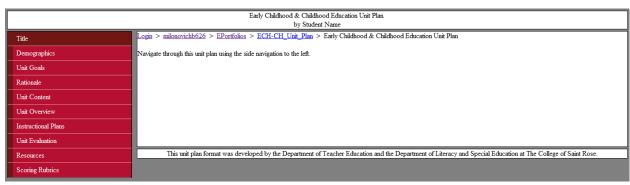# Template Information: Early Childhood & Childhood Education Unit Plan

For the early childhood and childhood education program using the Early Childhood & Childhood Education Unit Plan, the template in the PWE is labeled as ECH-CH Unit Plan. For specific color options, choose a template labeled ECH-CH Unit Plan [COLOR].

Each template color contains the same directories and files. The primary layout of the template appears as:

The heading contains the title of the Portfolio and Student Name. These **cannot** be directly changed on the page, only the Student Name can be changed through the Web Settings of the portfolio.

The left navigation **cannot** be changed as well. This prevents accidental deletion of critical components to the portfolio.

You'll notice the breadcrumbs located beneath the heading of each page. This displays to the user the page they are viewing in the portfolio. You can use the breadcrumbs to navigate to parent directories in the portfolio.

The left navigation menu should be thought of as the main method to navigate. Simply click on the desired category, and a sub-menu will be displayed. You can then navigate to the page of your choice.

Ex. In the picture to the left, we have selected **Unit Goals**. To navigate to Skills & Process Goals, I would click on **Skills & Process Goals**.

If I wanted to edit **Unit Goals**, **Skills & Process Goals**, in edit mode, I would click on the directory labeled **Unit_Goals** followed by the file **Skills_and_Process_Goals.html**.

Within the template itself, there is also a directory labeled **Library**. There are also two sub-directories labeled **Documents** and **Images**. These are the two recommended locations to store documents and images to be later used as artifacts in the portfolio.