

Using the online curriculum centre (OCC) to access IB publications and collaborate with teachers

Draft user guide, February 2010

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Logging in

The web address for the OCC is <http://occ.ibo.org>. You will see the OCC home page below.

The screenshot shows the Mozilla Firefox browser window displaying the Online Curriculum Centre (OCC) login page. The address bar shows the URL <http://occ.ibo.org/ibis/occ/guest/home.cfm?logout&language=ENGLISH>. The page features a blue header with the IBO logo and navigation links: [ibo.org](#), [Online curriculum centre](#), [Blogs](#), [Community theme](#), and [IB Store](#). Below the header, there are language options: [English](#), [Français](#), [Español](#), and [中文](#). The main heading is "Online curriculum centre (OCC)". A navigation bar includes links for [PYP home page](#), [MYP home page](#), and [DP home page](#). On the right, there are links for [contact](#), [help](#), and [site map](#). The left sidebar contains a "Login" section with fields for "School code:", "Username:", and "Password:", followed by a "Login" button. A green message box states "You have logged out." with a "HIDE" link. The main content area is titled "The online curriculum centre" and describes the OCC as a password-protected IB website for teachers. It lists resources available in the OCC, such as IB publications, news items, discussion forums, teacher-generated resources, support areas, online subject specialists, and a real-time chat facility. It also mentions that the OCC can be viewed in English, French, or Spanish, and the Middle Years Programme section in Chinese. There are three additional sections: "Viewing the site" with a screen resolution icon and instructions for viewing at 1024 x 768; "Information about the IB" with a link to the public IB website; "IB store" with a link to the IB store for publications; and "Universities and governments" with a link to obtain IB curriculum documents. A right sidebar titled "IB news" contains two news items: "New IB teacher awards page on the OCC (03/02/2010)" and "IB store recent releases (02/02/2010)". The bottom of the browser window shows the search bar with "visual arts" and navigation buttons like "Next", "Previous", "Highlight all", and "Match case".

Enter your school code, username and password in the boxes below

Login

School code:

Username:

Password:

Login

If you are logging in for the first time you will be taken to the OCC user registration and profile page.
You will be asked to enter some information about yourself:

OCC registration and user profile

OCC registration and user profile
Thank you for registering with the OCC. Selections made in your user profile will provide you with shortcuts to navigate the site. The information you provide will not be distributed to third parties.
Fields marked with an asterisk (*) must be completed.

First name*

Last name*

Email address*

Password*
(If you want to change your password enter a new password here)

Language preference*
(This determines the language that you view the OCC in)

Please indicate the language(s) you teach in

☒ English
☐ French
☐ Spanish
☐ Chinese
☐ Other

Date you began teaching the IB programme(s)

Please indicate your current role

☐ Teacher ☐ Head of department ☐ Administrator ☒ Coordinator

Select the subjects you teach and the support areas you are interested in from the boxes below.
Then click on the **Continue** button.

*Please indicate the subjects you teach or have an interest in. The subjects you select will act as "shortcuts" on the OCC. You can change these at any time.

(to select multiple areas, PC users hold down the Ctrl key, Mac users hold down the command key)

Diploma Programme	Middle Years Programme	Primary Years Programme
Classical languages	Areas of interaction	Classroom teacher 3-6 years
English A2	Arts	Classroom teacher 6-9 years
French A2	Humanities	Classroom teacher 9-12 years
Spanish A2	Implementation of the programme	Arts
Other languages A2	Language A	Language
English B	Language B	Mathematics
French B	MYP coordinators	Personal and social education
Spanish B	Mathematics	Personal social and physical education
Other languages B	Personal project	Science and technology
	Physical education	Social studies

Please select the support areas you are interested in

Language and learning

- The IB continuum of international education
- Career-related Certificate
- Librarians
- Special educational needs
- Online faculty

You can select a homepage from the choices you made above. Each time you log into the OCC you will be taken to your homepage.

Your home page

- DP home
- DP home
- MYP home
- PYP home
- Spanish A2**
- E-library
- E-learners


OCC navigation

The OCC contains sections for the PYP, MYP, DP and Support Areas.

You can navigate to any of the pages using the main navigation bar at the top of the screen.

The navigation route for the DP Language A1, English A1 page is shown below.

Online curriculum centre (OCC)

Primary Years Programme	Middle Years Programme	Diploma Programme	Support areas	Workshops
OCC home		Diploma Programme coordinators		
Welcome Kiolo		Diploma programme requirements »»		
My profile		Language A1		
Forums		Second language		
The online curriculum centre The online curriculum centre is a place where you can find all the information you need for the Diploma Programme. In the OCC you can find: <ul style="list-style-type: none"> • IB publications for teachers • news items and information • discussion forums for teachers • teacher-generated resources • support areas for subject specialists • online subject specific resources • a real-time chat facility The OCC can be viewed in English, French or Spanish. The middle years programme is available in English, French or Spanish.		Language A1		
		Individuals and societies		
		Experimental sciences		
		Mathematics and computer science		
		The arts		
		Text and performance SL		
		School supported self-taught and special request languages A1		
 Viewing the site The site is best viewed at 1024 x 768 screen resolution using Mozilla Firefox , with Adobe Acrobat Reader and Macromedia Flash Player installed. Click for instructions on how to change the screen resolution for PCs or Macs .		Information about the IB If you are not teaching in an IB World School information about the IB and its academic programme is available on the IB website . Contact us .		
Forgotten your user name or password? If you are an IB teacher, contact your coordinator for your OCC user name and password. If you are not an IB teacher, but have previously been issued with a username and password, contact us .		IB store Visit the IB store for IB publications (guides, materials, markschemes, teacher support materials) available for purchase.		
		Universities and governments Universities and governments can obtain IB information by visiting the IB secure website for universities .		

Subject home pages

The screenshot shows the Online Curriculum Centre (OCC) website for English A1. The browser is Mozilla Firefox. The URL is <http://occ.ibo.org/ibis/occ/home/subjectHome.cfm?subject=a1eng>. The page has a blue header with the IBO logo and navigation links. Below the header, there's a green navigation bar with tabs for 'Primary Years Programme', 'Middle Years Programme', and 'Diploma Programme'. The 'Diploma Programme' tab is selected. The main content area is titled 'English A1' and includes a welcome message, contact information, and sections for 'Latest publications', 'General documents' (with 6 documents listed), and 'Prescribed book list' (with 1 document listed). A sidebar on the left contains links to 'Forums', 'Text and performance SL', 'Web 2.0 in the IB classroom', 'G2 Form', 'My profile', 'View resources', 'Add resources', 'Faculty member', 'IB store', 'Extended essay', and 'IB workshop and events'. The right sidebar features 'English A1 news' and 'DP News' sections with various announcements.

Each MYP and DP subject/curriculum area has its own homepage. Below is a screenshot of the DP English A1 page. Everything that a DP English A1 teacher needs should be accessible from this page.

This is a close-up of the left sidebar of the English A1 page. It contains a list of links: 'Forums:', 'English A1', 'Text and performance SL', 'Web 2.0 in the IB classroom', 'G2 Form', 'My profile', 'View resources', 'Add resources', 'Faculty member', 'IB store', 'Extended essay', and 'IB workshop and events'. The 'G2 Form' link is highlighted with a mouse cursor.

On the left hand-side of the page are links to the discussion forums, the teacher resource exchange, the English A1 OCC faculty member (forum moderator) and links to the IB store and the IB workshops and events calendar.

English A1









Welcome to the English A1 home page. From here you can access all the IB publications associated with this curriculum area, as well as the forums and teacher-generated resources. On the right-hand side of the screen are news items related to this area.

If you cannot find what you are looking for contact OCC support at occ@ibo.org.

Latest publications

[Latest publications](#) - view the most recent documents uploaded to the OCC

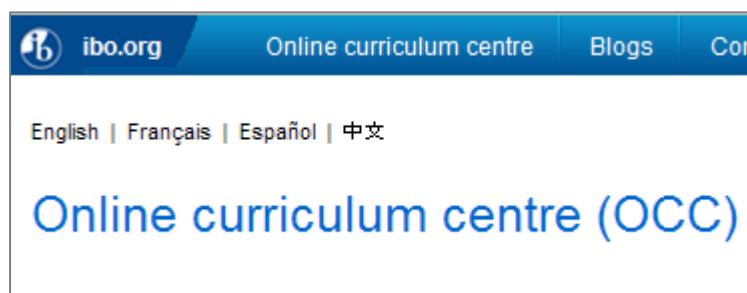
General documents

+ -		6 document/s
Guide (first exams 2001)		
School supported self-taught language A1: a guide for students, supervisors, tutors and coordinators (first exams 2010)		
Guidance for language provision in groups 1 and 2		
Language A1, additional guidance		
Guidance for the support of mother tongue in the Diploma Programme (applies to exams in 2009 and 2010)	 	
指南(2001年第一次考试时启用)(Language A1 guide in Chinese)		
Language A1 prescribed world literature list (PDF)		

IB Publications

The middle of the page is focused on IB publications for a particular subject area. Everything for DP English A1 should appear on this page in English because we are viewing the OCC in English.

If you want to view the French IB publications for DP English A1, then you must first change your OCC language to French, using the links at the top left of the screen:



News

On the right hand side of the page are OCC news items. Subject-specific news items are listed first, followed by programme news items, followed by more general IB news items.

English A1 news

Extended Essays: a questionnaire for extended essay supervisors (04/02/2010)

The extended essay requirement for the Diploma Programme begins its curriculum review in October 2010. This questionnaire seeks supervisors' views on the current guide and ... [Read more](#)

DP News

IB Prepared questionnaire (08/03/2010)

Within the IB we are keen to develop our existing products to ensure we are meeting the needs of our customers. IB Prepared is a ... [Read more](#)

IB educator network training opportunities (03/03/2010)

Would you like to become part of the IB educator network? IB Africa, Europe, Middle East (IBAEM) is offering a series of training opportunities for ... [Read more](#)

Discussion forums

There are two ways to access the discussion forums. You can either access them from the subject home page:



Or, you can access the main forums link from the OCC home page.

To do this, click on the blue "Online curriculum centre" at the top of the screen:

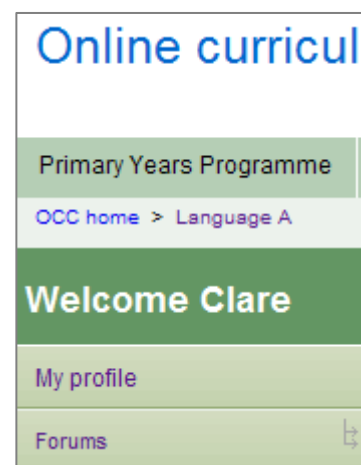
[English](#) | [Français](#) | [Español](#) | [中文](#)

[Online curriculum centre \(OCC\)](#)

This will take you to the OCC home page. From here, there is a link to the forums on the left hand side.

If you click on this link you will be taken to the main discussion forum screen, showing a list of all the available discussion forums on the OCC, shown below.

The forums start with general forum “categories”, followed by forum categories for the support areas, “The IB continuum”, “Web 2.0 in the IB classroom”, “Academic honesty, Librarians”, “Programme evaluation”, “Language and Learning”, “Special educational needs”, “Expanding IB access in North America”, “Learner profile” and forums for the IB teacher awards.



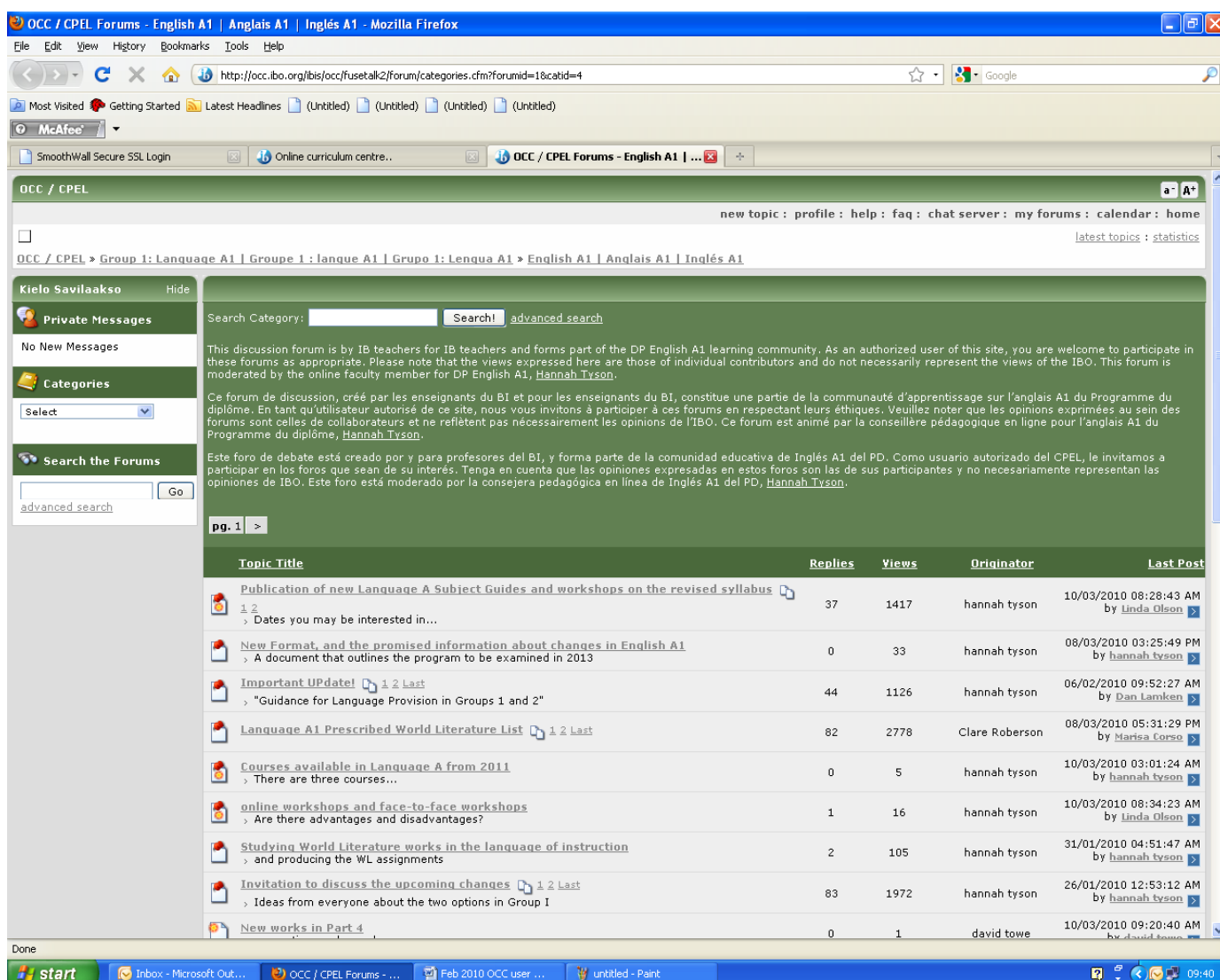
Name	Topics	Last Post
General		
Forum guidelines and OCC information	87	28/01/2010 05:20:27 PM by Christopher Layson
Social area An area for general chat, introductions, anything off-topic.	101	09/02/2010 04:57:30 AM by Mark Beaumont
New teachers For new teachers seeking advice, sharing teaching experiences etc.	184	09/02/2010 08:45:31 PM by Hector Martinez
Professional learning and development For all topics related to professional development and learning, online education, technology, distance education, teacher training	72	09/02/2010 09:17:30 AM by Robert Thorn
Support areas Domaines de soutien Áreas especiales		
The IB continuum of international education	29	08/02/2010 10:48:17 AM by Robert Thorn
Web 2.0 in the IB classroom	46	08/02/2010 10:05:17 PM by Anne Darks
Academic honesty	47	03/02/2010 06:45:22 AM by John JROYCE
Librarians	326	10/02/2010 02:12:18 PM by Walter Anamaria
Programme evaluation	16	05/02/2010 10:05:12 AM by Sencer Donmez
Language and learning	36	02/02/2010 11:18:03 PM by AUSTINE OLUTADE FABU
Special educational needs	78	15/01/2010 03:40:41 PM by Revalyn Fabu-Sack
Expanding IB access in North America	21	06/12/2008 07:17:55 PM by Arthur Pontes

PYP forums are next, followed by the Middle Years Programme and Diploma Programme forums.

If you want to go straight to your forum and do not want to scroll through a list of forums, then click on the link to your forum from your subject home page.

Accessing a forum from a subject home page

From the DP English A1 page, click on the link to the English A1 forum. You will be taken directly to the English A1 forum. The forum screen should open in a new browser tab so that you can switch between the OCC and the forums, like this:

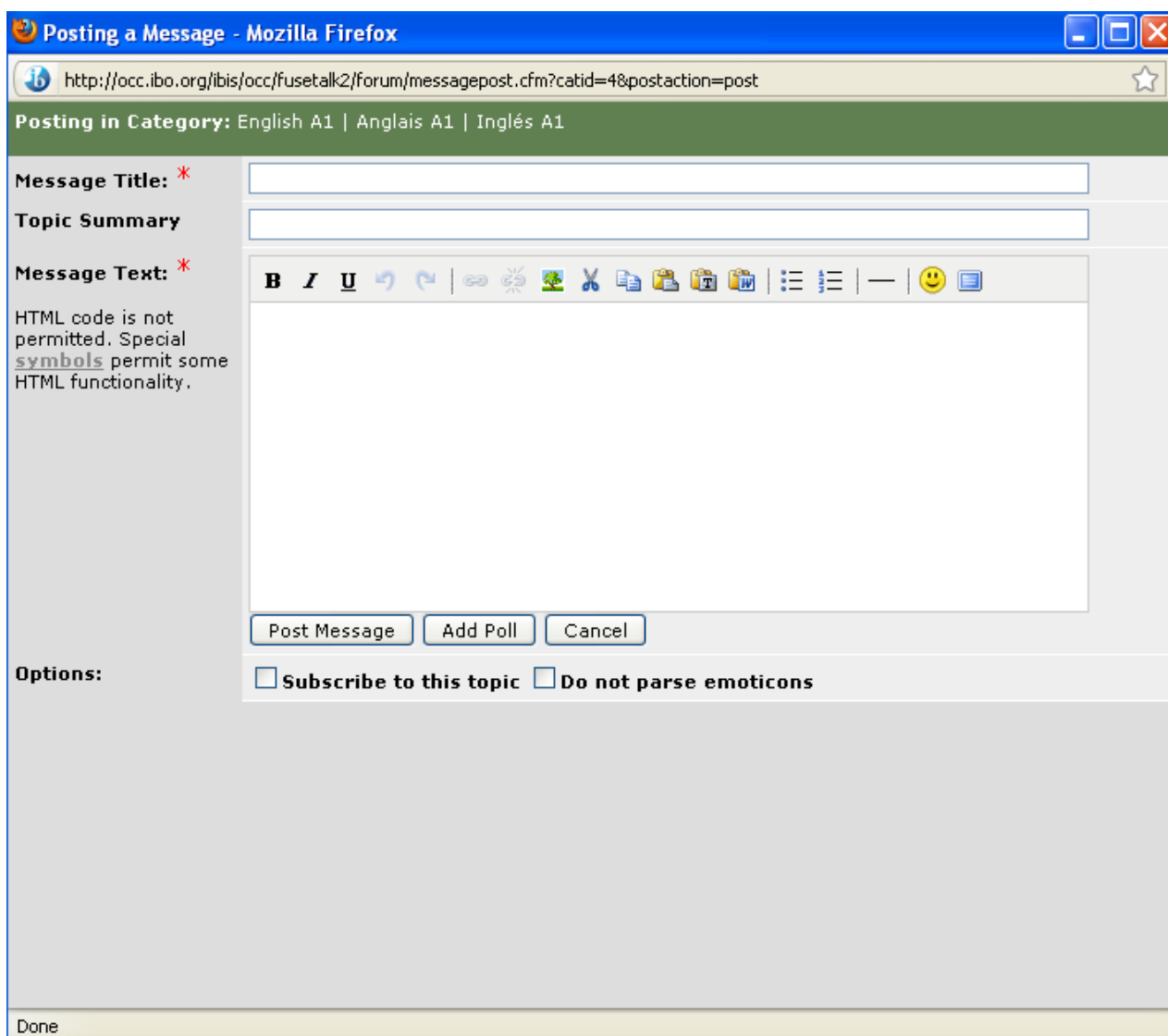


The layout of the DP English A1 forum looks like this:

The forum threads are listed most recent first.

Starting a new topic

Click on “new topic” at the top right hand side of the forum screen:

A screenshot of a web browser window titled 'Posting a Message - Mozilla Firefox'. The address bar shows the URL 'http://occ.ibo.org/ibis/occ/fusetalk2/forum/messagepost.cfm?catid=4&postaction=post'. Below the address bar, a green bar indicates the category: 'Posting in Category: English A1 | Anglais A1 | Inglés A1'. The main form has three input fields: 'Message Title' with a red asterisk, 'Topic Summary', and 'Message Text' with a red asterisk. To the left of the 'Message Text' field, a note states: 'HTML code is not permitted. Special symbols permit some HTML functionality.' The 'Message Text' field has a rich text editor toolbar with icons for bold, italic, underline, link, unlink, image, list, and other formatting options. Below the text area are three buttons: 'Post Message', 'Add Poll', and 'Cancel'. At the bottom, under the 'Options:' label, there are two checkboxes: 'Subscribe to this topic' and 'Do not parse emoticons'. The browser's status bar at the bottom shows 'Done'.

You will then see the message composition window:








Enter your message title and message text, and click on “**Post Message**”.

NB. The forums do not have a spell-checker so you might want to compose your message in word-processor and spell-check it. If you do this and you copy and paste your message into the forums, make sure that you select the icon “Paste from word”. This will strip your message of any HTML coding that could make your message display in a strange way!



Replying to a thread

To reply to an existing thread or message, find the thread or message that you want to reply to, and open it by clicking on it.

Topic Title	
	Publication of new Language A Subject Guides and workshops on the revised syllabus  1 2 > Dates you may be interested in...
	New Format, and the promised information about changes in English A1 > A document that outlines the program to be examined in 2013
	Important UPdate!  1 2 Last > "Guidance for Language Provision in Groups 1 and 2"
	Language A1 Prescribed World Literature List  1 2 Last

Click on “**Reply**” at the bottom of the message:

The dates for the online publication of the pre-publication draft of the new Subject Guides for the three options: Literature, Language and Literature and Literature and Performance, is December 2010 on the second Tuesday.

The final versions will be published between January and March of 2011 when they can be purchased.

Workshops for all new/revised DP subjects will commence in the first part of 2011. Some workshops in the latter part of 2010 may focus on the new courses. This will follow on the training of workshop leaders.

This is the current information I have from subject managers in Cardiff.

Hannah C. Tyson
online faculty member English A1

Edited: 12/11/2009 at 12:57:41 AM by hannah tyson

ator

Reply : Quote : Top : Bottom

Editing a message you have posted

If you need to edit a message you have posted, the “Edit” button is near the “Reply” button.

Adding attachments to messages

You can also add attachments to messages. To do this, create a new topic, or reply to an existing topic so

Posting a Message - Mozilla Firefox

http://occ.ibo.org/ibis/occ/fusetalk2/forum/messagepost.cfm?catid=4&postaction=post

Posting in Category: English A1 | Anglais A1 | Inglés A1

Message Title: *

Topic Summary

Message Text: *

HTML code is not permitted. Special symbols permit some HTML functionality.

Options:

☐ **Subscribe to this topic** ☐ **Do not parse emoticons**

Attachments:

Attachments:

Moderator Tools:

Would you like this post to stay at the top of the topic listing for a set amount of time? ☐

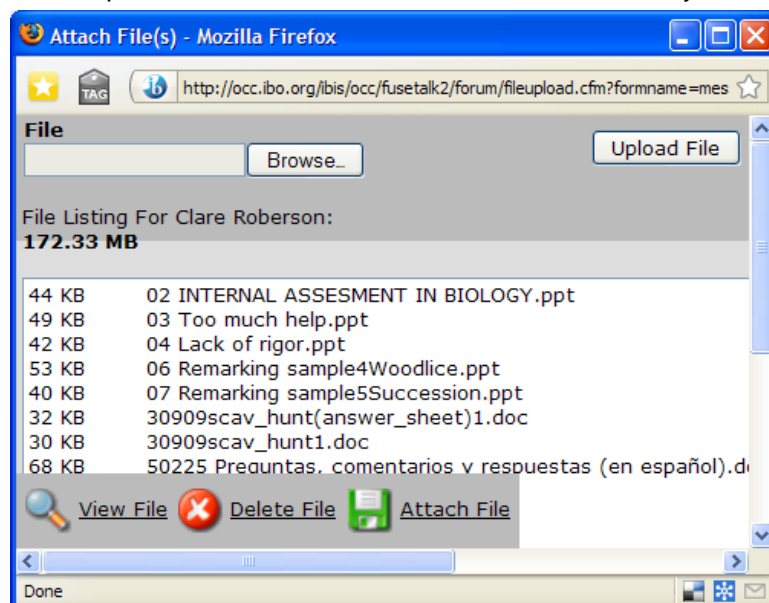
If so how long would you like it to stay up top? 1 day(s)

Done

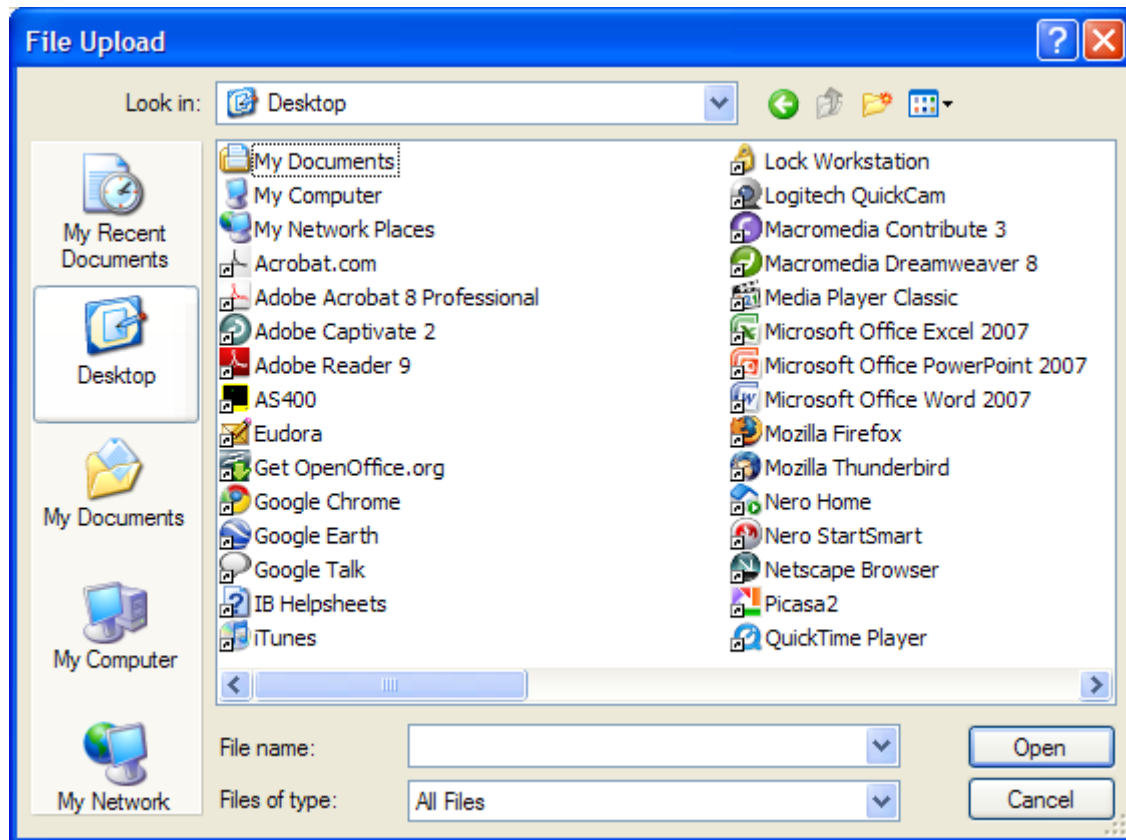
that you are in the message composition window. Click on the “**Attach File(s)**” button at the bottom:

A new window will open as below. Click on “**Browse..**” to find the file you want to upload from your

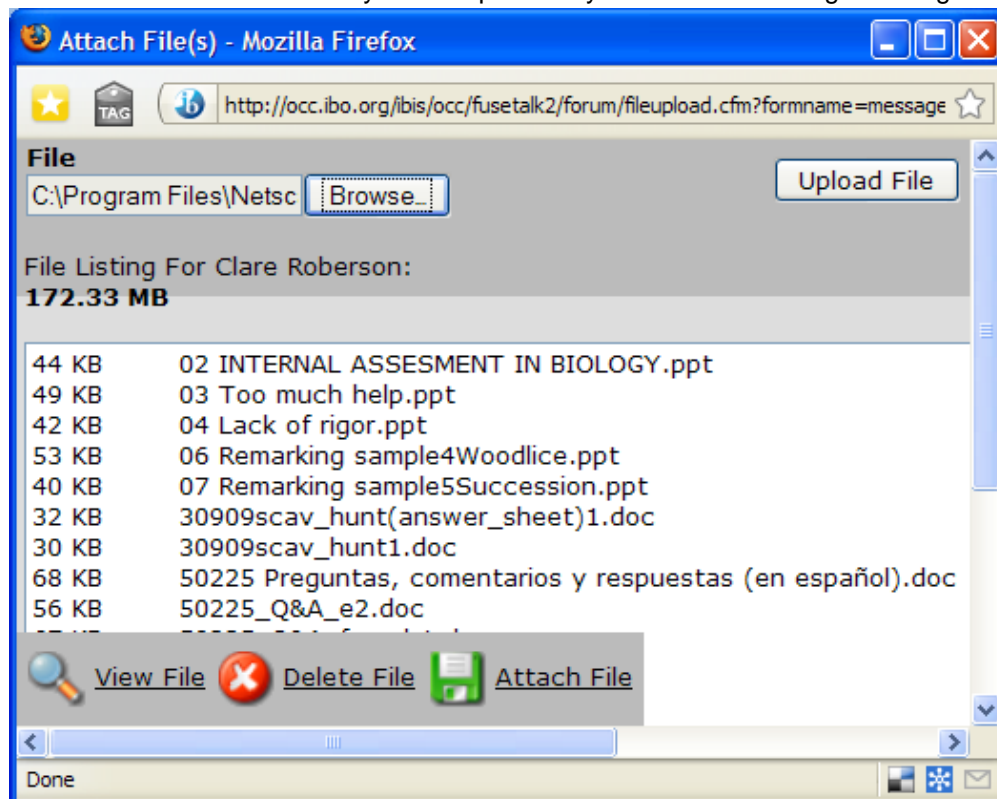
computer hard drive, USB stick etc.



You will see the file upload box like the one below:



Click on the file you want to attach to your forum message and click “open” The file will then appear in the upload box below. Click on “**Upload File**”. Your file will be uploaded into the File Listing area in the box below. This shows all the files you have previously attached to messages through the OCC forums.



When your file has been uploaded into the file listing area, find it, select it by clicking on it, and then press the **“Attach File”** button above. If your file has been successfully added it will appear in the message composition window as below:

	<input type="button" value="Post Message"/> <input type="button" value="Add Poll"/> <input type="button" value="Cancel"/>		
Options:	<input type="checkbox"/> Subscribe to this topic <input type="checkbox"/> Do not parse emoticons		
Attachments:	Attachments: Artículo Juegos online.doc	<input type="button" value="Attach File(s)"/>	<input type="button" value="Clear File(s)"/>

Click on **“Post Message”** to post your message with the attachment.



Discussion forum user profile

The forum user profile section allows you to set your personal preferences in the forums. In here, you can set up email notifications of messages posted to the forums so that you don't have to log into the OCC to see what has been posted to your forum.




















Click on profile at the top right hand of the forum screen:

[new topic](#) : [profile](#) :




In the first screen you can enter some information about yourself. We recommend that you enter your city and country of residence and upload an author icon.

Establish your Forums profile below.	
 Profile	 Personal Options
Location/Time Zone	
City:	<input type="text" value="Cardiff"/>
Province/State:	<input type="text" value="Other"/>
Country:	<input type="text" value="United Kingdom"/>
Time Zone:	<input type="text" value="(GMT) Greenwich Mean Time : Dublin, Edinburgh"/>
Time Zone Adjust:	<input type="text" value="0"/>
Miscellaneous Options	
Website:	<input type="text"/>
ICQ #:	<input type="text"/>
AIM:	<input type="text"/>
Birthdate (mm/dd/yyyy)	<input type="text"/>
Author Icon:	<input type="text" value="clare7.jpg"/> <input type="button" value="View"/> <input type="button" value="View All"/>
Upload your own author icon	<input type="text"/> <input type="button" value="Browse..."/>
Maximum image size is 120 pixels by 120 , with a maximum size of 150 KB.	




We also recommend that you put your name, school and country in the signature box:

Signature: (max 255 characters)	<div> B <i>I</i> <u>U</u>                    </div> Clare Roberson OCC manager IB Cardiff
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Go back to the top of the screen and click on “**Personal Options**”.

 Establish your Forums profile below.	
 Profile	 Personal Options

This is where you can set your forum preferences.

 Establish your Forums profile below.	
 Profile	 Personal Options
Profile Visibility:	<input checked="" type="radio"/> On <input type="radio"/> Off
E-mail Visibility:	<input checked="" type="radio"/> On <input type="radio"/> Off
Receive Private Messages:	<input checked="" type="radio"/> On <input type="radio"/> Off
Receive Private Chat Requests:	<input type="radio"/> On <input checked="" type="radio"/> Off
Block user signatures	<input type="radio"/> On <input checked="" type="radio"/> Off
Disable private topics	<input type="radio"/> On <input checked="" type="radio"/> Off
Message Display Order	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
Days back to view topics for:	<input type="text" value="2000"/>
Topics Per Page:	<input type="text" value="100"/> ▼
Default topic view	<input type="text" value="Linear"/> ▼
Messages Per Page:	<input type="text" value="20"/> ▼
Color Themes:	<input type="text" value="FT Classic Red"/> ▼
Subscription Delivery:	<input checked="" type="radio"/> E-mail
Editor Type:	<input checked="" type="radio"/> WYSIWYG Editor
Please choose your preferred language:	<input type="text" value="English"/> ▼

Profile Visibility: if switched on your forum profile can be seen by others.

E-mail Visibility: if switched on your email address can be seen by others.

Receive Private Messages: if switched on, other OCC users can send you private messages.

We recommend switching “receive private chat requests”, “block user signatures” and “Disable private topics” to “Off”.

You can choose whether forum messages are displayed in ascending or descending order.

You can set the number of days back to view topics for and how many topics you want to display per page.

You can choose the default topic view. There is not much difference between these.

You can choose how many message you want per page and also the forum colour scheme.

Setting up forum subscriptions and digests – email notifications

You can get email notification of messages posted to a particular forum in two ways. You can get an email of every single message posted to a forum through the category subscription box.

You can also get one email containing the day’s messages that have been posted to a forum through the category digest box.

Category Blocking: To select categories, hold the CTRL key down (Apple key on a Mac) while clicking the categories using your mouse.	MYP unit planner FM training January 2010 Albanian A1 Albanais A1 Albanes A1 === General === Web 2.0 in the IB classroom le Web 2.0 ... Economics Économie Economía Biology Biologie Biología Mathematics HL Mathématiques NS Matem...
Category Subscription: To select categories, hold the CTRL key down (Apple key on a Mac) while clicking the categories using your mouse.	Cynthia Ballheim Career-related certificate Welcome Bienvenue Bienvenida English A1 Anglais A1 Inglés A1 Computer science Informatique Inform ... Business and management Commerce et g ... CAS CAS CAS
Category Digest To select categories, hold the CTRL key down (Apple key on a Mac) while clicking the categories using your mouse.	Cynthia Ballheim Career-related certificate Welcome Bienvenue Bienvenida

Select the forums that you want to subscribe to and/or get email digests from so that they are highlighted and then click on the “**Update Profile**” button.

From this page, if you want to return to the main list of forums, click on the “home” button at the top right hand side of the screen:

