

Classrooms: Lesson Planning

Schoolnet
Instructional Management Suite



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This edition applies to Release [v14.3] of the Schoolnet software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Classrooms

Classrooms offers teachers a quick, easy-to-use instructional tool that conveniently delivers informative views of student assessment data, class rosters, standards-aligned curriculum, and comprehensive student profiles to the teacher's desktop. Teachers use Classrooms to track class and student instructional progress with formative and summative assessment data, and to create learning plans for individuals and groups of students to support differentiated instruction based on particular areas of need.

About this Guide

This training guide will equip teachers and administrators to get started with some functions within Schoolnet. The focus is on the following key priorities:

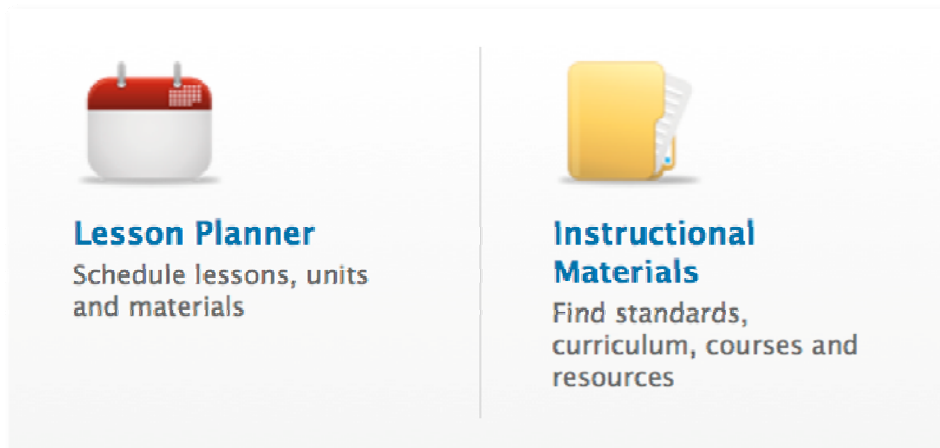
- Access and utilize the Student Digital Backpack (Student Profile) as a single point of access for up-to-date contact information, performance data, student growth profiles, attendance, and course marks
- View students across multiple data points in the Student Analysis Spreadsheet
- Create Student Groups to assist with monitoring differentiated instruction.
- Search for educational materials. Create resources and lesson plans within Schoolnet. Schedule lesson plans.
- Save favorite materials for future use in a personal "My Materials" bank
- Understand Key Performance Indicators (KPIs) as a way to monitor student performance, review subgroup data, and evaluate progress towards district/state goals

Because Schoolnet is highly configurable, screenshots in this document may differ from your own view depending on the configuration and the specific roles and operations assigned to you. The data shown here is for demonstration purposes only.

Introduction

The Classrooms module consists of the following four sections. This workbook covers Lesson Planner and Materials Search.

1. Student Performance – View and analyze student performance by test or standard
2. Student Groups – Manage student sets
3. Lesson Planner – Schedule lessons
4. Materials Search – Locate instructional materials, including lesson plans and units



Use this workbook to learn how to do the following:

- View district curriculum (if applicable) and search for lesson plans and related educational materials
- Save materials for future use in the My Materials bank
- Create lesson plans and instructional units to support differentiated instruction
- Submit lesson plans for approval to share best practices (if applicable)
- Schedule instructional materials and events on your lesson planner

Sign in to Access Schoolnet through ISEE Portal

You must sign in to use Schoolnet.

1. Go to <http://www.sde.idaho.gov>
2. Click the sign-in link to ISEE within option 10 at the top of the page or within the **Top Topics** section at the bottom of the page.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

IDAHO SYSTEM FOR EDUCATIONAL EXCELLENCE ISEE SDE

K-12 Longitudinal Data System. Supporting our budgeting processes, streamline data submissions, and deliver information to educational stakeholders to facilitate data driven decisions.

View The Site Here

Previous 1 2 3 4 5 6 7 8 9 10 11 12 Next

Top Topics

- 2011 AYP Results
- Common Assessment
- Idaho Education Network
- Common Core State Standards
- Technology Task Force
- Teacher Certification
- Contracts
- Trustee Rezoning
- Sudden Death Response
- Pay for Performance
- Education Jobs Fund
- Online Course Requirement
- ISEE**
- Comment on Draft Accountability Plan
- Special Education
- Comment on Legislative Rules
- Education Alliance of Idaho
- Educational Employment
- ARRA In Idaho

3. Select your organization as SDE, Meridian Joint School District or Other. Sign in using your credentials.
4. Locate and click the **Schoolnet** link at bottom of the screen

IDAHO STATE DEPARTMENT OF EDUCATION

Log Out

IDAHO EDUCATIONAL PORTAL

All Sites enter search words Advanced

Announcements

Schoolnet upgrade to version 12.6 will occur during the evening of March 28th, 2012. Release notes can be located in Schoolnet. Search "Instructional Materials" under the subject of "Schoolnet Support" to find a copy of these release notes.

For questions and concerns please contact the support desk by email at: support@sde.idaho.gov

ISEE INSTRUCTIONAL MANAGEMENT SYSTEM

TEACHERS: Having trouble viewing your 2011-12 School Year Classes and Students? Please contact your District Technology Director and ask for an ISEE upload to the State Department of Education!

Click Here to Access schoolnet

- Admin Tool
- Assessment Monitoring
- AYP - Adequate Yearly Progress
- Child Count
- Enrollment Tool
- ESDSS
- ESI - Extended Schooling Intervention
- IEEA Test 10 Application
- IPEDS - Individual Portfolio Artifact Submission System
- IRASS Reporting Reports
- Attendance
- Reports - Staffing
- Teacher Certification

You are now on the My Schoolnet (Home) tab



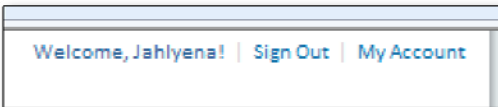
You are now on the My Schoolnet home page. The views for teachers and administrators vary slightly.

Be sure to note the following (you may need to scroll down to see all content):

- Links to State Resources
- Find Standards and Materials box for locating instructional materials
- When a class section is selected, a student roster in the Classroom Profile

Sign Out

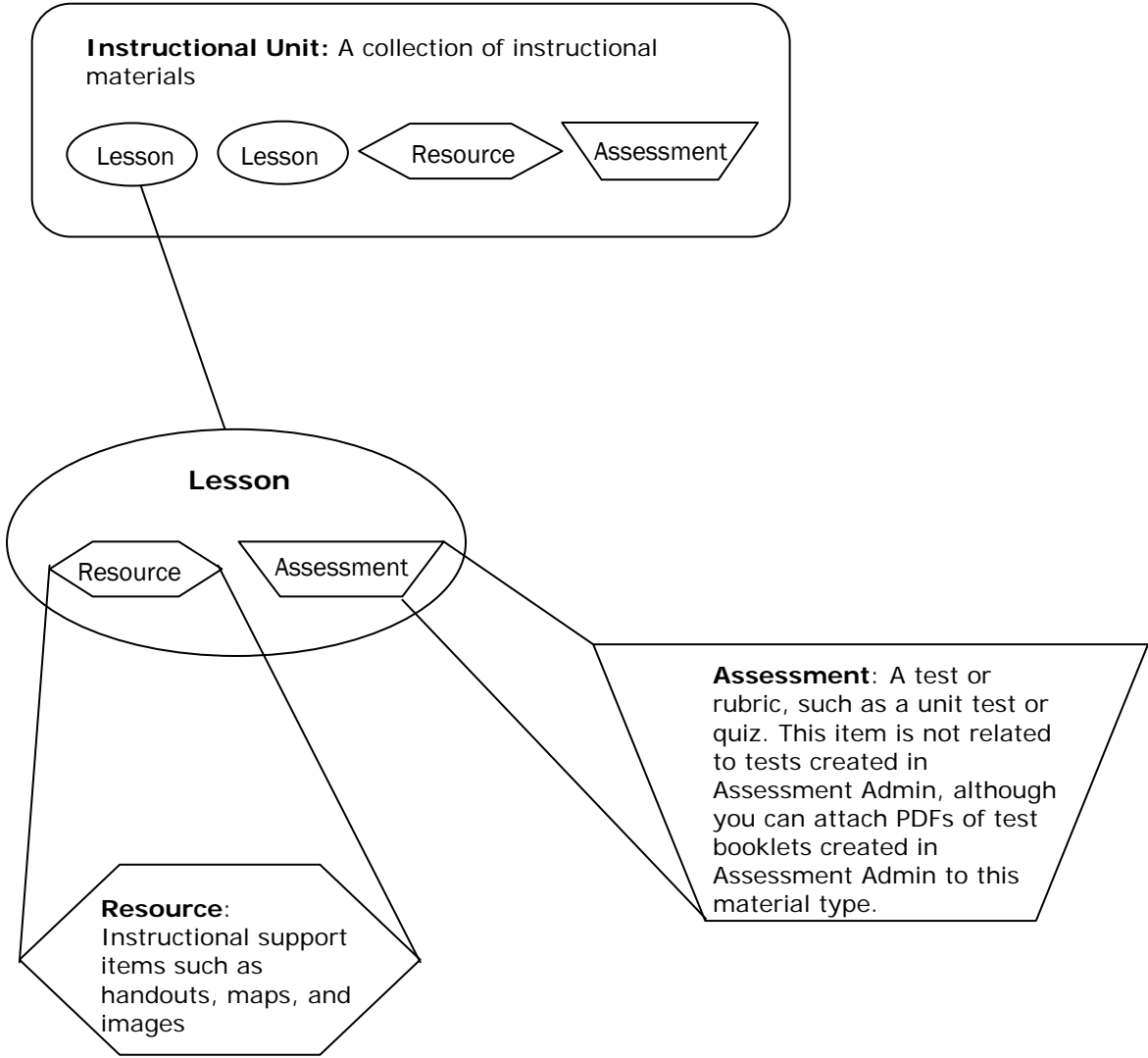
When finished with Schoolnet tasks, you should log out to prevent unauthorized access to data. Either close your browser or click **Sign Out** in the upper right portion of the screen.



Hierarchy of Education Materials

The following chart illustrates the relationship between the four types of educational materials available in Schoolnet. Each material type can be freestanding or aligned to another material. Districts implementing the Curriculum Manager feature may also organize instructional units into curricular units and curriculum.

- Instructional Unit
- Lesson
- Resource
- Assessment



Locating Instructional Materials

Use the Instructional Materials tool to find lesson plans, instructional units, resources, and standards.

Searching for Instructional Materials

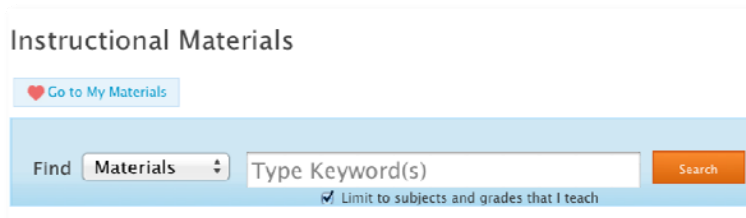
If you are looking for a lesson on a specific topic, such as pronouns, narrow your search by entering a keyword in the search field. Then click **Search**.

To view materials related to the subjects and grade levels that you teach, leave the search field blank and click **Search**.

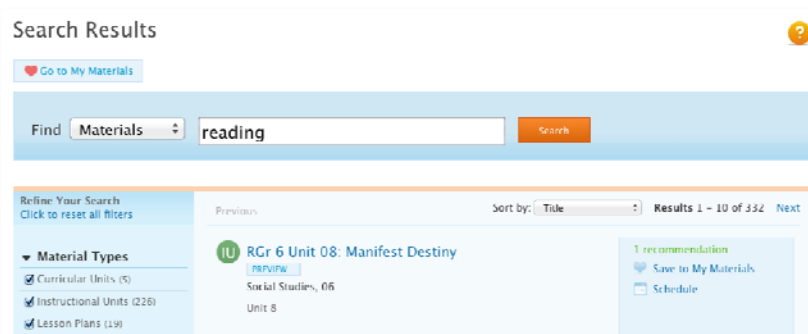
To search for instructional materials, follow these steps.

1. Roll your cursor over the Classrooms header and click **Instructional Materials**
2. From the Find menu, select the type of material (Materials, Standards, Curriculum, or Courses) that you want to search for

The Curriculum and Courses options are only available in some districts.



3. To narrow your search, type keywords in the search field
4. Click **Search**
5. On the Search Results page, filter the results by selecting options from these categories: Material Types, Subject, Grade, and Institution



6. To add an item to your personal bank, click **Save to My Materials** next to the item

To view the content of the materials, roll your cursor over **PREVIEW** or click the name of the material.

Searching for Materials by Standard

Search for standards by keyword and then find materials aligned to those standards.

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Find menu, select **Standards**
3. Type keywords into the search field, such as the name of the standard, or leave the search field blank to see all the standards for the subjects and grade levels that you teach
4. Click **Search**
5. Click the name of a standard
6. Click a number in the grid on the far right to view the materials of that particular type that are aligned to that standard

LA.6.1: Reading/Fluency.: Students read grade-level text with fluency and comprehension. Students are expected to adjust fluency when reading aloud grade-level text based on the reading purpose and the nature of the text.
 Subject: Language Arts Grade: 06
 Schedule Standards Coverage

CU	IU	LP	A	R
0	1	65	0	0

LP "Said Is Dead" & The Newspaper
 PREVIEW
 English Language Arts and Reading, 06
 Students will learn the sections of a newspaper and summarize given news articles using the Reporter's Formula.

0 recommendations
 Save to My Materials
 Schedule

LP 05/16-05/19/2011--System 44 Lesson
 0 recommendations

When you search for a standard by keyword, you can only search one standard level at a time, such as standard, skill, or sub-skill.

If you do not see any search results, use the Standards menu in the Refine Your Search area to change the level of the standard, and then search by keyword again.

Standards

Local Standards

Standard ID

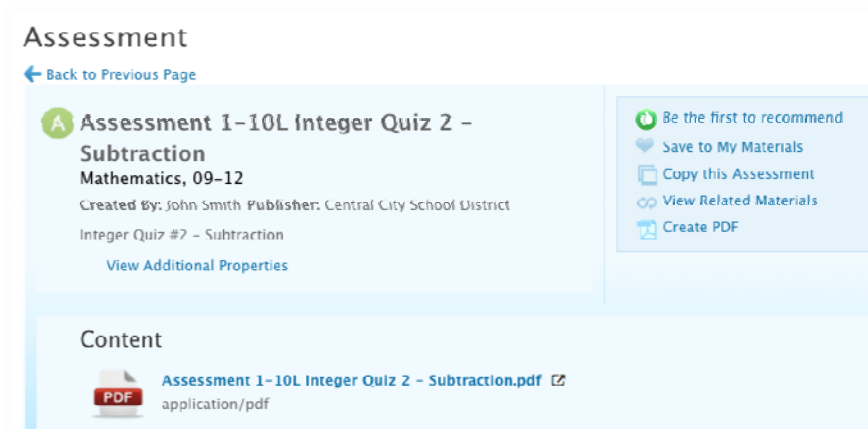
Strand

View Instructional Materials

After locating a material, view it to determine whether or not it meets your needs.

To view an item, follow these steps.

1. Search for and select an instructional material
2. Click the name of the material
3. On the detail page for the material (lesson plan, instructional unit, resource, or assessment), view the following:
 - Title
 - Subject and grade level
 - Creator and publisher
 - Duration
 - Description
 - Content (including aligned standards, objectives, and procedures)
4. Using the links to the right of the title and description, you can:
 - Recommend – Endorse a material for other users
 - Save to My Materials/Remove from My Materials – Bookmark or remove the material from your personal bank
 - Copy – Create a local, editable copy of material
 - View Related Materials – View materials aligned to the same standards
 - Create PDF – Create a PDF of the material to print or save locally



Questions for Understanding:

- What is an advantage of adding an item to My Materials?
- What material types can you search for?
- Can you search across all levels of the standards hierarchy at once, such as standard and sub-standard?

Activities:

- Locate a material by keyword
- Search for all lesson plans across grade levels for a particular subject
- Save a resource to My Materials
- Search for a lesson by standard

Navigate to My Materials

Use the My Materials bank to view materials that you created or that you bookmarked for future use. The My Materials bank contains a list of your favorite units, lessons, resources, and assessments for quick reference.

To find materials in your personal bank:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Click **Go to My Materials**



3. On the My Materials page, view a list of materials that you created and the public materials that you saved
 - a. Use the Sort By menu to reorder the list
 - b. Use the filter menus on the left to narrow down the results by material type, subject, grade level, publisher, and institution
 - c. Enter keywords in the search field and click **Search**



Questions for Understanding:

- What are the two ways a material gets into My Materials?
- Name one of the sorting options and a situation in which it would be helpful

Activities:

- Experiment with the filters and keyword search
- Remove a public material from My Materials.

Create a Lesson Plan

Scenario: You use the same lessons each year and want a place to store them to easily access and revise as needed. Ideally, you'd like to keep track of the standards you've covered in each class to avoid any gaps.

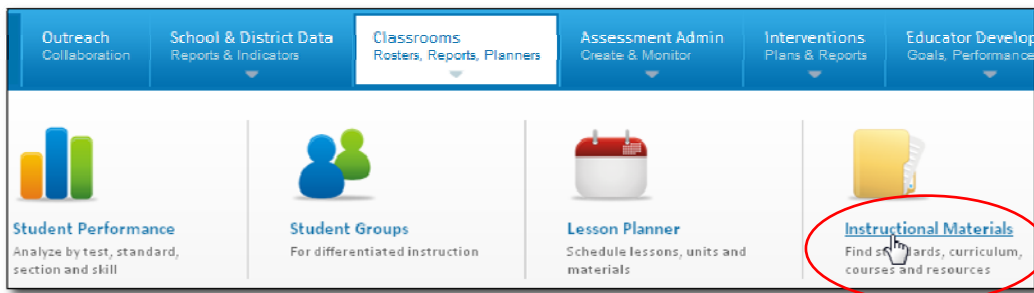
You can easily create lessons in Classrooms. These may be submitted for approval for inclusion in the Materials Bank (if your district has approvers set up) kept only in your Materials Bank. The procedure for creating an instructional unit, resource or assessment is virtually the same. Some advantages of creating a lesson in Classrooms are that by easily aligning to standards you can track skills coverage, compare mastery to times taught and locate other related materials.

Idaho Note: Users planning to submit lesson plans to the state for state-wide sharing must follow an alternate process to use the state-created template. **See toolkit item within Schoolnet Support Instructional Materials titled, "Creating a Lesson Plan with State Template Quick Start Guide" for instructions.** Users must use the 21st Century UDL Lesson Plan Template and follow a process of saving the template, copy and edit.

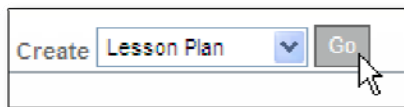
In this exercise you can either create a 'real' lesson or just mock one up that can be deleted later.

To create a lesson:

1. Go to Classrooms > Instructional Materials



2. In the Create menu, 'Lesson Plan' is selected by default; click **Go**



3. Enter the following information into the Define Properties tab

The lesson plan template is divided into tabs and * identifies required fields.



Field	Input Description
*Title	Enter a descriptive title for the lesson to make it easy to locate later.
*Subject	Select a subject from the drop-down menu. Choose the best fit if more than one applies.
*Grade Range	Select the grade range that the lesson is appropriate for.
*Description	Include a synopsis of what the lesson is meant to accomplish. This field will appear in search results (if the lesson is made public).
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

- Click **Save and Continue**
- For Section 2: Create Content, leave 'District Template' selected

District Template - Use the recommended template by entering content in the fields below.

File - Upload content from another file, such as a Microsoft Word document.

URL - Enter a link to content on a different website, such as <http://www.pbs.org>.

The template has recommended lesson plan fields to support all grade levels and subjects. You can omit fields that don't apply: empty fields will not appear on the printed lesson plan.

- Place your cursor in the window and start typing to enter content in the first field, then click another field name to enter content in the window for that field

Continue to toggle through the fields until all content is entered. For details on the formatting options see the *HTML Editor Quick Reference* section of this workbook.

Objective | **Materials** | Instructional Procedures | Guiding Questions | Summary Questions | Post Assessment Extensions

Paragraph · Default Font · Size · **B** *I* U A ab |

ruler, compass, scrap paper

Note available formatting options

7. After creating content, click **Save and Continue**
8. In Section 3: Classroom Standards, check off the standards covered in the lesson

If desired, you can also select standards for other subjects and or grade levels.

and select standards from *PA Standards in Core Curriculum* to align to this lesson plan:

Subject: **Mathematics** Grade Level: **6**

Expand All Collapse All

Can toggle 'branch' open or collapsed

Tip: Clicking text will automatically select all lower level standards

Align to any level(s) of the standards hierarchy

Can add standards for other grades and subjects

9. After selecting all applicable standards, click **Save and Continue**
10. If applicable, you can use Section 4 to associate one or more resources and/or assessments with the lesson, including file attachments

The resource might be a map, picture, description of a related video, etc. The assessment might be a rubric or quiz. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your lesson. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other lessons if applicable.
Search in My Materials	Locate a resource or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate a resource or assessment in the Materials Bank.

11. Stay in the Create and Link New Materials tab to enter details for a resource related to the lesson

Create and Link New Materials Search in My Materials Search in Public Materials Banks

How to use this feature:
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

Title: Fractions Worksheet

Subject: Mathematics

Grade Range: 04 to 08

Description: 10 items on using fractions in everyday life.

Duration: 15 Minute(s)

Format: Worksheet

Attach File: C:\Documents and Setting Browse... Upload

Tip: Recycle
Resources can be aligned to multiple lessons. The next time you create a lesson this resource can be added quickly from the Search in My Materials.

12. Click **Create and Link**

13. The new resource is now available in My Materials and is aligned to this lesson

Resource(s):

X [Fractions Worksheet](#)
(Mathematics, Grades 4-8)
created by ANDREW, JENNIFER

If you change your mind, click X

14. Click **Save and Continue** to move on to Section 5

15. In the Identify Organizers tab, check the appropriate items (yours may vary)

Teaching Methods

<input checked="" type="checkbox"/> Advanced organizers	<input checked="" type="checkbox"/> Hands on learning	<input type="checkbox"/> Project based learning
<input checked="" type="checkbox"/> Brainstorming	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Questioning techniques
<input type="checkbox"/> Computer assisted instruction	<input type="checkbox"/> Integrated instruction	<input type="checkbox"/> Role-playing

16. Scroll down and click **Save**

17. Scroll down and click **View Material** to view the lesson plan detail page and access site navigation links.

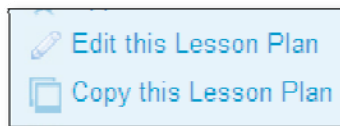
[View Material](#) Cancel Delete

Questions for Understanding

- Does your district have a rubric for creating lesson plans?
- Can you reuse the resource you created for the lesson?
- How can you add a file attachment to a lesson?

Practice

- Locate a good lesson on the Web. Add it using the URL template
- Add a lesson that exists in Word or as a PDF using the 'File' option
- Add a resource; then create a lesson created with the 'Recommended Template' to link this resource
- Create a lesson with a resource aligned that you locate in My Materials or the Materials Bank
- Edit a material you created earlier
- Copy a material you find in the Materials Bank and make modifications to it



Include Images in Materials

When creating instructional materials, add an image to the content portion of the material if the image only needs to be available for the teacher to view. You must insert an image into the text editor as a file in jpeg, png, or gif format; you cannot copy and paste the image from another document using the clipboard. For images that need to be displayed to students or distributed in a handout, it is best to add the images as a resource.

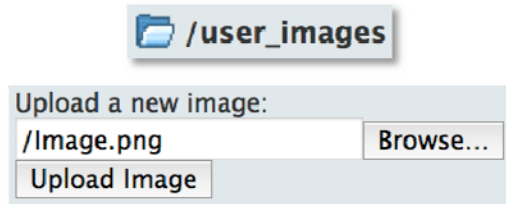
Insert an Image into the District Template

To insert an image into existing material created with the District Template:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. On the Instructional Materials page, click **Go to My Materials**
3. Locate the material and click **Edit**
4. Click the Create Content tab
5. In the text editor window, click the spot where the image should appear

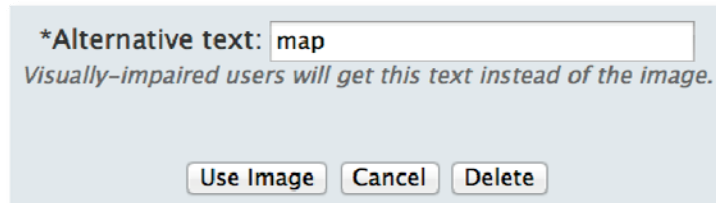


4. Click the Insert Image icon
5. Locate the image from the list of user images or from your computer and click **Upload Image**



6. In the Alternative text field, enter a descriptive tag and click **Use Image**

The Alternative text field is required for the Image bank.



Add an Image to a Lesson as a Resource

Create a resource that can either stand alone in your My Materials bank or be linked to one or more lessons and units.

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Create menu, choose **Resource** and click **Go**
3. In the Define Properties tab, complete the required fields (*)
4. Click the Create Content tab
5. Change the Content Format to **File**
6. Locate and select the file from your computer
7. Click **Upload**
8. If applicable, align the resource to standards and organizers
9. Click **View Material**

The resource is now available on the My Materials page.

Questions for Understanding:

- Does your school or department have any guidelines in place for creating lesson plans? If so, how can Schoolnet support these guidelines?
- Can you reuse the resource you created for the lesson?
- How can you add a file attachment to a lesson?
- How will you organize and name your images in order to facilitate the process of adding images to lessons?

Activities:

- Locate an appropriate lesson on the Web and add it using the URL template
- Add a lesson that exists in Word or as a PDF using the File option
- Add an image to a lesson
- Add a resource, then create a lesson with the Recommended Template to link this resource.
- Create a lesson with a resource aligned that you locate in your My Materials bank or the Instructional Materials bank
- Edit a material you created earlier
- Copy a material you find in the Instructional Materials bank and make modifications to it

Share Material with Other Teachers

Any lessons (or other materials) you create have an initial status of Private, and may only be used by you. If you schedule the material on your Lesson Planner, the material is visible to administrators with access to your Lesson Planner.

If you think your lesson might benefit other teachers, you can submit it for review. Once approved, it becomes available to other teachers. **DO NOT submit materials for approval unless you have been informed that an approval place is in process.**

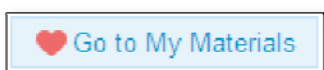
The process to create public material:

1. Create material using the Instructional Materials section of the Classrooms module
2. Locate the material in your My Materials Bank
3. On the detail page for that material, click **Submit for Approval**
4. The materials reviewer approves the material for their default institution

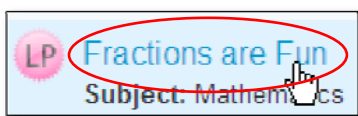
Submitting Materials for Approval

To submit your material:

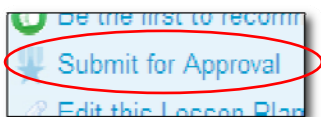
1. Go to Classrooms > Instructional Materials
2. Click **Go to My Materials**



3. Locate your material as described previously and click the title



4. Click **Submit for Approval** to submit your material to be reviewed



5. Click **OK** to change the item's status from Private to Public



6. After the Materials Reviewer reviews your lesson, you will receive an email indicating that the material is now:
 - Public and available to others in the Materials Bank
 - Still Private and may require revisions. You can access it in My Materials.

Questions for Understanding

- Is an approval process in place for your school?
- Who can see your material?
- What happens if your material is not approved?

Practice

Submit a material for approval.

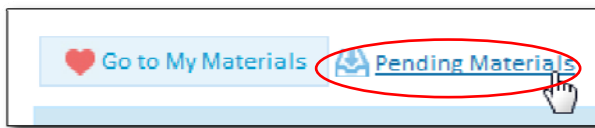
Approve Pending Materials

When a user creates a lesson or other material it is only available to that user. In order to be shared with other users at the institution it must be submitted for approval to designated users. This section explains how to approve submitted educational materials, i.e., lessons, units, resources and assessments, if you are a materials reviewer.

For practice, submit your own materials. If someone at your institution has submitted material for approval it will show up in the list of pending materials.

To approve pending materials:

1. Go to Classrooms > Instructional Materials
2. Click **Pending Materials**



3. All materials that have been submitted to your primary institution are listed

If there are enough materials in the list, practice sorting by column and filtering.

Filter:

Type
 Subject
 Grade
 Material Bank

Approve Checked Materials

LINK	TITLE	TYPE	SUBJECT	LEVEL	MATERIAL BANK	SUBMIT DATE	SUBMITTER
<input type="checkbox"/>	Mechanisms of Evolution (Copy)	Lesson Plan	Life Science	Gr 10	N/A	4/14/2010 10:24:00 AM	Durbin, N
<input type="checkbox"/>	Equivalent Fraction Go Fish Instruction	Instructional Material	Math	Gr 5	N/A	5/20/2010 12:06:00 PM	Schoolne
<input type="checkbox"/>	Jack's Awesome Lesson Plan	Lesson Plan	Math	Gr 8	N/A	4/2/2010 11:25:00 AM	Schoolne

Filter if list is long

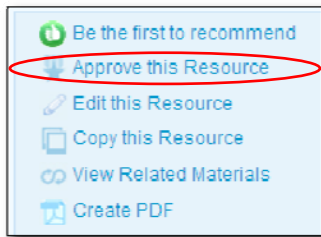
Click column header to sort

To approve without reviewing, check box(es) & click Approve

4. Click the title of a pending material and review the material



5. Click **Approve this Lesson/Resource** (regardless of whether you intend to approve or request revisions)



6. You can enter a comment to the author if desired, then click **Approved** or **Not Approved**

The author will receive an email with your comments. If approved, you will see a confirmation message letting you know that the lesson is now public at the institution to which it was submitted. If not approved, the material will revert to a status of private in the author's My Materials and may be edited for resubmission.

 A screenshot of a form titled 'Approve this Resource' for a resource named 'Equivalent Fraction Go Fish Instruction Sheets'. It includes a 'Comments:' text area with the text 'This is a great way to engage students!', a 'Submitter's Email:' field with the value 'jponnam@cchs.edu', and three buttons at the bottom: 'Approved', 'Not Approved', and 'Cancel'.

7. To approve multiple submissions at once, select them on the Pending Educational Materials page and click **Approve**.

Pending Educational Materials

Filter:

Type: -- All Types --

Subject: -- All Subjects --

Grade: -- All Grades --

Material Bank: -- All Material Banks --

Link Unlink

Materials Items Passages Rubrics

	Title	Type	Subject	Grade	Material Bank	Submit Date
<input checked="" type="checkbox"/>	Approval Test 2	Lesson Plan	Anatomy & Sports Injury	01	Private	1/18/2012 1:3
<input checked="" type="checkbox"/>	Civil War	Lesson Plan	Social Studies	06	Private	8/9/2012 12:0
<input type="checkbox"/>	Fun with Fractions	Lesson Plan	Mathematics	04	Private	5/3/2012 12:3
<input type="checkbox"/>	ss depression results	Lesson Plan	Social Studies	08	Private	12/3/2012 10:AM
<input type="checkbox"/>	WWII	Lesson Plan	Social Studies	07	Private	12/6/2011 4:1

Approve

Questions for Understanding:

- Does your school or district have a rubric used to evaluate lesson plans?
- What material types may be submitted for approval?
- If there are multiple approvers, how will you split up items for approval (by subject, grade level)?

Activities:

- Create and submit two lessons: Approve one and reject the other one, include comments on both. Check your email to view the comments you sent yourself.
- Work with a partner and submit materials to each other (try approving and rejecting)
- Delete all unwanted materials when you are finished. The Schoolnet Home screen has a web part that alerts you if items require approval. If this is not already set up on your page, refer to online help for more information.

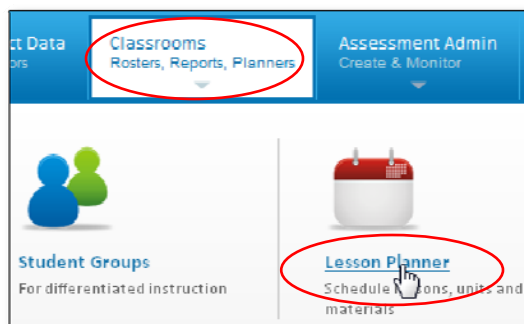
Lesson Planner Scheduling

The Classrooms module provides an online lesson planner. When you schedule lessons that are aligned to standards, you can not only track how many times each standard has been covered during the school year, but also compare standards coverage to assessment results.

Navigate to the Lesson Planner

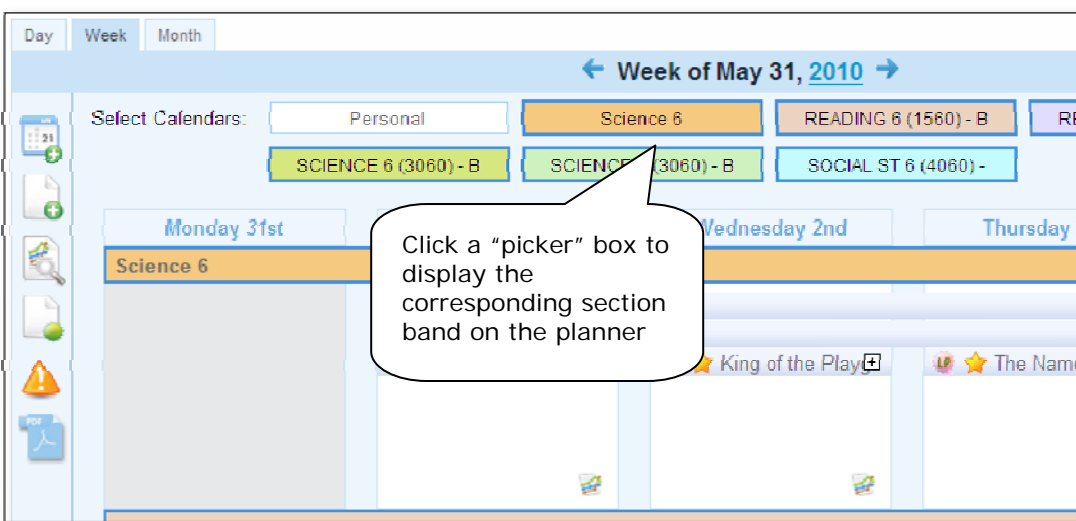
Teachers can access a calendar for all the sections they teach from both My Schoolnet and Classrooms. Administrators have a personal calendar and can view teachers' lesson planners. You can schedule on your own planner only.

To access your lesson planner, from the Classrooms menu, click **Lesson Planner**. Toggle the Day, Week, and Month tabs. Click the arrows to the right and left of the date to access earlier or later dates.



All users can access the planner through Classrooms

In the **Select Calendars** section, click the name of each calendar to either display or hide your personal calendar or the calendar for a specific section. From the Materials Type menu, choose which types of materials to display: Instructional Units, Lesson Plans, General Events (field trip, conference), and Standards Coverage.



Schedule Lessons and Units

You can schedule lessons and instructional units to a section or personal calendar. Resources and assessments can be linked to scheduled lessons, but not scheduled independently.

To schedule a lesson:

1. From the Classrooms menu, click **Lesson Planner**

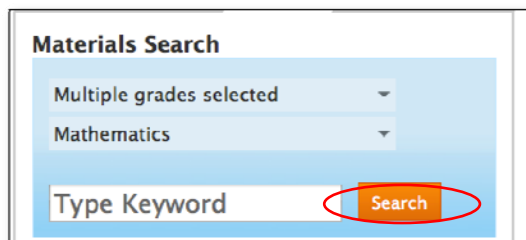
2. Click the Schedule Materials icon in the left sidebar



3. Choose the location of the material to schedule (some tabs may be either not visible or not populated)



- My Materials – materials created by you or saved from one of the banks
 - School Bank – all materials made public at your school
 - Available Curriculum – Districts with the Curriculum Manager feature enabled can schedule curriculum to courses site-wide, otherwise teachers may not have this tab.
 - Materials Bank – all materials made public for your institution
4. Select a subject(s) and grade level(s), enter a keyword, and click **Search**



5. Drag and drop the lesson or unit to the desired day and section



Question for Understanding

Can you schedule resources?

Practice

Schedule a lesson from the Materials Bank and another from My Materials.

Schedule Standards Coverage

You can schedule a standard into your calendar without defining a particular unit or lesson. For example, you may want to do a vocabulary review without specifically creating this as a lesson. Only teachers with sections can use this feature.

To schedule standards coverage:

1. In the lesson planner, click **Schedule Standards Coverage** on the left sidebar



2. Select the grade level and subject

Schedule Standards Coverage

06 ▾

English Language and Literatu ▾

3. Use the plus icons to 'open' standards as needed

+ Grades 6-12 ELA Strand Introductions

- Grades 6-12 Literacy in History/Social Studies,
HST6-12.1Intro: The grades 6–12 standards c

4. Drag and drop the standard to the desired day and section

- Grades 6-12 Literacy in History/Social Studies,
HST6-12.1Intro: The grades 6–12 standards on the

5. In the window, enter a title and notes, and close the window

Standards Coverage

Title:
Review Session

Notes:

110.25.: Reading (Elective Credit)

6. The standards coverage appears on the planner

Review Session

Schedule Events on Your Planner

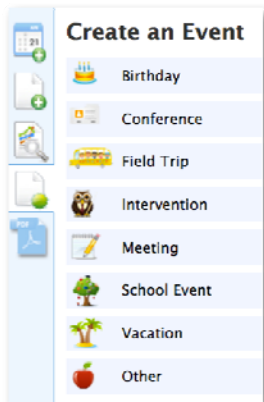
Events, such as field trips and meetings, can be scheduled on your planner.

To schedule an event:

1. In the Lesson Planner, click the Create an Event icon



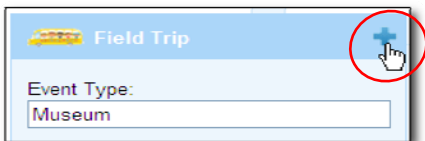
2. Click and hold an event type



as you drag and drop it on the desired day

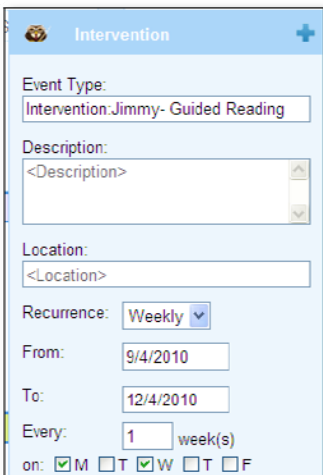


3. Enter the details of the event, and close the window to save it



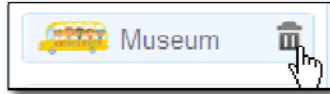
Practice

Enter an event that uses the Recurrence field.



Delete Items from Your Planner

You can easily delete lessons, units, standards coverage and events from your Lesson Planner. In the Lesson Planner, roll over the item to delete. When the trash can icon appears, click to delete that item



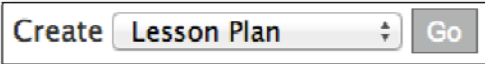
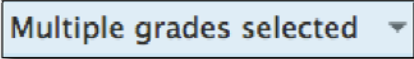







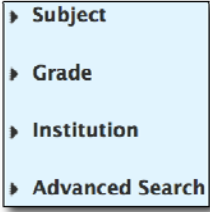


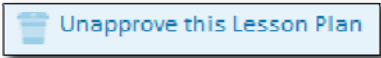



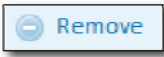





Practice

Remove all the items that you scheduled for practice.

Materials Search and My Materials Quick Reference

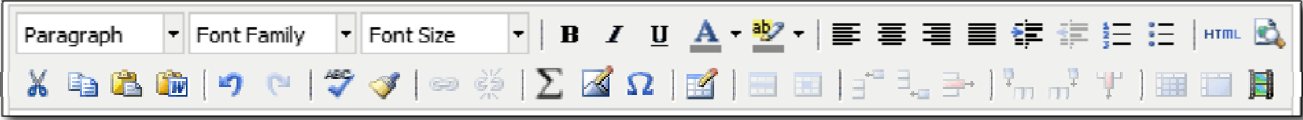
Materials Search and My Materials are graphic-rich. Use this table for reference until you become familiar with the available functionality.

Feature	Description
	Use Search with the keyword field or to access the filter column.
	To access My Materials, click the link in the top of the Materials Search section.
	Click the Materials Search link to access the drop-down to create a lesson plan, instructional unit, resource or assessment. Note that assessment creation in Classrooms is for tests that will be scored outside of Schoolnet and is not integrated with Assessment Admin benchmark/classroom tests.
	From My Schoolnet  when you first go to Materials Search, subject and grade “pre-filters” are set to match the courses you teach (if any). You can edit these and click Search to view revised results.
	Click the material title to access the material detail page.
	Roll your cursor over the Preview link to view highlights in a pop-up window.
	Click to access pending materials (if you have security permissions)
	Use to sort the list of materials. The Most Popular option refers to the number of times users scheduled the material on their lesson planner and saved the material to My Materials.

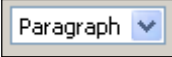

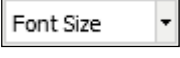





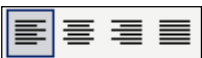

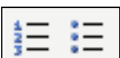
Feature	Description
	Use the filters in the left sidebar to narrow your results.
	Schedule the material on your lesson planner.
	Bookmark the material for easy access later.
	Unapprove material for your materials bank (for users with permissions to approve materials at their institution).
	The Edit link appears if you have permission to modify the material.
 	You can recommend a material and view the number of current recommendations. You cannot “unrecommend” a material.
	Remove materials from a public bank. This does not delete the item; it removes the item from the My Materials bank.
	The Copy link allows you to make a local copy of the material.
	The View Related Materials link allows you to view public and personal materials aligned to the same standards.
	Build a test using the same standards covered in the material (if you have permissions to create tests in Assessment Admin).
 	Print materials (this is the recommended method for printing materials).

HTML Editor Quick Reference

Use the text editor to add tables, images, or equations to an instructional material. Use the toolbar for formatting.






Basic Editing Options

Icon	Purpose
	Choose a style, such as Heading 1, Normal, etc.
	Choose a font type, such as Times New Roman, Arial, etc.
	Choose a font size, such as 10, 12, etc.
	Make your text bold.
	Italicize your text.
	Make your text underlined. Be judicious in underlining text as most users recognize it as a hyperlink.
	Choose a font color if the default (black) is not desired.
	Choose a color for highlighting your text, if desired, for emphasis.
	Align your text to the left, center, right, or make it justified.
	Indent your text in or move it out.
	Add numerals or bullets in front of your text.





Using Editing Shortcut Tools

The following tools are useful shortcuts for editing your work.

Icon	Purpose
	Use to undo your most recent edit or to redo/repeat your most recent edit.
	Check the spelling of selected text or all text.
	Clean up your HTML work. Applies only if you use the HTML view (link is at bottom of window).



Cutting, Copying and Pasting Content





You can copy and paste content to/from your editing window or a Word document.

Icon	Purpose
	Cut copy from your editing window.
	Copy text within your editing window.
	Paste copy into your editing window.
	Paste copy from a Word document into your editing window.

Inserting Hyperlinks, Graphics and Special Characters

Place the cursor where the graphic or special character should display and click the corresponding icon from the toolbar.

Icon	Purpose
	Enter the text that should be linked, highlight it, and click the link icon. Enter the url and save. Do not use with Secure Tester feature.
	Click to remove a hypertext link.

Icon	Purpose
	Access a pop-up Equation Editor to insert a math or science equation. Select the appropriate equation elements from the samples in input area on the left, and input your equation. Clicking on the equation type images populates the code window above, and the preview window with your equation in real-time. A preview of your equation is displayed in the preview area on the right. Click Save to save your work, and return to the content editing window.
	Insert an image file. DO NOT copy and paste an image from the Clipboard.
	Insert special character, such as for math or a foreign language.
	Insert a table.

Controlling Font Size






There is syntax in the Equation Editor that can be added to an equation to render the text smaller or larger, depending on your needs. To change the size of the equation you have a number of different choices that are listed in Table 5.2 of the Equation Editor online help screen.

Lesson Planner Quick Reference

The Classrooms Lesson Planner is graphic-rich. Use this reference sheet until you become familiar with the available functionality.

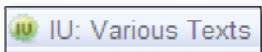

Sidebar Icons

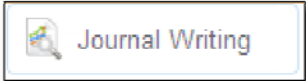
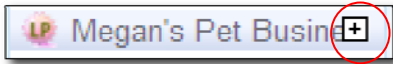
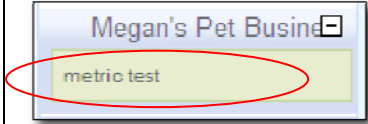



The sidebar contains six collapsible panels that enable a wide range of calendar functionality.

Icon	Purpose
	Schedule lessons and instructional units. Search from available materials in My Materials and the Materials Bank.
	Create new lessons and instructional units, then schedule them to the calendar.
	Record standards that have been covered (but not added as a lesson plan).
	Schedule an event, such as a meeting, intervention, field trip or conference.
	Print instructional materials (or save file locally). Filter by material type and day.

Material types

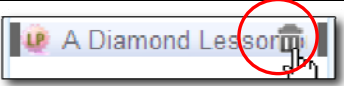


There are several types of materials that may appear on your calendar. (* only materials indicated with an asterisk can be saved to My Materials).

Icon	Type	Purpose
	Instructional Unit*	A unit that may contain lessons, resources and assessments. They are designed for medium-term unit planning (e.g., "Week One- Writing Sentences"). Up to three may overlap per section.
	Lesson Plan*	A teacher's one or two day instructional plan. Lesson plans may be schedule individually by a teacher or imbedded in an instructional unit. Up to three lesson plans may be assigned to a single day to facilitate differentiated instruction.

Icon	Type	Purpose
	Standards Coverage	Standards coverage may only be scheduled by a teacher. It appears on the planner in white. This feature provides a quick way to indicate standards covered without creating a lesson plan in Classrooms.
 	Resources* & Assessments*	Resources include a wide variety of educational media to aid lesson plans, including worksheets, websites and more. Assessments are quizzes, rubrics, etc. Users with Assess should note that this material type is unconnected to Assessment Admin tests. Although resources and assessments cannot be scheduled to the Lesson Planner, they may be embedded in a lesson or unit. A plus sign indicates that additional materials are linked to that item. Click the plus icon to view: resources are green and assessments are white. Click a resource or assessment title to view the content.
	Event	Events appear in blue and can be scheduled to both the personal and section calendars as reminders for conferences, field trips, etc.
	Note	Notes can be added to a specific day and section. They are typically used as short reminders for personal use. Hover your cursor over the bottom of a day square to access this icon (or add in Day View).
	Attachment	Attachments can be uploaded to a specific day and section. There is a maximum of five attachments. Hover your cursor over the bottom of a day square to access this icon (or add in Day View).




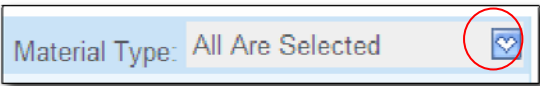
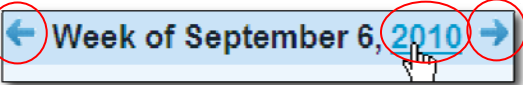
Item Options

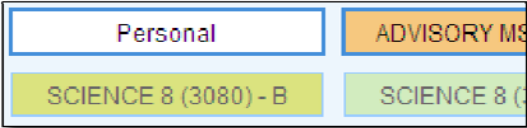

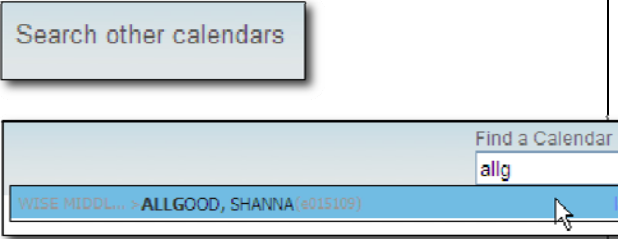


Hover the cursor over a scheduled item to reveal additional functionality.

Icon	Purpose
	Click the trash can icon to delete the item from the planner. Any lessons or units originally in My Materials will remain in My Materials.
	Drag and drop an item to copy it to another day or section. If needed you can then delete it from the source location.
	Extend an item to multiple days by dragging and dropping the appropriate handle. Use the same technique to shorten duration.

Miscellaneous Features

This section describes additional functionality available in the Lesson Planner.

Icon	Purpose
	Visible on days with scheduled standards, either from a unit, lesson or standards coverage. Click to view student performance by standard as measured by benchmark assessments so far this year.
	Print the currently displayed week or day view.
	Access Online Help.
	Click the down arrow to filter by material type. Click this icon again to close the pop-up window once you have made your selection.
	Use the arrows to navigate to the prior and next week (or day/month as applicable). Click the year to access a pop-up calendar and navigate to any date.

Icon	Purpose
	<p>Click on a section or the personal square to toggle between hide and display. Your selections are remembered from login session to session.</p>
	<p>Use the tabs to navigate between day, week and day view.</p>
	<p>Administrators can access teacher planners by clicking 'Search other calendars', typing the last name in in the box and selecting from the 'type-ahead' menu.</p>
	<p>Rename or reorder sections. Do not request access to additional sections unless you have been informed that an approval process is in place.</p>
	<p>Roll over the View Table Key link to see explanations for icons on-screen.</p>