



Creating and Sharing Materials

Hello, Idaho! I'm Beth Klineman from Pearson Education. Welcome to Schoolnet's Creating and Sharing Instructional Materials, accessed through the ISEE Portal.

As you probably know, instructional materials include curricular units, instructional units, lesson plans, resources, and assessments. Use Schoolnet to add these resources to your personal materials bank and then schedule them to your lesson planner.

You can also share resources with other teachers. Submit them for approval and they can be added to the district or state materials bank.

When creating new materials in Schoolnet, you'll enter required, recommended, and optional information. Take your time. Create a new resource at your own pace, save your work, and then return to it when you're ready.

Today on the Schoolnet demo site, I'll show you how to create a new lesson plan. Then you'll submit the lesson plan for approval to share it with other teachers.

So let's get started!

As a teacher at Sandpoint Middle School, you sometimes find instructional materials and resources that you know will both engage students and focus on particular standards. Bring these resources into Schoolnet and either use them for your own students or share them with other teachers.

To start, roll your cursor over the Classrooms header in the navigation bar and click **Instructional Materials**.

On the Instructional Materials page, you can search for existing materials in the materials bank, access your personal materials bank, or create new lesson plans, instructional units, resources, and assessments.

To find existing materials, choose a material type from the menu and enter keywords. Then click **Search**. Use the search feature the same way you would most filter tools.

To create a new resource, start with the menu at the top right corner of the page. Open the menu and consider your options: create an instructional unit, a lesson plan, an assessment, or a resource. For this example, use the default selection "Lesson Plan" and click **Go**.

On the Define Properties tab, add some information about the lesson plan. Next to

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Title, give your lesson plan a name.

Next to Subject, open the menu and select **English Language and Literature**. For the grade range, open the first menu and select **08**. The end range becomes 08 automatically but you can change it as needed.

Now enter a description of the lesson plan.

For the duration, enter **2**, then open the menu and select **Week**. The duration is helpful when you add the lesson into your lesson planner because the lesson will be added to your calendar for the duration you specify. Last, click **Save and Continue**.

On the Create Content tab, you can use the district template to copy and paste information into each field, upload content from another file as an attachment, or add a link to content on a different website.

For this example, let's use the district template.

Copy and paste your lesson plan information into each template field as needed.

The first field is for districts that use their own template. Click **Lesson Plan Description** to copy and paste a description here for your lesson plan. Then click each of the other headings to add information for each.

Your lesson plans should follow the 21st Century Classroom Lesson Plan guidelines, especially if you want to submit your lesson plan for approval.

When you have added all of your lesson plan information, click **Save and Continue**.

Next, align the lesson plan with the appropriate standards. Later, if you wish, you can search for this lesson plan by standard. Click the **+** sign next to a higher-level standard to view the lower-level standards.

Select the appropriate standards and click **Save and Continue**.

Under Link Related Materials, link a resource to this lesson plan. Select the tab labeled "Create and Link New Materials." Now enter information that will help you find this resource again. Enter a title, subject, grade range, and description.
Subject: English, Grade Range: 8.

Next to Format, open the menu and select the appropriate format for this example. Choose **Teacher Resource**. Next to Attach File, click **Browse** and find the resource file on your computer.

Click **Upload** and then click **Create and Link**. Last, click **Save and Continue**.

This resource is now available as a separate instructional material as well as linked

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to this lesson plan.

Under Identify Organizers, you have the option to add organizers to your lesson plan. Organizers are characteristics of the lesson plan that you can use later when filtering and searching for resources. Select a few organizers that fit this lesson plan and click **Save**.

That's it. You added a new lesson plan and resource to Schoolnet. To exit the edit mode, click **View Material** at the bottom of the page.

Occasionally, you may create a lesson plan that you want to share with other teachers. Once you're familiar with the submission and approval process at your school, go ahead and submit your new lesson plan for approval.

From the Lesson Plan page, click **Submit to School Bank** on the right side of the screen. A message appears asking you to verify that you want to submit the resource for approval. Click **OK**.

You'll receive an email letting you know whether the lesson plan was approved and will be placed in the materials bank, or whether the approver needs more information.

Now you know how to create a lesson plan and submit it for approval.

To learn more about creating and sharing instructional resources, review the training materials on locating, creating, submitting, and approving instructional materials.

But before you go, let's hear from Sandra Miller, the Student Achievement and School Improvement Director for Minnedoka County School District:

"Well, I think the efficiency of Schoolnet is one of the greatest assets. And for me, efficiency is very important at the district level, at the school level, at the grade level, and all the way down to the classroom. And so, by efficiency, I mean that it is a warehouse for so many resources and tools that teachers just have a wealth of information at their fingertips in order to help them be more efficient and to meet the needs of every child individually without too much effort on their part. And then they can share that same information with their colleagues across the district level, with colleagues at a different school, at the state level if they so choose. And so that's the part I love about Schoolnet."

For more information on ISEE's Schoolnet, be sure to check out the training resources posted on PowerSource, and go to PD Planner for additional training opportunities.

<https://powersource.pearsonschoolsystems.com/portal/isee/>