



# Create a Lesson Plan Quick Reference Card

## Create a Lesson Plan

Create your own lesson plans in Schoolnet and then schedule it in your lesson planner or keep handy in your My Materials section.

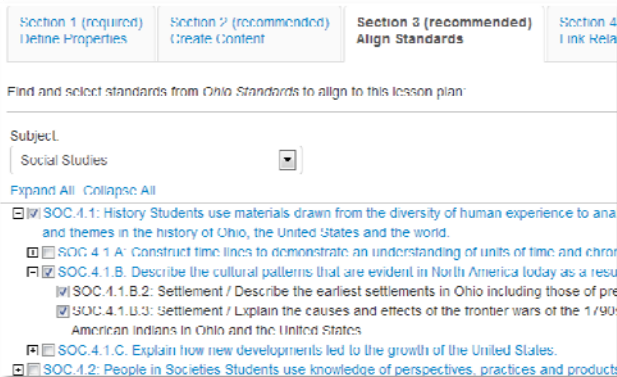
1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Create menu, use the default option, **Lesson Plan**, and click **Go**
3. In Section 1 tab - **Define Properties**, complete the required (\*) fields

Click **View Additional Properties** to add information about copyrights, fees, or keywords.

4. Click the Align Standards tab and select the standards addressed in the lesson (your tab order may vary)

Click the + sign to expand a standard, then check the boxes next to the standards to make your selections.

You can select standards from other subjects and grade levels.

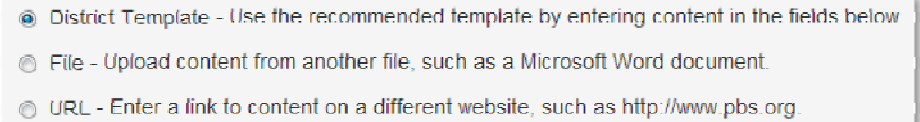


5. Click the **Create Content** tab

Your work is saved automatically as you move between tabs.

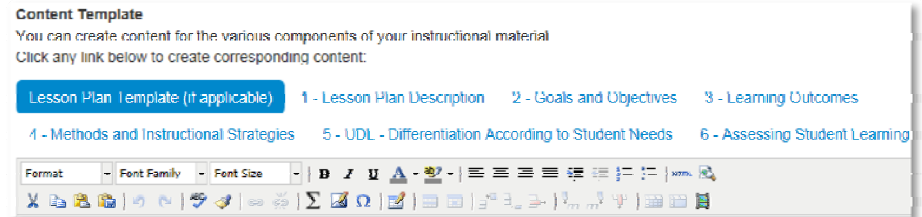
6. Use the default value, **District Template**, if you plan to type or paste in any text

Alternative options include uploading an existing file or linking to a website. Use these options only if the entire lesson is located in a separate document or on a website. If you want to add a file attachment to a lesson you enter in the District Template, do so by adding it as a resource in the Link Related Materials tab, not here in the Create Content tab.



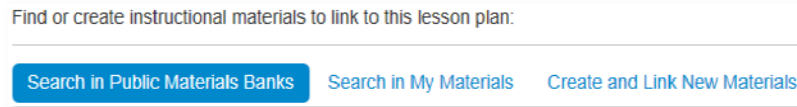
7. If using the District Template format, click the fields, such as Warm-up and Materials, to add corresponding content

Fields left empty will not appear on the final lesson plan.



8. To associate new or existing resource(s) to the lesson, use the **Link Related Materials** tab

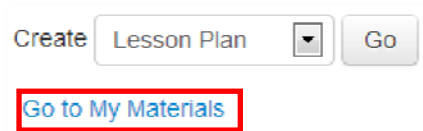
Use this section to add a file attachment, such as a worksheet, to a lesson. Click **Create and Link New Materials** to enter a resource, or browse from available resources and assessments in My Materials or the materials bank.



9. In the **Identify Organizers** tab, select the attributes of the lesson
10. Scroll to the bottom of the page and click **Save**
11. Click **View Material** to view the lesson plan detail page

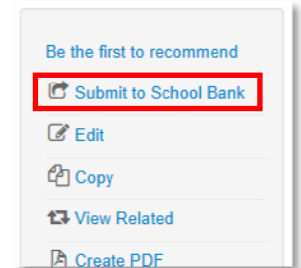
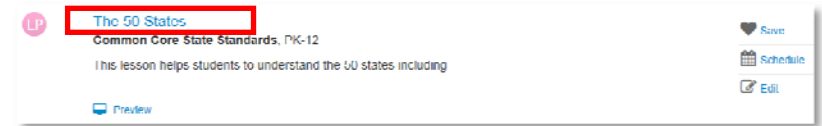


Also view your lesson and any newly created related resources in your My Materials Bank.



## Submit a Lesson Plan for Approval

1. Locate the lesson created within **My Materials**. Click on the name of the lesson. Click the **Submit to School Bank** on the right side of the page.



2. A message appears, giving more information about the approval process and asking you to verify that you want to submit the material; click **OK**

Notice that the link to submit is no longer visible. The item status is now **Pending**.

Upon review, you'll receive an email saying that either the item is approved and in the materials bank, or it is not approved and the status is back to Private.

**NOTE – If submitting lesson plans to the State please make sure you follow the 21<sup>st</sup> Century Classroom Universal Design for Learning (UDL) Lesson/Unit Plan Review Rubric available on the Documentation page.**