



# Approving Instructional Materials to School Banks and Submitting Materials to District Banks

## Quick Reference Card

### Approving Instructional Materials to School Banks and Submitting Materials to District Banks

This document, **for School administrators**, explains how to approve submitted lesson plans, units, resources, and assessments created in the Classrooms or Assessment modules for users who are permitted to do so. Users with the right permissions may approve materials or submit them to the District bank.

Teachers submit materials to a reviewer at the school. The reviewer approves the material for the school materials bank. At that point, the material is visible to users at the school.

The school reviewer has the option to submit the material to a reviewer at the district. The district reviewer approves the material for the district materials bank, and the material is then visible to all schools.

The district reviewer has the option to submit the material to a reviewer at the State.

Be sure you understand the submittal process at your school and do not submit materials unless an approval process is in place.

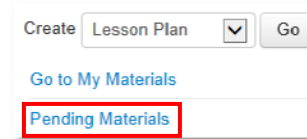
**NOTE – If submitting lesson plans to the State please make sure you follow the 21<sup>st</sup> Century Classroom Universal Design for Learning (UDL) Lesson/Unit Plan Review Rubric available on the Documentation page.**

### Approving Materials

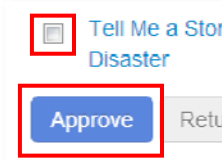
When you approve materials, keep in mind that if you approve a lesson plan or unit that has other materials attached to it, all the materials attached to it are approved as well.

To approve submitted materials, follow these steps:

1. Roll your cursor over the Classrooms header and click **Instructional Materials**
2. On the right side of the page, click **Pending Materials**

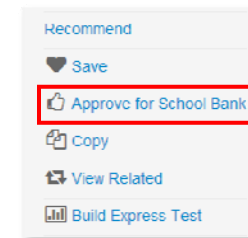


3. If you are familiar with the material and simply want to approve it, select the check box next to the title and click



**Approve.**

4. To review the material, click its name
5. Read the content of the material and then on the right side click **Approve for School Bank**



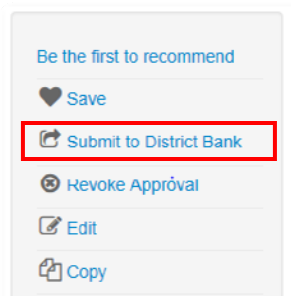
Think of this step as accessing the approval screen. On the next screen, you will actually approve or reject the material.

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6. Enter comments in the **Comments** text box as needed
7. Click **Approve**

If you click **Return**, the status of the material reverts to Private.

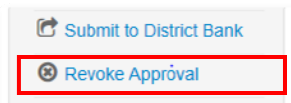
8. If the approver wants to submit material to the District level click **Submit to District Bank**



9. A message appears, which gives you more information about the approval process and asks 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** for a District approver to approve.

10. If you need to retract materials that were accidentally submitted click **Revoke Approval**



This step will remove the material out of the approval queue. The materials status is back to **Private**. The submitter will have to submit again.

**NOTE** If you want to submit materials for approval to the District bank at a later time you will have to search for the material first to access the resource options above.

## Materials Approval Status

The submitter will receive an email indicating whether the material was approved or returned.

Note that when users submit materials up multiple levels (such as from the teacher to the school approver, and then by the school approver to the district), only the submitter at the prior level receives an email.

Users can see the highest level of institution approval for the material by clicking **View Additional Properties** on the material detail page and looking next to Material Bank.

A screenshot of a material detail page for 'Adjectives'. It shows various properties of the material.

<b>Description</b>	This lesson supports IU: Writing Lesson 1.2 Parts of Speech, Narrative Writing.
<b>Subject</b>	English Language Arts
<b>Grade</b>	Gr 8
<b>Created By</b>	Mary Sprinkle
<b>Publisher</b>	Central City School District
<b>Cost/Fee</b>	No
<b>Restricted Use</b>	No
<b>Status</b>	Pending (Free)
<b>Material Bank</b>	Private
<b>Created by</b>	Cook, Amy (5/29/2013 8:22:00 PM)
<b>Last modified by</b>	Cook, Amy (5/29/2013 8:25:00 PM)

## Approval Alerts

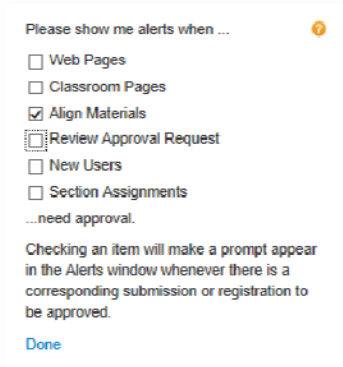
Depending upon your district or school setup, your home page may include the Approval Alerts web part. The **Approval Alerts** web part allows users to respond to requests for approval on a wide range of issues, including instructional material requests. To review approval requests you must first configure the web part.

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1. Click Configure your alerts at the bottom of the web part.

[Configure your alerts](#)

2. Select each content area for which you want to review alerts.



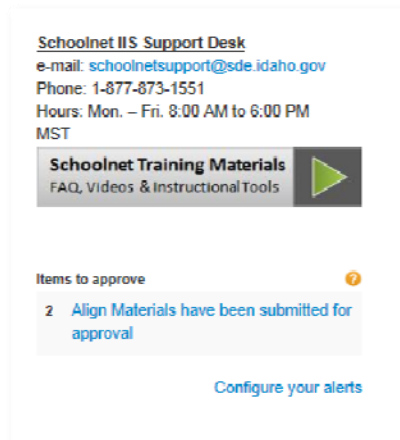
Please show me alerts when ...

- Web Pages
- Classroom Pages
- Align Materials
- Review Approval Request
- New Users
- Section Assignments  
...need approval.

Checking an item will make a prompt appear in the Alerts window whenever there is a corresponding submission or registration to be approved.

[Done](#)

3. Click **Done** to save changes.
4. When items, requiring your approval, are submitted you will see those materials in the Approval Webpart to easily access.



**Schoolnet IIS Support Desk**  
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Phone: 1-877-873-1551  
Hours: Mon. – Fri. 8:00 AM to 6:00 PM  
MST

**Schoolnet Training Materials**  
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Items to approve

- 2 [Align Materials have been submitted for approval](#)

[Configure your alerts](#)