Classrooms Training Manual

Schoolnet
Instructional Management Suite

ALWAYS LEARNING PEARSON

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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.

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.

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

You are now on the My Schoolnet (Home) tab

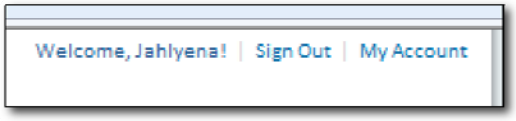
You are now on the My Schoolnet home page. The views for teachers and administrators vary slightly.

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.

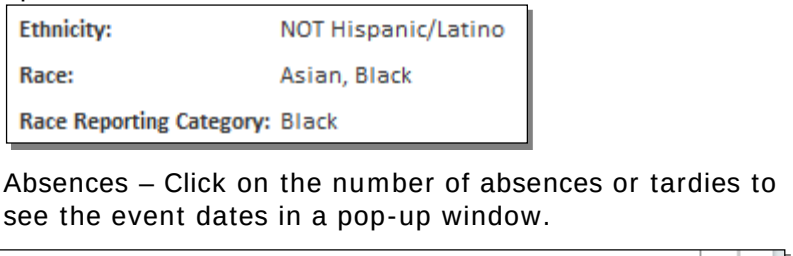


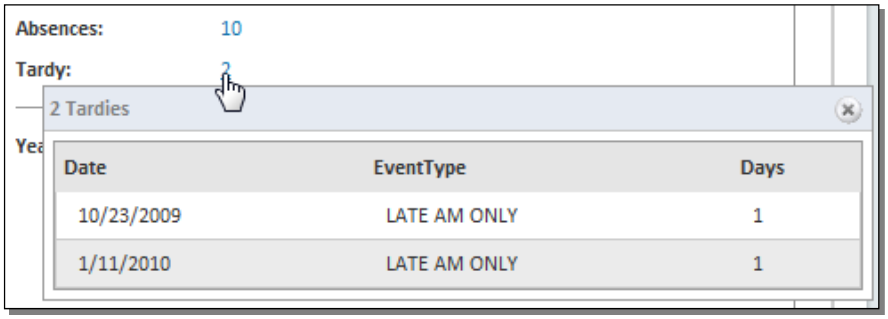
What Information is Available About Each Student? View the Digital Backpack (Student Profile)

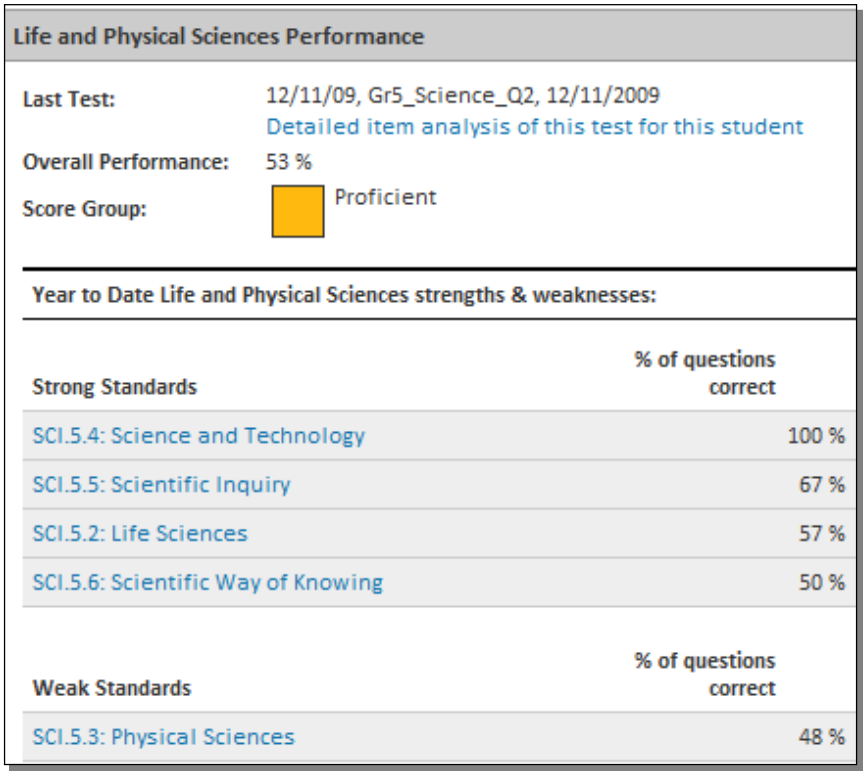
Student Profiles include all data that is available in Schoolnet about each student. Individual student data is highly sensitive and may be regulated by local, state and federal laws. Always exercise extreme caution in viewing, analyzing and acting on this information. Throughout Schoolnet you can access a student profile by clicking any student name that appears in blue (or purple) text.

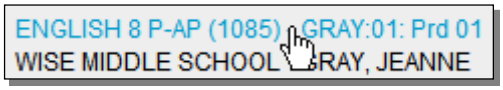
Tabs in the Student Profile

Tab	Displays…
Student Overview	Personal information, current year marks and benchmark results that highlight strong and weak standards. • Ethnicity, Race and Reporting Category - The U.S. Office of Management and Budget (OMB) issued revised standards for collecting and reporting race and ethnicity data. The revisions involve new categories that separate race and ethnicity and include two categories for data on ethnicity. Schoolnet now supports these new data points. With the additional categories, a wider range of reporting options is available. • Absences – Click on the number of absences or tardies to see the event dates in a pop-up window.

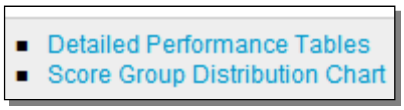




<table>
<tr><th>Tab</th><th>Displays…</th></tr>
<tr><td></td><td>
• Strong and Weak Standards – An overview of the most recent current year benchmark in each subject is displayed at the bottom of the overview.


</td></tr>
<tr><td>Enrollment & Academic Record</td><td>
Current and historical enrollment. Scroll down to view current year and historical marks. Click on a course (one that has marks) to view the Section Mark Distribution Report. This shows how many students in the same class got each grade by marking period.


</td></tr>
<tr><td>Benchmark Tests</td><td>Benchmark score by school year and test category (if applicable). View by test administration or standard. In the test view, click on test name to view question level results. Click Predictive Details (if available) to view predictive data -- Expected Performance indicates the forecasted likelihood of the student falling into each score group based on current benchmark performance.</td></tr>
<tr><td>Classroom Tests</td><td>Classroom test scores by school year and subject. View by test administration or standard. In the test view, click on test name to access item analysis results. Spans classroom tests given by all teachers.</td></tr>
</table>

Tab	Displays…
Standardized Tests	Performance on all standardized tests that have been loaded into the system. View by school year.  The Detailed Performance Tables links to the full test information, including sub-section results if available. The Score Group Distribution Chart indicates the score group of everyone who took this test at the same time and same school as the student.
Programs	Lists any programs loaded into Schoolnet that the student is enrolled in.
Learning Plan & Teacher's Notes	Allows teachers and administrators to enter comments about student performance/learning style that are viewable by anyone else who has permission to view the Student Profile. Additional documents may be included as file attachments. Know your district's policy on using this feature before entering comments (which may be available as checkboxes, freeform text or both). If you have added this student to any Student Groups, that will also be displayed, but only to you. **Student Growth Reports are found within this tab.**

Question for Understanding

What data is available for the students at your school?

Practice

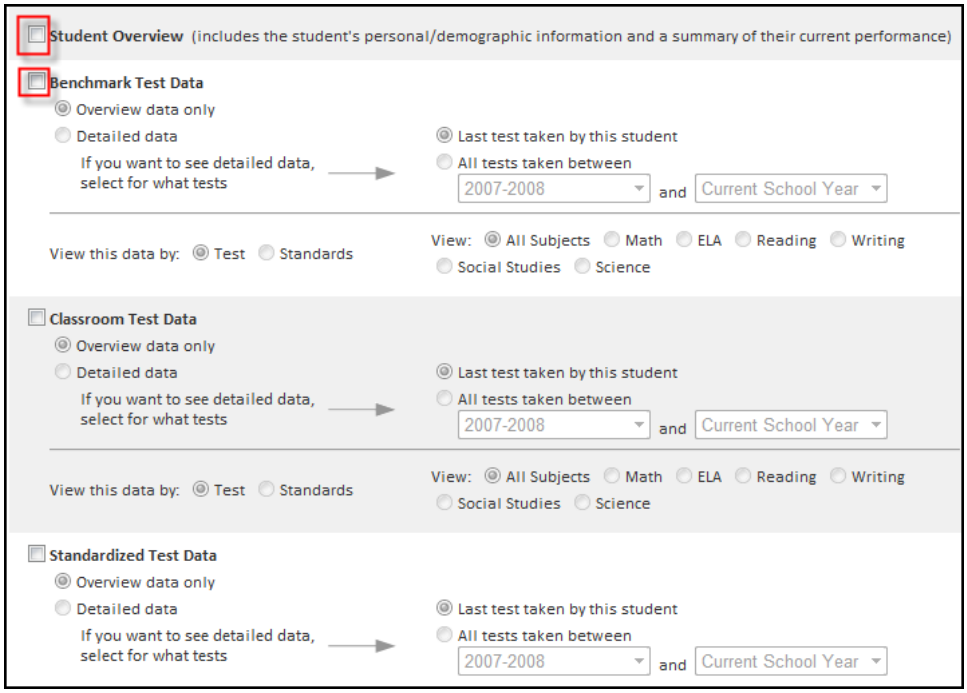
Browse through the profiles of a few students in your class or school. What is one question you have about something you saw or didn't see in a profile?

Printing an Individual Digital Backpack (Student Profile

Scenarios: You are having a parent-teacher conference and want to share relevant information with the parent.

You are having an RTI meeting regarding a student you have in your class.

Open a Digital Backpack (Student Profile). Click the Create PDF link. Check the sections to print and click **Create PDF**.



Print Multiple Digital Backpacks (Student Profiles) at Once

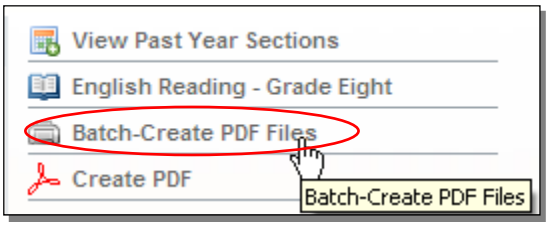
It may occasionally be useful to print all or part of the Digital Backpack/Student Profile for **all the students in a section**.

Scenario: *Parent-Teacher Night is next week. As the teacher, you plan to provide each parent with a printout of recent assessment results.*

To print multiple profiles at once:

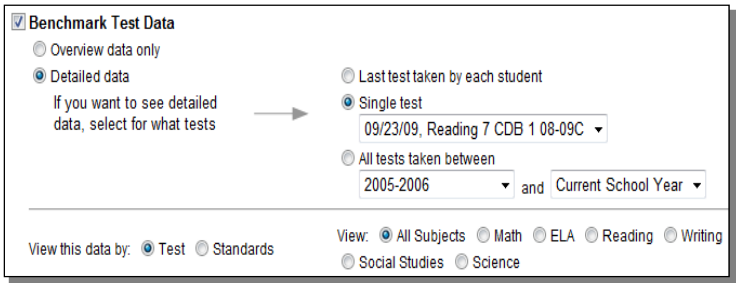
1. Go to Classroom > Student Performance
2. Select the desired class section
3. Click the Student List tab

4. Click **Batch-Create PDF Files**



5. The instructions on the screen ask you to confirm that you have selected the desired section; then click **Next Step: Select Data to Print**

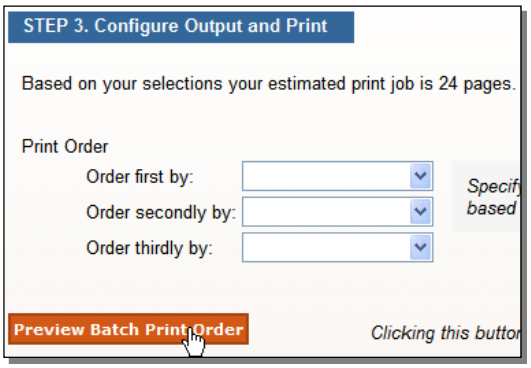
6. On the next screen, choose which sections of the Student Profiles you want to include



7. Scroll down and click **Next Step: Configure Output and Print**

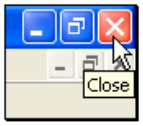
8. Leave the order as is and click **Preview Batch Print Order**

   This will open just the first student profile in Adobe PDF format so you can see what it will look like.



Note: Depending on your platform and browser configurations, you may see a system screen that asks you to open or save the file. Follow the instructions until the PDF file is open. If you have problems trying to open the file, first save the file locally and then try to open it.

9. Close the file (on a Macintosh you do this by clicking the red button on the top left; on a PC it is the X on the top right of the window)

or 

10. Click **Print Batch to PDF**

    This is opening the file, not actually sending it to the printer.

11. When the file opens as a PDF, click **Print** in the browser toolbar to print out the file (your icon may vary)

    If you are on a public computer, be sure to delete the PDF file from the desktop if you saved it there.

Questions for Understanding

- When might you want to batch print Student Profiles?
- Can you print just the standardized test information for students?

Practice

Create a PDF of all students in a section that includes only their results on a recent standardized test. Cancel out rather than print it. Note 2 pieces of information you can see on this report.

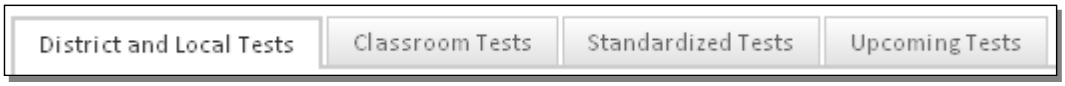
View the Classrooms Assessment Monitor in My Schoolnet

The Classrooms Assessment Monitor is a 'web part' in My Schoolnet that allows teachers to easily identify and segment their students based on recent assessment data. Principals can view this information by teacher.

Components of the Classrooms Assessment Monitor

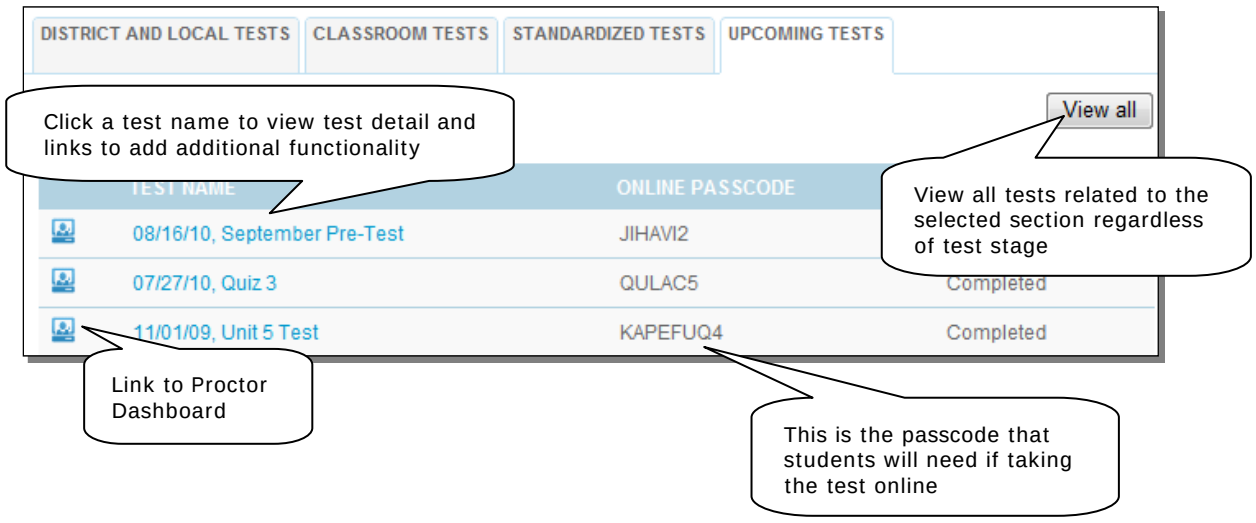
The Classrooms Assessment Monitor provides teachers direct access to useful test information:

- **District and Local Tests** – Offers information related to short cycle assessments that are in progress or completed
- **Classroom Tests** – Provides information related to a teacher's in progress and completed My Classroom tests (i.e., tests that the teacher has created for their own students and tests that have been assigned or recommended to the teacher by an administrator)
- **Standardized Tests** – Allows teachers to select from available standardized test results (including prior year)
- **Upcoming Tests** – Shows teachers all tests related to their sections, with test name, online passcode and test stage provided in a line-by-line format



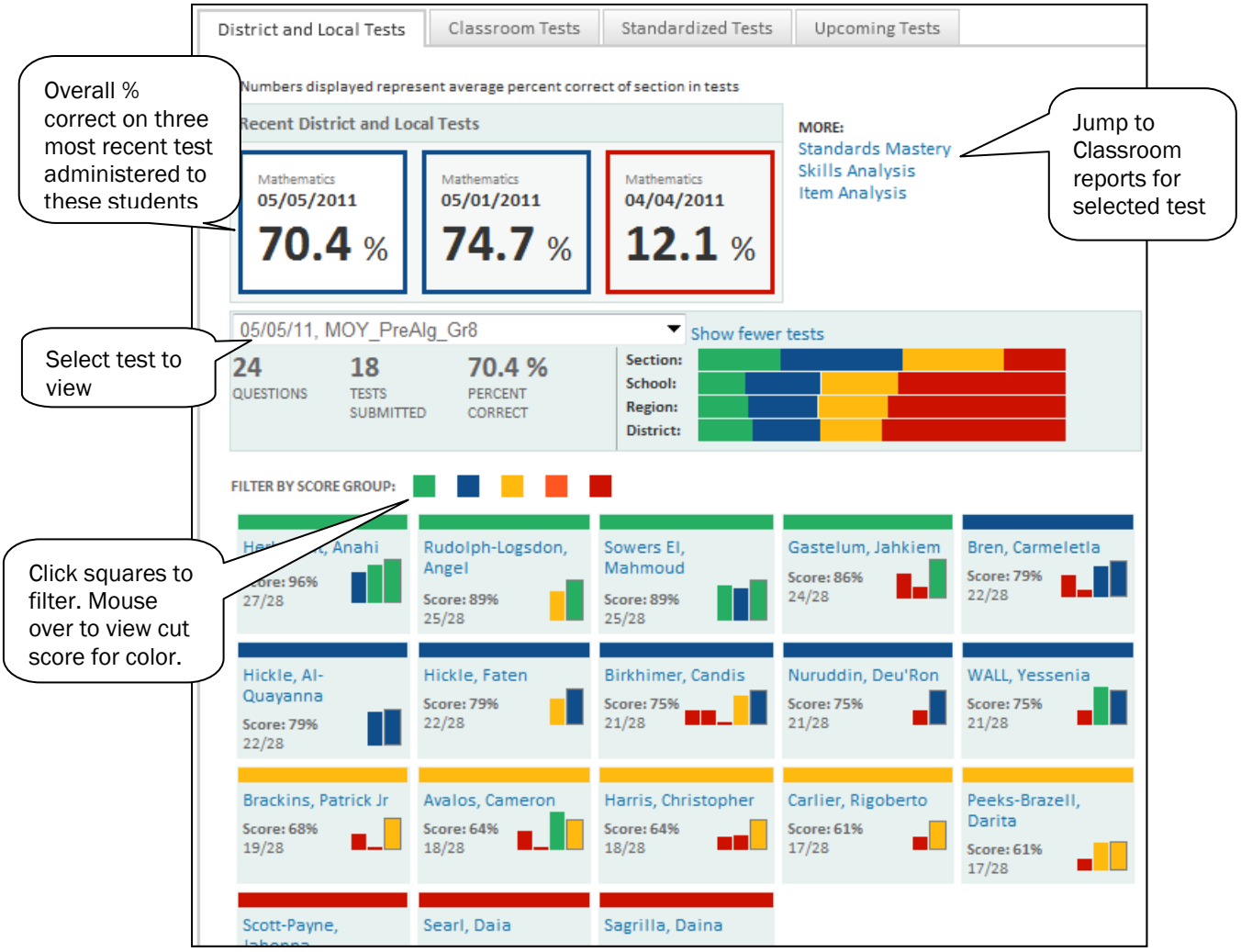
View Upcoming Tests

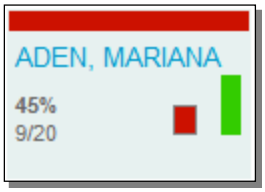
Teachers can use the Upcoming Tests tab to quickly see all current tests at a glance (test name, online passcode for electronically administered tests, and test stage).



View District/Local, Classroom & Standardized Test Results by Student

The District and Classroom Tests tabs function the same way: the only difference is the source of the tests. (Note: Not all districts have implemented Classroom tests.) The three most recent tests are displayed in each tab. Only current year tests are displayed in the first two tabs. In the Standardized Tests tab you can select a prior year test and, if applicable, view by each test subject.





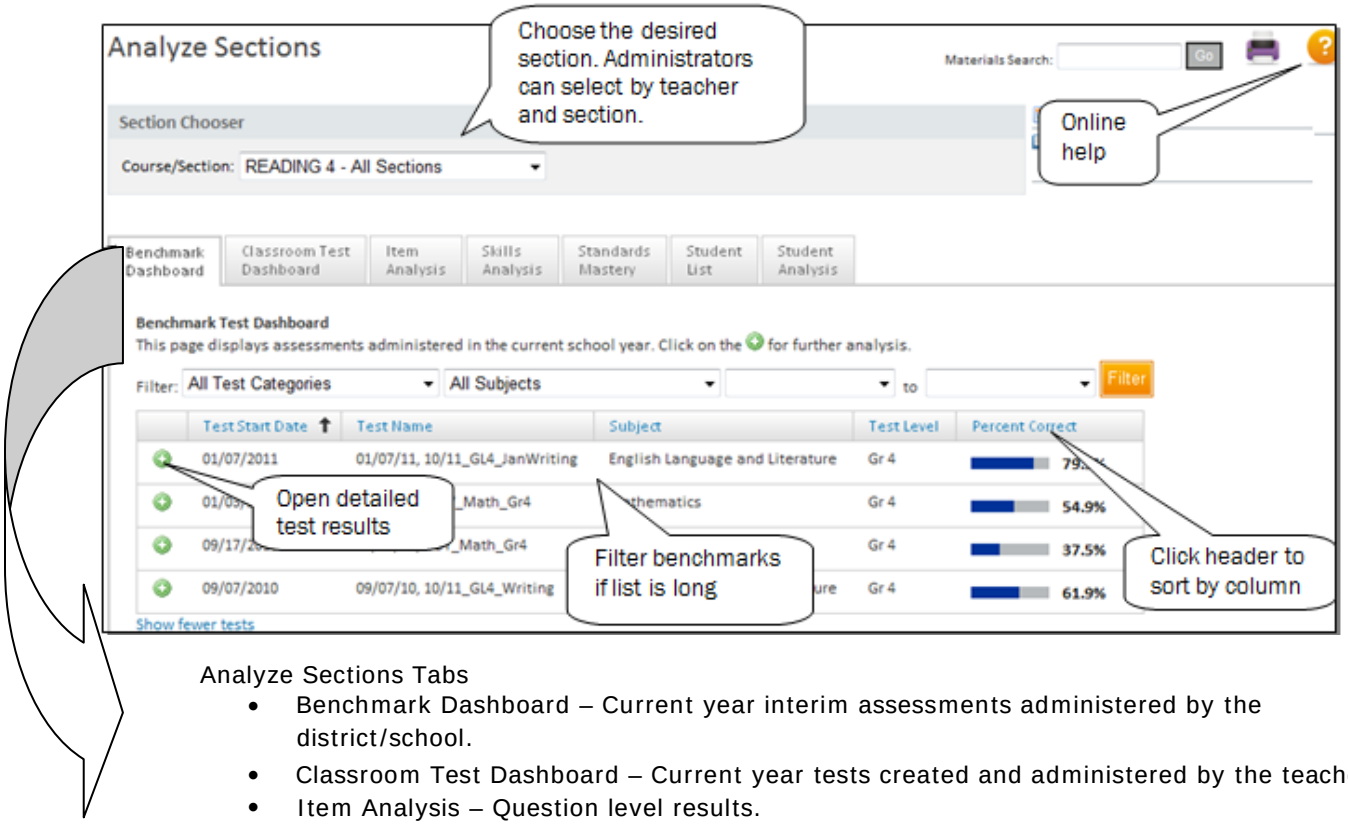
What if the student boxes have multiple squares?

Once students have results for more than one test, you will be able to compare the currently selected test results with recent performance on other tests. The box with the thin black outline represents the selected test and will therefore match in color to the top band. To view the student's test history, click the name to go to the Benchmark tab of the Student Profile.

Classrooms Home Page

The Classrooms home page allows teachers to easily access, understand and use data on a daily basis to inform instruction with one-click access to lesson plans, class rosters and test scores. The Classrooms sub navigation contains the following sections:

- Student Performance/Analyze Sections – Default Classrooms home serves as the 'Teacher Dashboard.' Reporting in this section is the focus of this document.
- Student Groups – Manage group membership of student sets.
- Lesson Planner – Schedule lessons.
- Materials Search – Locate lessons, resources, standards.



Analyze Sections Tabs

- Benchmark Dashboard – Current year interim assessments administered by the district/school.
- Classroom Test Dashboard – Current year tests created and administered by the teacher.
- Item Analysis – Question level results.
- Skills Analysis – View student performance by standards assessed during the year.
- Standards Mastery – Test mastery by standard.
- Student List – List of students in the selected section; views for contact info, marks, etc.
- Student Analysis – Spreadsheet of student-by-student information on a variety of data points.

How Do I Access Results for a Recent Assessment?

All assessment reports in Classrooms are available in Student Performance.

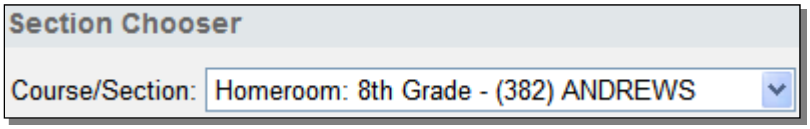
View the Benchmark (or Classroom Test) Dashboard

Both the Benchmark and Classroom Dashboards operate in the same way and provide shortcuts to many of these reports. In some districts, the Classroom Test feature may be disabled.

To access reports from the Benchmark Dashboard:

1. In Analyze Sections, make sure the desired section is selected in the Section Chooser

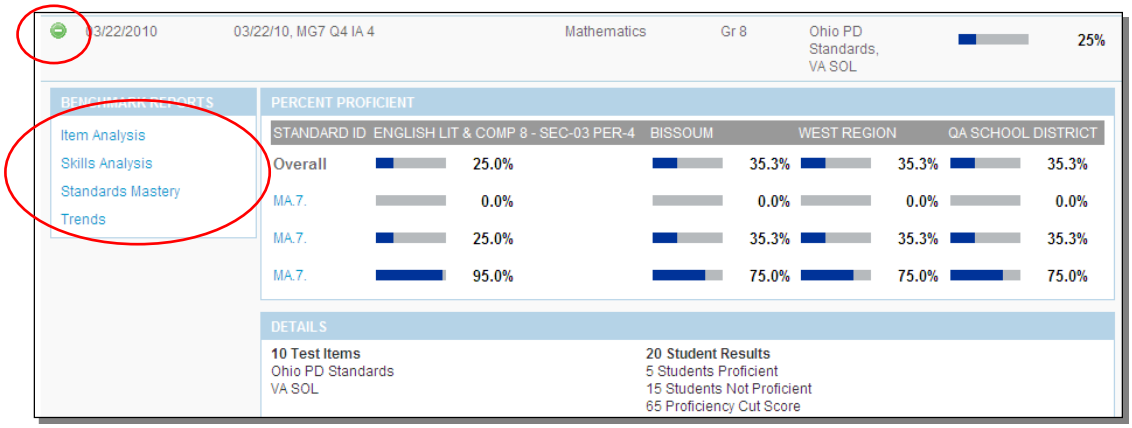
   Administrators can filter by teacher.



2. Click to 'expand' at test in either the Benchmark Dashboard (or Classroom Test Dashboard tab)

   Notice the test details available, including a comparison by standard of the class to the school and district.

3. Click the desired report type

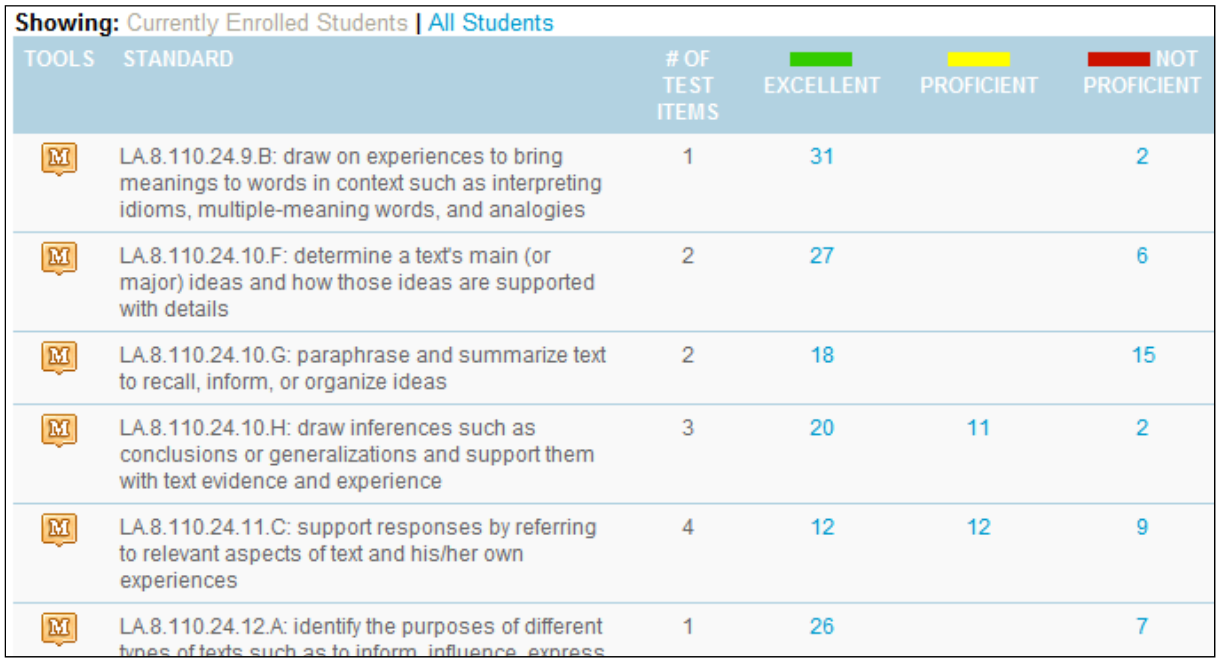


How Did My Class Do on a Recent Assessment? Standards Mastery Report

The Standards Mastery Test report can be one of the most effective resources to assist teachers in focusing instruction and addressing student weaknesses. The report provides summary data for a group of students that can be useful in evaluating the effectiveness of instruction, and identifying areas for further instruction. It displays the number of students who scored in each proficiency level by standard. Only the skills that were assessed on the test are displayed. This report is used to show performance of the group as a whole on specific standards. The report allows teachers to determine which standards were mastered by a majority of the class and easily identify students who did not master a standard, regardless of how well the class did overall. This report supports grouping for differentiated instruction.

Parts of the Standards Mastery Report

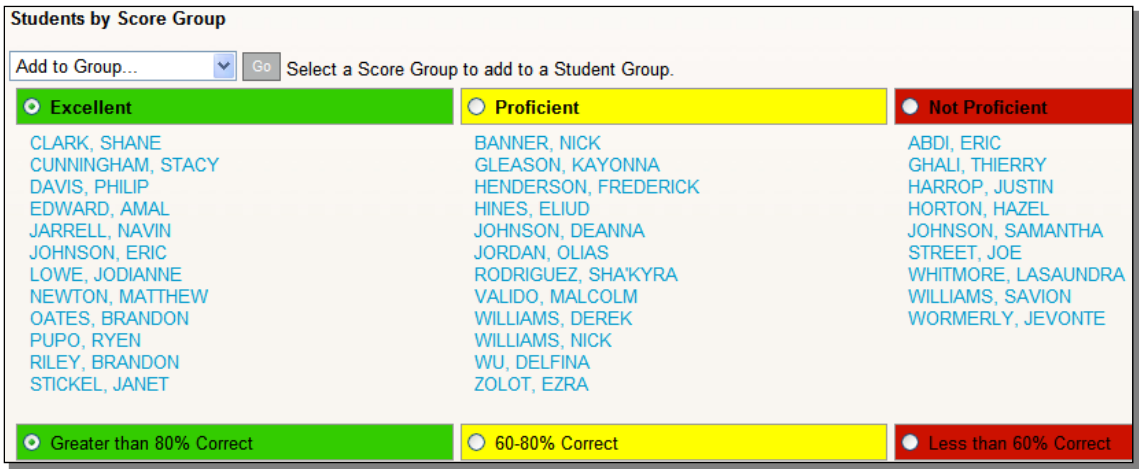
The default Score Group view provides an opportunity to compare performance by standard. The number of test items covered by each standard is indicated. Cut scores are visible in the report key. Depending on the number of questions and the cut scores it may be mathematically impossible to have students in the middle score group(s). For example, in the first standard shown, students either got a 0% or 100%. So even though the report indicates that 31 students were in the 'Excellent' score group, we can tell that this is based on only one question.



Showing: Currently Enrolled Students | All Students

TOOLS	STANDARD	# OF TEST ITEMS	EXCELLENT	PROFICIENT	NOT PROFICIENT
M	LA.8.110.24.9.B: draw on experiences to bring meanings to words in context such as interpreting idioms, multiple-meaning words, and analogies	1	31		2
M	LA.8.110.24.10.F: determine a text's main (or major) ideas and how those ideas are supported with details	2	27		6
M	LA.8.110.24.10.G: paraphrase and summarize text to recall, inform, or organize ideas	2	18		15
M	LA.8.110.24.10.H: draw inferences such as conclusions or generalizations and support them with text evidence and experience	3	20	11	2
M	LA.8.110.24.11.C: support responses by referring to relevant aspects of text and his/her own experiences	4	12	12	9
M	LA.8.110.24.12.A: identify the purposes of different types of texts such as to inform, influence, express	1	26		7

Clicking on one of the score group numbers for a standard brings up the Student Mastery Groupings section for that standard. The teacher can visually scan the students by score group and use any to create a student group either for remediation or enrichment. If surprised to see a student in a particular group, the teacher could click on the student name to access the profile and see how a student did on other assessments for comparison.



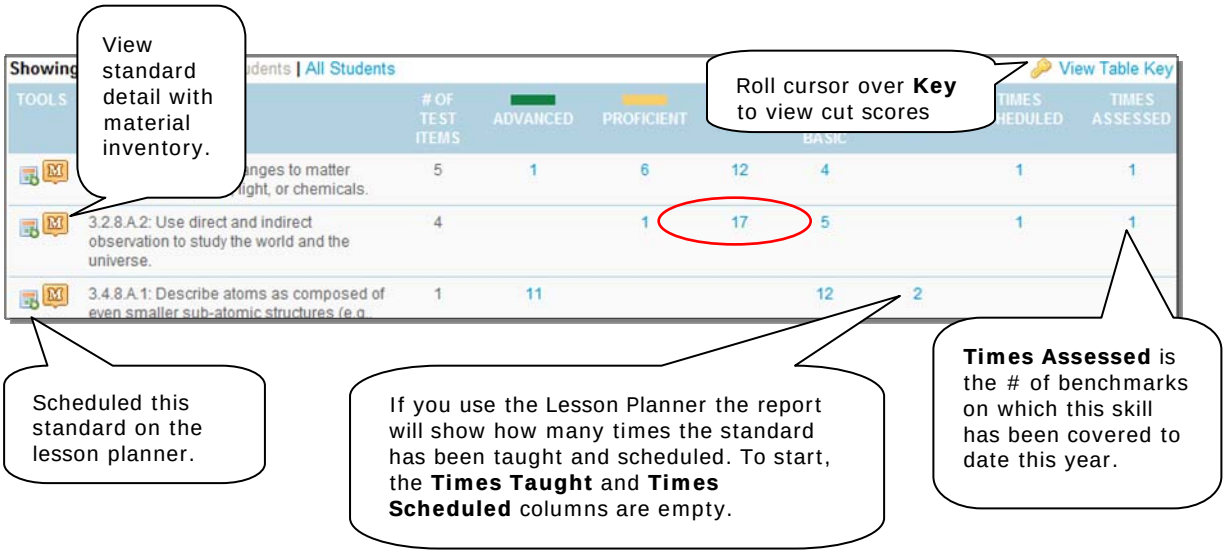
Run the Standards Mastery Report

To run the report:

1. Click the **Standards Mastery** link on the Benchmark or Classroom Test Dashboard

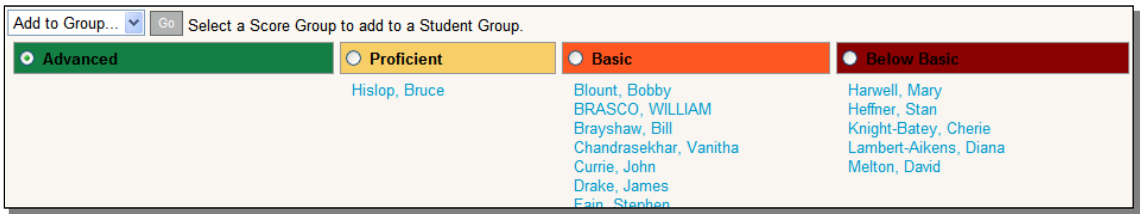
   Identify a standard that students struggled with and click one of the score group numbers in that row

   The report displays how many students were in each score group by standard.



2. The Student Mastery Groupings page lists students by score group; click on a name to go to the Student Profile

   You can also create a student group of all the students in a selected score group.



3. Scroll down and click Back to Previous Page to return to the report

Questions for Understanding

- On which standard did students do the best and worst?
- What are the cut-offs for each score group?
- What standard was covered by the most test questions?

Practice

Run a benchmark standards mastery report on your site. If necessary, view a past year section. Answer the following questions:

- Do you see a particular standard on which students performed the worst? Do you define 'worse' as having the most students in the lowest score group or the fewest in the top score group?
- On what standard did student score the best? Why do you think this is so?
- How many questions are tested for most standards? Do you think this is enough to determine mastery? What other ways do you have to determine student mastery on a particular standard?

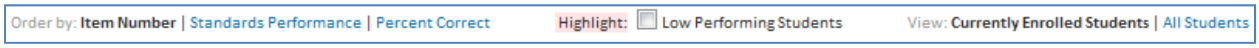
Which Questions Were Most Difficult? Item Analysis Report

The Item Analysis report allows for question level analysis for any benchmark or classroom test. It can be one of the most effective resources to assist teachers in focusing instruction and addressing student weaknesses. The report provides summary data for a group of students that can be useful in evaluating the effectiveness of instruction, and identifying areas for further instruction.

This report is used to show performance of the group as a whole on specific test questions. The item analysis provides specific information about the exact questions with which students struggled. The report allows teachers to distinguish between questions answered incorrectly by a majority of students, versus those answered incorrectly by only a few students. Additionally, teachers can identify which wrong answer was selected most frequently in order to determine why the students may have missed the item. Therefore, the item analysis shows teachers additional detail about standards that that need to be addressed across the class, before narrowing the focus to individual students and their specific needs.

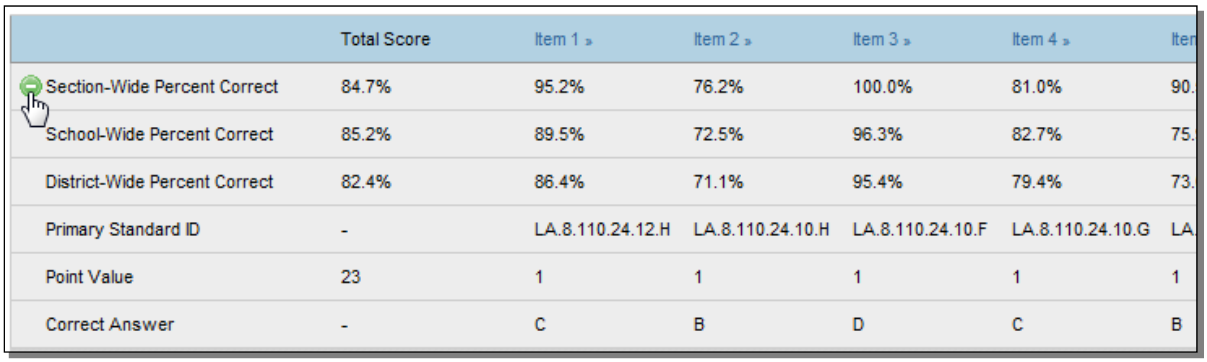
Parts of the Item Analysis Report

At the top of the report are several viewing options.



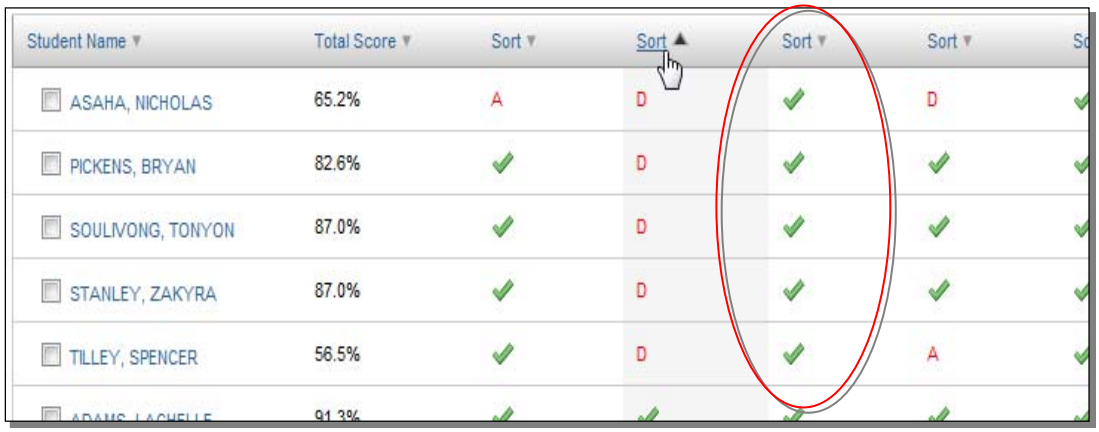
- Order by Item Number (Default) – display questions in numerical order
- Order By Standards Performance – group questions by standard and display an average percent correct
- Order by Percent Correct – display most frequently missed question first
- Highlight low performing student – highlight non-proficient students in pink
- View Currently Enrolled Students (Default) – display currently enrolled students only
- View All Students – display all students who have been enrolled in the selected section at some point this year

The Section-Wide Summary provides an opportunity to compare, by question, section performance to that of the school and district as a whole. The percent of students selecting the correct answer is indicated both for the overall test and each question. In this example there is not a wide difference in performance between this class, the school and district.



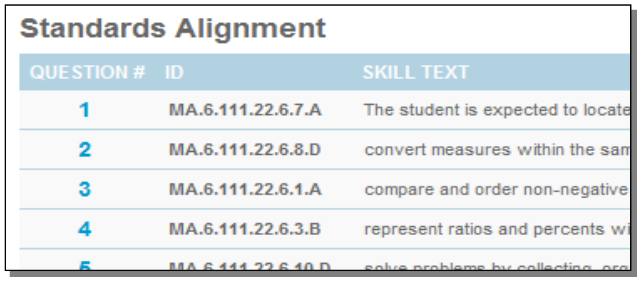
	Total Score	Item 1 »	Item 2 »	Item 3 »	Item 4 »	Iten
Section-Wide Percent Correct	84.7%	95.2%	76.2%	100.0%	81.0%	90.
School-Wide Percent Correct	85.2%	89.5%	72.5%	96.3%	82.7%	75.
District-Wide Percent Correct	82.4%	86.4%	71.1%	95.4%	79.4%	73.
Primary Standard ID	-	LA.8.110.24.12.H	LA.8.110.24.10.H	LA.8.110.24.10.F	LA.8.110.24.10.G	LA.
Point Value	23	1	1	1	1	1
Correct Answer	-	C	B	D	C	B

The Student-By-Student Data section indicates what each student answered: green check for correct; f or multiple choice and T/F questions letters indicate wrong responses. 'Griddable' responses, if applicable, indicate the actual incorrect answer. Freeform response questions indicate points achieved. **Click any column header to sort.** The teacher can click on an Item # at the top of the column to view the content; for example, to determine what was so attractive about wrong answer D. It is worth looking at item discrimination – did each question discriminate between students who knew the content (received high scores) and those who did not (received low scores)? Questions with the high scorers answering incorrectly and the low scorers answering correctly are worth looking into. The teacher could click on the student name to access the profile and see how a student did on other assessments for comparison.



Student Name ▼	Total Score ▼	Sort ▼	Sort ▲	Sort ▼	Sort ▼	Sc
ASAHA, NICHOLAS	65.2%	A	D	✓	D	✓
PICKENS, BRYAN	82.6%	✓	D	✓	✓	✓
SOULIVONG, TONYON	87.0%	✓	D	✓	✓	✓
STANLEY, ZAKYRA	87.0%	✓	D	✓	✓	✓
TILLEY, SPENCER	56.5%	✓	D	✓	A	✓
ADAMS, LACHELLE	91.3%	✓	✓	✓	✓	✓

The Standards Alignment chart shows the standard that is assessed by each question, essential knowledge to interpreting the item analysis and making instructional adjustments. You can click the question number to display the Item Detail page. If provided and loaded, the text of the actual question is displayed. After you review the question content, scroll down and click ← Back to Item Analysis.

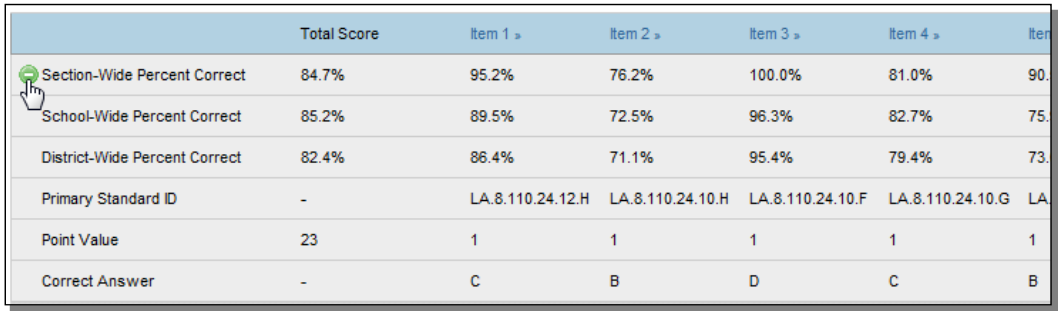


Run the Item Analysis Report

To run the report:

1. Click the Item Analysis link on the Benchmark or Classroom Test Dashboard.

2. Review the Section-Wide Summary grid to compare your students to those in the school and district

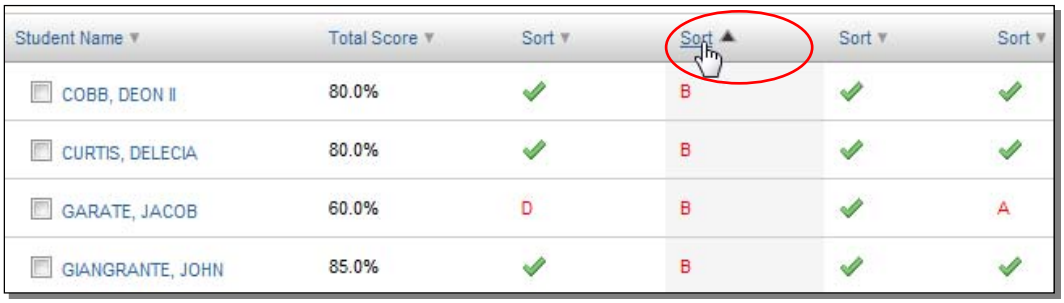


	Total Score	Item 1 »	Item 2 »	Item 3 »	Item 4 »	Iter
Section-Wide Percent Correct	84.7%	95.2%	76.2%	100.0%	81.0%	90.
School-Wide Percent Correct	85.2%	89.5%	72.5%	96.3%	82.7%	75.
District-Wide Percent Correct	82.4%	86.4%	71.1%	95.4%	79.4%	73.
Primary Standard ID	-	LA.8.110.24.12.H	LA.8.110.24.10.H	LA.8.110.24.10.F	LA.8.110.24.10.G	LA.
Point Value	23	1	1	1	1	1
Correct Answer	-	C	B	D	C	B

Note: The Total Score column displays the total average score when the test score type format is either proficiency level or raw score.

Note: If one of the test items is an open ended question, that item row displays the average score. This will be a raw score for raw score or percentage score type formats and proficiency level for a score type format of proficiency level. All other test item types will still display as the percentage correct.

3. View the Student-by-Student section and sort on one of the columns



Student Name	Total Score	Sort	Sort	Sort	Sort
COBB, DEON II	80.0%	✓	B	✓	✓
CURTIS, DELECIA	80.0%	✓	B	✓	✓
GARATE, JACOB	60.0%	D	B	✓	A
GIANGRANTE, JOHN	85.0%	✓	B	✓	✓

Questions for Understanding

- What question formats are used on your tests?
- What is the best way to print this report?

Practice

Run an item analysis report on your site. If necessary, view a past year section. Experiment with the different viewing options. Answer the following questions:

- Try to find a standard on which performance on different aligned questions varied widely.
- Are there any questions on which this class did significantly better or worse than the school? If so, why might that be the case?
- Which four questions were missed the most? Were any on the same standard?
- Look at the most missed question. Was one wrong answer picked more than others? If so, why do you think this is so?
- Were the most-missed questions good discriminators?

How is Each Student Doing By Skill so Far? Skill Analysis Report

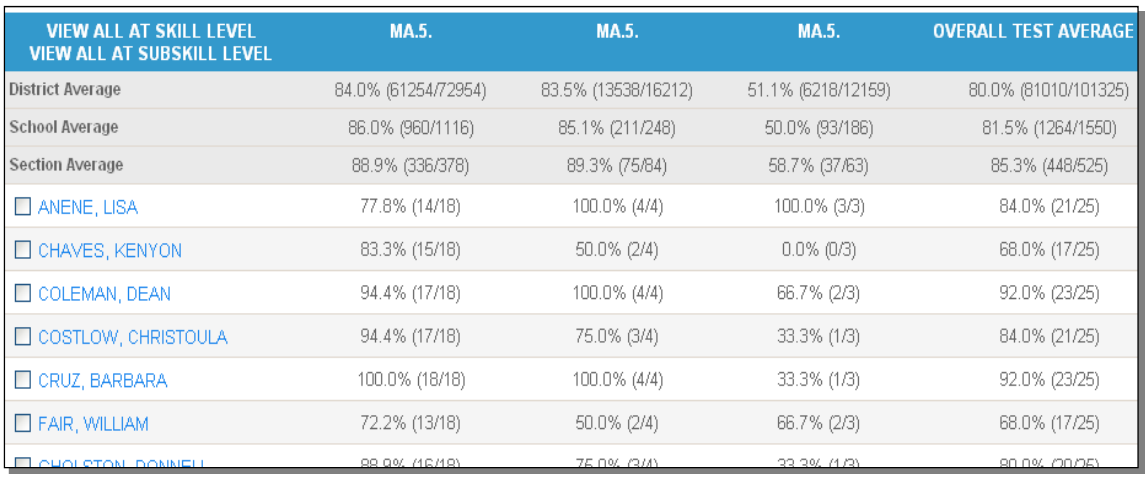
The Skill Analysis report provides a comprehensive overview of student standards and skill mastery organized by student name and by the chosen benchmark test. The report groups test questions by standards.

To run the report:

1. Click the **Skills Analysis** link on the Benchmark or Classroom Test Dashboard
2. For the most comprehensive results, select 'Year-to-Date'

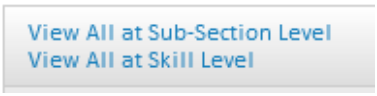
3. The report indicates the average percent correct and the points achieved on each standard tested

   You can select which students to add to a differentiated instructional group.

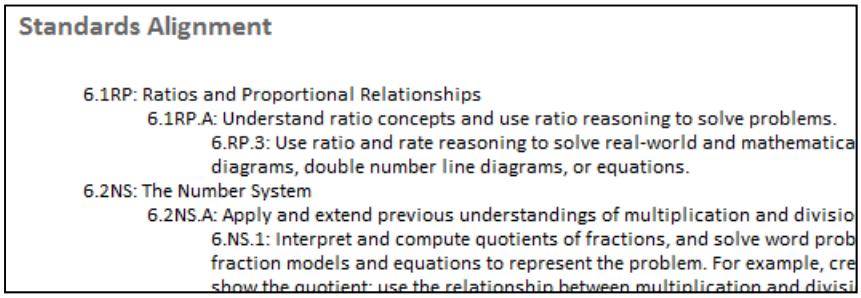


VIEW ALL AT SKILL LEVEL VIEW ALL AT SUBSKILL LEVEL	MA.5.	MA.5.	MA.5.	OVERALL TEST AVERAGE
District Average	84.0% (61254/72954)	83.5% (13538/16212)	51.1% (6218/12159)	80.0% (81010/101325)
School Average	86.0% (960/1116)	85.1% (211/248)	50.0% (93/186)	81.5% (1264/1550)
Section Average	88.9% (336/378)	89.3% (75/84)	58.7% (37/63)	85.3% (448/525)
☐ ANENE, LISA	77.8% (14/18)	100.0% (4/4)	100.0% (3/3)	84.0% (21/25)
☐ CHAVES, KENYON	83.3% (15/18)	50.0% (2/4)	0.0% (0/3)	68.0% (17/25)
☐ COLEMAN, DEAN	94.4% (17/18)	100.0% (4/4)	66.7% (2/3)	92.0% (23/25)
☐ COSTLOW, CHRISTOULA	94.4% (17/18)	75.0% (3/4)	33.3% (1/3)	84.0% (21/25)
☐ CRUZ, BARBARA	100.0% (18/18)	100.0% (4/4)	33.3% (1/3)	92.0% (23/25)
☐ FAIR, WILLIAM	72.2% (13/18)	50.0% (2/4)	66.7% (2/3)	68.0% (17/25)
☐ CHOLSTON, DONNELL	88.9% (16/18)	75.0% (3/4)	33.3% (1/3)	80.0% (20/25)

4. View results by a different level of the standards hierarchy by clicking the **View All** links located above the student list



5. Scroll down to the bottom to view the Standards Alignment



Questions for Understanding

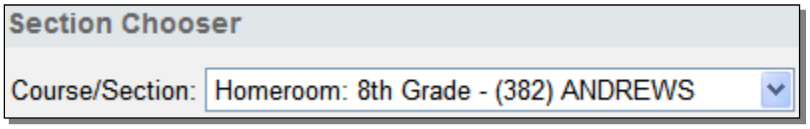
- How might you use this report?
- Are you surprised by anything you see in this report?

Are More Student Becoming Proficient by Standard? Benchmark Trends Report

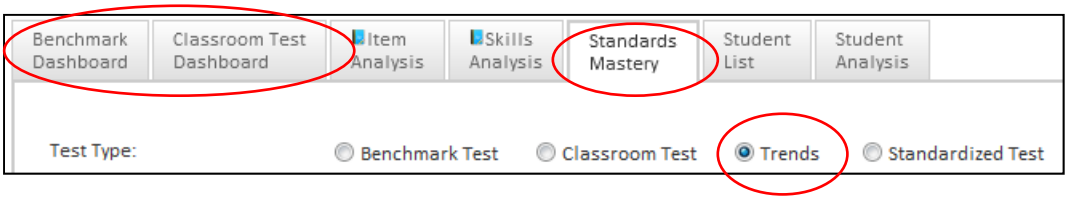
The Trends report allows for up to six benchmark or classroom test results to be compared for students in a teacher's course or section. It displays the percentage of students who are classified as at least proficient in each course standard. Even if you have results for only one test, this report provides a useful graphical picture of how your students as a whole are doing by standard. In some districts this report has been disabled.

To access the Trends report:

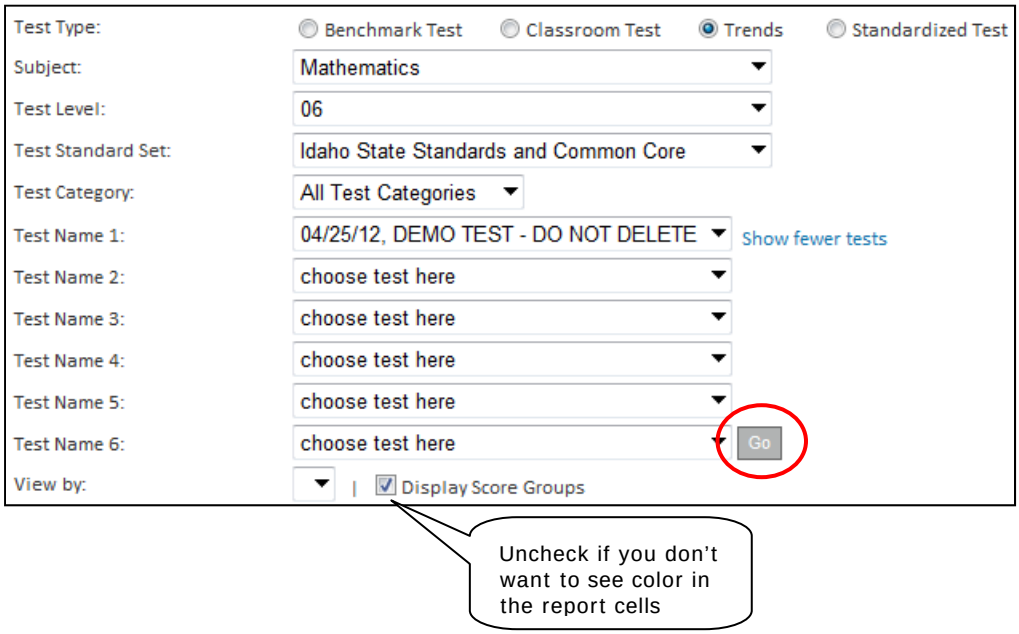
1. Make sure the desired section is selected in the Section Chooser



2. This report is available from the Benchmark/Classroom Dashboards and the Standards Mastery tabs

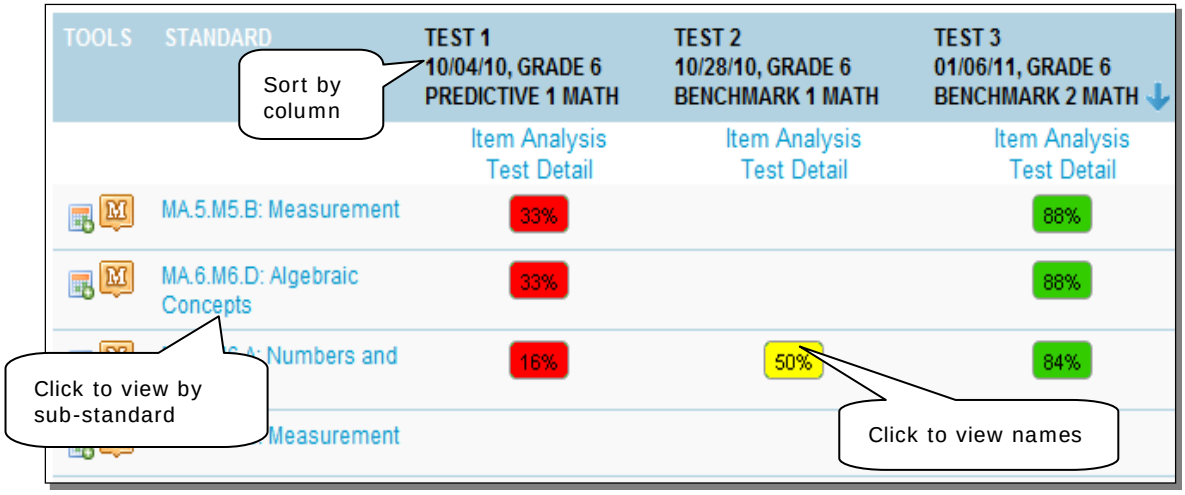


3. Select from one to six tests and click **Go**



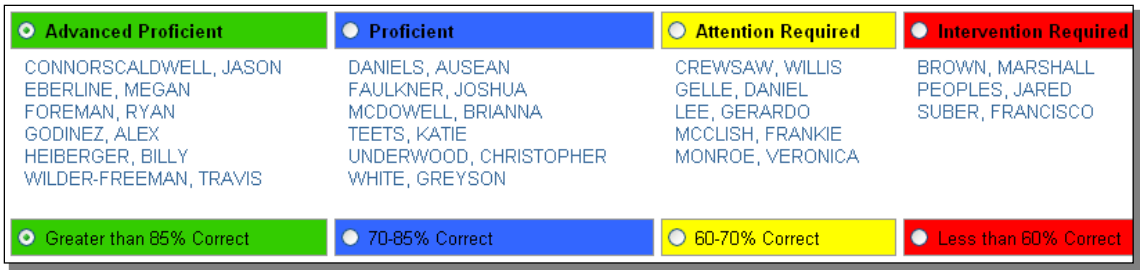
4. Each 'stoplight' identifies the percentage of students who were at least proficient (as defined by your district); click a cell

   Just as in the Benchmark Test report, the 'stoplight' cells link to the names of students by proficiency on the standard.



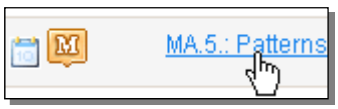
5. The Student Mastery Grouping screen displays the score group in which each student performed

   These are different groupings than the stoplight cells on the previous screen. Those colors indicated whether the class as a whole was mostly proficient or not; the color groupings on this screen indicate the score group of each student.



6. Unlike the Benchmark Test report, this report aggregates results to the highest level of the standard; click a standard to drill down to sub-standard level performance

   Once you have reviewed the more "granular" results, click the up arrow next to the column header to return.



then

Questions for Understanding

- What would this stoplight cell tell us:

?
- Why is it useful to click on a standard to view results at a more “granular” level?

Practice

Locate the standard on which the highest majority of students in a class have attained proficiency.

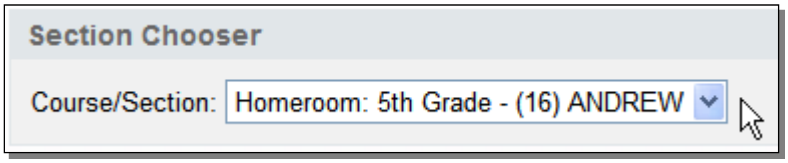
How Did My Students Perform on a Standardized Test?

Teachers can use the Standards Mastery section of Classrooms to view standardized test results for their class sections. The Standardized Test report displays the number of students who scored in each score group by test section.

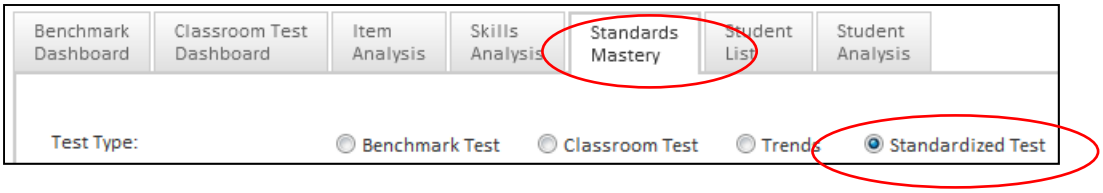
To run the report:

1. Make sure the desired section is selected in the Section Chooser

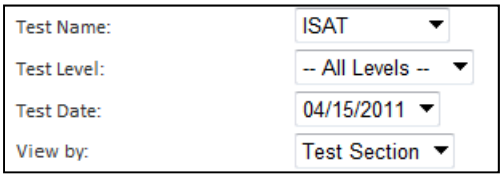
   Administrators can filter by teacher



2. In the Standards Mastery tab, click **Standardized Test**



3. Select a Test Name and Test Date (do not change View by field)



4. The report lists the number of students in each score group by each subject; click a number in a score group column to view the names of students by score group

   It may list subjects that the selected students did not take or display score groups that do not apply to the subject level. The 'Times Taught' and 'Times Scheduled' columns do not apply.

Test Section	Advanced	Proficient	Basic
Math	25	2	1
Reading	26	2	
Language	24	4	
Science	22	3	3

5. You can "drill down" to a Student Profile by clicking on a student's name

   If desired, add students in a particular score group to a differentiated instruction group. You may see score groups that do not apply to the overall level.

6. Return to the report by clicking Back to Previous Page at the bottom of the screen
7. If there are sub-sections with score groups, click on a test section link to access

Test Section	Advanced	Proficient	Basic
Math	25	2	1
Reading	26	2	
Language	24	4	
Science	22	3	3

8. Sub-section scores are displayed under the appropriate score groups; to return, click the up arrow

Math	Advanced	Proficient	Basic	Below Basic
1 mber and Operation	25	2	1	
s of Measurement	25	2		1
e of Algebra and	24	3	1	
4 Concepts and Principles of Geometry	19	8	1	
5 Data Analysis Probability and Statistics	26	2		

Return to overall section results

Click a number to drill down to Student Mastery Groupings

Practice

- In which test subject did the most students struggle? Is there a particular sub-section in which students performed the worst?
- View results for an earlier test. Do you see indications of growth?

How Can I Group Students for Differentiated Instruction?

The Student Groups feature of Classrooms allows you to place students into definable groups for differentiated planning, remediation, special events organization, seating arrangements, or whatever your unique activity or need may be. You can include notes, section data from the current section, and identify a category for the group. Only you can see the Student Groups you create. With appropriate access, you can create a group that includes students from multiple sections.

Where You Can Create Student Groups

There are several locations in Classrooms where you can create Student Groups:

- Student Mastery Groupings in Standards Mastery reports
- Skills Analysis
- Student Analysis Spreadsheet in Classrooms (link to add to group is at the bottom of the screen)
- Student List
- From within the Student Groups section you can add students from existing groups to new groups

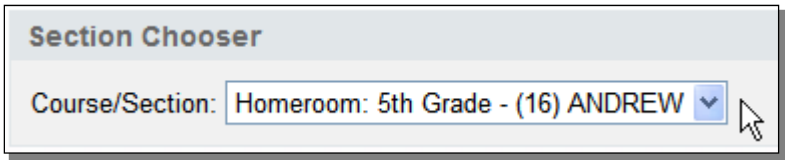
Pick and Choose Students to Add to a Group

Using the Student List tab you can create a group of students from one or multiple sections. Use this method if you already know exactly who should be in the group and don't need assessment scores for reference.

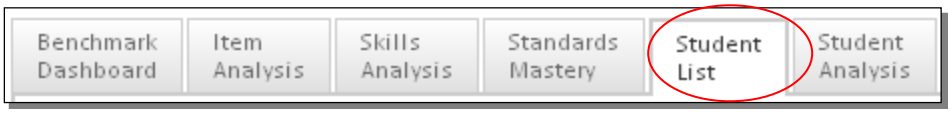
To create a student group:

1. Click the Classrooms tab

2. Make sure the desired section is selected in the Section Chooser

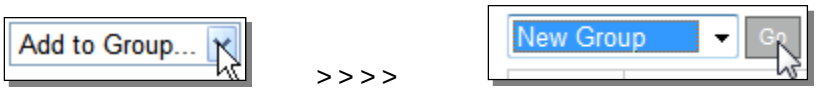


3. Click the Student List tab



4. Check the names of the students to include

5. In the 'Add to Group' drop-down, select 'New Group' and click **Go**



If you also see an Add to Interventions button, your district has the Interventions module. Refer to Online Help for details.

6. Give the group a name

7. You can add details about the group if desired and click

To add additional students to the group:

8. Using the same or a different section, check off additional students
9. Switch the drop-down to the group you created and click **Go**

10. Click

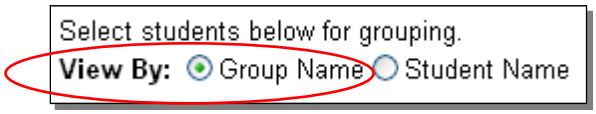
Accessing, Editing, and Deleting Student Groups

After you've created a Student Group, you can edit the group details or membership.

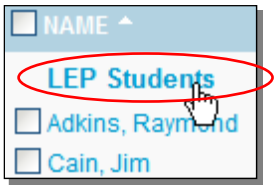
To access a group:

1. Go to Classrooms > Student Groups

2. Select to view by **Group Name**

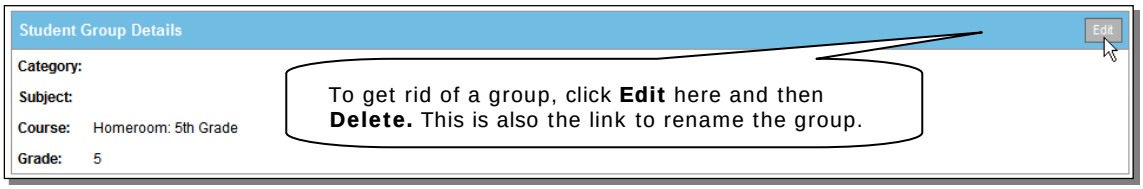


3. Click a group title to access details



4. Scroll down and click when you are finished making changes

On the Student Group Detail Page, note that there are links to change details, remove students and add/edit comments.



Questions for Understanding

- How do you change the name of a group?
- How do you add additional members to a group?

Practice

- Add new members to an existing group
- Add students to a group from the Student List tab in Student Performance
- If applicable, create a list of students from multiple sections
- Create a group of students that are struggling with the same standard and make sure the group is aligned to the standard
- In a small group, brainstorm some uses for Student Groups

How Can I View and Compare Students Across Multiple Data Points?

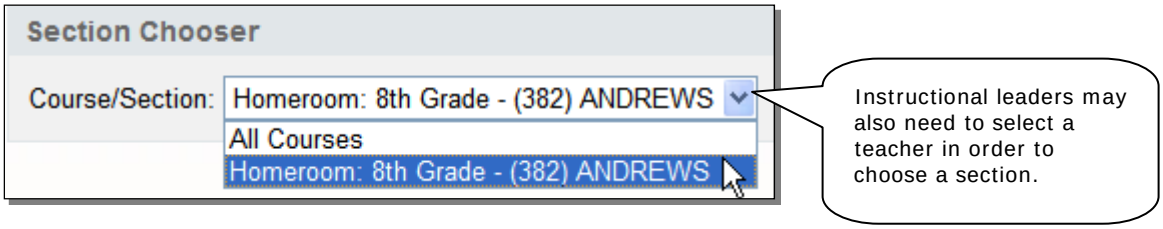
The Analysis Spreadsheet allows you to view the a list of students in a section with up to 20 columns of data, either pre-made column sets made available to you by district report managers or those you select yourself. Data options vary by district, but may include grades, gender, date of birth, ethnicity, absences, tardies, or assessment scores. You can also export data to Excel for further analysis.

Access the Analysis Spreadsheet

Teachers can quickly access the analysis spreadsheet the Classrooms home page.

To access the Analysis Spreadsheet:

1. On the Classrooms home page, make sure the desired section is selected in the Section Chooser



2. Click the Student Analysis tab and you are ready to view a spreadsheet

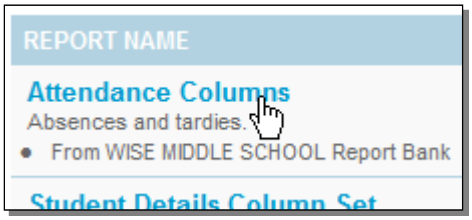
View Students with Pre-Defined Columns

Your district has created a number of pre-defined column sets that you can view with your students.

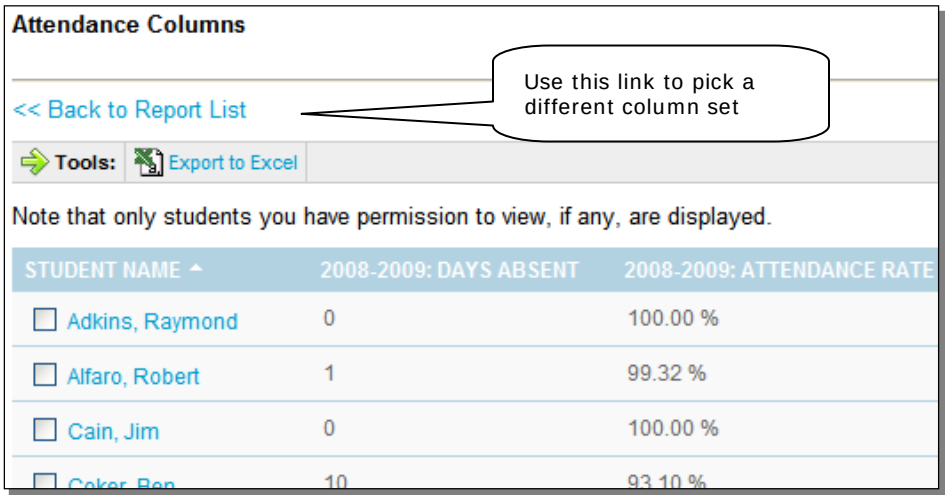
To generate an Analysis Spreadsheet:

1. Click the title of a report (column set)

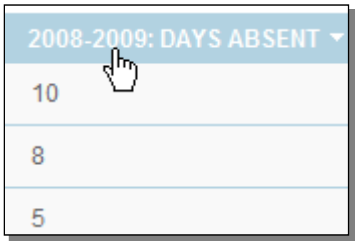
   By default you are viewing currently enrolled students. You can switch to all students enrolled this year by using a toggle at the bottom of the screen.



2. Your selected columns are displayed (your columns will vary)



3. You can sort on any column by clicking its header, and lick again to sort in the opposite direction



4. If you want to print, use one of the following methods:
   - Best Method: Export to Excel and print from within Excel
   - Print from the browser (Hint: landscape the page and use legal paper)
   - Highlight, copy, and paste the spreadsheet into Word and print

Questions for Understanding

- What do the student names link to?
- Which pre-defined student sets look most useful to you?
- How would you view a spreadsheet for students in a different section?

Practice

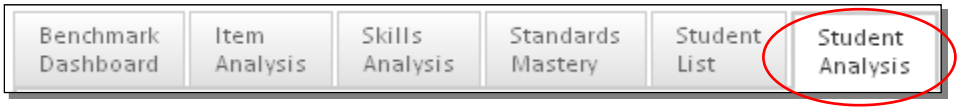
Try out several of the pre-defined column sets.

Filter the Analysis Spreadsheet with a Student Group

After you've created a Student Group, you can use the group in the Analysis Spreadsheet. This way you can view data just for a specific set of students, such as LEP students or students who struggled on a particular standard.

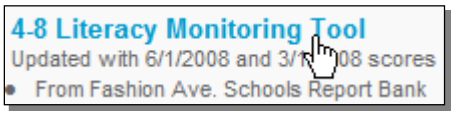
To access a group:

1. Click the Student Analysis tab



2. Check the box and select a student group

3. Select a set of columns to apply

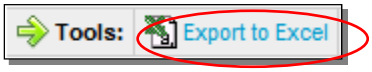


Export Spreadsheet to Excel

If desired, you can export your spreadsheet to Microsoft Excel. This allows you to save the file locally, format for printing, manually add data. Note that once you export you have left the Schoolnet system – names are not linked to the profile, the data is not automatically refreshed. For more information about Excel, refer to the application's help file.

To export to Excel:

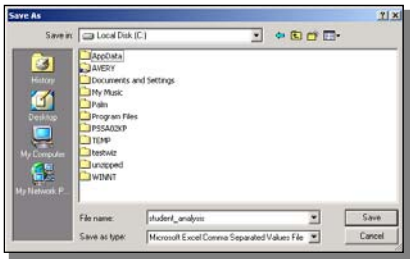
1. Create an Analysis Spreadsheet using the steps above and click **Export to Excel**



2. In the dialog box that opens, click **Open** or **Save**

   Depending on how your browser is set up, you may only be able to open the file within the browser. Macintosh procedures will also vary.

3. Navigate to the location where you wish to save the Excel file, edit the File Name field if desired, and click **Save.**
   You may need to change the extension to .xls.



4. When the Download Complete dialog box opens, click **Open**

   The Student Name column and additional data columns will appear in the Excel spreadsheet. You can add borders, make column headers wrap and resize columns. If you are in a public lab, be sure to delete the file from the desktop.

	A	B	C	D
1	Student Name	Personal: Student ID	T: Ohio Prof 4 Reading	T: SAT 9 Reading Comprehension
2	A, IAN	206453		Proficient, 673, 3/1/2002
3	G, MEGAN	206509		Basic, 669, 3/1/2002
4	K, STEPHEN R.	300089		Proficient, 685, 3/1/2002
5	K, TERRI	206514		Basic, 655, 3/1/2002
6	M, KHRYSTAL	206488		Advanced, 741, 3/1/2002
7	P, BRANDON	206547		Proficient, 673, 3/1/2002

Questions for Understanding

- Can you PDF an Analysis Spreadsheet?
- What are the advantages and disadvantages of exporting a spreadsheet?

Practice

Export a spreadsheet and format it for printing.

How Can I Put My Data Analysis Into Action? Data Protocol

You may wish to use this data protocol or a similar document to "put your findings into action."

Teacher Name: _____

Course/Section: _____

Benchmark Name: _____

- Examine the available reports in Classrooms.
- Look closely for patterns, trends, outliers, weaknesses and strengths.
- Fill out this form for each class.

Data Examination

Using the available reports, identify the weakest skills for the class in this benchmark cycle.

Successful Skills	Unsuccessful Skills
Mixed Results	

Did certain class sections/groups outperform others? If so, what instructional strategies were used with these students?

Reflection

I have discussed the results and lesson planning with……

In order to effectively differentiate instruction, I need to…

The following changes in teaching strategies are indicated….

What other opportunities will students have to demonstrate mastery of these skills?

Based on patterns in my classes' results, I might need some professional development or mentoring in…

In order to provide students with more ownership for their learning based on benchmark assessments, I will…….

Do I Understand How to Use Classrooms for Real Life Questions? Practice Scenarios

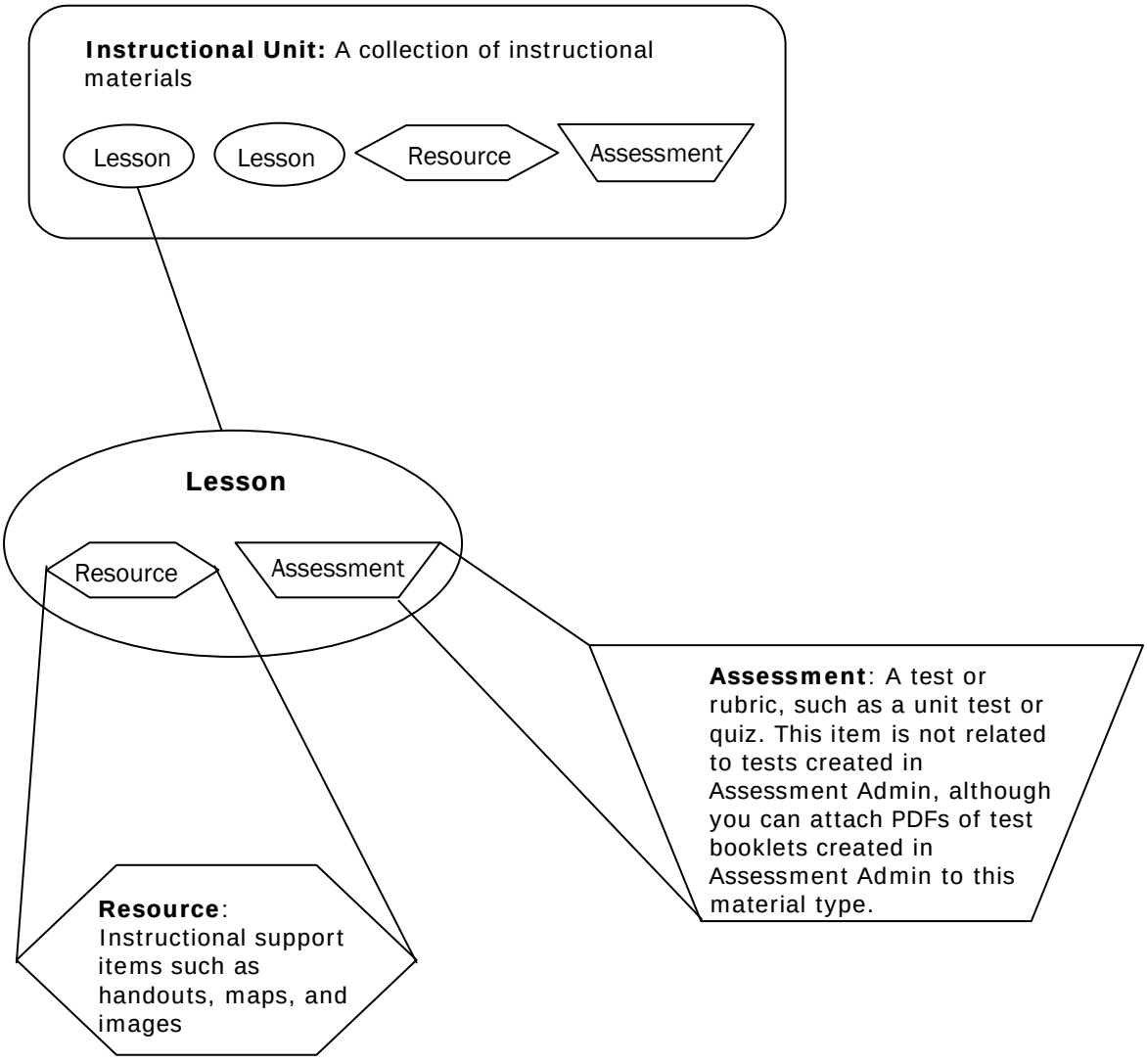
See if you can figure out how to use Classrooms to answer the following questions. Feel free to adapt the scenarios to be more realistic for you. Words like 'significantly' and 'well' are subjective: you must determine what criteria to use. Work in a small group if desired.

- Which students have perfect attendance so far this year?
- On what standard/skill is your class doing the best? The worst?
- Do you see improvement from one benchmark test to the next? What about from one standardized test to the next?
- What instructional materials are available to help students with the skills they are having difficulty mastering?
- Identify a benchmark question on which your students did collectively better than the district as a whole.
- Identify a benchmark question on which your students did collectively worse than the district as a whole.
- Which students are significantly older than the average age of students in your class?
- Which students are in a LEP (or ELL/ESL) program?
- Which students perform well in Math, but not Reading? What about Math, but not Science?
- Looking at the data, do you think that benchmark scores are a good predictor for standardized test results?
- Identify a skill in which students struggled on a recent benchmark. Which students, if any, did master the skill? For those students, is there another skill that they struggled with?
- On the last benchmark, which question was missed by the most students? What incorrect answer was selected most often?
- For a student who did well on the most recent test, drill down to his or her student profile and examine results for prior tests.

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

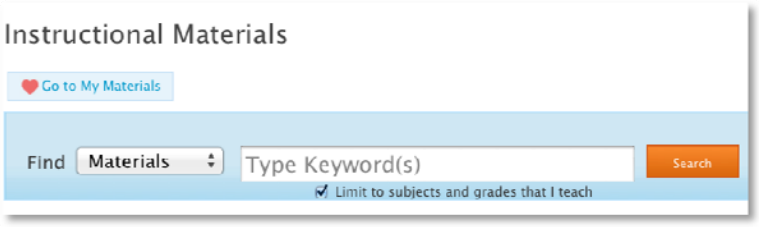
If you are looking for a lesson on a specific topic, such as pronouns, narrow your search by entering a keyword in the search field. Then click **Search**.

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

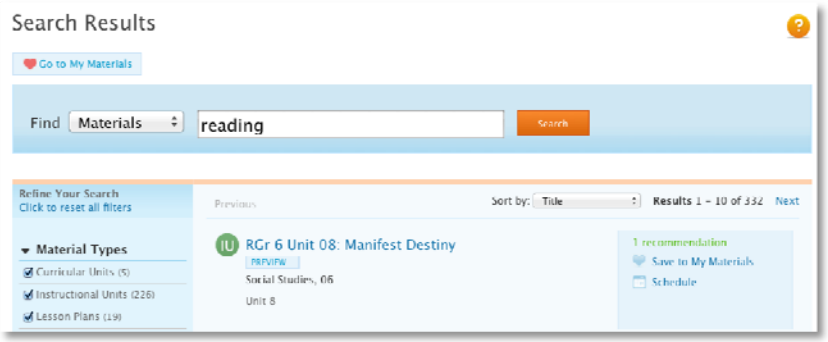
To search for instructional materials, follow these steps.

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



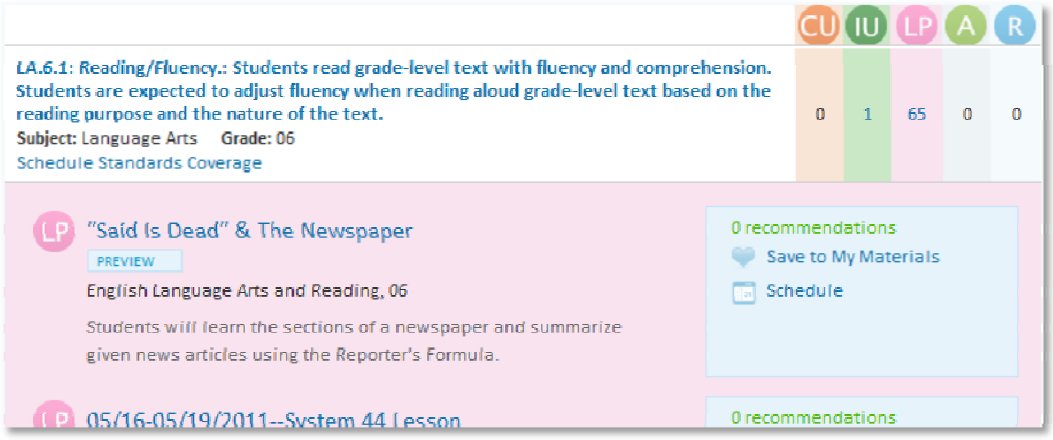
6. To add an item to your personal bank, click **Save to My Materials** next to the item

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

Searching for Materials by Standard

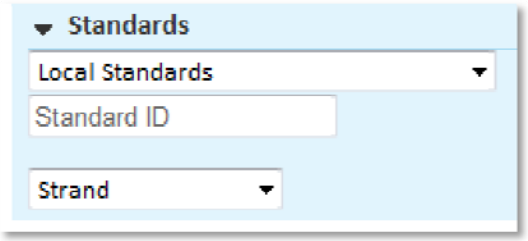
Search for standards by keyword and then find materials aligned to those standards.

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



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.



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.

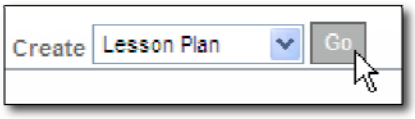
> **Idaho Note:** Users planning to submit lesson plans to the state for state-wide sharing must follow an alternate process to use the state-created template. **See toolkit item within Schoolnet Support Instructional Materials titled, "Creating a Lesson Plan with State Template Quick Start Guide" for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



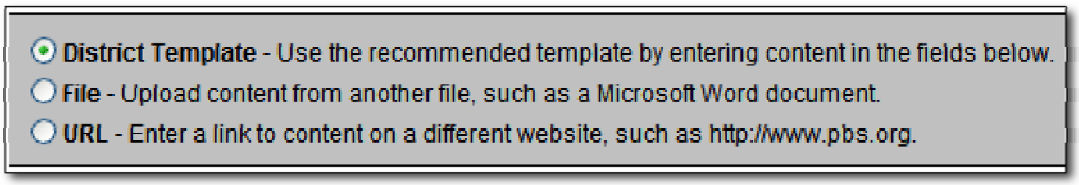
3. Enter the following information into the Define Properties tab

   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.

4. Click Save and Continue

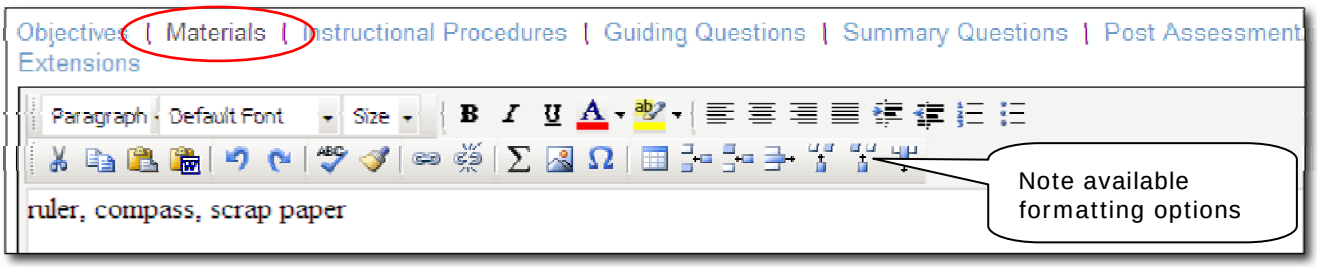
5. For Section 2: Create Content, leave 'District Template' selected



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.

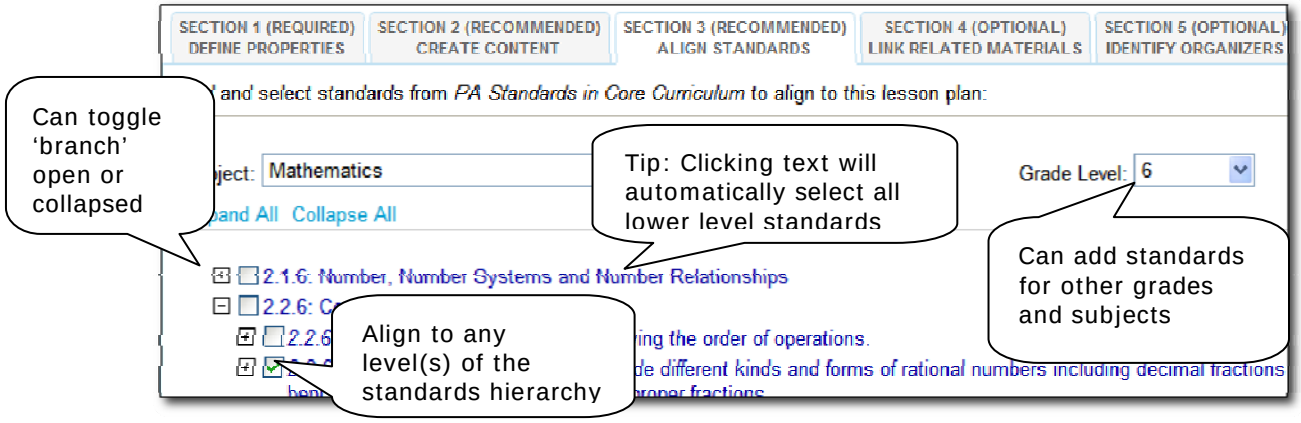
6. Place your cursor in the window and start typing to enter content in the first field, then click another field name to enter content in the window for that field

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.



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.

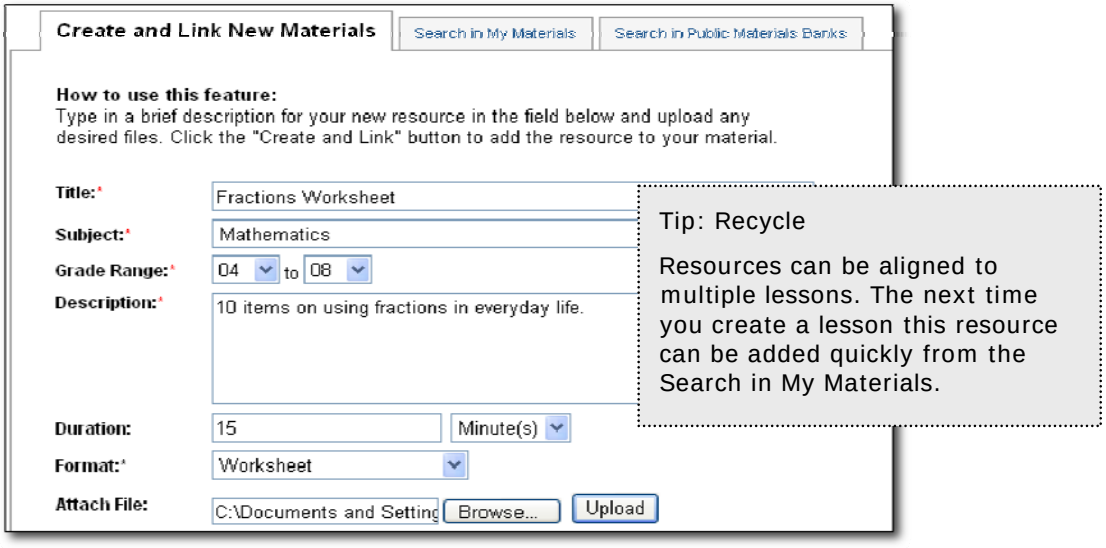


9. After selecting all applicable standards, click **Save and Continue**
10. If applicable, you can use Section 4 to associate one or more resources and/or assessments with the lesson, including file attachments

    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:

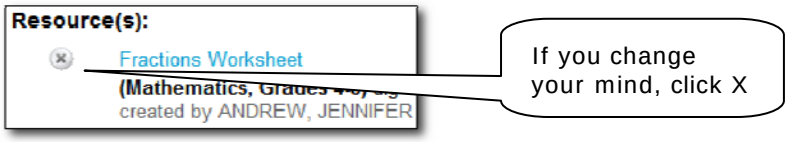
Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your lesson. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other lessons if applicable.
Search in My Materials	Locate a resource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



12. Click **Create and Link**

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

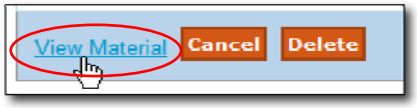


14. Click **Save and Continue** to move on to Section 5

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

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.

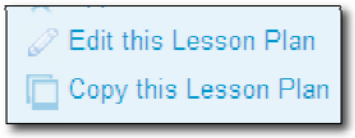


Questions for Understanding

- 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



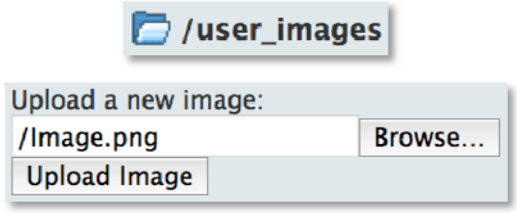
Include Images in Materials

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

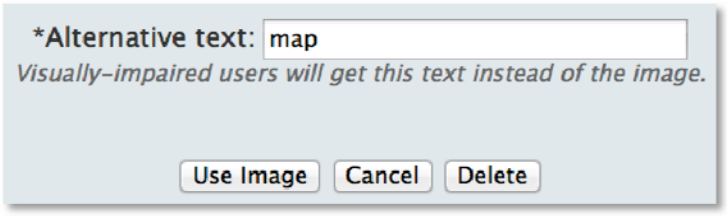
To insert an image into existing material created with the District Template:

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:

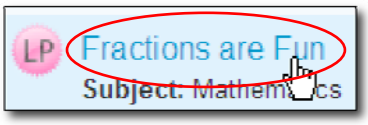
1. Create material using the Instructional Materials section of the Classrooms module
2. Locate the material in your My Materials Bank
3. On the detail page for that material, click **Submit for Approval**
4. The materials reviewer approves the material for their default institution

Submitting Materials for Approval

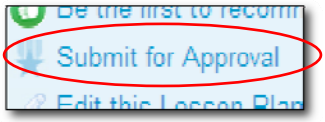
To submit your material:

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

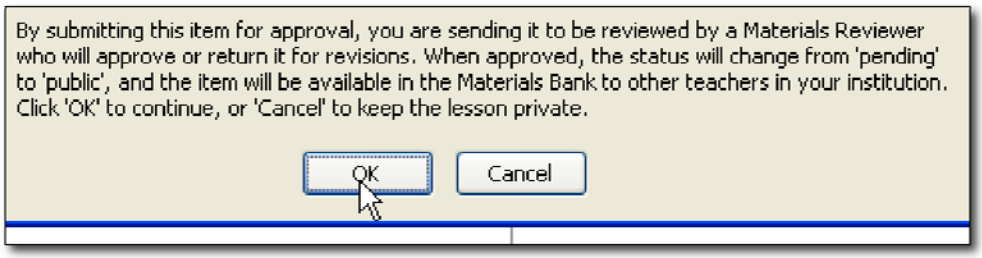
3. Locate your material as described previously and click the title



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.

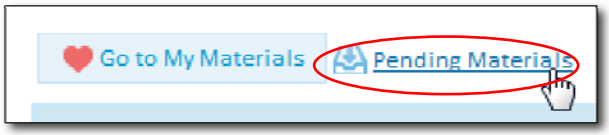
Approve Pending Materials

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.

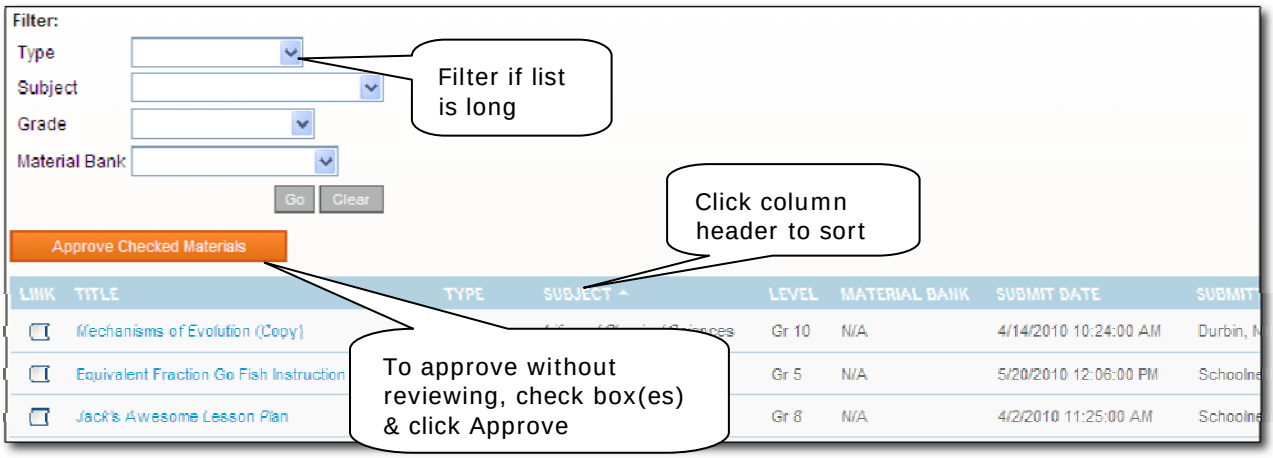
To approve pending materials:

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



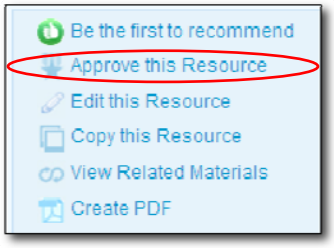
3. All materials that have been submitted to your primary institution are listed

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



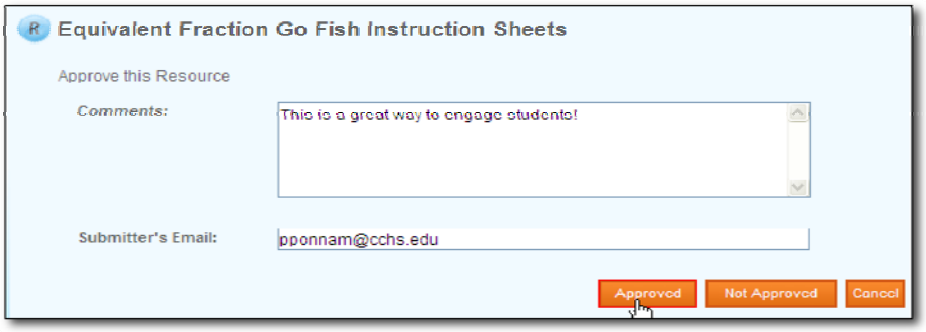
4. Click the title of a pending material and review the material

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

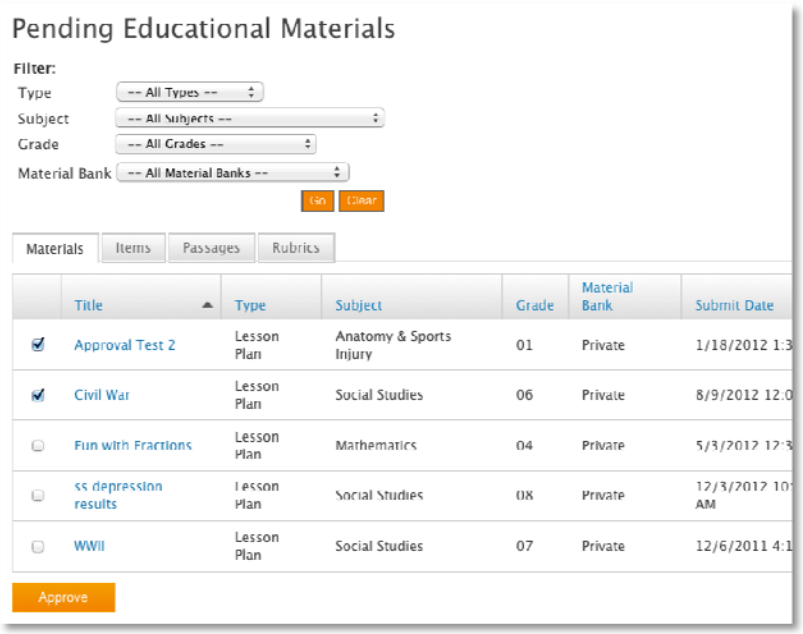


6. You can enter a comment to the author if desired, then click **Approved** or **Not Approved**

   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.



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

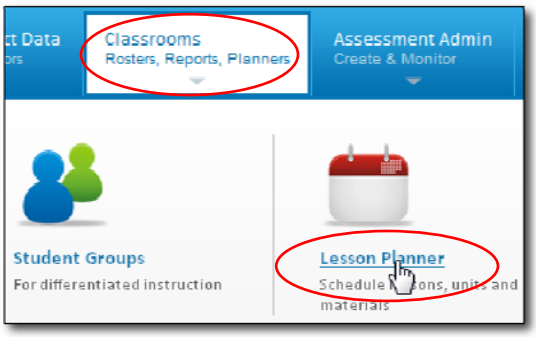
Lesson Planner Scheduling

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

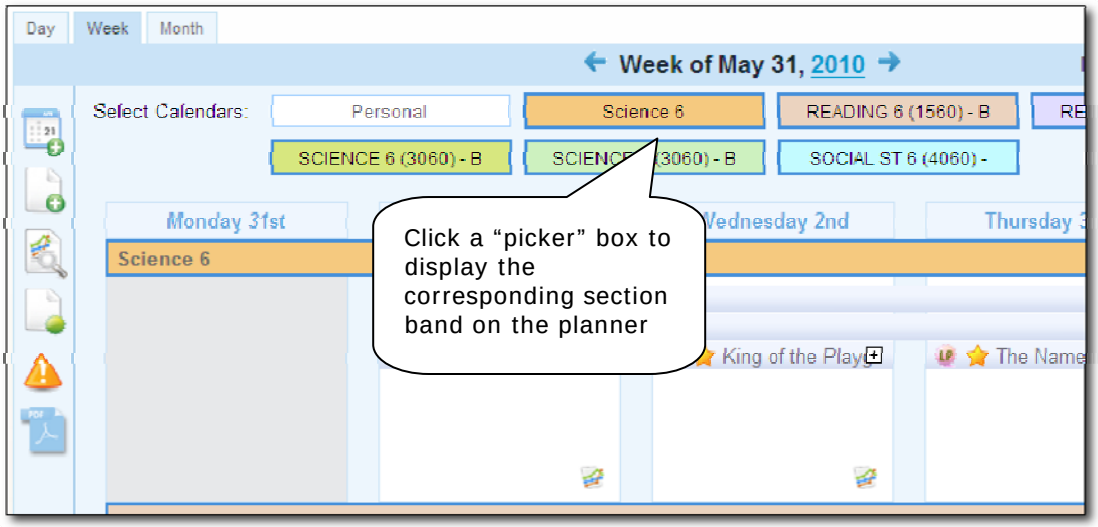
Teachers can access a calendar for all the sections they teach from both My Schoolnet and Classrooms. Administrators have a personal calendar and can view teachers' lesson planners. You can schedule on your own planner only.

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

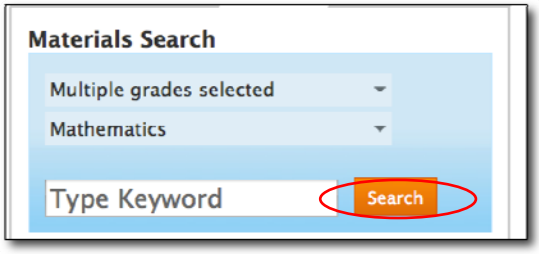
You can schedule lessons and instructional units to a section or personal calendar. Resources and assessments can be linked to scheduled lessons, but not scheduled independently.

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.

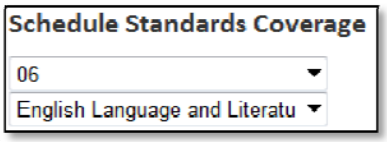
Schedule Standards Coverage

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.

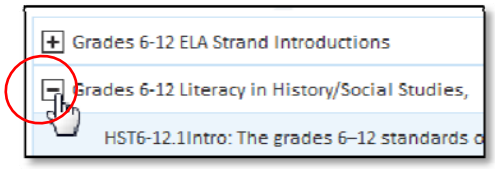
To schedule standards coverage:

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

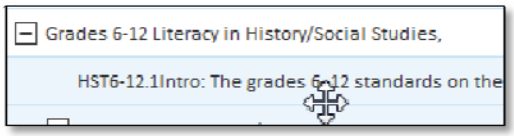
2. Select the grade level and subject



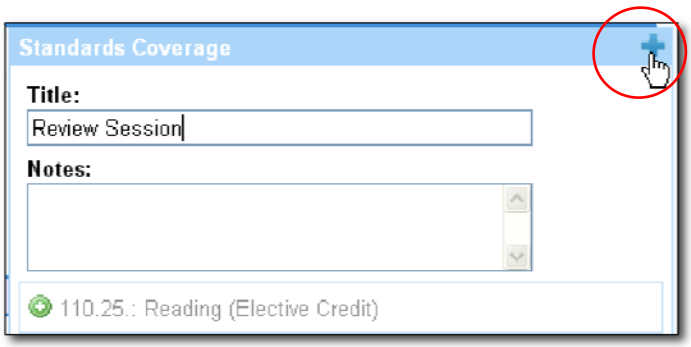
3. Use the plus icons to 'open' standards as needed



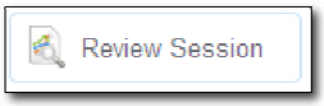
4. Drag and drop the standard to the desired day and section



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



6. The standards coverage appears on the planner



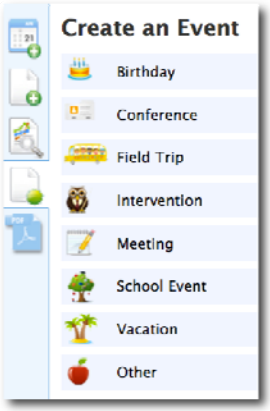
Schedule Events on Your Planner

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

To schedule an event:

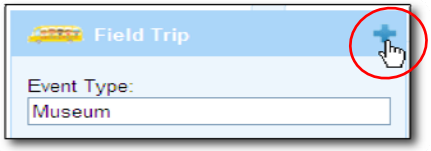
1. In the Lesson Planner, click the Create an Event icon

2. Click and hold an event type



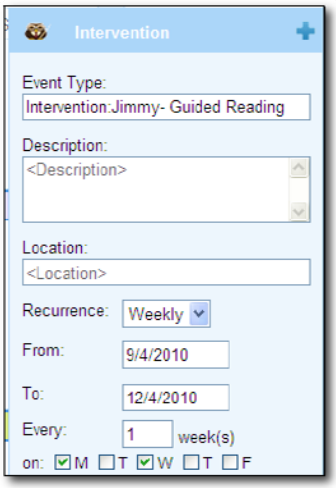
as you drag and drop it on the desired day

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



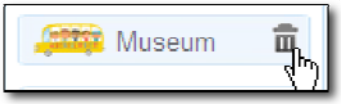
Practice

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

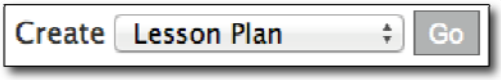
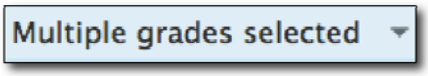


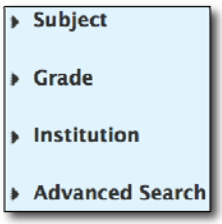
Practice

Remove all the items that you scheduled for practice.

Materials Search and My Materials Quick Reference

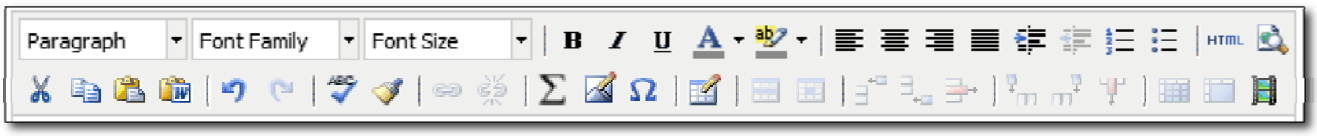
Materials Search and My Materials are graphic-rich. Use this table for reference until you become familiar with the available functionality.

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.

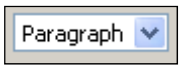
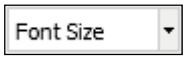
Feature	Description
	Use the filters in the left sidebar to narrow your results.
	Schedule the material on your lesson planner.
	Bookmark the material for easy access later.
	Unapprove material for your materials bank (for users with permissions to approve materials at their institution).
	The Edit link 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

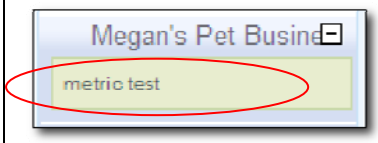
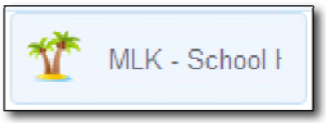
The sidebar contains six collapsible panels that enable a wide range of calendar functionality.

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).

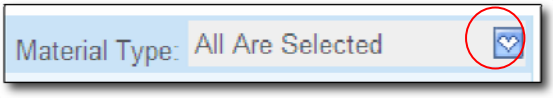
Item Options

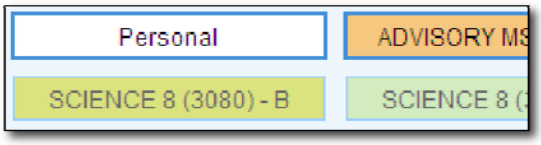
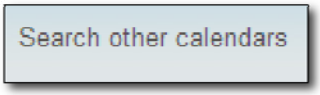
Hover the cursor over a scheduled item to reveal additional functionality.

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
	Click on a section or the personal square to toggle between hide and display. Your selections are remembered from login session to session.
	Use the tabs to navigate between day, week and day view.
 	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.
	Rename or reorder sections. Do not request access to additional sections unless you have been informed that an approval process is in place.
	Roll over the View Table Key link to see explanations for icons on-screen.