



# Schoolnet: Create a Lesson Plan Quick Reference Card

## How to Create a Lesson Plan using the 21st Century Lesson Plan Template (Spring 2012)

Create your own lesson plans in Schoolnet to schedule in your Lesson Planner or to keep handy in your My Materials section.

### Save Lesson Plan Template

1. From the Classrooms menu, click **Instructional Materials**
2. In the subject pull down tab, select **21<sup>st</sup> Century Classroom Resources**. Click **Search**.

The screenshot shows a search interface with a dropdown menu for '21st Century Classroom R...' and a 'Select a Grade' dropdown. A search button is visible. The dropdown menu is open, showing several options with checkboxes: (Select All), SAT, SchoolNet Support, Common Core State Standards, Assessment Resources, Professional Development, and 21st Century Classroom Resources (which is checked). A 'Search' button is located to the right of the dropdown.

3. Locate the **21<sup>st</sup> Century Classroom Lesson Plan Template** and click **Save**. This template will now always be found in your personal set of materials.

The screenshot shows a lesson plan template card titled '\*21st Century Lesson Plan Template' under the subject '21st Century Classroom Resources, PK-12'. The card includes a description: '21st Century Lesson Plan Template - PLEASE DO NOT DELETE - to use, please click copy to copy the template to your materials. You may then modify your individual copy'. There are buttons for 'Save', 'Schedule', 'Edit', and 'Preview'. The 'Save' button is highlighted with a red box.

### Copy and Edit the Template

1. From the Classrooms menu, click **Instructional Materials**.
2. Click **Go to My Materials**.

A button labeled 'Go to My Materials' with a blue arrow icon pointing to the right.

3. When you locate the Lesson Plan Template, click **Copy**.

The screenshot shows the same lesson plan template card as above. The 'Copy' button in the top right corner is highlighted with a red box.

4. In the new copy of the Lesson Plan Template click **Edit**.

The screenshot shows a new copy of the lesson plan template titled '\*21st Century Lesson Plan Template (Copy 2)'. The 'Edit' button in the top right corner is highlighted with a red box.

5. Complete the Properties for the lesson you are creating. When finished, click **Save and Continue** at bottom right of screen. (Select **Save** if you need to complete the remaining steps at another time.)

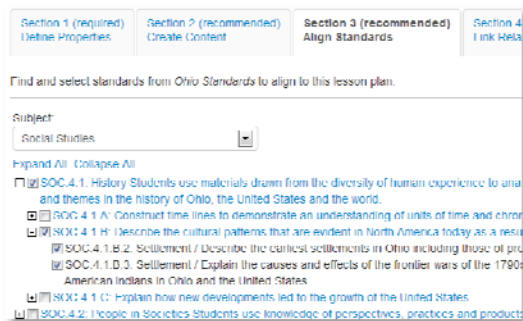
The screenshot shows the 'Define Properties for this Lesson Plan' form. Fields include: Title (Gi 03 Math Money Intro), Subject (Mathematics), Grade Range (03 to 03), Description (Intro lesson on Money relying on manipulative to ensure...), Duration (60 Minute(s)), Author(s) (ISDE), and Publisher (ISDF). There is a 'View Additional Properties' link. At the bottom right, there are 'Save' and 'Save and Continue' buttons, with the latter highlighted by a red box.

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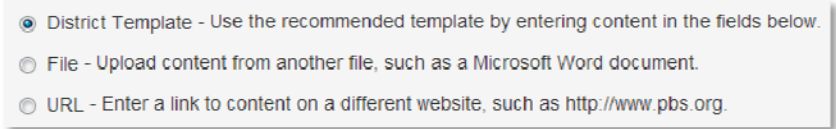
6. In the **Properties** tab on the lesson template, enter the following information (\* required fields).

<b>*Title</b>	Enter a descriptive title for the lesson that will make it easy to locate later.
<b>*Subject</b>	Select a subject from the drop-down menu. The <b>Subject</b> (and <b>Grade Level</b> ) fields determine the default standards that are available to align to.
<b>*Grade Range</b>	Select the grade range.
<b>*Description</b>	Include a synopsis of what the lesson is meant to accomplish. This field will appear in search results in Classrooms.
<b>Duration</b>	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week. This is a text field only – the duration is for informational purposes and will not impact scheduling.

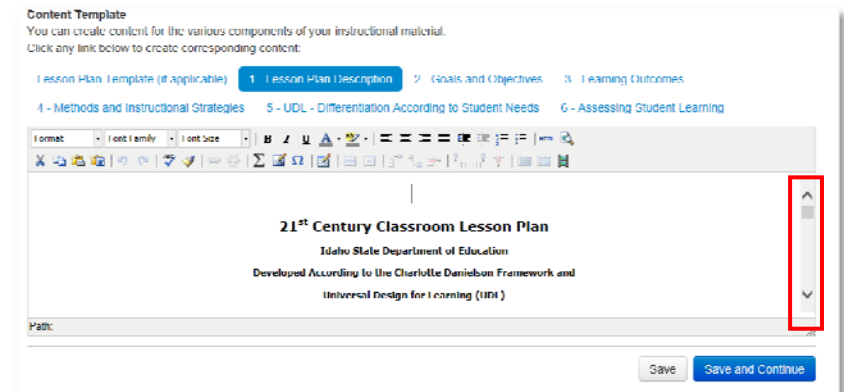
7. Section 2 of the lesson plan: Check the standards that will be addressed within this lesson. Click the + sign to expand a standard, then check the boxes next to the standards to make your selections. You can select standards from other subjects and grade level as appropriate.



8. Click **Save and Continue**.
9. In Section 3, leave the default of **Lesson Plan Template**. Click on each field to add the corresponding content. Click **Save and Continue**.



10. Click **1-Lesson Plan Description** and scroll down and edit each field to add corresponding content. The other numbered fields are not needed when using this template.

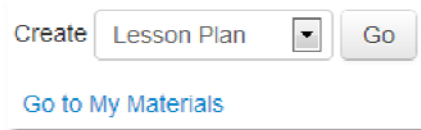


11. Complete Sections 4- 5 as appropriate for your lesson. When complete, click **Save** in bottom right of screen. Blue link **View Material** (see bottom left of screen) will take you back to the Schoolnet page where you can navigate to another module, view your lesson plan, etc.

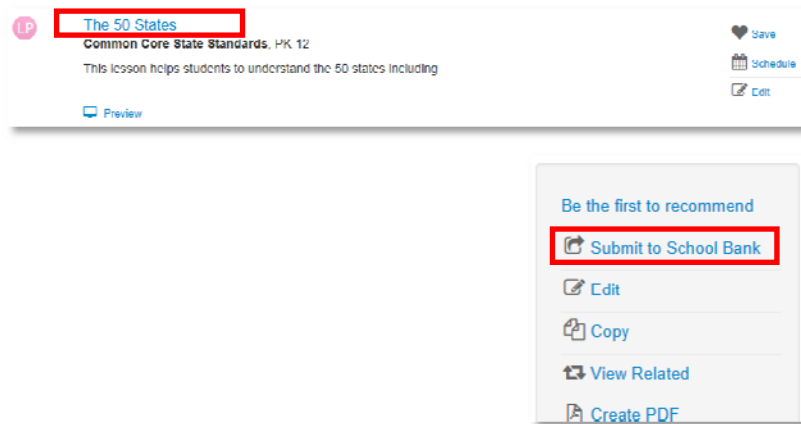


## Submit a Lesson Plan for Approval

1. Locate the lesson created within **My Materials**.



2. Click on the name of the lesson. Click the **Submit to School Bank** on the right side of the page.



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

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

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

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