

# CIITS: Approve a Lesson Plan Quick Reference Card

## Approving Educational Materials

Teachers can submit materials to be added to the school or district material bank. Materials include lesson plans, instructional units, assessment items, and resources. A designated materials reviewer approves the material for the materials bank. As a materials reviewer, you may only approve materials submitted to your default institution.

One of the following workflows may be configured for your district:

- Teachers submit materials to a reviewer at their school. The reviewer approves the material for the school materials bank. At this point, the material is visible to users at that school. The reviewer then submits the material to a reviewer at the district. The district reviewer approves the material for the district materials bank, and the material is visible to all schools.
- Teachers submit materials to a reviewer at the district. The reviewer approves the material for the district materials bank, and it is visible to all schools.
- Teachers submit materials to a reviewer at their school. The reviewer approves the material for the school materials bank. Although technically in the school bank, the material is visible to teachers at all schools.

## Approving a Lesson Plan

To approve a lesson plan:

1. From the **Classrooms** menu, click **Instructional Materials**
2. On the Materials Search page, click **Pending Materials**

## Pending Educational Materials

Filter:

Type

Subject

Grade









Material Bank

	Title	Type	Subject	Grade
<input type="checkbox"/>	Huichol Yarn Painting	Lesson Plan	Fine Arts: Art	06-08

3. All materials submitted to your primary institution appear

If there are several materials, click a column header to sort materials, and use the filter menus to filter the materials.

4. Click the name of the appropriate material

-  Be the first to recommend
-  Save to My Materials
-  Approve this Lesson Plan
-  Copy this Lesson Plan
-  View Related Materials
-  Build an Express Test
-  Create PDF
-  Schedule this Lesson Plan

5. Review the material and then click **Approve this Lesson Plan**

Approve this Lesson Plan

**Comments:**

**Submitter's Email:**

6. In the Comment field, enter notes for the person who submitted the lesson plan; the submitter will see the message when you approve (or do not approve) the material

If you would like the submitter to make revisions to the material, then use this field to explain your request.

7. To approve the material, click **Approved**

If you would like the submitter to make revisions, click **Not Approved**.

Depending on your district configuration, if you approved the material for the school materials bank, then you can submit this material for approval at the district level by clicking **Submit for Approval** on the same page.