

## Schoolnet: Approving Instructional Materials

Audience Roles: Leadership, Staff with Materials Approver

Users with the right permissions may approve materials or submit them to a larger materials bank. This document explains how to approve submitted lesson plans, units, resources, and assessments created in the Classrooms module.

First, ask your Schoolnet administrator which of the following configurations, if any, applies to your site:

- Teachers submit materials to a reviewer at the school. The reviewer approves the materials for the school materials bank, which is visible to users at the school. The reviewer has the option to submit the materials to a reviewer at the district. If that happens, the district reviewer approves the materials for the district materials bank, which is visible to all schools.
- Teachers submit materials to a reviewer at the district. The reviewer approves the materials for the district materials bank, which is available to all schools.
- Teachers submit materials to a reviewer at the school. The reviewer approves the materials for the school materials bank, but the materials are visible to teachers at all schools in the district.

## Approving Materials

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

To approve submitted materials, follow these steps:

1. Roll your cursor over the **Classrooms** header and click **Instructional Materials**
2. Click **Pending Materials**
3. If you are familiar with the material and simply want to approve it, select the check box next to the title and click **Approve**
4. To review the material, click its name
5. Read the content of the material and then click **Approve for School Bank**

District-level approvers will click **Approve for District Bank**.

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

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

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

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

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

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

## Submitting Materials

In districts that require approval at both the school and district levels, school approvers can submit materials approved at the school level for approval at the district level (or region, if applicable).

At the school level, once you approve a material, you can "unapprove" it by clicking "Return this [Lesson Plan]."

The Submit link is available for both materials submitted by teachers and approved at the school level, and for materials created at the school level by school-level material approvers.

To submit instructional materials for approval to a larger materials bank:

1. On the **Material Detail** page, click **Submit to School or District Bank** (pending your permissions)
2. Confirm that you want to submit the materials by clicking **OK**

The materials remain public at the school level while their status at the higher-level materials bank is Pending.