

Schoolnet: Create a Lesson Plan Quick Reference Card

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Audience Roles: Teacher, Leadership, Staff with Specialist

Create your own lesson plans in Schoolnet and then schedule them in your lesson planner or keep them handy in My Materials.

1. Roll your cursor over **Classrooms** and click **Instructional Materials**
2. From the **Create** menu use the default **Lesson Plan** and click **Go**

Alternatively, roll your cursor over **Classrooms** and click **Lesson Planner**. Then click the **Create Materials** icon and select **Lesson Plan**.

3. In the **Define Properties** tab, complete the required (*) fields to define the lesson plan properties

Click **View Additional Properties** to add information about copyrights, fees, or keywords.

Click the **Align Standards** tab and select the standards addressed in the lesson (your tab order may vary)

Alternately click **Save and Continue**. Your work is saved automatically as you move between tabs.

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 levels.

- SCI.3.1: Scientific investigation and reasoning.: The student understands safety procedures and environmentally appropriate practices.**
- SCI.3.1.A: demonstrate safe practices as described in the standards, including observing a schoolyard habitat; and**
- SCI.3.1.B: make informed choices in the use and conservation of aluminum cans, and plastics.**
- SCI.3.2: Scientific investigation and reasoning.: The student understands**

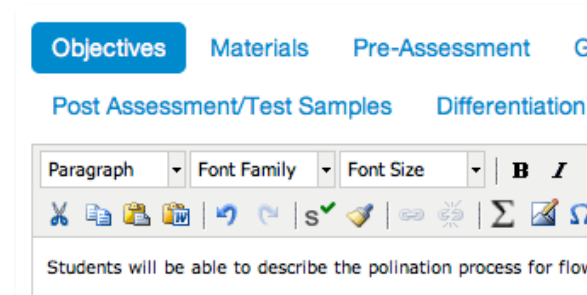
4. Click the **Create Content** tab
5. Use the default value, **District Template**, if you plan to type or paste in any text

Alternative options include uploading an existing file or linking to a website. Use these options only if the entire lesson is located in a separate document or on a website. If you want to add a file attachment to a lesson you enter in the District Template, do so by adding it as a resource in the Link Related Materials tab, not here in the Create Content tab.

- District Template** - Use the recommended template by entering content in the fields below.
- File** - Upload content from another file, such as a Microsoft Word document.
- URL** - Enter a link to content on a different website, such as <http://www.pbs.org>.

6. If you use the **District Template** format, click the fields, such as **Warm-Up** and **Materials**, to add corresponding content

Fields left empty will not appear on the final lesson plan.



7. Content is not saved automatically unless you move between fields or tabs, so click **Save** periodically if you add a lot of content to a field
8. To associate new or existing resources to the lesson, use the **Link Related Materials** tab

Use this section to add a file attachment, such as a worksheet, to a lesson. Click **Create and Link New Materials** to enter a resource, or browse from available resources and assessments you have outside of CIITS. Click **Search in My Materials** or **Search in Public Materials Bank** to search for resources available in CIITS.

9. In the **Identify Organizers** tab, select the attributes of the lesson
10. Scroll to the bottom of the page and click **View Material** to view the lesson plan details

Also view this lesson in your My Materials bank. Any resources created as part of this lesson will appear both as part of the lesson and as standalone resources in My Materials.