

CIITS: Submitting Instructional Materials Quick Reference Card

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As a first step, ask your CIITS 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 material for the school materials bank. At that point, the material is visible to users at the school. The reviewer has the option to submit the material to a reviewer at the district. The district reviewer approves the material for the district materials bank, and the material is then visible to all schools.
- Teachers submit materials to a reviewer at the district. The reviewer approves the materials for the district materials bank, and the approved materials are available to all schools.
- Teachers submit materials to a reviewer at the school. The reviewer approves the materials for the school materials bank. The materials are visible to teachers at all schools in the district.

Be sure you understand the submittal process at your school and do not submit materials unless an approval process is in place.

Submitting Materials for Approval

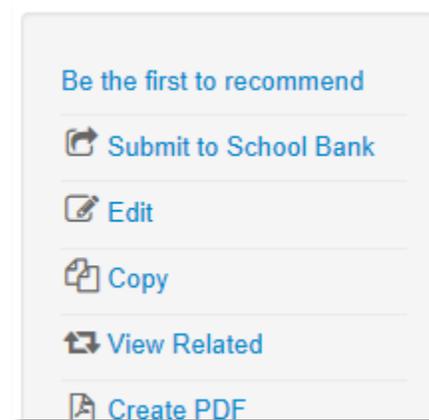
Materials you create for yourself are visible only to you, unless you schedule them on your lesson planner. To share materials with other teachers, submit them for approval.

Keep in mind that if you submit a lesson plan or unit that has unapproved materials attached to it, such as resources, you are submitting all of them together for approval.

To submit for approval a lesson, instructional unit, resource, or

assessment created in the Classrooms module, follow these steps:

1. Roll your cursor over the Classrooms header and click **Instructional Materials**
2. Click **Go to My Materials**
3. Select the material by clicking its name
4. To submit the material, click **Submit** on the right side of the page



5. A message appears, which gives you more information about the approval process and asks 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.