

Schoolnet: Adding a Resource to a Lesson Plan Quick Reference Card

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Audience Roles: Teacher, Leadership, Staff with Specialist

Use this document to find an existing lesson plan in the materials bank, copy it to My Materials, and link a resource to that lesson plan.

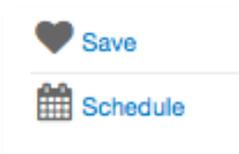
Locating and Copying an Instructional Material from the Materials Bank

When you don't have rights to modify a material, make a copy of it (to My Materials) that you can edit. Then, if you choose to share it, you can submit it.

Note: External resources indicated with an "E" icon cannot be copied or edited.

For this example, find an existing lesson plan in the materials bank.

1. Roll your cursor over the **Classrooms** header and click **Instructional Materials**
2. Use the **Search** field to find a lesson plan
3. On the right side of the lesson plan, click **Save** to save it to **My Materials**



4. Again, roll your cursor over the **Classrooms** header and click **Instructional Materials**

5. Click **Go to My Materials**
6. Locate the lesson plan that you just saved, and on the right side, click **Copy**
7. Find the copy of the lesson plan at the top of the page, indicated by **(Copy #)**, and click **Edit**
8. Modify the title to reflect how it is different from the original lesson plan

9. To save your changes, click **Save**

Linking a Resource

You can link a resource you previously created or saved to My Materials to an instructional unit or lesson plan.

To link a resource to this lesson plan:

1. Click the Link Related Materials tab



2. Search for the resource by clicking **Search in My Materials**



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3. To narrow your search, open the **Material Type** menu and select the material type
4. From the **Subject** menu, select the appropriate subject
5. Then click **Go**
6. A list of available resources will appear; click the blue arrow icon next to the appropriate resource



The icon changes to indicate that the resource has been linked to this lesson plan.



7. Click **Save**
8. To return to the detail page, click **View Material**