Materials Approval Workflow & Best Practices

The materials approval process enables teachers to submit lesson plans or resources which may benefit other teachers for review at the campus and/or district level.

This document is designed to help you:
- Understand the materials approval workflow
- Understand the roles required to utilize this process
- Consider best practices related to the materials review process

## SUBMIT A MATERIAL FOR APPROVAL

Any user can submit material for approval.

To submit a material:
1. Locate the desired material and click **Submit for Approval**. This submits the material to be reviewed by a designated Materials Reviewer.
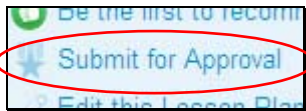
2. A dialog box appears indicating that you are about to submit a material for review. If approved, the item's status will change from Private to Public. Click **OK**.
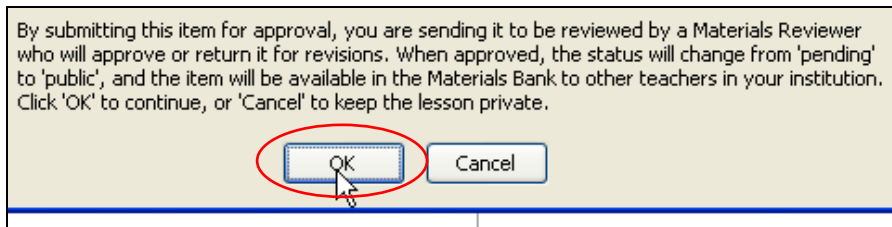
3. After the Materials Reviewer reviews your lesson, you will receive an email indicating that it is now:
   - **Public** and available to others at your school in the **School Materials Bank.**
   - Still **Private** and may require revisions. You can access your material in **My Materials.**

4. Once a material has been approved at the School level, this process can be repeated to submit the material for approval at the District level. Materials in the District materials bank can also be sumitted for approval at the State level. The State will review materials submitted for approval on a quarterly basis.

APPROVE A PENDING MATERIAL

Users who are permissioned to do so can approve submitted material.
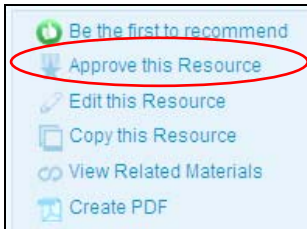
To approve materials:
1. Go to **Classrooms** > **Instructional Materials**.

2. Click .

3. Click the title of a pending material. Review the material

4. Click **Approve this Lesson/Resource** (regardless of whether you intend to approve or request revisions). As a recommended best practice, you may choose to refer to the CIITS Instructional Materials Submission Process for educator-created materials located on the [About CIITS/Support Materials webpage.](#)

5. Enter a comment to the author if desired. Click **Approved** or **Not Approved**. The author will receive an email with your comments. If approved, you will see a confirmation message and the lesson is **public** at the school materials bank. If Not Approved, the material will revert to a status of **private** in the author's **My Materials** and may be edited for resubmission.

REQUIRED ROLES

Who can submit materials for approval?
- All school-based users who can create materials can submit those materials for approval at the school level.
- School-level materials approvers can submit materials for approval at the District level.
- District level materials approvers can submit materials for approval at the State level.

Who can approve materials for a **school** materials bank?
- In order to approve materials to a school materials bank, a user's default institution must be a specific school and they must have the Review Instructional Materials operation.

Who can approve materials for a **district** materials bank?
- In order to approve materials to a district materials bank, a user's default institution must be the district and they must have the Review Instructional Materials operation.

BEST PRACTICES

Who might best serve as Materials Approvers?
- At the school level: Department Chairs, Instructional Specialists, Administrators.
- At the district level: Curriculum Coordinators, Content Area Specialists, and Instructional Coaches

How might we ensure the quality and consistency of materials approved for school/district materials banks?
- Identify exemplar lesson plans/instructional materials and make these public in school and district materials banks.
- Establish a consistent naming convention for submitted materials.
- Consider utilizing the recommended CIITS Instructional Materials Submission Process for educator-created materials or develop and utilize a local rubric and evaluation process for all materials submitted for approval.