



Classrooms: Creating District Curriculum

Training Manual



About Classrooms

The curriculum management component of Schoolnet's suite of data-driven education software offers teachers a quick, easy-to-use instructional tool that conveniently delivers informative views of student assessment data, class rosters, standards-aligned curriculum, and comprehensive student profiles to the teacher's desktop. Classrooms enables districts to efficiently deploy a standards-aligned, district-wide curriculum and scope-and-sequence through centralized creation, management, and dissemination tools.

About this Guide

This training guide will equip teachers and administrators to access and view district curriculum. Step-by-step instructions are provided to:

- Create resources, lesson plans, instructional units, curricular units, and curriculum
- Publish instructional materials for access school or district-wide
- View district curriculum online and search for lesson plans and related instructional materials.
- Save favorite materials for future use in the "My Materials" bank.
- Submit lesson plans for approval to foster the sharing of best practices

Because the IMS is highly customizable by school district, screenshots in this document may differ from your own view depending on the configuration and the specific roles and operations assigned to you. The data shown here is for demonstration purposes only.

Last updated on 01/31/2013

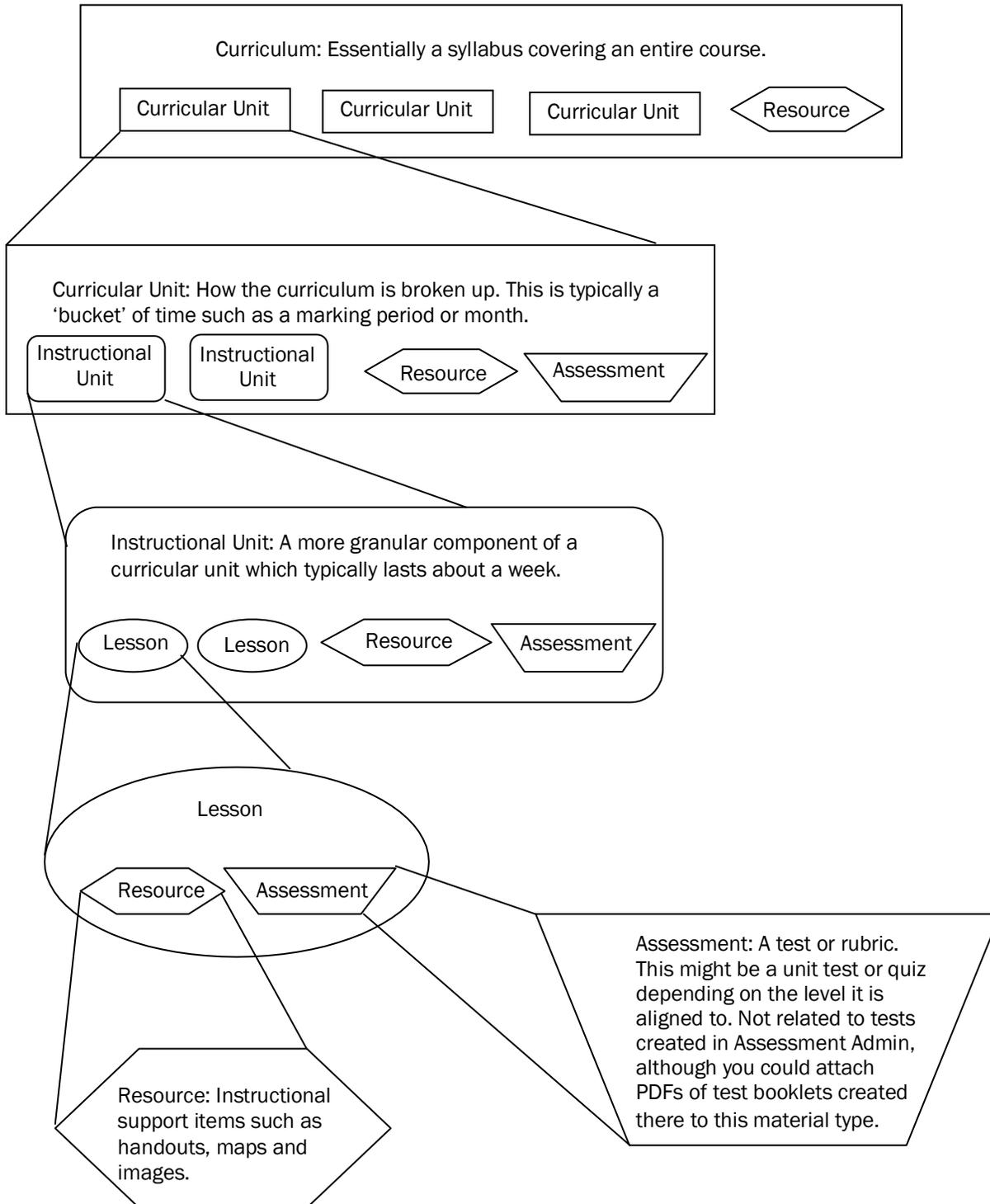
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Hierarchy of Instructional Materials

This chart explains the relationship among the educational materials that can be added. Curriculum and curricular units can only be created in the Curriculum Manager Desktop application (CMD) by district curriculum staff; all other types may be created in Classrooms or CMD.



View Curriculum

Classrooms allows users to view any course curriculum that has been loaded into the system. The curriculum provides teachers with the scope and sequence, underlying units, and may also include instructional materials. The curriculum available varies by grade level and subject.

Scenario: Your curriculum binder is really heavy and you don't want to lug it home. You'd prefer to review the suggested curriculum at home later online.

Access Curriculum from My Schoolnet (Home)

A quick way for way for teachers to access curriculum is in the My Schoolnet tab.



View Curriculum for a Class You Teach

If set up by the district, teachers have easy access to their curriculum on the Classrooms home page.

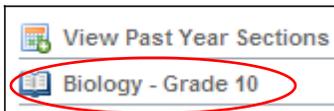
To view your curriculum:

1. Click the  tab.
2. Select the desired section.

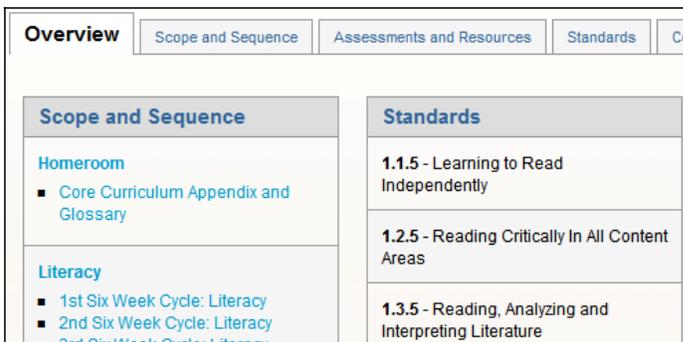


Administrators can filter by teacher

3. Click the curriculum title (more than one may be available). If the link is not there, the curriculum has either not been loaded or mapped to the selected section.



4. The curriculum is displayed. Take time to explore the tabs and various links. Note the  Create PDF link on the top right – this prints the displayed page (not linked content).



Questions for Understanding

- What does it mean if the curriculum link is not visible?
- What curriculum components are available? (teacher handbooks, lesson plans, sample test questions, rubrics, etc.)

Practice

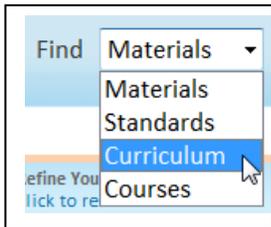
- Explore several units and also review the list of standards.

Search for Curriculum for a Class You Do Not Teach

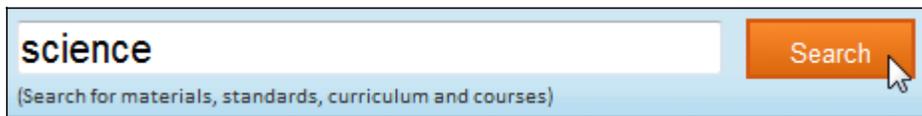
To view curriculum for a class that you do not teach, use the method described in this section.

To search for curriculum:

1. First select Curriculum from the drop down



2. You can search by keyword anywhere within Classrooms.



3. Click the desired title.

TITLE	GRADE RANGE	SUBJECT
Science - Grade One	Gr 1	Life and Physical Science
Science - Grade Kindergarten	Gr K	Life and Physical Science

Questions for Understanding

- If applicable, review the content that is available for next week. What online resources are available to help you?
- If applicable, review the curriculum of a class your students take, but you do not teach. Are there opportunities to team teach?
- Review the curriculum of a course your students will take next year.

Locate Instructional Materials

In Classrooms, you can search for any units, lesson plans, resources and assessments (i.e., educational materials) that have been made public by your school or district in the Materials Bank.

Quick Keyword Search

Sometimes you need to find a lesson on a very specific topic; e.g., pronouns, Canterbury Tales or circuits. In Classrooms you can enter a keyword to find matching materials (if any) in the Materials Bank.

To search by keyword:

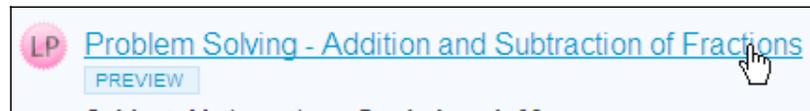
1. Go to the Classrooms tab.



2. In the top right corner of the screen, enter a keyword and click Go.



3. Click the title of the matching material (if any).



Practice

- Locate a material by keyword.

Browse for Instructional Materials

In Classrooms, you can use a wide variety of criteria to locate any units, lesson plans, resources and assessments (i.e., educational materials) that have been made public by your school or district in the Materials Bank.

To search:

1. Go to Classrooms > Instructional Materials.

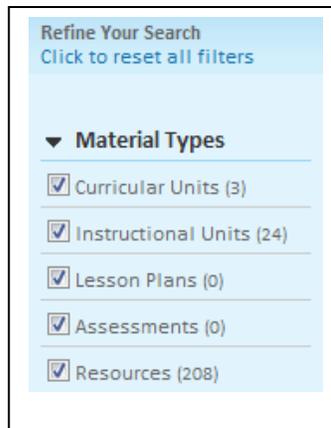


2. By default, all the subjects and grades you teach are selected. If desired, you can narrow or widen these options. A keyword is also optional. Click Search.



The image shows a search interface with a light blue background. At the top, there are two dropdown menus: "Select a Subject" and "Select a Grade", both of which are circled in red. Below these is a search box containing the word "math" and a "Search" button to its right. The search box also has a "Find" label and a "Materials" dropdown menu.

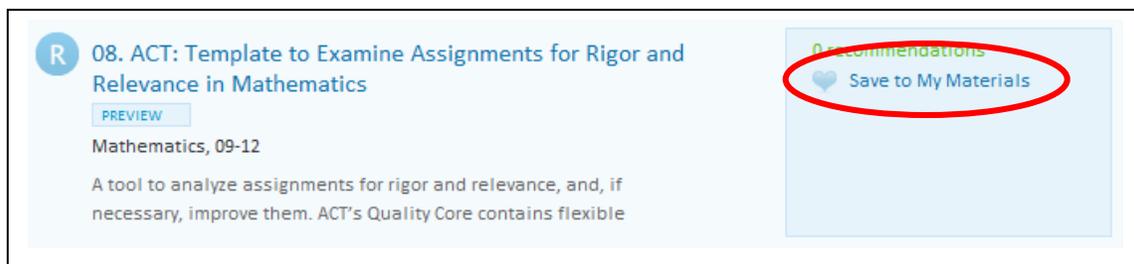
3. Materials (if any) that meet your search criteria are displayed.



The image shows a sidebar titled "Refine Your Search" with a link to "Click to reset all filters". Under the "Material Types" section, there are five options, each with a checked checkbox and a count in parentheses: "Curricular Units (3)", "Instructional Units (24)", "Lesson Plans (0)", "Assessments (0)", and "Resources (208)".

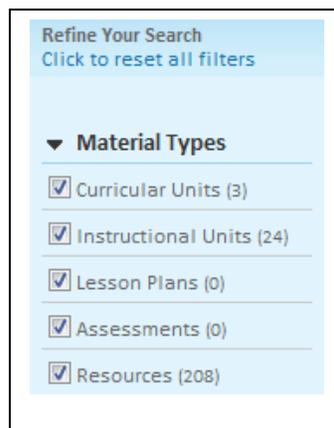
Filter by Material Type

4. You can save items to My Materials to make them easier to locate later.



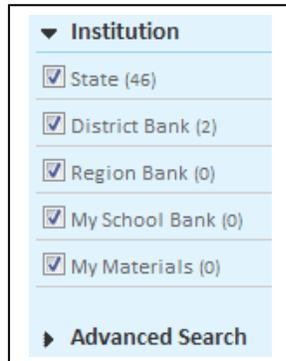
The image shows a card for a resource titled "08. ACT: Template to Examine Assignments for Rigor and Relevance in Mathematics". It includes a "PREVIEW" button, the subject "Mathematics, 09-12", and a short description. On the right side of the card, there is a "Save to My Materials" button with a heart icon, which is circled in red. Above this button, it says "0 recommendations".

5. You can refine your search in the left column. Toggle filters open and closed



The image shows a sidebar titled "Refine Your Search" with a link to "Click to reset all filters". Under the "Material Types" section, there are five options, each with a checked checkbox and a count in parentheses: "Curricular Units (3)", "Instructional Units (24)", "Lesson Plans (0)", "Assessments (0)", and "Resources (208)".

Access additional filter options: You can filter by level of approval. In some districts you will have the option to view



Questions for Understanding

- What is an advantage of adding an item to My Materials?
- What material types are searchable?

Practice

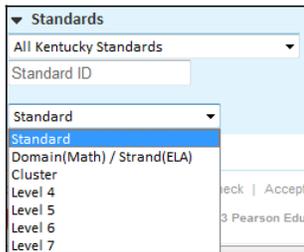
- Search for all lesson plans across grade levels for a particular subject.
- Save a resource to My Materials.

Search for Materials by Standard

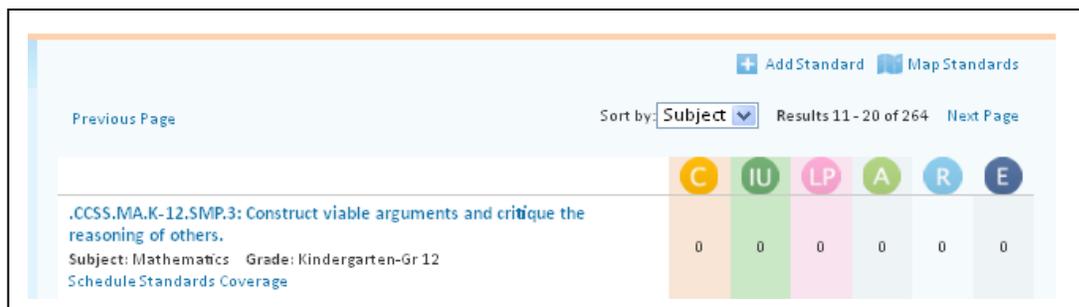
You can search for standards and view materials aligned to them.

To search for materials by standard:

1. In Classrooms > Standards Search, click .
2. Use the filters and keyword field to narrow your search as desired.
3. Select the desired level of the standards hierarchy you wish to search.



4. A table showing matching standard(s) is displayed with the number of materials by type tagged to each. Click on a number to view the corresponding related materials.



5. If desired, place the material in your My Materials list by clicking Save to My Materials.

Question for Understanding

- Can you search across all levels of the standards hierarchy at once, e.g., standard and sub-standard?

Practice

- Search for a lesson by standard.

Navigate in My Materials

If you have either created materials or added them from the Materials Bank, your My Materials section will contain a list of those units, lesson, resources and/or assessments for easy access later.

To find a material in My Materials:

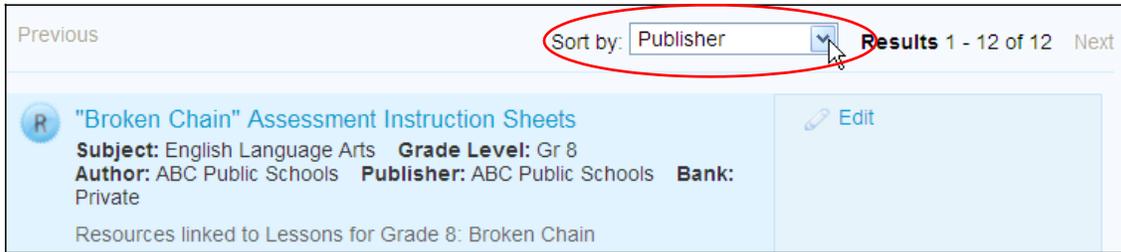
1. Go to Classrooms > Instructional Materials.



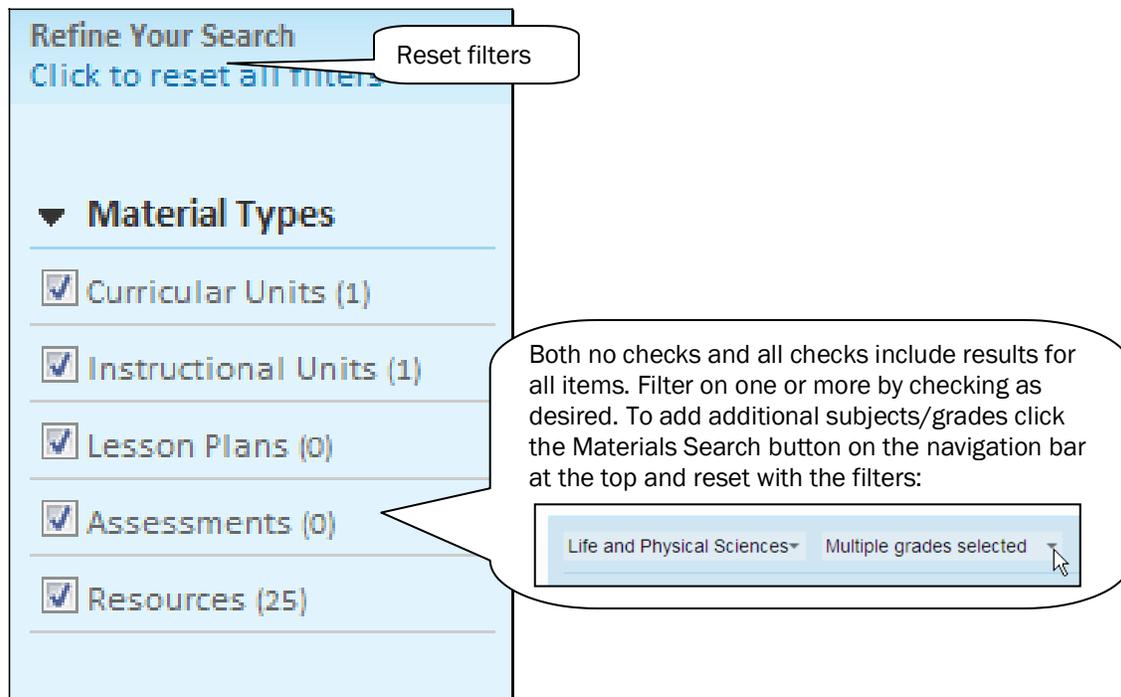
- Click Go to My Materials.



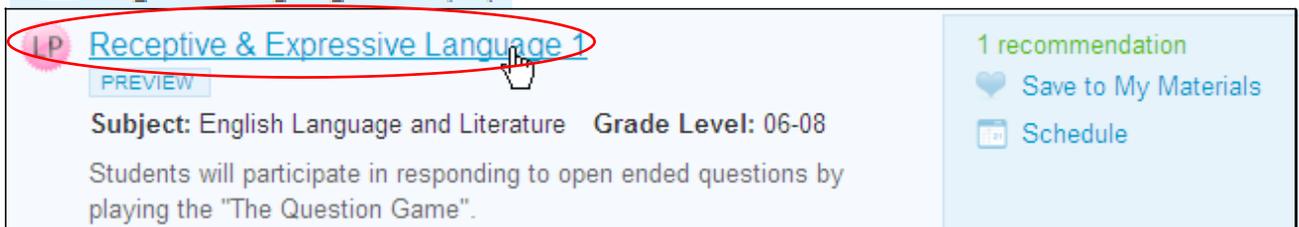
- By default, any materials that you have created, or public ones saved to My Materials are listed. There are a variety of sort options available.



- If the list is very long you may wish to add filters.



- Materials that meet your criteria are displayed with selected tools available. To access material details and additional options, click the title.



The tools you see will vary on the material type, its source and your user permissions:

- Schedule – Schedule a lesson or instructional unit to your planner.
- Recommend – Endorse a material.

- Submit for Approval – If an approval process is in place in your district, submit a material for inclusion in the school or district materials bank.
- Edit – Change the content of a private material (or a public one that you have rights to)
- Copy – Create a local, editable copy of a material.
- View Related Materials – View materials aligned to the same standards.
- Remove – Remove a public material from your My Materials list.

Questions for Understanding

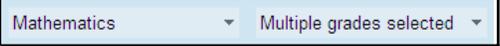
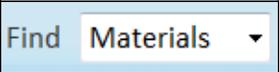
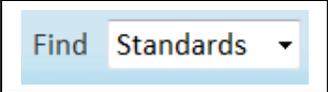
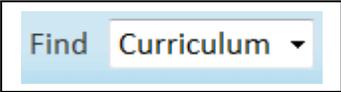
- What are the two ways a material gets into My Materials?
- Name one of the sorting options and a situation in which it would be helpful.

Practice

- Experiment with the filters and keyword search.
- Remove a public material from My Materials.

Materials Search and My Materials Quick Reference

Materials Search and My Materials are graphic-rich. Use this table for reference until you become familiar with the available functionality.

Feature	Description
	Use Search with the keyword field or to access the filter column.
	To access My Materials, click the link in the top of the Materials Search section.
	Click the Materials Search link to access the drop-down to create a lesson plan, instructional unit, resource or assessment. Note that assessment creation in Classrooms is for tests that will be scored outside of Schoolnet and is not integrated with Assessment Admin benchmark/classroom tests.
	Suggestions are based on sections and aligned standards for upcoming scheduled materials, upcoming assessments and low mastery rates on standards from recent assessment results. If there are no sections assigned or there are no suggestions available, 'Most Popular' materials appear.
	When you first go to Materials Search, subject and grade "pre-filters" are set to match the courses you teach (if any). You can edit these and click Search to view revised results.
	Access the material detail page.
	Roll your cursor over the Preview link to view highlights in a pop-up window.
	Access materials meeting the search/filter criteria. Then filter on Material Types
	In Materials Search, click the Search button. The Pending Materials link is below the orange bar in the Materials tab.
	Access standards meeting the search/filter criteria. View the number of materials aligned to each standard. Schedule standards coverage. Curriculum administrators have additional links to add and map standards.
	Access curriculum meeting the search/filter criteria. The tab number represents the number of courses using the curriculum, not the actual number of curricula. View by course what curriculum, if any, is mapped.
	Click the Search button to access advanced search criteria in the left filter column.

	<p>Sorting is available on a variety of criteria in both Materials Search and My Materials. Most Popular refers to the number of times users have scheduled or saved the material to My Materials</p>
	<p>The Schedule link appears in materials search results. There is a mini pop up calendar for selecting a date.</p>
	<p>Bookmark the material for easier access later.</p>
	<p>The Edit link appears if you have permission to modify the material.</p>
	<p>You can recommend a material and view the number of current recommendations. You cannot “unrecommend” a material.</p>
	<p>The Copy link allows you to make a local copy of the material.</p>
	<p>The View Related Materials link allows you to view public and personal materials aligned to the same standards.</p>
	<p>If you have been permissioned to create tests in Assessment Admin, build an express test using the same standards covered in the material.</p>
	<p>The PDF link is the best way to print a material.</p>

Create a Resource

You can easily create resources in Classrooms. These may be submitted for approval for inclusion in the Materials Bank, linked to Lesson Plans or Instructional Units, or just kept for reference in your Materials Bank. The procedure for creating a lesson plan, instructional unit, resource or assessment is virtually the same. In this exercise you can either create a ‘real’ resource or just mock one up that can be deleted later.

To create a lesson:

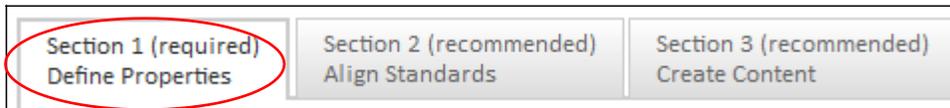
1. Go to Classrooms > Instructional Materials.



2. In the Create menu, ‘Lesson Plan’ is selected by default. Click Go.



- The Resource template is divided into tabs. Enter the following information into the first tab: Define Properties (* required fields).



Field	Input Description
*Title	Enter a descriptive title for the resource to make it easy to locate later.
*Subject	Select a subject from the drop-down menu. Choose the best fit if more than one applies.
*Grade Range	Select the grade range that the resource is appropriate for.
*Description	Include a synopsis of what the resource is meant to accomplish. This field will appear in search results (if the lesson is made public).
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Format	Select the format from the drop-down menu.
For Students	Select "Yes" to make the resource being created or edited available for assignment to Students
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

- Click **Save and Continue**.

- In Section 2: Align Standards, check off the standards covered by the resource. If desired, you can also select standards for other subjects and/or grade levels.

SECTION 1 (REQUIRED) DEFINE PROPERTIES | SECTION 2 (RECOMMENDED) CREATE CONTENT | SECTION 3 (RECOMMENDED) ALIGN STANDARDS | SECTION 4 (OPTIONAL) LINK RELATED MATERIALS | SECTION 5 (OPTIONAL) IDENTIFY ORGANIZERS

Find and select standards from *PA Standards in Core Curriculum* to align to this lesson plan:

Subject: Grade Level:

Expand All Collapse All

- 2.1.6: Number, Number Systems and Number Relationships
- 2.2.6: Operations and Algebraic Thinking
- 2.2
- 2.2

Align to any level(s) of the standards hierarchy

Tip: Clicking text will automatically select all lower level

Can toggle 'branch' open or collapsed

Can add standards for other grades and subjects

Create a Lesson Plan

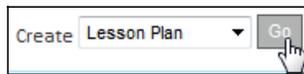
You can easily create lessons in Classrooms. These may be submitted for approval for inclusion in the Materials Bank, scheduled on your Lesson Planner or just kept for reference in your Materials Bank. The procedure for creating an instructional unit, resource or assessment is virtually the same. Some advantages of creating a lesson in Classrooms are that by easily aligning to standards you can track skills coverage, compare mastery to times taught and locate other related materials. In this exercise you can either create a 'real' lesson or just mock one up that can be deleted later.

To create a lesson:

1. Go to Classrooms > Instructional Materials.



2. In the Create menu, 'Lesson Plan' is selected by default. Click Go.



3. The lesson plan template is divided into tabs. Enter the following information into the first tab: Define Properties (* required fields).



Field	Input Description
*Title	Enter a descriptive title for the lesson to make it easy to locate later.
*Subject	Select a subject from the drop-down menu. Choose the best fit if more than one applies.
*Grade Range	Select the grade range that the lesson is appropriate for.
*Description	Include a synopsis of what the lesson is meant to accomplish. This field will appear in search results (if the lesson is made public).
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

4. Click **Save and Continue**.

- In Section 2: Align Standards, check off the standards covered in the lesson. If desired, you can also select standards for other subjects and or grade levels.

Section 1 (required) Define Properties | Section 2 (recommended) **Align Standards** | Section 3 (recommended) Create Content | Section 4 (optional) Link Related Materials | Section 5 (optional) Identify Organizers

Find and select standards from *All Kentucky Standards* to align to this lesson plan:

Subject: **Mathematics** | Grade Level: **03**

Expand All Collapse All

- 3: Grade 3 Introduction
- 3.10A: Operations and Algebraic Thinking
- 3.2NB1: Use properties of operations to perform multi-digit arithmetic. (Note: A range of algorithms may be used to round whole numbers to the nearest 10 or 100.
- 3.NB1.2: Fluently add and subtract within 1000 using strategies and algorithms based on place value, properties of operations, and/or the relationship between addition and subtraction.

- After selecting all applicable standards, click **Save and Continue**.
- For Section 3: Create Content, use the default 'District Template' or select the option to upload an existing file or link to the content on another website. Note that only one selection is possible.

- 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>.

- District Template:** The State has customized Classrooms with recommended lesson plan fields to support all grade levels and subjects. You can omit fields that don't apply; empty fields will note appear on the printed lesson plan. Place your cursor in the window and start typing to enter content in the first field. Then click another field name to enter content in the window for that field. Continue to toggle through the fields until all content is entered. For detail on the formatting options in the HTML Editor, refer to pg 29.

Lesson Plan | **Essential/Guiding Questions** | Learning Targets | Formative & Summative Assessment | Strategies for Addressing Individual/Diverse Student Needs | Media/Technology | Reflection | Lesson Misconceptions | Teacher Resources

Paragraph | Font Family | Font Size | **B** | *I* | U | A | ab | [List Bullets] | [List Squares] | [List Circles]

1. What do all mammals have in common?

- File:** Browse to locate the document and click Upload.

The content of this lesson plan is located in a pre-existing file or document. Upload it using the form below.

Attach File:

- URL:** enter the website URL.

URL:
(example: <http://www.yoursite.com>)

- After creating content, click **Save and Continue**.
- If applicable, you can use Section 4 to associate one or more resources and/or assessments with the lesson, including file attachments. The resource might be a map, picture, description of a related video, etc. The assessment might be a rubric or quiz. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your lesson. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other lessons if applicable.
Search in My Materials	Locate a resource or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate a resource or assessment in the Materials Bank.

- Stay in the Create and Link New Materials tab. Enter details for a resource related to the lesson.

Create and Link New Materials
Search in My Materials
Search in Public Materials Banks

How to use this feature:
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

Title:

Subject:

Grade Range: to

Description:

Duration:

Format:

Attach File:

Tip: Recycle
Resources can be aligned to multiple lessons, instructional units, curricular units, and curricula. The next time you create a lesson this resource can be added quickly from the Search in My Materials.

- Click **Create and Link**.
- The new resource is now available in My Materials and is aligned to this lesson.

Resource(s):

✕

Fractions Worksheet

(Mathematics, Grades 4-8)

created by ANDREW, JENNIFER

If you change your mind, click X to delete

- Click **Save and Continue** to move on to Section 5.

14. In Section 5: Identify Organizers, check the appropriate items (yours may vary from the screenshot below).

Teaching Methods		
<input checked="" type="checkbox"/> Advanced organizers	<input checked="" type="checkbox"/> Hands-on learning	<input type="checkbox"/> Project-based learning
<input checked="" type="checkbox"/> Brainstorming	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Questioning techniques
<input type="checkbox"/> Computer assisted instruction	<input type="checkbox"/> Integrated instruction	<input type="checkbox"/> Role-playing

15. Scroll down and click .

16. Scroll down and click View Material.

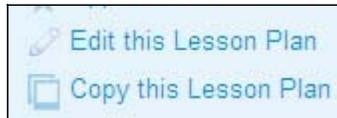


Questions for Understanding

- Does your district have a rubric for creating lesson plans?
- Can you reuse the resource you created for the lesson?
- How can you add a file attachment to a lesson?

Practice

- Locate a good lesson on the Web. Add it using the URL template.
- Add a lesson that exists in Word or as a PDF using the 'File' option.
- Add a resource. Then create a lesson created with the 'Recommended Template' to link this resource.
- Create a lesson with a resource aligned that you locate in My Materials or the Materials Bank.
- Edit a material you created earlier
- Copy a material you find in the Materials Bank and make modifications to it.



Create an Instructional Unit

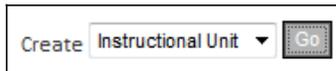
An instructional unit divides a curricular unit into smaller topics. Each curricular unit can include as many or as few instructional units as are appropriate.

To create an instructional unit:

1. Go to Classrooms > Instructional Materials.



2. In the Create menu, select Instructional Unit. Click Go.



3. The instructional unit template is divided into tabs. Enter the following information into the first tab: Define Properties (* required fields).



Field	Input Description
*Title	Enter a descriptive title for the instructional unit to make it easy to locate later.
*Subject	Select a subject from the drop-down menu.
*Grade Range	Select the grade range that the instructional unit is appropriate for.
*Description	Include a synopsis of what the instructional unit is meant to accomplish. This field will appear in search results when the instructional unit is made public
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

4. Click **Save and Continue**.

- In Section 2: Align Standards, check off the standards covered in the instructional unit. If desired, you can also select standards for other subjects and or grade levels.

- After selecting all applicable standards, click **Save and Continue**.
- For Section 3: Create Content, use the default 'District Template' or select the option to upload an existing file or link to the content on another website. Note that only one selection is possible.

- District Template: The State has customized Classrooms with recommended instructional unit fields to support all grade levels and subjects. You can omit fields that don't apply; empty fields will not appear on the printed instructional unit. Place your cursor in the window and start typing to enter content in the first field. Then click another field name to enter content in the window for that field. Continue to toggle through the fields until all content is entered. For detail on the formatting options in the HTML Editor, refer to pg. 29.

- File: Browse to locate the document and click Upload.

- URL: enter the website URL.

- After creating content, click **Save and Continue**.
- If applicable, you can use Section 4 to associate one or more lesson plans, resources, and/or assessments with the instructional unit, including file attachments. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your instructional unit. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other instructional materials if applicable.
Search in My Materials	Locate a lesson plan, resource, or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate a lesson plan, resource, or assessment in the Materials Bank.

- Stay in the Create and Link New Materials tab. Enter details for a resource related to the instructional unit.

Create and Link New Materials
Search in My Materials
Search in Public Materials Banks

How to use this feature:
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

Title:

Subject:

Grade Range: to

Description:

Duration:

Format:

Attach File:

Tip: Recycle
Resources can be aligned to multiple lessons, instructional units, or curricular units. The next time you create one of these materials, this resource can be added quickly from the Search in My Materials.

- Click **Create and Link**.
- The new material is now available in My Materials and is aligned to this instructional unit.

Resource(s):

✕

Fractions Worksheet

(Mathematics, Grades 4-8) created by ANDREW, JENNIFER

If you change your mind, click X to delete

- Click **Save and Continue** to move on to Section 5.

14. In Section 5: Identify Organizers, check the appropriate items (yours may vary from the screenshot below).

Teaching Methods		
<input checked="" type="checkbox"/> Advanced organizers	<input type="checkbox"/> Hands-on learning	<input type="checkbox"/> Project-based learning
<input checked="" type="checkbox"/> Brainstorming	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Questioning techniques
<input type="checkbox"/> Computer assisted instruction	<input type="checkbox"/> Integrated instruction	<input type="checkbox"/> Role-playing

15. Scroll down and click .

16. Scroll down and click View Material.



Questions for Understanding

- Does your district have a rubric for creating instructional units?
- Can you reuse the resource you created for the instructional unit?
- How can you add a file attachment to an instructional unit?

Practice

- Create an instructional unit
- Add a lesson that exists in Word or as a PDF using the 'File' option.
- Add a resource.

Create a Curricular Unit

Curricular units are designed to reflect the way the school year is broken out at each level. This can differ by school type (Elementary, Middle, and High School) and/or subject area. For example, elementary schools may divide the year into nine-week cycles, middle schools may operate on six-week cycles, and high schools may segment the year into semesters.

To create a curricular unit:

1. Go to Classrooms > Instructional Materials.



2. In the Create menu, select Curricular Unit. Click Go.

Create

3. The curricular unit template is divided into tabs. Enter the following information into the first tab: Define Properties (* required fields).

Field	Input Description
*Title	Enter a descriptive title for the curricular unit to make it easy to locate later.
*Subject	Select a subject from the drop-down menu.
*Grade Range	Select the grade range that the curricular unit is appropriate for.
*Description	Include a synopsis of what the curricular unit is meant to accomplish. This field will appear in search results when the instructional unit is made public
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

4. Click .

5. Use Section 2: Link Related Materials, to associate instructional units, resources, and/or assessments with the curricular unit. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your curricular unit. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other instructional materials if applicable.
Search in My Materials	Locate an instructional unit, resource, or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate an instructional unit, resource, or assessment in the Materials Bank.

6. Stay in the Create and Link New Materials tab. Enter details for a resource related to the curricular unit.

Create and Link New Materials
Search in My Materials
Search in Public Materials Banks

How to use this feature:
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

Title:

Subject:

Grade Range: to

Description:

Duration:

Format:

Attach File:

Tip: Recycle
Resources can be aligned to multiple lessons, instructional units, curricular units, or curricula. The next time you create one of these materials, this resource can be added quickly from the Search in My Materials.

7. Click **Create and Link**.
8. The new material is now available in My Materials and is aligned to this instructional unit.

Resource(s):

×

Fractions Worksheet

If you change your mind, click X to delete

(Mathematics, Grades 4-8) created by ANDREW, JENNIFER

9. Click **Save and Continue** to move on to Section 3.

10. In Section 3: Identify Organizers, check the appropriate items (yours may vary from the screenshot below).

Teaching Methods		
<input checked="" type="checkbox"/> Advanced organizers	<input checked="" type="checkbox"/> Hands-on learning	<input type="checkbox"/> Project-based learning
<input checked="" type="checkbox"/> Brainstorming	<input type="checkbox"/> Interdisciplinary	<input type="checkbox"/> Questioning techniques
<input type="checkbox"/> Computer assisted instruction	<input type="checkbox"/> Integrated instruction	<input type="checkbox"/> Role-playing

11. Scroll down and click .

12. Scroll down and click View Material.



Questions for Understanding

- Does your district have a rubric for creating curricular units?
- Can you reuse the resource you created for the curricular unit?
- How can you link an instructional unit to a curricular unit?

Practice

- Create a curricular unit.
- Add an instructional unit
- Add a resource.

Create Curriculum

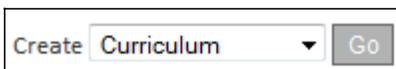
Curriculum in Schoolnet is the equivalent of a syllabus covering an ENTIRE course (e.g., year or semester) that is relevant to one subject and grade level. Curriculum durations can, and often do, differ. For instance, 5th Grade Science likely lasts the entire year (36 weeks). However, in high school, elective can last just one semester, or even a matter of 6-12 weeks, depending upon the course.

To create curriculum:

1. Go to Classrooms > Instructional Materials.



2. In the Create menu, select curriculum. Click Go.



3. The curriculum template is divided into tabs. Enter the following information into the first tab: Define Properties (* required fields).



Field	Input Description
*Title	Enter a descriptive title for the curriculum to make it easy to locate later.
*Subject	Select a subject from the drop-down menu.
*Grade Range	Select the grade range that the curriculum is appropriate for.
*Description	Include a synopsis of what the curriculum is meant to accomplish. This field will appear in search results when the instructional unit is made public
Duration	Only whole numbers may be entered in this field. Also select the appropriate unit of time: minute, hour, day or week.
Author	Your name appears. You can change if appropriate.
Publisher	If applicable, enter the name of the publisher. You may also click View Additional Properties to add additional source information.

4. Click **Save and Continue**.
5. In Section 2: Align Standards, check off the standards covered in the curriculum. If desired, you can also select standards for other subjects and or grade levels.

6. Use Section 3: Link Related Materials, to associate curricular units, resources, and/or assessments with the curriculum. Read this description of the three available options:

Tab	Description
Create and Link New Materials	Create a resource 'on the fly' to align to your curriculum. It will live as a separate material in My Materials that you can later edit to add standards, etc. It will then be available to link to other instructional materials if applicable.
Search in My Materials	Locate a curricular unit, resource, or assessment that you have previously added to My Materials.
Search in Public Materials Bank	Locate an curricular unit, resource, or assessment in the Materials Bank.

7. Stay in the Create and Link New Materials tab. Enter details for a resource related to the curriculum.

Create and Link New Materials
Search in My Materials
Search in Public Materials Banks

How to use this feature:
Type in a brief description for your new resource in the field below and upload any desired files. Click the "Create and Link" button to add the resource to your material.

Title:

Subject:

Grade Range: to

Description:

Duration:

Format:

Attach File:

Tip: Recycle
Resources can be aligned to multiple lessons, instructional units, curricular units, or curricula. The next time you create one of these materials, this resource can be added quickly from the Search in My Materials.

8. Click **Create and Link**.

9. The new material is now available in My Materials and is aligned to this curriculum

Resource(s):

x
Fractions Worksheet

(Mathematics, Grades 4-8) created by ANDREW, JENNIFER

If you change your mind, click X to delete

10. Scroll down and click **Save**.

11. Scroll down and click View Material.

View Material
Cancel
Delete

Questions for Understanding

- Does your district have a rubric for creating curriculum?
- Can you reuse the resource you created for the curriculum?
- How can you link a curricular unit to curriculum?

Practice

- Create curriculum.
- Add a curricular unit
- Add a resource.

HTML Editor Quick Reference

What if you want to include tables, images or equations in a lesson? The HTML Editor is the toolbar that provides formatting options when creating lessons and other educational materials. In some fields only a subset of the options shown here are available. The design of the drop-downs and icons may vary.



Basic Editing Options

Icon	Purpose
	Choose a style, such as Heading 1, Normal, etc.
	Choose a font type, such as Times New Roman, Arial, etc.
	Choose a font size, such as 10, 12, etc.
	Make your text bold.
	Italicize your text.
	Make your text underlined. Be judicious in underlining text as most users recognize it as a hyperlink.
	Choose a font color if the default (black) is not desired.
	Choose a color for highlighting your text, if desired, for emphasis.
	Align your text to the left, center, right, or make it justified.
	Indent your text in or move it out.
	Add numerals or bullets in front of your text.

Using Editing Shortcut Tools

The following tools are useful shortcuts for editing your work.

Icon	Purpose
	Use to undo your most recent edit or to redo/repeat your most recent edit.
	Check the spelling of selected text or all text.
	Clean up your HTML work. Applies only if you use the HTML view (link is at bottom of window).

Cutting, Copying and Pasting Content

You can copy and paste content to/from your editing window or a Word document.

Icon	Purpose
	Cut copy from your editing window.
	Copy text within your editing window.
	Paste copy into your editing window.
	Paste copy from a Word document into your editing window.

Inserting Hyperlinks, Graphics and Special Characters

Place the cursor where the graphic or special character should display and click the corresponding icon from the toolbar.

Icon	Purpose
	Enter the text that should be linked, highlight it, and click the link icon. Enter the url and save.
	Click to remove a hypertext link.
	Access a pop-up Equation Editor to insert a math or science equation. Select the appropriate equation elements from the samples in input area on the left, and input your equation. Clicking on the equation type images populates the code window above, and the preview window with your equation in real-time. A preview of your equation is displayed in the preview area on the right. Click Save to save your work, and return to the content editing window.
	Insert an image. See page 31 for details.
	Insert special character, such as for math or a foreign language.
	Insert a table.

Controlling Font Size

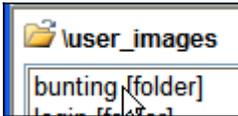
There is syntax in the Equation Editor that can be added to an equation to render the text smaller or larger, depending on your needs. To change the size of the equation you have a number of different choices that are listed in Table 5.2 of the Equation Editor online help screen.

Include Images in Materials

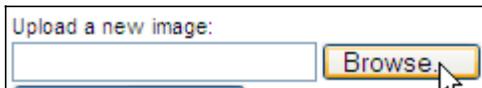
You can include images in fields that use the HTML Editor. You cannot copy and paste directly from Word or PDF; the images must be saved first as image files in jpeg, png or gif format.

To insert an image:

1. In the HTML Editor window, insert your cursor where the image should appear.
2. Click .
3. If you have been instructed to use a specific folder, double-click it. It may be more than one 'layer' deep.



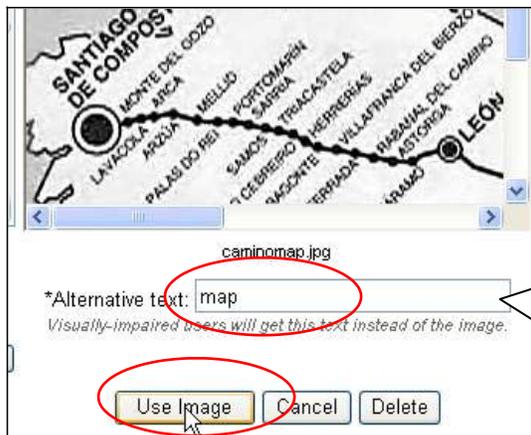
4. Click Browse.



5. Browse to the desired image on your local or network drive.
6. Click Upload Image.



7. The image will appear. Enter a tag in the Alternative text field and click Use Image.



The Image Bank (which is shared with other modules) requires something in this field

Question for Understanding

- How will you organize and name your images in order to facilitate the process of adding images to lessons?

Practice

- Add an image to a lesson.

Share Material with Other Teachers by Submitting for Approval

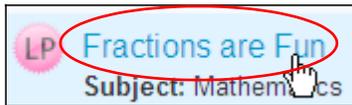
Any Instructional Materials you create have an initial status of Private, and may only be used by you. If you are ready to make an instructional material public for all teachers in your school or district, you can submit it for review. Once approved by a Materials Approver, it becomes available in the Materials Bank at your school (if you are school-based) and can be submitted by the approver for release to the district-wide Materials Bank. If you are district-based, materials you submit for approval are available district-wide, once approved.

To submit your material:

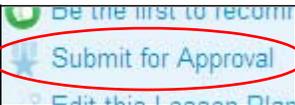
1. Go to Classrooms > Instructional Materials.
2. Click the Go to My Materials link.



3. Locate your material. Click the title.



4. Click Submit for Approval to submit your material to be reviewed.



5. A dialog box appears indicating that you are about to submit material for review. If approved, the item's status will change from Private to Public. Click OK.



6. After the Materials Reviewer reviews your material, you will receive an email indicating that the material is now:
 - o Public and available to others in the Materials Bank
 - o Still Private and may require revisions. You can access it in My Materials.

Questions for Understanding

- Is an approval process in place for your school and district?
- Who can see your material?
- What happens if your material is not approved?

Practice

- Submit a material for approval.

Approve Pending Materials

When a user creates a lesson or other material it is only available to that user. In order to be shared with other users at the institution it must be submitted for approval. This section explains how to approve submitted instructional materials, i.e., curriculum, curricular units, instructional units, lessons, resources, and assessments. You may only approve materials submitted to your default institution. You must have the Materials Approver role and some submitted materials. For practice, submit your own materials.

If someone at your institution has submitted material for approval it will show up in the list of pending materials.

To approve pending materials:

1. Go to Classrooms > Instructional Materials.
2. Click Pending Materials.



3. All materials that have been submitted to your primary institution are listed. If there are enough materials in the list, practice sorting by column and filtering.

Filter:
Type [dropdown]
Subject [dropdown]
Grade [dropdown]
Material Bank [dropdown]
Go Clear

Approve Checked Materials

LINK	TITLE	TYPE	SUBJECT	LEVEL	MATERIAL BANK	SUBMIT DATE	SUBMIT
<input type="checkbox"/>	Mechanisms of Evolution (Copy)		Life and Physical Sciences	Gr 10	N/A	4/14/2010 10:24:00 AM	Durbin, N
<input type="checkbox"/>	Equivalent Fraction Go Fish Instruction S			Gr 5	N/A	5/20/2010 12:06:00 PM	Schoolne
<input type="checkbox"/>	Jack's Awesome Lesson Plan			Gr 8	N/A	4/2/2010 11:25:00 AM	Schoolne

Filter if list is long

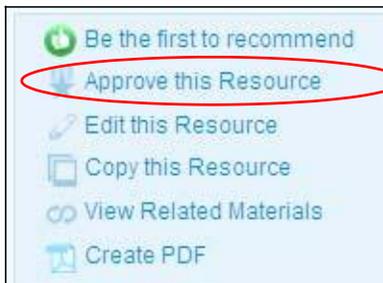
Click column header to sort

To approve without reviewing, check box(es) & click Approve

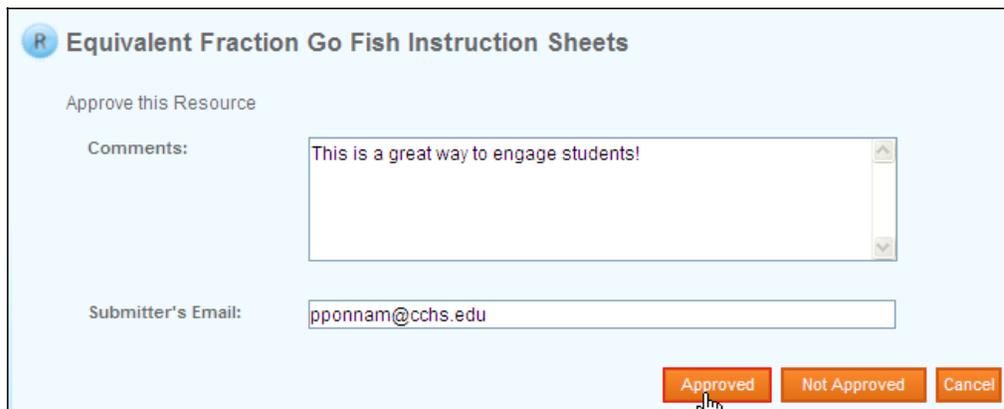
4. Click the title of a pending material. Review the material.



5. Click Approve this Lesson/Resource (regardless of whether you intend to approve or request revisions).



6. You can enter a comment to the author if desired. Click Approved or Not Approved. Either way, the author will receive an email with your comments. If approved, you will see a confirmation message letting you know that the lesson is now 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.



The screenshot shows a web interface for approving a resource. At the top, there is a blue header with a circular icon containing the letter 'R' and the text 'Equivalent Fraction Go Fish Instruction Sheets'. Below the header, the text 'Approve this Resource' is displayed. Underneath, there is a 'Comments:' label followed by a text input field containing the text 'This is a great way to engage students!'. Below the comments field is a 'Submitter's Email:' label followed by a text input field containing the email address 'pponnam@cchs.edu'. At the bottom right of the form, there are three orange buttons: 'Approved', 'Not Approved', and 'Cancel'. A mouse cursor is visible over the 'Approved' button.

Questions for Understanding

- Does your school or district have a rubric used to evaluate various types of instructional materials?
- How will you split up items for approval (by subject, grade level, etc.)?

Practice

- Create and submit two lessons or other types of instructional materials. Approve one and reject the other one, include comments on both. Check your email to view the comments you sent yourself.
- Working with a partner, submit materials to each other. Try both approving and rejecting.
- When you are finished, be sure to delete all unwanted materials.