

Schoolnet: Locating Instructional Materials Quick Reference Card

Schoolnet: Locating Instructional Materials

Use the Instructional Materials tool to find lesson plans, instructional units, resources, and standards.

Searching for Instructional Materials

Search for materials by subject, grade level, and keyword. When you conduct a search, the subjects and grade levels you teach are selected by default.

To search for instructional materials:

1. Roll your cursor over the Classrooms header and click **Instructional Materials**
2. From the Find menu, select the type of material that you want to search for
3. To narrow your search, type keywords into the search field
4. Click **Search**

To search for all materials related to the subjects and grade levels that you teach, click **Search** without entering keywords.

5. On the Search Results page, filter the results by selecting options from the following menus: Material Types, Subject, Grade, and Institution

Student Performance Data and Searching for Materials

Use data from classroom or benchmark tests to identify the standards you need to target in your instruction. Then locate materials aligned to those standards.

1. Roll your cursor over the Classrooms header and click **Student Performance**
2. Select a section from the Course/Section menu
3. On the Benchmark or Classroom Test Dashboard, click the + sign next to an assessment to view assessment details, including the aligned standards
4. Click a standard ID to access the Standard page, which contains more details, such as the sub-skills for that standard
5. On the Standard page, click a number in the grid to see a list of instructional units, lesson plans, assessments, or resources that are aligned to that standard

LA.8.10: Comprehension of Informational Text/Expository Text: Students analyze, make inferences and draw conclusions about expository text and provide evidence from text to support their understanding.	Instructional Units	Lesson Plans	Assessments	Resources
LA.8.10.A: summarize the main ideas, supporting details, and relationships among ideas in text succinctly in ways that maintain meaning and logical order;	3	18	0	0
LA.8.10.B: distinguish factual claims from commonplace assertions and opinions and evaluate inferences from their logic in text;	3	14	0	0
LA.8.10.C: make subtle inferences and draw complex conclusions about the ideas in text and their organizational patterns; and	3	17	0	0
LA.8.10.D: synthesize and make logical connections between ideas within a text and across two or three texts representing similar or different genres and support those findings with textual evidence.	2	6	0	0

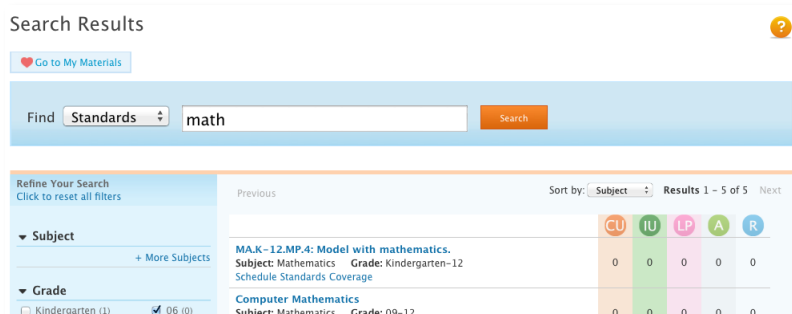
6. To save one of the materials to your personal bank, click **Save to My Materials** next to the material

Schoolnet: Locating Instructional Materials

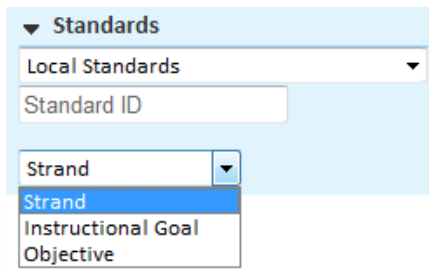
Searching for Materials by Standard

Locate standards by keyword and then find materials aligned to those standards.

1. Roll your cursor over Classrooms and select **Instructional Materials**
2. From the Find menu, select **Standards**
3. Type keywords into the search field, such as the name of the standard, or leave the search field blank to see all the standards for the subjects and grade levels that you teach
4. Click **Search**
5. Click a number in the grid on the far right to view the instructional units, lesson plans, assessments, and resources aligned to that standard



Note: When you search for a standard by keyword, you can only search one standard level at a time, such as standard, skill, or sub-skill. If you don't see any search results, use the Standards menu in the Refine Your Search area to change the level of the standard and search by keyword again.



Finding Your Saved Materials

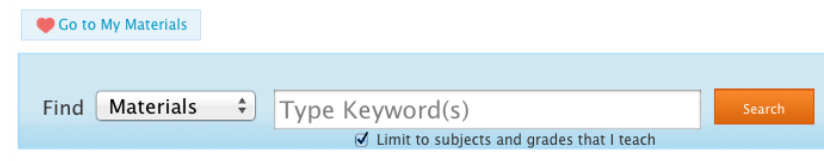
Instructional materials—such as lesson plans and units that you either saved from the public bank, copied, or created yourself—are stored in your personal My Materials bank.

Once they are in the My Materials bank, you can modify the materials as needed and re-save them. Only you see the materials in this bank until you submit them for approval for use at your school, or schedule them on your lesson planner. Items in the My Materials bank carry over from one school year to the next.

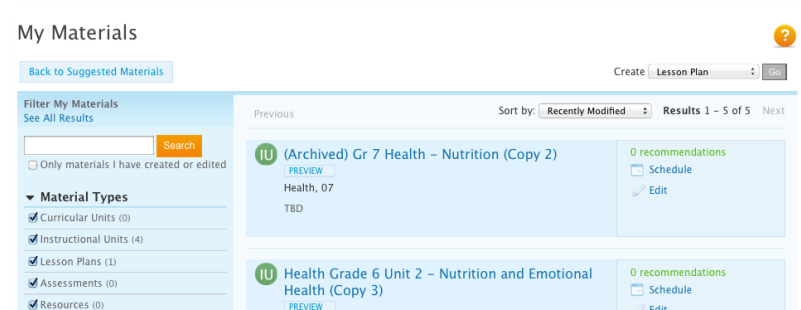
To navigate to the My Materials page:

1. Roll your cursor over Classrooms and select **Instructional Materials**
2. Click **Go to My Materials**

Instructional Materials



Filter your materials using the filters on the left side. Additionally, use this page to schedule materials to your lesson planner by clicking **Schedule**.



Schoolnet: Create a Lesson Plan Quick Reference Card

Schoolnet: Create a Lesson Plan

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

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Use the default option, **Lesson Plan**, from the Create menu and click **Go**
3. In the Section 1 tab, complete the required (*) fields

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

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

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.

Section 1 (required) Define Properties | Section 2 (recommended) Create Content | Section 3 (recommended) Align Standards | Section 4 Link Related Materials

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

Subject: Social Studies

Expand All Collapse All

- SOC.4.1: History Students use materials drawn from the diversity of human experience to analyze and themes in the history of Ohio, the United States and the world.
- SOC.4.1.A: Construct time lines to demonstrate an understanding of units of time and chronological order.
- SOC.4.1.B: Describe the cultural patterns that are evident in North America today as a result of the interactions of diverse peoples.
 - SOC.4.1.B.2: Settlement / Describe the earliest settlements in Ohio including those of prehistoric peoples.
 - SOC.4.1.B.3: Settlement / Explain the causes and effects of the frontier wars of the 1790s involving American Indians in Ohio and the United States.
- SOC.4.1.C: Explain how new developments led to the growth of the United States.
- SOC.4.2: People in Societies Students use knowledge of perspectives, practices and products of various cultures to understand the contributions of diverse peoples to the development of Ohio, the United States and the world.

5. Click the Create Content tab

Your work is saved automatically as you move between tabs.

6. 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>.

7. If using 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.

Content Template

You can create content for the various components of your instructional material. Click any link below to create corresponding content:

Warm-Up | Instructional Strategy | Materials | Lesson Assessment | Interdisciplinary Connections

Essential Questions | Reteach/Extension | Homework and Practice | Vocabulary | Resources | Test

Paragraph | Font Family | 3 (12pt) | **B** *I* U | | HTML

To access prior knowledge, ask students what they know about abbreviations. Have examples of abbreviations and list their examples on chart paper.

8. To associate new or existing resource(s) 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 in My Materials or the materials bank.

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 and any recently-created related resources in your My Materials Bank.

Schoolnet: Submitting Instructional Materials

Quick Reference Card

Schoolnet: Submitting Instructional Materials

As a first step, ask your Schoolnet administrator which of the following configurations 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.

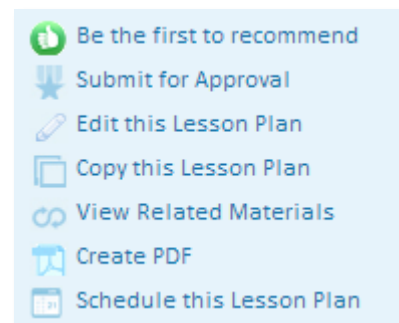
Submitting Materials for Approval

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 lessons, resources, or assessments attached to it, you are submitting all of them together for approval.

To submit for approval a lesson, 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 for Approval** on the right side of the page



5. A message appears, giving more information about the approval process and asking 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.

Schoolnet: Using the Lesson Planner Quick Reference Card

Schoolnet: Using the Lesson Planner

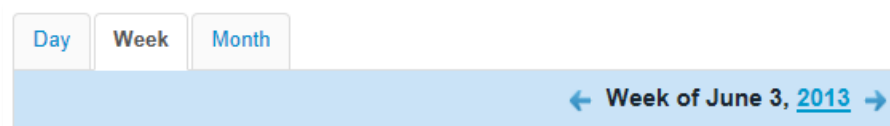
In the Classrooms module, use the lesson planner to schedule lessons, units, and events on a calendar. For teachers, the Lesson Planner page displays a personal calendar as well as a separate calendar for each of the teacher's sections. Administrators view a personal calendar and can also view teachers' lesson planners.

When you schedule units and lessons that are aligned to standards, you can track how many times you covered each standard during the school year and compare standards coverage to assessment results.

Lesson Planner Navigation

To access your lesson planner, roll your cursor over the Classrooms header and click **Lesson Planner**.

Click the Day, Week, and Month tabs to view different lengths of time on the calendar. Click the arrows to the right and left of the date to access earlier or later dates.

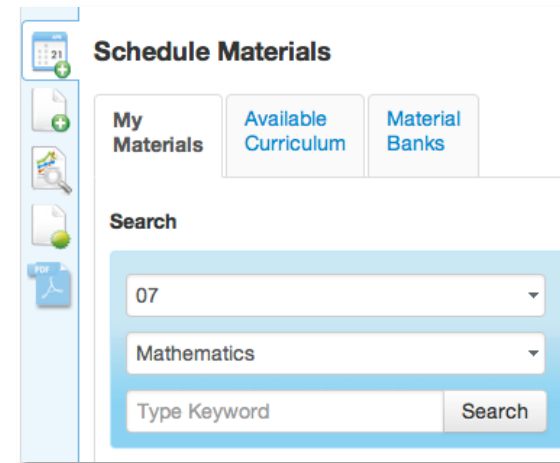


In the Select Calendars area, click the name of the calendars to either display or hide your personal calendar or the calendar for that section.

Schedule Lessons and Instructional Units

Schedule lessons, instructional units, and external resources (if available) on a section calendar or personal calendar. You can link the other two materials types, resources and assessments, to a lesson plan, but you cannot schedule them independently.

1. From the Classrooms menu, click **Lesson Planner**
2. Click the Schedule Materials icon in the left sidebar



3. In the Schedule Materials window, click the tab for the appropriate materials bank, such as the My Materials tab
 - My Materials – Materials created by you or saved from the materials banks
 - Available Curriculum – Not available on all sites
 - Materials Banks – All materials you have permission to view
4. Select grade levels and subjects from the menus, such as **07** and **Mathematics**, enter a keyword to narrow the search, and click **Search**
5. If the list is too long, deselect material types you aren't looking for in the Filter By menu
6. Hover your cursor over the duration area until you see a cross arrow icon, then drag and drop the lesson or unit to the appropriate day on your calendar

Schoolnet: Using the Lesson Planner

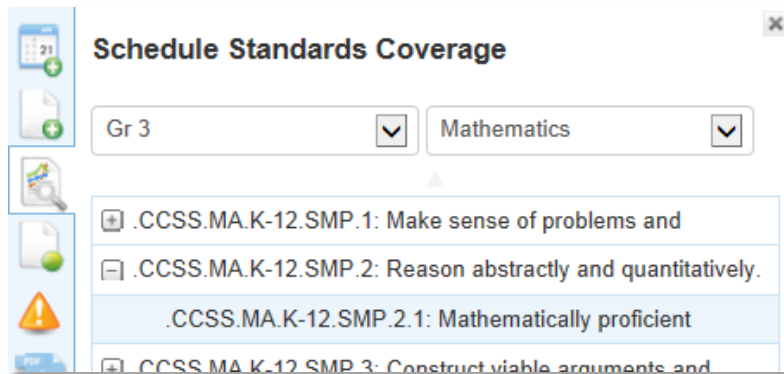
The lesson or unit appears on the scheduled day. To copy it to another section, drag and drop it to that section.

7. To lengthen or shorten the duration of the lesson or unit, hover over the side of the blue box until a horizontal arrow appears, then drag the edge of the rectangle to an adjoining day

Schedule Standards Coverage

Schedule a standard on your calendar so that you can track coverage of that standard without aligning it to any particular unit or lesson. For example, you may want to quiz students informally on specific skills, but not go through the process of creating a lesson.

1. Roll your cursor over Classrooms on the navigation bar and click **Lesson Planner**
2. Click the Schedule Standards Coverage icon in the left sidebar



3. In the Schedule Standards Coverage window, select a grade level and subject
4. Click the + sign to expand a standards hierarchy and view additional lower-level standards; roll your cursor over the standard to view the full text
5. Drag and drop the standard to the appropriate day

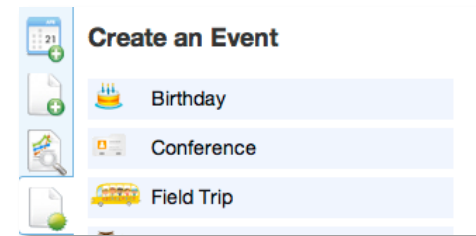
6. In the Standards Coverage window, enter a title and notes, and then click the + sign to schedule the standards coverage

The standards coverage appears on the scheduled day.

Schedule an Event

Schedule an event on your calendar to keep track of upcoming events.

1. On the Lesson Planner page, click the Create an Event icon



2. From the Create an Event menu, drag and drop an event type on a day in your calendar
3. Add details—such as a title, description, and location—for your event and click the + sign to save the event on your calendar

Add Notes and Attachments

Add a note and an attachment to a calendar day on your lesson planner. Notes and attachment files are not added to your materials bank, so it's best to use them for items you need only for a specific day.

1. On the Lesson Planner page, click the Week view tab, then roll your cursor over a day to view the Add a Note (yellow paper and pencil) and Add Attachment (paperclip) icons
2. Click the Add a Note icon
3. Enter a title and content for your note

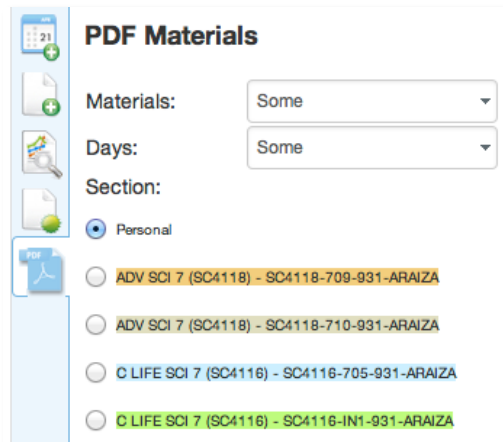
Schoolnet: Using the Lesson Planner

4. Click the Save icon, indicated by a disk, to save your note
5. Click the minus sign to close the note window and return to the lesson planner
6. To upload a file, click the Add Attachment icon
7. Click **Choose Files** to use your computer's file directory system to select a file
8. Click **ADD** to upload the file to this day on your calendar
9. To access the note or file later, click the appropriate icon on that day on your calendar

Create a PDF of Materials

Create a PDF file of some or all of the materials scheduled on one of your class calendars.

1. On the Lesson Planner page, click the PDF Materials icon



2. From the Materials menu, choose the material types you want to print or save as a PDF file, such as **Lesson Plans** and **Resources**, then click **OK**
3. Select one or more of the days or weeks available, depending on which calendar view you are using, then click **OK**

4. From the Section menu, select a class or your personal calendar
5. Click **Create PDF**
6. Use your browser to print or save the PDF file, then close the browser window to return to the planner

Print the Lesson Planner View

To print the Lesson Planner page, click the Print icon in the upper right corner.

Edit a Section Name

Change the order and names of your sections to make them easier to identify both in the lesson planner and wherever you see your section list. These changes will appear for you only.

1. On the Lesson Planner page, click **Settings** to the right of the calendar boxes
2. On the Sections & Rosters tab of the My Account page, change the order number in the Order column for a section
3. Click another row to refresh the screen, then change the order number for another section as needed until the sections are listed in the order you want
4. Edit the text for each section name in the Section column
5. To save your changes, scroll down to the bottom of the page and click **Go Back to Lesson Planner**

Schoolnet: Using the Lesson Planner Quick Reference Card

Lesson Planner Scheduling

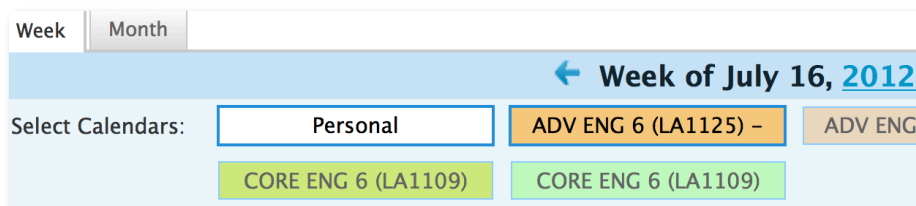
In the Classrooms module, use the Lesson Planner to schedule materials and other events on a calendar. For teachers, the Lesson Planner displays a personal calendar as well as a separate calendar for each of the teacher's sections. Administrators view a personal calendar and can also view teachers' lesson planners.

See the Classrooms – Lesson Planner workbook on PowerSource for a list of icons used in the Lesson Planner and their meanings.

Navigate to the Lesson Planner

To access your lesson planner, from the Classrooms menu, click **Lesson Planner**. Toggle the Day, Week, and Month tabs to view different lengths of time. Click the arrows to the right and left of the date to access earlier or later dates.

Click the name of each calendar to either display or hide your personal calendar or the calendar for a specific section. From the Materials Type menu, choose which types of materials to display: Instructional Units, Lesson Plans, General Events (field trip, conference), and Standards Coverage. You can schedule lessons and events on your Lesson Planner only.

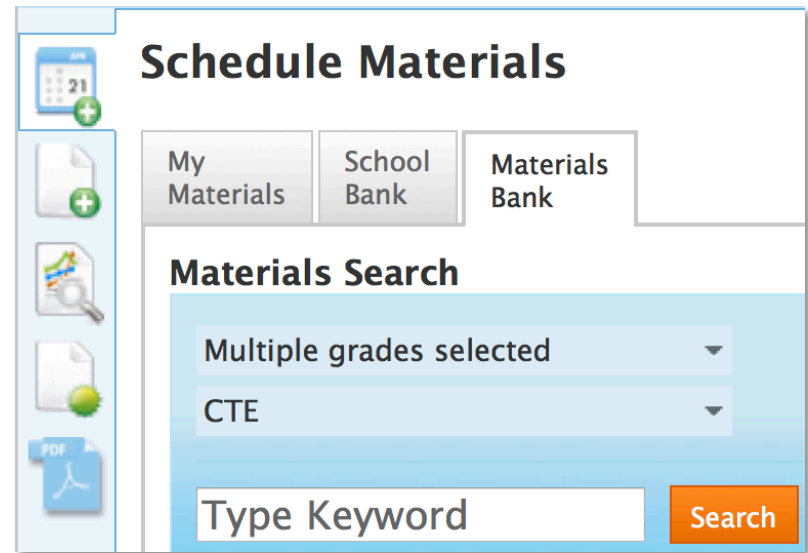


Schedule Lessons and Instructional Units

Schedule lessons and instructional units on a section or personal calendar. The other two materials types, resources and assessments, can be linked to a lesson plan, but cannot be scheduled independently.

To schedule a lesson:

1. From the Classrooms menu, click **Lesson Planner**
2. Click the Schedule Materials icon in the left sidebar



3. In the Schedule Materials window, click the tab for the appropriate materials bank
 - My Materials – Materials created by you or saved from one of the materials banks
 - School Bank – All public materials for your school
 - Materials Bank – All public materials for your school or the district
4. Select a subject and grade level, enter a keyword, and click **Search**
5. Drag and drop the lesson or unit to the appropriate day

The lesson or unit appears on the scheduled day.

Schoolnet: Using the Lesson Planner

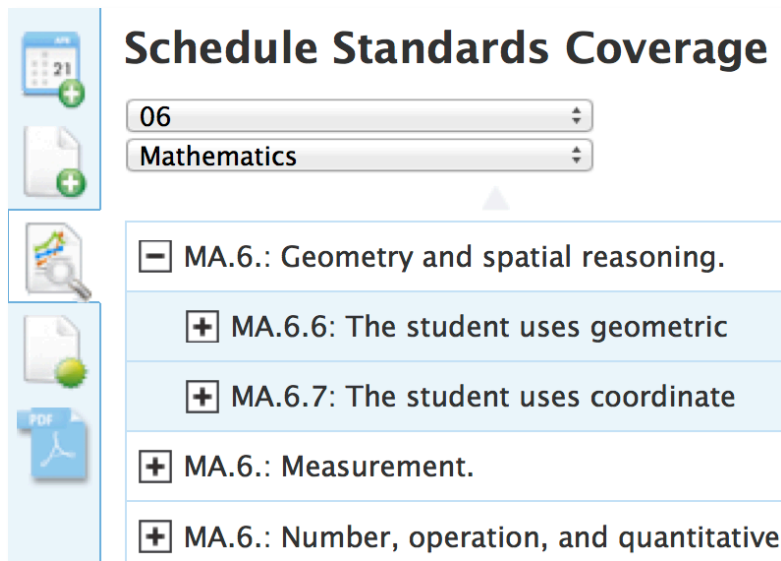
Schedule Standards Coverage

Schedule a standard on your calendar without defining a particular unit or lesson. For example, you may want to quiz students on particular standards, but not schedule the quiz as a lesson.

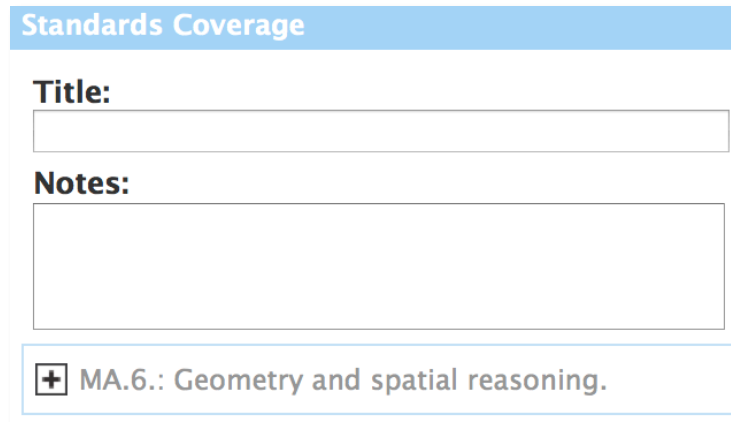
When you schedule lessons that are aligned to standards, you can track how many times each standard was covered during the school year, and compare standards coverage to assessment results.

To schedule standards coverage:

1. From the Classrooms menu, click **Lesson Planner**
2. Click the Schedule Standards Coverage icon in the left sidebar

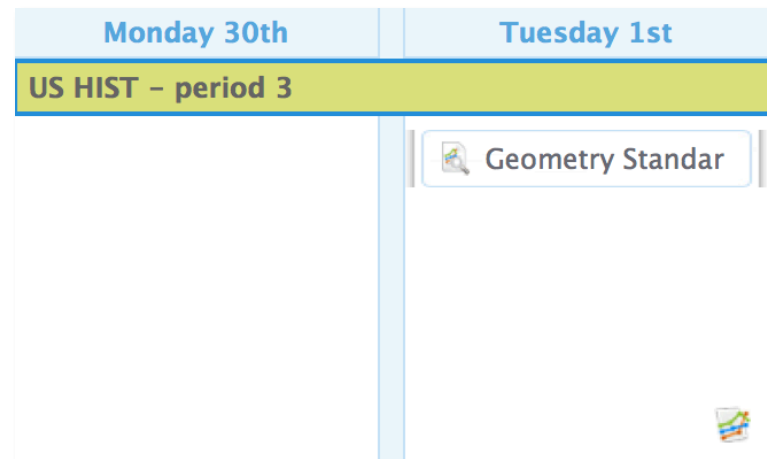


3. In the Schedule Standards Coverage window, select a grade level and subject
4. Click the + sign to expand a standards hierarchy and view additional lower-level standards
5. Drag and drop the standard to the appropriate day



6. In the Standards Coverage window, enter a title and notes, and click the + sign to schedule the standards coverage

The standards coverage appears on the scheduled day.



Schoolnet: Assigning Resources to Students

Quick Reference Card

Assigning Resources to Students

This document is intended for teachers who want to learn how to create a student resource, search for student resources, assign materials to students, and access assignment information.

Creating a Resource for Students

To create a resource for students:

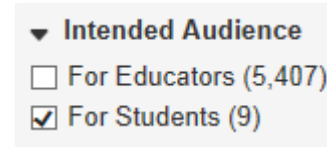
1. Roll your cursor over Classrooms and click **Instructional Materials**
2. From the Create menu at the top right, select **Resource**
3. Click **Go**
4. On the Define Properties tab, complete the required (*) fields
5. Next to For Students, select **Yes**
6. Click the Align Standards tab and then check the applicable standards
7. Click the Create Content tab and select one of the following options:
 - District template – Type or paste content into the rich text fields
 - File – Attach an existing file
 - URL – Point to the URL of an existing resource
8. Click the Identify Organizers tab and check applicable characteristics of the resource
9. Click **Save**
10. To view the resource, click **View Material**

Searching for Student Resources

Your district may make student resources available to you.

To locate these resources:

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Click **Search**
3. To limit the results to resources for students, under Intended Audience, select **For Students**




▼ Intended Audience

For Educators (5,407)

For Students (9)

On some sites, materials will be organized by source, as shown by the tabs below. Each tab indicates how many materials match the current filters.

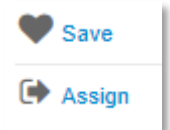


District/Local (5,416) SAS/CurrPathway (0) Discovery Ed. (3,487)

Keep in mind that you can only assign resources that contain content.

4. To assign the resource, click **Assign**

To put the resource in My Materials to use later, click **Save**.



Save

Assign

Assigning Resources to Students

Resources you create or save from the materials bank are located in My Materials, where you can assign resources to students in one or more of the sections you teach.

Assigning Resources to Students

To assign a resource:

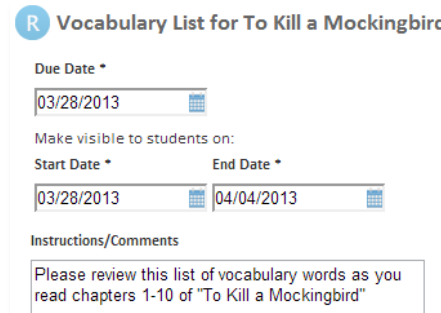
1. Roll your cursor over Classrooms and select **Instructional Materials**
2. Click **Go to My Materials**
3. Filter the list to locate the resource you want to assign
4. Next to the material name, click **Assign**



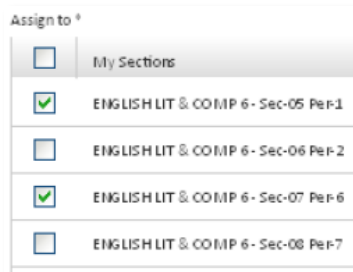
5. Enter a start and end date

The assignment is visible on the home page of the students you select between those dates.

6. If applicable, enter instructions or comments for your students (up to 250 characters) in the Instructions/Comments field



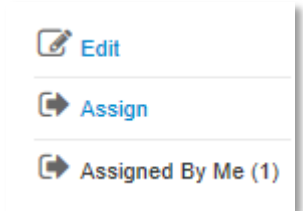
7. Assign the content to one or more of your sections



8. Click **Assign**

Accessing Assignment Information

When you assign a resource to students, the Assigned By Me link appears on your material details page. The number next to it shows how many times you have assigned the material.



Click the title of the lesson and then click **Assigned By Me** to see a history of the assignments.

My Assignments of this Material		
Name	Due Date	
"The Tell-Tale Heart" Vocabulary Scavenger Hunt 8 Sections assigned	4/3/2013	Edit Delete

To see a list of all your assignments, follow these steps:

1. Roll your cursor over Classrooms and select **Assignments**
2. Filter by section to search for the assignment

If you assigned a resource to multiple sections, click **Sections assigned** to see the list of sections.

If you assigned the resource to one section, you will see the section name.

Assignments List	
Filter by	All Sections
Name	
"The Tell-Tale Heart" Vocabulary Scavenger Hunt 8 Sections assigned	
"The World's Greatest Contralto" 8 Sections assigned	
Vocabulary List for To Kill a Mockingbird 8 Sections assigned	

3. To update an assignment, click **Edit** next to the material name

Keep in mind that clicking Delete removes the assignment, but not the resource.

Name	Due Date	
"The Tell-Tale Heart" Vocabulary Scavenger Hunt 8 Sections assigned	4/3/2013	Edit Delete

How Students Access Assignments

When a student signs in to his Schoolnet home page, he sees a section labeled Upcoming Assignments.

The home page can display up to five assignments.

▼ Upcoming Assignments

To Kill a Mockingbird Vocabulary List
Language Arts 3 , Due Thursday, June 06, 2013

Open

View Assignment Calendar

Students will click **Open** to view a link to the resource and any instructions from the teacher.

Assignment Detail

R Vocabulary List for To Kill a Mockingbird

Instructions:
Please review this list of vocabulary words as you read chapters 1 - 10 of "To Kill a Mockingbird."

Attachment:
<http://www.vocabulary.com/lists/24110#view=notes>

To view all of their assignments by week or day, students click **View Assignment Calendar**. Students can filter by class, navigate to another week, or use the calendar to jump to a specific date. Dates with assignments due are highlighted in bold on the calendar.

Assignments: Week of June 9

Assignments: Week of June 9

Current

Jun 10 - Monday

What's in a Name?
Language Arts 3 | Due Mon, June 10
Reading 3 | Due Mon, June 10
Mathematics 3 | Due Mon, June 10
Homeroom-Na | Due Mon, June 10

Open

All Courses

Art 3

Homeroom-Na

Language Arts 3

Mathematics 3

Music 3

Physical Education 3

Reading 3