

Locating and Saving Instructional Materials

Quick Reference Card

Locating and Saving Instructional Materials

In Schoolnet, use the Instructional Materials search tool to find any available lesson plans, instructional units, resources and standards.

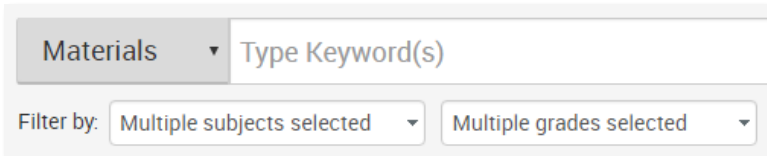
Searching for Instructional Materials

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:

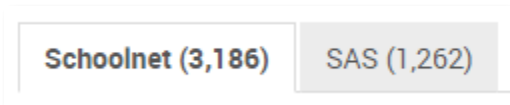
1. In the Instructional Materials menu, select **Find Materials**
2. To narrow your search, optionally add keywords

For teachers, subject and grade are filtered to match their classes by default, but may be changed.



3. Click **Search**
4. On the Search Results page, filter the results by selecting options from the following menus: Material Types, Average Rating (if available), Intended Audience, Publisher, Institution and Advanced Search options

If your site includes external resources, the tabs will indicate the number of materials available in each source



Understanding Material Types

When you're searching for materials, a colored circle with an abbreviation indicates each material type. This table describes the material types that may be available.

	Type	Description
C	Curricular Unit*	On sites with the full curriculum module, a curricular unit is a collection of any combination of instructional units, lessons, resources and assessments.
IU	Instructional Unit+	An instructional unit in Schoolnet is a collection of any combination of lessons, resources and assessments.
LP	Lesson Plan+	A lesson plan is a unit of instruction.
A	Assessment	In the Instructional Materials module, 'assessment' refers to a specific resource type for quizzes, rubrics for measurement, exemplars, or other related materials. These assessment materials are not integrated with those created in the Assessments module.
R	Resource	In Schoolnet Instructional Materials, resources are supporting materials for instruction, such as handouts and links to videos.
E	External Resource*+	An external resource is a third-party lesson or resource that is searchable. These materials cannot be edited or copied.

* Not available on all sites

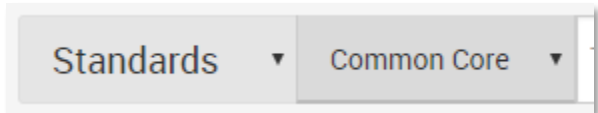
+ Can be scheduled on the lesson planner

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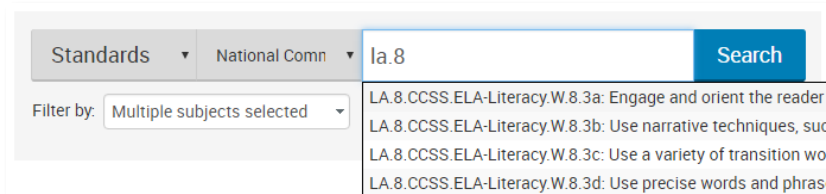
Searching for Materials by Standard

Locate standards using keywords and then find materials aligned to those standards.

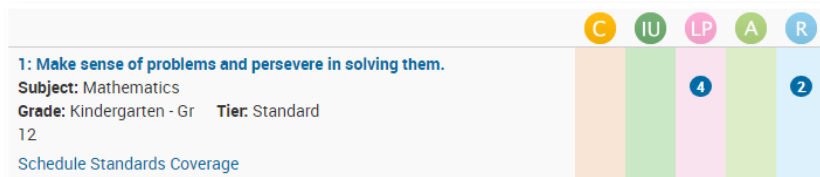
1. In the Instructional Materials menu, select **Find Materials**
2. Change the Materials selection Standards and then select a set



3. Start typing in the field to pick a specific standard from the pop-up menu or leave blank and click **Search** to browse standards



4. Click a number in the grid on the far right under the material type you're searching for to view a list of materials aligned to the standard



Finding Your Saved Materials

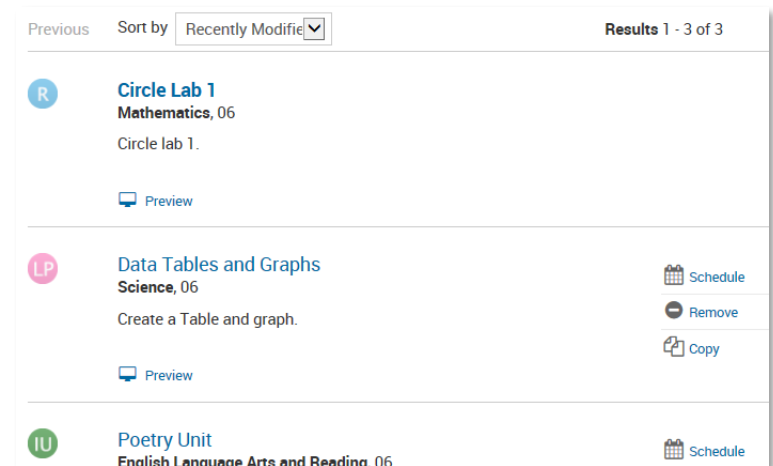
Instructional materials—such as lesson plans and units that you either saved from the public bank, copied, or created yourself—are stored in your personal My Materials bank.

Once the materials are in the My Materials bank, you can modify them as needed. 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. In the Instructional Materials menu, select **My Materials**
2. If you want to narrow the list of materials, filter them using the options on the left side of the page
3. The My Materials page lists the materials that you have saved from the materials bank or created yourself

Available actions, such as scheduling, vary by material type.



Sample materials in My Materials