

Approving Instructional Materials Quick Reference Card

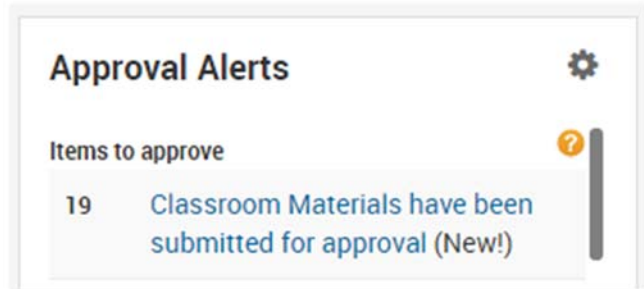
Approving Instructional Materials

This document explains how to approve submitted instructional materials in Schoolnet. Teachers can submit materials to be shared with other teachers. If enabled, there is also an option to submit for approval only without sharing.

Materials are not submitted to specific people, but rather all users who are permissioned to approve at the same institution. If multiple people have this role, discuss how you will split out the submissions.

Approval Notifications

The best way to quickly see if there are materials pending review is to check the Approver Alert widget on your home page. If this is missing, you can easily add it to your personal view. For details, see the *Customizing the Schoolnet Home Page Quick Reference Card*.



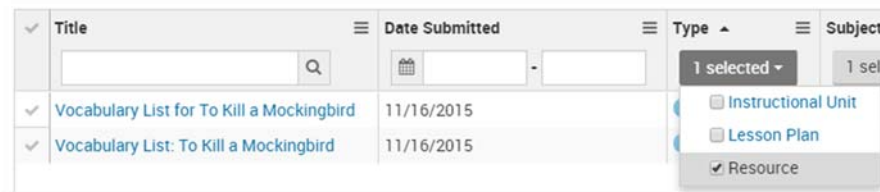
Approving Submitted Materials

Note that if you approve a lesson plan or unit that has other materials attached to it, all the materials attached to it are approved as well.

To view a list of materials to approve:

1. In the Instructional Materials Admin menu, click **Pending Materials**

2. Filter the list as needed



Options available on this screen include:

- Click  for options to sort the column in ascending or descending order
- Click  and then **Pin Left** to tack the column to the left so that it stays visible when you scroll to the right
- Click **Hide/Show Columns** to select or deselect the columns you want to see in the expanded view
- Click **Open Expanded View** to show all enabled columns

3. To review the material, click its name

If you are already familiar with the material and simply want to approve it, check the item so that the row is highlighted in blue and click **Approve**.

4. Read the content of the material and then click **Approve**

If you click **Return**, the status of the material will revert to Private. You can attach supporting documents (refer to *Including Artifacts* below)

5. Enter comments in the Comments text box as needed; you have the option to copy yourself on the reply email
6. Click **Approve**

The submitter will receive an email indicating whether the material was approved or returned.

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Including Artifacts

Submitters and reviewers of materials may wish to exchange information for detailed edits required to approve materials for broader use. Users can add up to 25 files and/or URLs to external websites as artifacts during the materials vetting workflow. Those artifacts are shown in a new Review History section of Material Details. Lists of artifacts added or removed during any action can be included in email notifications also. Access artifacts while cycle is in progress via links included in review history and email notifications.

Submitting Approved Materials to a Broader Audience

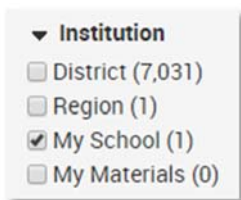
In districts that require approval at both the school and district levels, school approvers can submit materials approved at the school level for approval at the district level (or region or state, if applicable).

The Submit link is available for both materials submitted by teachers and approved at the school level, and for materials created at the school level by school-level material approvers.

Note that when users submit materials up multiple levels (such as from the teacher to the school approver, and then by the school approver to the district), only the submitter at the prior level receives an email.

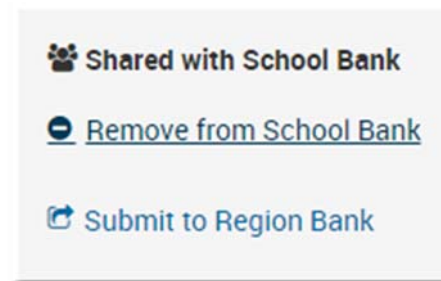
To submit instructional materials for approval in next bank:

1. Locate materials that are approved at the school level only by filtering on 'My School' on the Search Results page



2. Click the title of the material to submit

3. On the material detail page, click **Submit to [District] Bank**



4. Add an optional comment and click **Submit**

The material remain public at the current level while its status at the higher-level materials bank is pending.

Options for Materials Approval Flow

The following configuration options are available. Make sure you know which one applies to your site.

- Teachers submit materials to a reviewer at the school. The reviewer approves the materials for the school materials bank, which is visible to users at the school. The reviewer has the option to submit the materials to a reviewer at the district. If that happens, the district reviewer approves the materials for the district materials bank, which is visible to all schools.
- Teachers submit materials to a reviewer at the district. The reviewer approves the materials for the district materials bank, which is available to all schools.
- Teachers submit materials to a reviewer at the school. The reviewer approves the materials for the school bank, but the materials are visible to teachers at all schools in the district.