Create a Lesson Plan
Quick Reference Card

Create a Lesson Plan

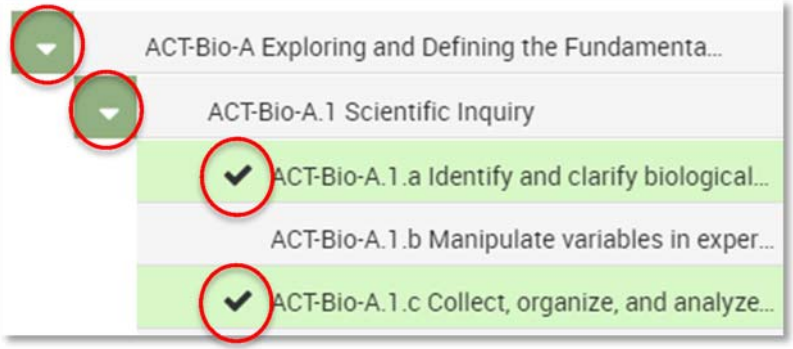
In Schoolnet, you can create lesson plans and then schedule them in your lesson planner to keep track of standards coverage. Lessons can contain any combination of entered text, file attachments and links to external websites.

The procedure for creating instructional units and resources very similar to that of lesson plans.

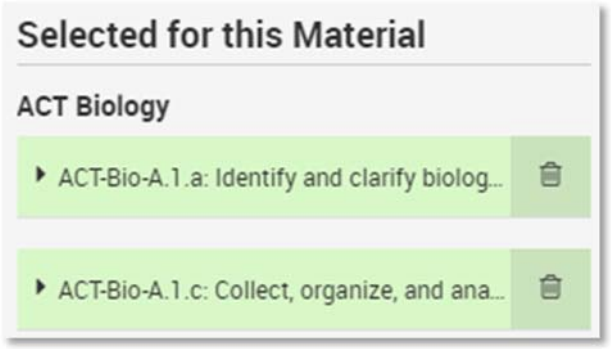
To create a lesson plan:

1. In the side navigation bar, select **Instructional Materials**
2. Use the default option, **Lesson Plan**, from the Create menu and click **Go**
3. Select a subject and grade range
4. Click Select **Standard Alignment**
5. Select the standard set(s) that contain the standards you will align to the lesson

6. Select the relevant standards addressed in the lesson



7. On the right side your selected standards are listed; when the list is complete, click **Save and Close**

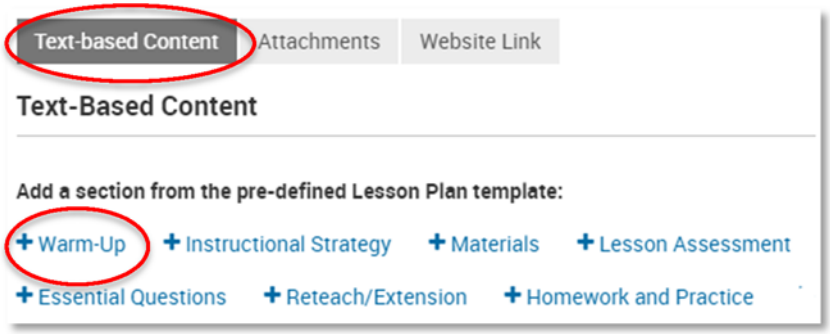


8. Enter the duration of the lesson

   Optionally, add keywords and click **View Additional Properties** to add more information

9. Click the first field that will contain text

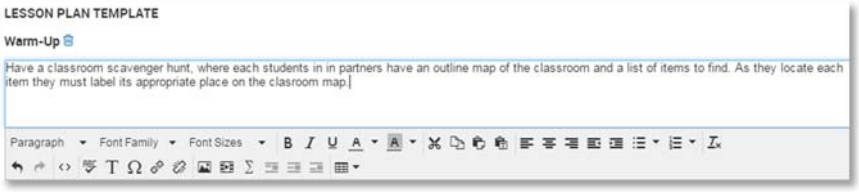
   Your fields will vary; some districts will only have one generic field in which you can add headers as needed.



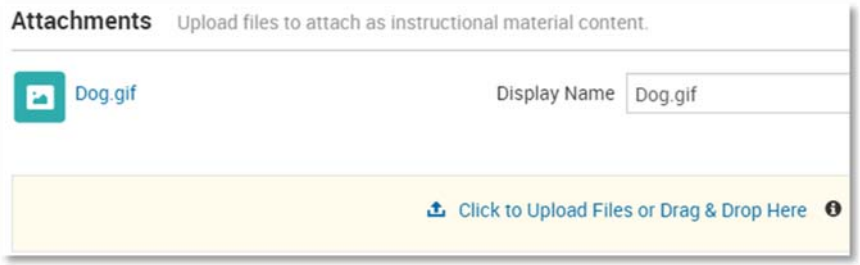
To move on to the next field, click its title. You may see an option to add your own custom sections. Fields left empty will not appear on the final lesson plan.

10. When you click your cursor on a field title, there is space to type and a text editor with formatting tools including spell check, a thesaurus, special character palette and tables

    Roll your cursor over an icon to see a tooltip that identifies the feature.

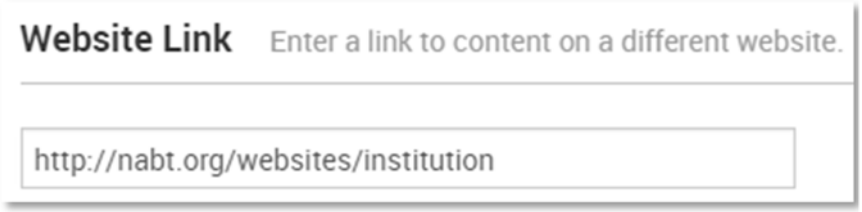


11. You can drag and drop files to include with the lesson



    If the file is one you will use with multiple lessons, you may wish to attach it as a resource. See the next section for details.

12. You can add a link to a website



    Note that links to websites alternatively can be included in the text-based content.

13. You can tag the lessons with attributes in the Organizers section

    If the lesson is shared in the Materials Bank, the organizers will aid users who search by attribute.

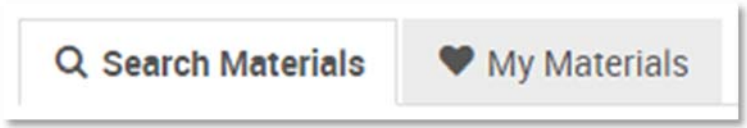
14. Click **Save**

15. The lesson is visible only to you and can be found in My Materials

Linking a Resource

You can link a public resource in the Materials Bank or one in My Materials you previously created to a lesson plan or instructional unit. Instructional units can contain lessons as well as resources.

1. While creating or editing a new lesson or unit, in the Linked Materials section click **Search for Materials to Link**
2. Choose the appropriate tab: Search Materials for public resources or My Materials for those you create or saved from the Materials Bank



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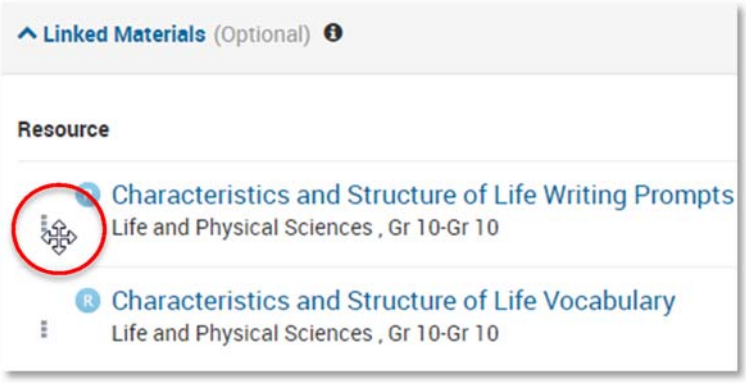
3. You can filter by subject, grade range and material type

   Note that the assessment material type is completely unrelated to any assessment created in the Schoolnet Assessment Admin module. It is possible to use this material type to manually include details about any assessment, but there is no built-integration. Think of the assessment material type as a subset of a resource that can be used to attach a printable quiz, describe an assessment, etc.

4. Select one or more materials to link

5. Click **Link Selected Materials**
6. If there are multiple materials you can drag and drop to change the order as needed

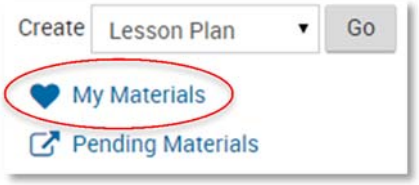


7. Click **Save**

Locate Your Lesson

To locate a lesson you created previously:

1. Roll your cursor over the blue Classrooms header and click **Instructional Materials**
2. **Click My Materials**



3. Click a lesson title to view the content, schedule, edit or copy it

Should I Add a File as an Attachment or as a Resource?

When you have a worksheet to include with a lessons, there are two ways to add it: either by dragging and dropping the file directly into the lesson or creating as a separate resource and linking it to the lesson. Which one is best? It depends on whether or not the file might apply to multiple lessons or be useful as a freestanding and searchable item in the Materials Bank. If only applicable to the one lesson, just attach it right to the lesson. However, if it is something that might be used elsewhere, consider making it as a resource so you can easily link it to other lessons.

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