

Submitting Instructional Materials Quick Reference Card

Submitting Instructional Materials

In Schoolnet, instructional materials (lessons, units and resources) 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. In some districts you also may have the option to submit an item for approval by an administrator without sharing the material with other teachers.

Be sure you understand the submittal process at your school and do not submit materials unless an approval process is in place.

Determine Current Approval Process

As a first step, confirm with an administrator which of the following configurations, if any, applies to your site:

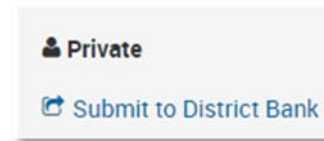
- Teachers submit materials to a reviewer at the school. The reviewer approves the material for the school materials bank. At that point, the material is visible to users at the school. The reviewer has the option to submit the material to a reviewer at the district. The district reviewer approves the 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.
- Teachers can submit lessons for approval without sharing them with other teachers

Submitting Materials for Approval to Share

If you submit a lesson plan or unit that has unapproved materials attached to it, such as resources, you are submitting all of them together for approval.

To locate and submit a material to share:

1. In the Instructional Materials menu, select **My Materials**
2. Select the material by clicking its name
3. Click **Submit to School Bank**
 - * Depending on your site's configuration, it may say 'Submit to School' or Submit to District.'



4. The following actions are optional:
 - Add a comment to the approver
 - Opt to 'Send notification to me'
 - Add a supporting file or link (see *Including Artifacts* below)
5. Click **Submit for Approval**

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.

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 links to external websites as artifacts during the materials vetting workflow. Those artifacts are

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shown in a Review History section of Material Details. Lists of artifacts added or removed during any action can be included in email notifications also. Reach and view artifacts while cycle is in progress via links included in review history and email notifications.

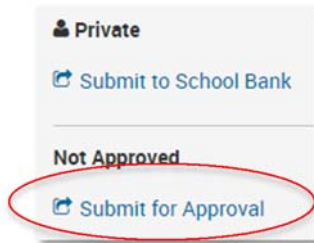
5. Click **Submit for Approval**
You will see a confirmation.

Submitting Material for Approval Without Sharing

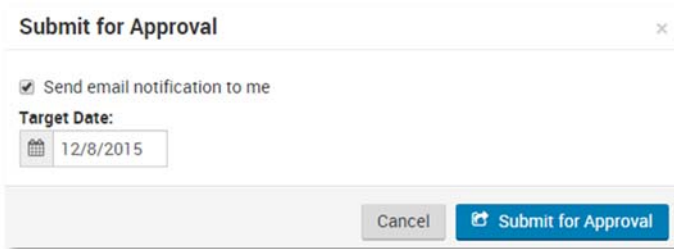
On sites that are configured to enable this process, teachers can submit materials, typically lessons, for internal review only without sharing them with other teachers in the school materials bank.

To submit a material for approval:

1. In the Instructional Materials menu, select **My Materials**
2. Click the title of the material to submit
3. Click **Submit for Approval**



4. Indicate the first date on which you plan to use the material in the classroom so that the approver knows how to prioritize the list of materials needing approval

A screenshot of a dialog box titled 'Submit for Approval'. The dialog box has a close button (X) in the top right corner. It contains a checked checkbox labeled 'Send email notification to me'. Below this is a 'Target Date:' label followed by a date input field containing '12/8/2015'. At the bottom of the dialog box, there are two buttons: a 'Cancel' button and a blue 'Submit for Approval' button.