



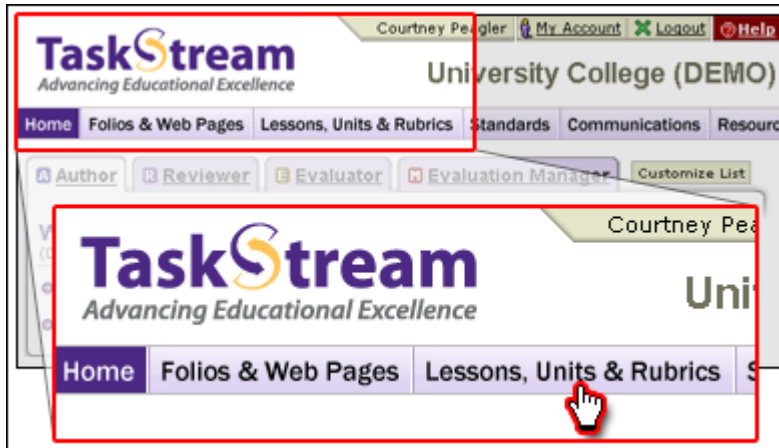
Getting Started Building Lessons

Table of Contents

Create a New Lesson	3
Add Content	5
Attach a File	5
Add Web Links	5
Add Rubrics.....	6
Add standards.....	6
Print Your Lesson	7
Share Your Work	8
Publish a lesson to the Cybrary	8
Email a lesson	9
Request feedback	10

Create a New Lesson

1. To access the Lesson Builder area, from the main navigation bar, click **Lessons, Units, & Rubrics**.



2. From the Lesson, Units, & Rubrics landing page, click the *Go to the Lesson Builder* link. You will arrive at the Lesson Builder area.
3. Enter the title for your lesson (*maximum of 100 characters*).
4. From the pull-down menu, select a format.
5. Click **Create New**.

Lesson Builder

3 New Lesson Title:
(Max 100 chars)

4 Choose a Format:

Add to Folder: **5**

All Active Lessons (2 Found)

Filter by Folder/Status: Search by Title:

Selected:

<input type="checkbox"/>	Alternative Math Based on lesson by Kristina Plummer, modified...	<input type="button" value="Edit"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Analyzing Data Based on lesson by Carol McNamara, modified b...	<input type="button" value="Edit"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/> U

Legend: **R** Shared Resource (Cybrary) **S** Shared with Reviewer **U** Unit Activity Part of a Folder Locked (Submitted for Evaluation)

- The lesson format is organized by the different elements of the lesson. Each lesson element has a button with the name of that element, such as **Summary** or **Grade Level**. To add content for an element of the lesson, click the button for that element.

Lesson Builder

My New Lesson

All Lessons |
 1 Build Lesson |
 2 Publish |
 3 Schedule |
 4 Archive

Directions: Click the tan buttons to complete your Lesson Plan. As you enter information and click 'Save and Close', your work is automatically saved. ? [Help on this Page](#)

Date Created: 08/23/2010 10:56:00 AM (EDT); **Date Modified:** 08/23/2010 10:56:00 AM (EDT)
Format: TS Standards-Based Lesson

Print View |
 Email |
 Generate Link (URL) |
 Save As/Copy |
 Rename |
 Request Feedback

Basic Information

Designer(s)	Courtney Peagler
Summary	
Grade/Level	
Time Frame	
Subject(s)	

The elements you see in your lesson depend upon the format you chose when you create your lesson. If you use a format customized for your learning community, some elements may be labeled differently.

Add Content

Basic Information

Designer(s)

Summary

Grade/Level

Time Frame

Subject(s)

Summary Home Attachments Web Links

Directions: Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, click the 'Home' tab or close window.

Add New Attachment

Name File: My Second Attachment

Select File: Work\surveybannergeneric.gif Browse...

Describe File: (optional) The second file I've attached to this lesson.

Spell Check Add File

View/Edit Existing Attachments

File 1: My First Attachment Delete
The first file I've attached to this lesson.

Different fields of your lesson provide different ways for you to add information. Some pop-up windows have checkboxes from which to select, others contain text entry fields, in which you can type, as well as tabs to add both file attachments and web links.

Attach a File

In a lesson plan, the **Attachments** area allows you to upload and attach files to your lesson.

1. Click the *Attachments* tab.
2. Name your file.
3. To select your file, click **Browse**.
4. Locate your file and click **Open**.
5. (Optional) Enter a file description.
6. Click **Add File**.

Add Web Links

In a lesson plan, the **Web Links** area allows you to attach links to other websites to your lesson.

1. Click the *Web Links* tab.
2. Name your link.
3. Provide the URL (*web address*) for the website you want to link to.
4. (Optional) Enter a file description.
5. Click **Add Link**.

Add Rubrics

The **Assessment/Rubrics** area allows you to attach any rubrics you have created in the Rubric Wizard.

1. To view your list of rubrics, click the *Rubrics* tab.
2. Select the checkbox next to the desired rubric(s).
3. Click **Save & Close Window**.

Add standards

1. To open the Standards Wizard, click **Standards**.
2. To browse or select standards, use the pull-down menu or links provided.
3. Click **Go**.
4. Proceed to the lowest level of your chosen standards set and select the checkboxes next to desired choices.

Add standards to My New Lesson

Directions: Use the select buttons to choose standards to include. [Help on this Page](#)

View Selections
Save and Select from a Different Set
Save and Return to Lesson

Region: CA- California Curriculum Frameworks

Back to **Subject:** History–Social Science

Back to **Goal:** Goal of Knowledge and Cultural Understanding

Back to **Strand:** Historical Literacy

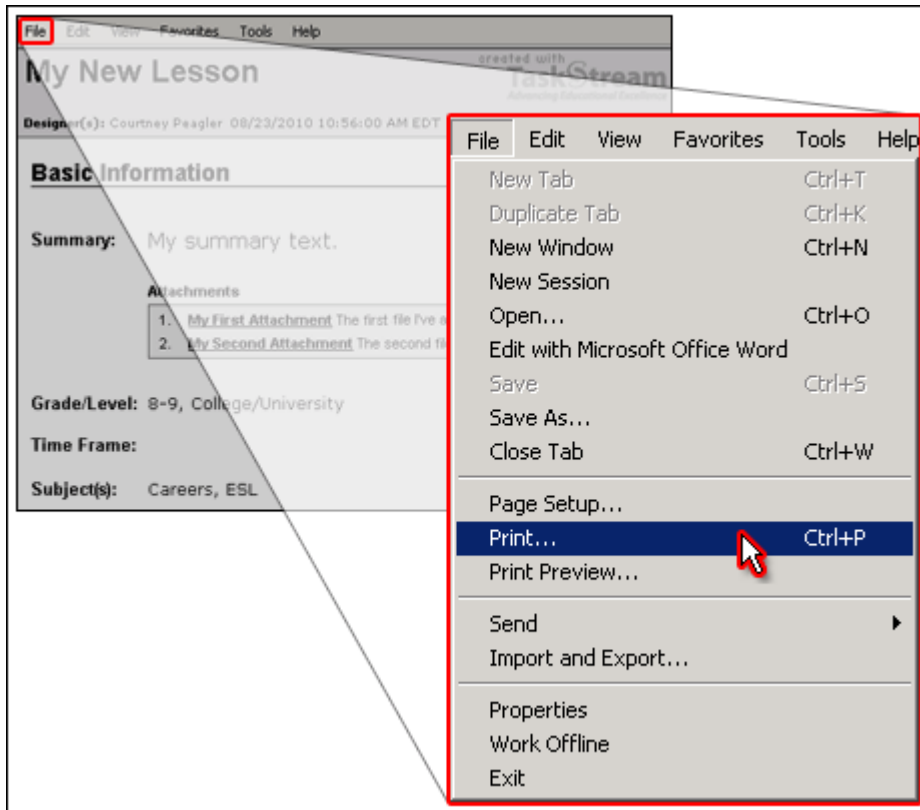
Select Key Concept

Select All

<input checked="" type="checkbox"/>	Develop research skills and a sense of historical empathy.
<input checked="" type="checkbox"/>	Understand the meaning of time and chronology.
<input type="checkbox"/>	Analyze cause and effect.
<input type="checkbox"/>	Understand the reasons for continuity and change.

Print Your Lesson

1. To view a printable version of your lesson plan, at the top or bottom of your lesson, click **Print View**.
2. From the main menu of the print view window, click **File**.
3. Select **Print**.



Share Your Work

The Cybrary may not be activated for your organization.

Publish a lesson to the Cybrary

1. To enable you to publish a finished lesson to the Cybrary, in the Lesson Builder navigation, click the *Publish* tab.

The Cybrary is located in your account under Resources. If your organization has chosen to allow you to contribute to the Cybrary, then you are able to submit your lesson to the Cybrary.

2. To submit your lesson to the Cybrary, in the Publish Status area, click **Publish to Cybrary**.

Lesson Builder
My New Lesson

[All Lessons](#) | **1 Build Lesson** | **2 Publish** | [3 Schedule](#) | [4 Archive](#)

Directions: The Cybrary is a community collection of published work located in the [Resources](#) area. Other subscribers are able to copy Cybrary published works and edit them, but attribution to the original author is permanently affixed to them. [Help on this Page](#)

Publish Status

Unpublished **Publish to Cybrary**

Email a lesson

1. At the top or bottom of your lesson, click **Email**.
2. To select the person who is to receive your lesson (*via the Message Center*),
 - a. Click **Select Recipients** OR
 - b. In the To: External recipients (*email outside of TaskStream*) field, type the email address.
3. (Optional) If you send a lesson through the Message Center and want to allow the recipient to copy the lesson into their own Lesson Builder, select **Allow TaskStream recipients to copy this lesson for editing**.
4. (Optional) You can include a personal message with your lesson.
5. To send a link to your lesson click **Send Message**.

Lesson Builder
My New Lesson **All Lessons** **Build Lesson** **Publish** **Schedule** **Archive** **Format**

Build Lesson > Email Lesson

Directions: The recipients of this e-mail message will receive a direct link to your lesson. [Help on this Page](#)
Future changes to this lesson will be seen by people who access your lesson through this link.

Select Internal Recipients (TaskStream subscribers) 2

From: Courtney Peagler
To: Click Select Recipients **Select Recipients**
 Allow TaskStream recipients to copy this lesson for editing.

Select External Recipients (outside e-mail) 3

From: jsmith@myuniversity.com
Must be a valid e-mail address if sending to external recipients
 Send a copy to this e-mail address
To: _____
Examples (john@tva.com,sara@tva.com)

Personalize your message 4

Add a note to accompany your lesson: _____

Cancel **Send Message 5**

Select Internal Recipients (TaskStream subscribers)

From: Courtney Peagler
To: Click Select Recipients **Select Recipients**
 Allow TaskStream recipients to copy this lesson for editing.

Member Locator

Search by Member Name: _____ **Search**

Advanced Search	Search results	Selected Member(s)
Select criteria and click 'Search' Basic Search <input type="checkbox"/> Include inactive (expired) subscribers <input type="checkbox"/> TaskStream <input checked="" type="checkbox"/> BSC Demo	Check all that apply <input type="checkbox"/> Howard Lee A <input type="checkbox"/> Jackie Sullivan A <input checked="" type="checkbox"/> Kate Todd A	Uncheck to remove from list <input type="button" value="Cancel"/> <input type="button" value="Save and Close"/> <input checked="" type="checkbox"/> Kate Todd

Request Feedback

If you are enrolled in a program with Reviewers, you can share your lesson with your Reviewer for feedback.

1. At the top or bottom of your lesson, click **Request Feedback**.
2. Click to select the names of the Reviewers with whom you wish to share your lesson.
3. Click **Submit for Review**. A pop-up window confirms your request.

The screenshot shows the Lesson Builder interface. At the top, there are navigation buttons: All Lessons, Build Lesson, Publish, Schedule, Archive, and Format. Below these are instructions and a 'Help on this Page' link. The 'Date Created' and 'Date Modified' are shown as 08/23/2010. The 'Format' is 'TS Standards-Based Lesson'. A row of buttons includes Print View, Email, Generate Link (URL), Save As/Copy, Rename, and Request Feedback. The 'Request Feedback' button is highlighted with a red box. A pop-up window titled 'Select Reviewer' is overlaid on the bottom right. It contains instructions: 'To request feedback, first select the reviewer then click "Submit for Review". After selecting reviewer(s), you can include comments for your reviewer to read.' Below the instructions are 'Cancel' and 'Submit for Review' buttons. A hand cursor is pointing at the 'Submit for Review' button. Underneath the pop-up is a section titled 'Collaborative Set-up Test' with a 'Select All' button and a list of reviewers with checkboxes: Clarissa Dalloway (checked), Marilyn Aviles, Howard Lee, Kim Hughes (checked), Chongla Rato, and Fred Rogers.

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at help@taskstream.com or at 800-311-5656.