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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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>New Lesson Title:</strong> My New Lesson (Max 100 chars)</td>
</tr>
<tr>
<td>4</td>
<td><strong>Choose a Format:</strong> TS Basic Lesson</td>
</tr>
<tr>
<td></td>
<td><strong>Add to Folder:</strong> Do Not Add to a Folder -</td>
</tr>
</tbody>
</table>

### All Active Lessons (2 Found)

<table>
<thead>
<tr>
<th>Filter by Folder/Status:</th>
<th>Search by Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Lessons</td>
<td>- Enter Title Keywords -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selected: Archive</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activity Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Math</td>
<td></td>
</tr>
<tr>
<td>Analyzing Data</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **R** Shared Resource (Cybrary)
- **S** Shared with Reviewer
- **U** Unit Activity
- **Part of a Folder**
- **Locked (Submitted for Evaluation)**
6. 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.

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**Lesson Builder**

**My New Lesson**

**Directions:** Click the tab buttons to complete your Lesson Plan. As you enter information and click 'Save and Close', your work is automatically saved.

**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

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**Basic Information**

<table>
<thead>
<tr>
<th>Designer(s)</th>
<th>Courtney Peagler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>Grade/Level</td>
<td></td>
</tr>
<tr>
<td>Time Frame</td>
<td></td>
</tr>
<tr>
<td>Subject(s)</td>
<td></td>
</tr>
</tbody>
</table>

---

*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

Add New Attachment

Name File: My Second Attachment
Select File: Work\surveybannergeneric.gif
Describe File: (optional) The second 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

Subject: History–Social Science
Goal: Goal of Knowledge and Cultural Understanding
Strand: Historical Literacy

Select Key Concept

☐ Select All

☐ Develop research skills and a sense of historical empathy.
☐ Understand the meaning of time and chronology.
☐ Analyze cause and effect.
☐ 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.
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.
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.

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.