

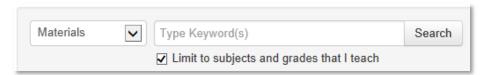
# Home Base IIS: Locating Instructional Materials Quick Reference Card

## Home Base IIS: Locating Instructional Materials

Use the Instructional Materials tool to find lesson plans, instructional units, resources, and standards.

## **Searching for Instructional Materials**

Search for materials by subject, grade level, and keyword. When you conduct a search, the subjects and grade levels you teach are selected by default.



To search for instructional materials:

- 1. Roll your cursor over the Classrooms header and click **Instructional Materials**
- 2. To narrow your search, type keywords into the search field
- 3. Click Search

To browse all materials related to the subjects and grade levels that you teach, click **Search** without entering keywords.

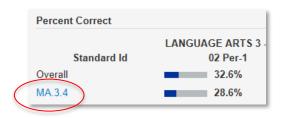
- On the Search Results page, filter the results by selecting options from the following menus: Material Types, Intended Audience, Subject, Grade, Publisher, Institution and Advanced Search
- 5. If your site includes external resources, you will see tabs indicating the number of materials per source

District/Local (5,416) SAS/CurrPathway (0) Discovery Ed. (3,487)

#### **Locate Materials Based on Student Performance**

Use results from classroom or benchmark tests to identify standards to target in your instruction. Then locate materials aligned to those standards.

- 1. Roll your cursor over the Classrooms header and click **Student Performance**
- 2. Select a section from the Section Chooser
- 3. On the Benchmark or Classroom Test Dashboard, click the+ sign next to an assessment to view assessment details
- 4. Click a standard ID to access the Standard page, which contains more details, such as the sub-skills for that standard

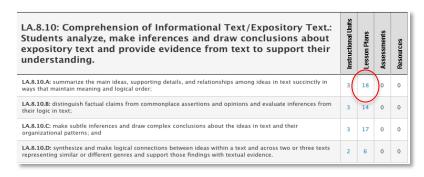


5. On the Standard page, click a number in the grid to see a list of materials that are aligned to the standard for the type selected

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6. To save one of the materials to your personal bank, click **Save** next to the material

## **Understanding Material Types**

A circle with an abbreviation is used to indicate material type. This table describes material types that may be available.

	Туре	Description
С	Curricular Unit*	On sites with the full curriculum module, a curricular unit is a collection of any combination of instructional units, lessons, resources and assessments.
IU	Instructional Unit+	An instructional unit in Classrooms is a collection of any combination of lessons, resources and assessments.
LP	Lesson Plan+	A unit of instruction.
A	Assessment	In Classrooms, 'assessment' is a specific resource type for tests, rubrics for measurement, exemplary examples or other related materials. Not integrated with assessments created in the Assessment Admin module.
R	Resource	In Classrooms, resources are supporting materials for instruction, such as handouts, links to videos, etc.

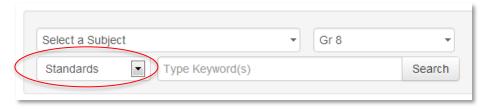
Е		A lesson or resource that is searchable, but
	Resource*+	is housed outside Schoolnet. These
		materials cannot be edited or copied.

\* Not available on some sites + Can be scheduled on the Lesson Planner

## **Searching for Materials by Standard**

Locate standards by keyword and then find materials aligned to those standards.

- 1. Roll your cursor over Classrooms and select **Instructional Materials**
- 2. From the type menu, select **Standards**

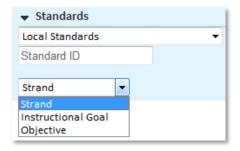


- 3. Type keywords into the search field, such as the name of the standard, or leave the search field blank to see all the standards for the subjects and grade levels that you teach
- 4. Click Search
- 5. Click a number in the grid on the far right under the desired material type to view a list of materials aligned to the standard

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Note: When you search for a standard by keyword, you can only search one standard level at a time, such as standard, skill, or subskill. If you don't see any search results, use the Standards menu in the Refine Your Search area to change the level of the standard and search by keyword again.



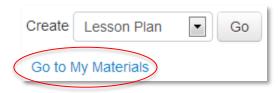
## **Finding Your Saved Materials**

Instructional materials—such as lesson plans and units that you either saved from the public bank, copied, or created yourself—are stored in your personal My Materials bank.

Once they are in the My Materials bank, you can modify the materials as needed. Only you see the materials in this bank until you submit them for approval for use at your school, or schedule them on your lesson planner. Items in the My Materials bank carry over from one school year to the next.

To navigate to the My Materials page:

- Roll your cursor over Classrooms and select Instructional Materials
- 2. Click Go to My Materials



- 3. Optionally, filter your materials using the options on the left side of the page
- 4. Materials that you have saved from the materials bank or created yourself are listed. Available options vary by material type

