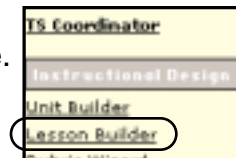


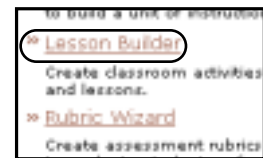
Lesson Builder

The Lesson Builder facilitates the creation of standards-based classroom activities.

To access the Lesson Builder, click the **Lesson Builder** link on the Menu Bar or on the Home page.



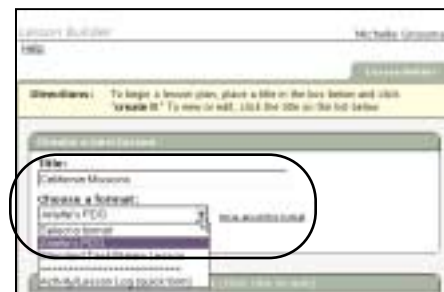
Menu Bar



Home page

Creating a New Lesson

To create a new lesson, type the title for your lesson in the text field and choose the format you wish to use by selecting it from the pull-down menu. After you've selected your lesson format, click **Create It**.



About Lesson Formats

Two commonly used formats are the Standard TaskStream Lesson and the Activity/Lesson Log (quick form). Other lesson templates may be available to you depending on whether customized formats have been added by your organization. To learn more about an available format, select that format from the list and click the **More about this Format** link.

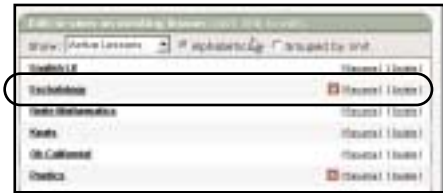
The Activity/Lesson Log (quick form) is an abbreviated version of the Standard TaskStream Lesson and allows you to add curriculum quickly. This quick format has six data fields in which you can record/attach information (depending on the field): author, subject(s), grade level, activity details, standards, and assessment. A lesson created in the quick format can later be converted into any other lesson format.



Note: For more information on converting a Quick Format Lesson into a Standard TaskStream Lesson, please see Managing Your Lesson, p. 3.9.

Opening an Existing Lesson

To continue working on an existing lesson plan, click the name of the lesson. You can also change the title of your lesson by clicking **Rename**, or you can delete a lesson by clicking **Delete**.

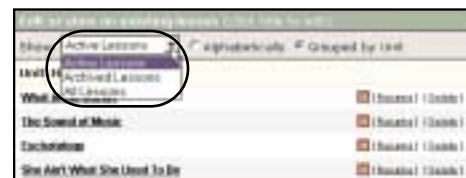


Viewing Your List of Existing Lessons

There are several ways you can view/organize how existing lessons appear on your main Lesson Builder page. To view lessons in alphabetical order, click the button next to Alphabetical. To view lessons categorized by their unit, click the button next to Grouped by Unit.



To view only your active lessons, select Active Lessons from the pull-down menu. You can also choose to view only your archived lessons by selecting Archived Lessons, or you can view both your active and your archived lessons by selecting All Lessons on the pull-down menu.



Note: For more detailed information on Archived/Active lessons, see p 3.9.

Adding Information to a Lesson

Each section of the Lesson Builder has a button containing the name of that section. Clicking a button will open a pop-up window where you can select or enter information relating to that section. Different pop-up windows in the Lesson Builder provide different ways for you to add information. Some have checkboxes for you to make selections, others contain text-entry fields and still others allow you to attach files and add web links.

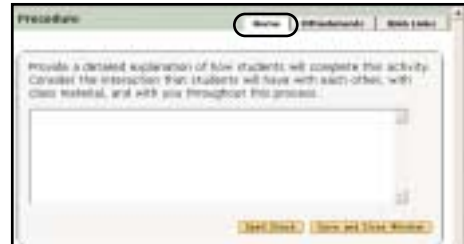
The images to the right show the top half of a lesson plan and the Subject window.

To demonstrate the different ways you can add information to your lesson, we will look at the Procedure window, which is a common element in many lesson-plan formats.



Entering Text

The **Home** tab of the procedure window has directions followed by a text area into which you can type your lesson procedure. Place your cursor in the text area to begin typing. When you are finished, click **Save and Close Window**. You can also click either the **Attachments** or **Web Links** tab to save your work and open the appropriate section.



Attaching Files

The Attachments tab of the Procedure window contains a form for you to upload and attach files. To attach a file, name the file and then click **Browse** to locate the file. You can add a file description in the optional Describe File section. Click **Add File** when you are finished. As you attach files, they will be listed at the bottom of the active window where they can be viewed and edited.



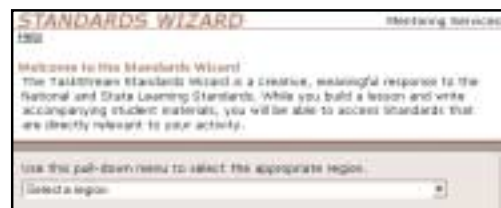
Adding Web Links

The **Web Links** tab of the Procedure window allows you to attach web links to your lesson. To add a web link, name the link, and then type in the URL (address) for the site. You can also add a description to your link. Click **Add Link** when you are finished. These links will be listed at the bottom of the active window and can be edited and/or deleted as necessary.



Adding Standards to a Lesson

When you click the **Standards** button, the Standards Wizard opens. TaskStream allows you to choose standards and corresponding benchmarks for your activity/lesson and bring that information directly into your lesson plan.



Note: For more detailed information on the Standard Wizard, see p. 3.23.

Adding Rubrics to a Lesson

The **Rubrics and Attachments** button in the Lesson Builder allows you to view the assessment rubrics you have created with the Rubric Wizard. To attach one of these rubrics to your lesson, check the box next to the desired rubric and then click **Save and Close Window**.

If you do not have any rubrics to select, or if you would like to create a new rubric to add to your list, close the **Select Rubric** window and go to the **Rubric Wizard** and create a rubric. After creating and saving a new rubric, you can return to your lesson and attach it to your lesson.



Note: For more detailed information about using the Rubric Wizard see page 3.19.

Printing a Lesson

To view a printable version of your lesson plan, click the **Print View** button located at the top or bottom of your lesson. To print this view, click **File** in the menu bar of the print-view window and select **Print**.

Print View

Request Feedback (Share with Reviewer)

If you are working with a mentor/reviewer, you will have the ability to request feedback from him or her. Click the **Request Feedback (Share with Reviewer)** button located on the top or bottom of the Lesson Builder template.

Request Feedback (Share with Reviewer)

The next step is to select your Reviewer(s). Choose with whom you'd like to share your work by checking off the name(s) you want. (Checking a program name will share the work with all Reviewers assigned to you in the program.) Click the Submit for Review button.



A confirmation screen will pop-up displaying the names of the individuals from whom you have requested feedback.

Below the confirmation area, there are directions which will assist you in sending comments to your reviewer, however you will need to click the **Close Window** link at the top of the window to close the confirmation window and access the comment areas.



Note: Requesting Feedback also enables your Reviewer to copy your lesson into his or her lesson library.

Sending Comments - General vs. Line-item comments

There are two type of comments that can be posted to a lesson; general and line-item comments. In the general comments area you can enter overarching comments to communicate issues or concerns related to the lesson as a whole. In each line item comment area you can enter comments relating to each specific item in your lesson.

To send general comments to your reviewer(s), click the **Add Comment** link located in the General Comment area at the top of your Lesson Plan.

When the general comments window opens, type in a comment in the comment field and click the **Send Comment** button to send your comment.



To add comments related to any specific item within your lesson (objectives, resources, assessment, etc) click the **Add Comment** link located below the specific item to which you want to add a comment.

When the line-item comment window opens, type in a comment and click the **Send Comment** button to send your comment.



Once you have shared your lesson, your reviewer will have the ability to view it and respond to you in either the general comment area or any of the line-item comment areas. Your reviewer's comments will be displayed on your lesson plan with **New!** a indicator appearing next to the comment.

To hide the general comment and/or line-item comment areas, click the checkbox next to the appropriate item that you would like to hide.



Publishing a Lesson

Do you have a lesson that you would like to share with other TaskStream members? You can publish your lesson to the shared Lesson Database in the Cybrary.

Click the **Publish** button located at the top or bottom of your lesson template.



If, at any time, you decide to remove a lesson you have published, click **Unpublish**.



Editing a Lesson that has been Published

Once a lesson has been published, you can no longer make changes to it unless you unpublish it or click the **Edit Lesson** button.



Note: Changes made to a previously published lesson are not automatically updated in the Cybrary. To update your published version, you need to republish your edited version.

Importing/Copying a Lesson

When you copy a lesson, you import it into your own library of work. The copied version includes all attachments and rubrics within the lesson and is fully editable, but is still attributed to the original author. There are several areas of the site where you can copy lessons.

From the Cybrary

The Lesson Database in the Cybrary contains lessons created by TaskStream subscribers. You can import a copy of a lesson from the Cybrary into your Lesson Builder.

From the Message Center

If a TaskStream subscriber sends you a lesson through the Message Center, this lesson can be imported into your lesson library.

Through the Review Feature

If you are designated as a Reviewer, you will be able to copy lessons that have been shared with you through your program(s).

From the Mybrary

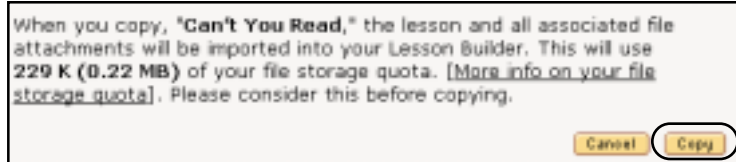
Coordinators can share folios of resources from which to copy lessons.

Importing/Copying

Click on the lesson link. Click **Copy Lesson** at the top of the lesson.



You will get a message outlining how much of your file storage quota the lesson will use. This includes any attachments in the lesson. Click **Copy**.



If you already have a lesson with the same title in your lesson library, you will be asked to rename the new lesson. If you are sending a lesson back and forth to be worked on by more than one person, you may want to give each new version a title with a version number. Click **OK**.

Once you have completed the importing process, you will receive a message saying your lesson has been successfully copied. You may either go back to the received lesson or to the Lesson Builder to open an editable version.

E-mailing a Lesson

A lesson link is included when you send a lesson either through the Message Center or to an external e-mail.



Click the **E-mail Lesson** button located at the top or bottom of the Lesson Builder Template.

Select the person you'd like to send your lesson to through the Message Center by clicking **Select Recipients**. You can also type in an external e-mail address in the **To: External recipients (outside e-mail)** field to send the lesson to someone without a TaskStream account. You can include a personal message with your lesson. Click **Send** to send the message



If you wish, you can add comments in the box provided. Click **Record**.



To edit the implementation record you just created, click **Edit Record**. To delete it, click **Delete**.

In the future, when you access the Manage Lesson tab for this lesson, you will see this lesson's implementation history. To add a subsequent implementation record to the history, click **New Implementation Record**.

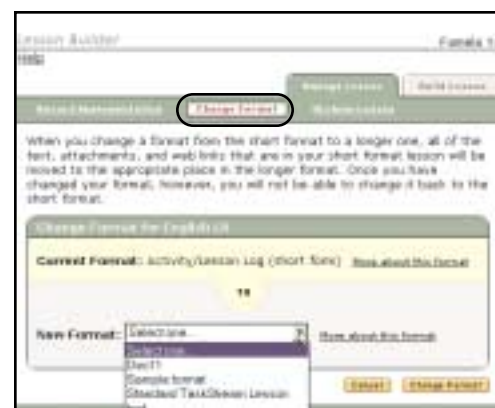


NOTE: For more detailed information on how to track standards using implementation dates, see p. 3.30.

Changing a Lesson Format from Quick to Long

To change an Activity/Lesson Log (quick form) into another format, click **Change Format**.

If the lesson you are in is not in the Activity/Lesson Log (quick form) format, you will see a message that says you cannot change the format of this lesson. Only lessons created in the Activity/Lesson Log (quick form) can be converted into another format.



If the lesson you are in is in the Activity/Lesson Log (quick form) format, you will be asked to select the new format into which you want to convert your lesson. Please note that once you have changed your format from quick to long, you will not be able to change it back.

Once you have made your new format selection, click **Change Format**.

You will be told that your format conversion was a success.

To continue working on that lesson, click **View Lesson** or click **Return to main Lesson Builder page** to go back to the main lesson builder page.

Archiving/Activating a Lesson

You can archive lessons for storage and organizational purposes. When you archive a lesson, it does not show up on your main Lesson Builder Page under Edit an Existing lesson. To see an archived lesson when you are on the main Lesson Builder page, go to the pull-down menu and select Archived Lessons. You can also choose to view All Lessons, which will show you both your Archived and Active Lessons.

Under the Manage Lesson tab, click **Archive Lesson**.

To archive a lesson, under Archive Options, mark the button next to **Archived (hidden on the Lesson Builder home page)**. Click **Change Status**.

Your lesson has now been archived. To continue working on this newly archived lesson, click **Back to Lesson**. To go back to archiving options, click **Back to Archive Options**.



To activate an archived lesson, under Archive Options, click the button next to **Active (Visible on the Lesson Builder home page)**. Click **Change Status**.

To continue working on this lesson, click **Back to Lesson**. To go back to archiving options, click **Back to Archive Options**.