

Lesson Builder

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Lesson Builder Quick-Start Guide

Creating a New Lesson

1. To access the Lesson Builder area, click the **Lesson Builder** link.
2. To create a new lesson, type the title for your lesson in the text field, choose a format, and then click the **Create It** button.
3. You will see a lesson format divided into sections. Each section has a button containing the name of that section. Click the buttons to open pop-up windows where you can select or enter information for the sections.

Adding Content

Different pop-up windows in the Lesson Builder provide different ways for you to add information. Some have check boxes from which to select information and others contain text entry fields in which you can type the information.

Attaching a file

The **Attachments** tab allows you to upload and attach files to your lesson.

- a. Click the **Attachments** Tab and name your file.
- b. Select your file by clicking the **Browse** button.
- c. Find the file you want to attach and click the **Open** button.
- d. You can provide a description of your file. Click the **Add File** button when you are ready to upload the file.

Adding web links

The **Web Links** tab in a lesson plan element allows you to attach web links to your lesson.

- a. Click the **Web Links** Tab and name your link.
- b. Provide the URL (address) for the site to which you wish to provide a link.
- c. You can provide a description of your link. Click the **Add Link** button when you are ready to add the link.

Adding rubrics

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

- a. Click the **Rubrics** tab to view your list of rubrics.
- b. Check the box next to the desired rubric(s).
- c. Click the **Save and Close Window** button.

Adding standards

Click the **Standards** button to open the Standards Wizard. You can then choose standards and corresponding benchmarks to incorporate them directly into your lesson.

Printing your lesson

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

Sharing Your Work

Publishing a lesson

To access the area that enables you to publish a finished lesson to the Cybrary, click the **Publish** button located at the top or bottom of your lesson template.

The TaskStream Cybrary is found in the Resource Manager. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your lesson to the Cybrary.

To submit your lesson to the Cybrary, click the **Publish** button found in the Current Settings area of the Submit to TaskStream Cybrary section.

Emailing a lesson

Click the **E-mail** button located at the top or bottom of the lesson.

Select the person to whom you would like to send your lesson through the Message Center by clicking the **Select Recipients** button or type an external e-mail address in the To: External recipients (outside e-mail) field to send the lesson to someone without a TaskStream account.

If you are sending the lesson through the Message Center and would like to enable the recipient to copy the lesson into his/her own lesson library in the Lesson Builder, leave the Allow TaskStream recipients to copy this lesson for editing box checked.

You can include a personal message to accompany your lesson. When you are finished, click the **Send** button to send a link to your lesson.

Requesting feedback

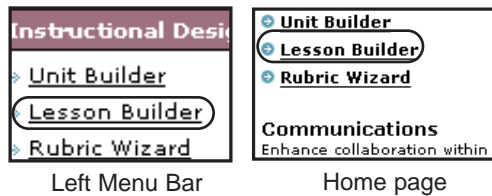
If you are working with a mentor/reviewer, you will have the ability to request feedback from him or her. Click the **Request Feedback (Share with Reviewer)** button located at the top or bottom of the lesson.

Click to select the names of those with whom you wish to share your work and click the **Submit for Review** button. A pop-up window will open confirming your request.

Lesson Builder

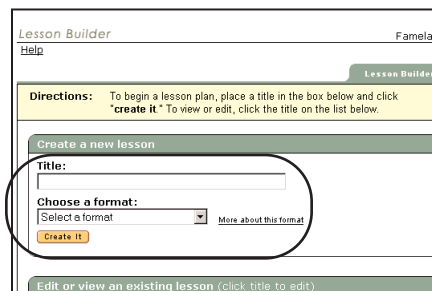
The Lesson Builder facilitates the creation of standards-based classroom activities.

To access the Lesson Builder, click the **Lesson Builder** link on the left menu bar or on the 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 a lesson format, click the **Create It** button.

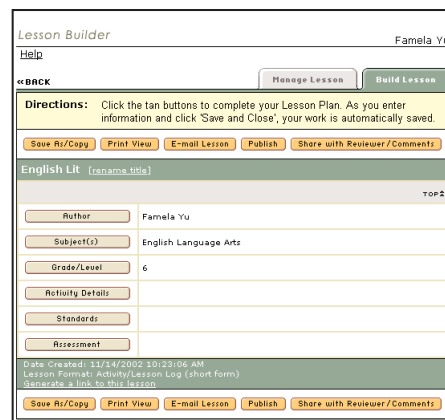


About Lesson Formats

Two commonly used formats are the TS Basic Lesson and the Activity/Lesson Log (quick form). Other customized lesson templates may be made available to you 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 TS Basic Lesson and allows you to add curriculum quickly. This quick format has six data fields for recording/attaching 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 refer to the Managing Your Lesson section.

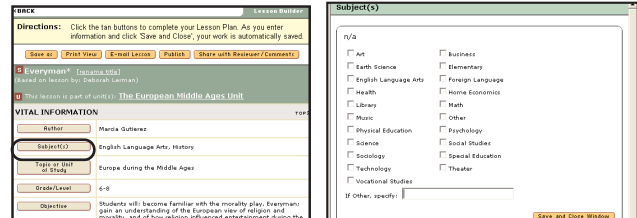


Adding Information to a Lesson

Each section of the Lesson Builder has a button containing the name of that section. Clicking the 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 check boxes for you to make selections, others contain text-entry fields, and still others allow you to attach files and add web links.

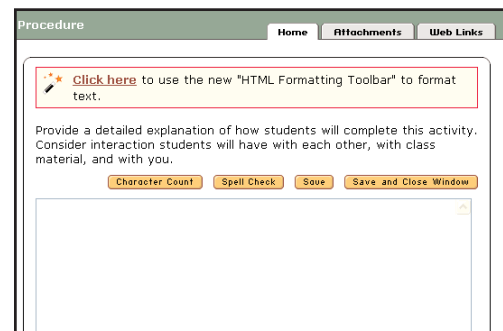
The images to the right show the top half of a lesson plan and the Subject window.

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.



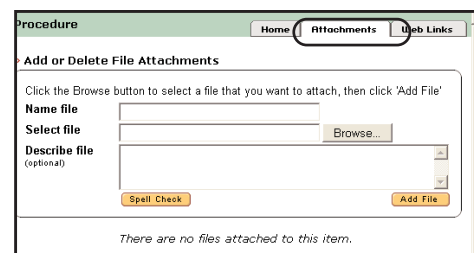
Entering Text

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.



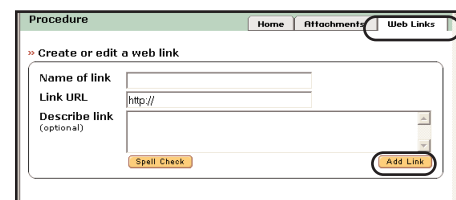
Attaching Files

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 the **Browse** button to locate the file. You can add a file description in the optional Describe File section. Click the **Add File** button 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

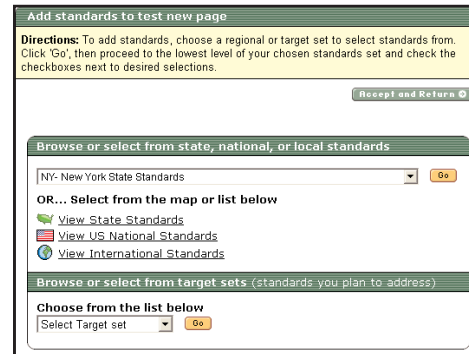


link, name the link, and then type in the URL (address) for the site. You can also add a description to your link. Click the **Add Link** button when you are finished. These links will be listed at the bottom of the active window and can be edited and/or deleted as necessary.

Adding Standards to a Lesson

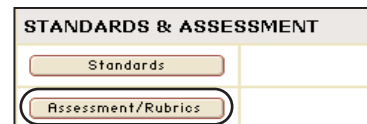
When you click the **Standards** button, the Standards Wizard opens. TaskStream allows you to choose standards and corresponding benchmarks for your activity/lesson and bring that information directly into your lesson plan.

Note: For more detailed information on the Standards Wizard, see the Standards Manager document.



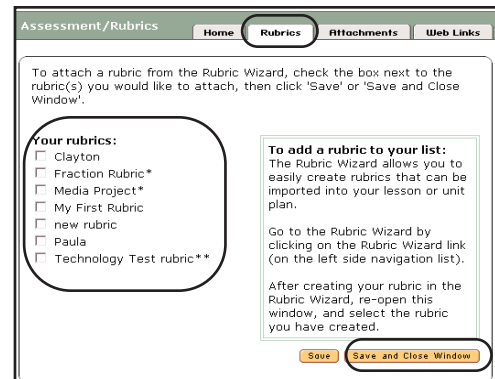
Adding Rubrics to a Lesson

The **Assessments/Rubrics** button in the Lesson Builder enables you to access the assessment rubrics you have created with the Rubric Wizard. If you are using another lesson format, the button may be named differently.



Click the **Rubrics** tab in this area to view your rubric list. To attach one of these rubrics to your lesson, check the box next to the desired rubric and then click the **Save and Close Window** button.

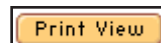
If you do not have any rubrics to select, or if you would like to create a new rubric to add to your list, close the window and go to the **Rubric Wizard** to create a rubric. After creating and saving a new rubric, you can return to your lesson and attach it to your lesson.



Note: For more detailed information about using the Rubric Wizard, please refer to the Rubric Wizard manual.

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



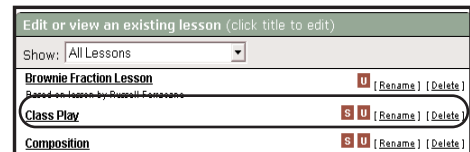
the menu bar of the print-view window and select **Print**.

Accessing Existing Lessons

Once created, lessons may be accessed at any time for viewing and editing. Use the Lesson Builder to access the lessons you have created.

Opening an Existing Lesson

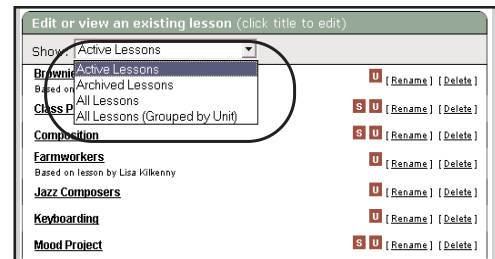
To continue working on an existing lesson plan, click the name of the lesson. You can also change the title of your lesson by clicking the **Rename** link, or you can delete a lesson by clicking the **Delete** link.



Viewing Your List of Existing Lessons

There are several ways you can view/organize how existing lessons appear on your main Lesson Builder page. Lessons appear in alphabetical order according to each view. You may select from the following views: Active Lessons, Archived Lessons, All Lessons, and All Lessons (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. Viewing lessons grouped by unit will display all lessons currently attached to units. The units will be displayed alphabetically followed by the order in which you have arranged your lessons within each unit.



Note: For more detailed information on Archived/Active lessons, please refer to the Archiving/Activating a Lesson section.

Lessons in Mybrary

Click the **Resource Manager** link from the left navigation area to access a summary page of your TaskStream work. Your lesson plans will appear in the Instructional Design area with a number to the right. The number indicates the number of lessons you have created. Clicking a lesson title from this area will display a printable version of your lesson.



Requesting Feedback

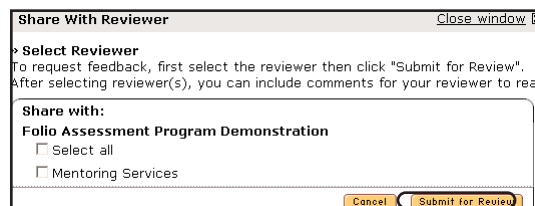
If you are enrolled in a program and working with a reviewer, you will have the ability to request feedback from him or her. Requesting feedback opens a line of communication between an author and a reviewer which allows a reviewer to view an author's lesson and comment on items within that lesson. Authors have an opportunity to comment within the commenting areas of this lesson once the review process has been initiated.

Request Feedback (Share with Reviewer)

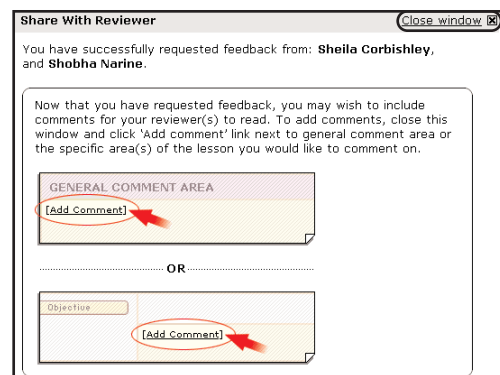
Click the **Request Feedback (Share with Reviewer)** button located on the top or bottom of the Lesson Builder template.

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.



Directions appear at the bottom of the confirmation area which will assist you in sending comments to your reviewer. Click the **Close Window** link at the top of the window to close the confirmation window and access the comment

areas.

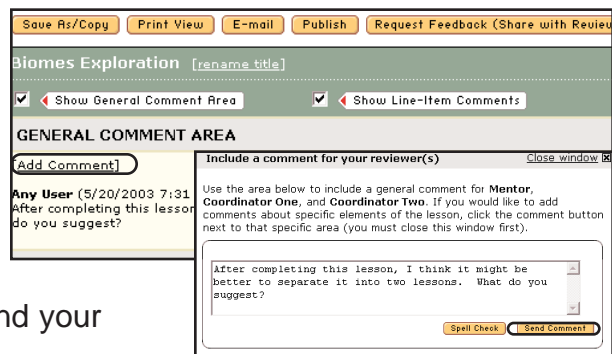
Note: Requesting Feedback also enables your Reviewer to copy your lesson into his or her lesson library.

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.

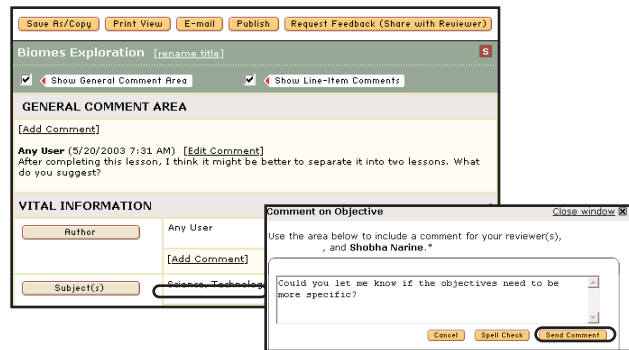
To send general comments to your reviewer(s), click the **Add Comment** link located in the *General Comment* area at the top of your Lesson Plan.

When the general comments window opens, type a comment in the text entry field. Click the **Send Comment** button to send your comment to the specified reviewer(s).

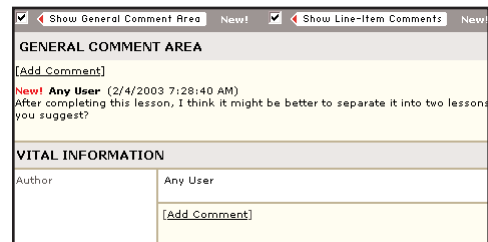


To add comments related to any specific item within your lesson (objectives, resources, assessment, etc), click the **Add Comment** link located below the specific item to which you want to add a comment.

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 a indicator appearing next to the new comments.



To hide the general comment and/or line-item comment areas, click the check box next to the



appropriate item(s) that you would like to hide.

Sharing Lessons

There are several ways to share lessons in TaskStream. Authors may request feedback only if they are enrolled in a program. If you are not enrolled in a program, you may publish and/or email your lessons for others to view your lessons via the Internet.

Publish

To access the area that enables you to publish a finished lesson to the Cybrary, click the **Publish** button located at the top or bottom of your lesson template.

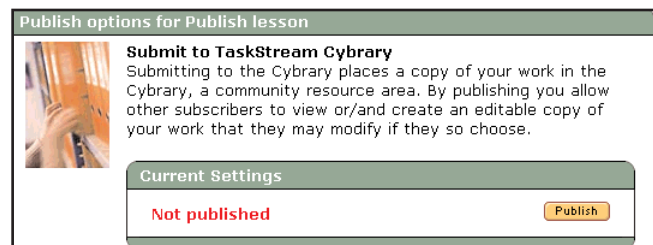


Submit to the TaskStream Cybrary

The TaskStream Cybrary is found in the TaskStream Resource Manager. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your lesson to the Cybrary.

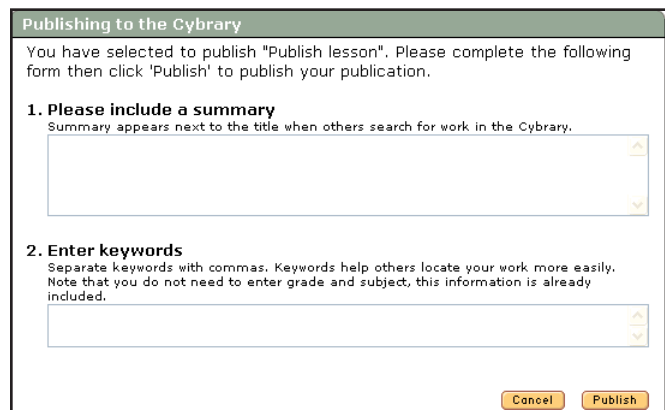
Please note that your organization may or may not be reviewing work before making it available to other TaskStream subscribers. Some organizations may ask you to publish your lesson to enable Administrators to access it. To learn about the Cybrary options your organization has chosen, please contact your local TaskStream lead contact.

To submit your lesson to the Cybrary, click the **Publish** button found in the Current Settings area of the Submit to TaskStream Cybrary section.



In step 1, you will be offered an opportunity to edit the summary of your lesson.

Step 2 asks you to include keywords that will bring up the lesson during a search of the Cybrary.



In step 3, if your organization is

reviewing work submitted to the Cybrary before publishing it, you will be able to decide who should be able to view your published lesson in the Cybrary. If you want to only share your lesson with individuals in your organization, select to share your work only with people from your TaskStream organization. You can also choose to share your lesson with every TaskStream subscriber.


3. Who should be able to view your work in the Cybrary?

Only people within TaskStream organization

Any TaskStream subscriber

Once your lesson is submitted to the Cybrary, you may choose to unpublish it at any time by clicking the **Unpublish** button from the Current Settings area of the Submit Work to TaskStream Cybrary section. You may also choose to edit the publication information at any time by clicking the **Edit Publication Info** button.

Publish options for Publish lesson



Submit to TaskStream Cybrary
Submitting to the Cybrary places a copy of your work in the Cybrary, a community resource area. By publishing you allow other subscribers to view or/and create an editable copy of your work that they may modify if they so choose.

Current Settings

Published (v1).


Editing a Lesson Submitted to Cybrary

You can edit your lesson at any time. The version that was submitted to the Cybrary will remain the same.

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.

Once a published lesson has been edited, you will need to republish the lesson for the edits to appear in the Cybrary. To access the Publish Options area, click the **Publish** button. Click the **Republish** button to submit the edited lesson for publication again.

Publish options for Publish lesson



Submit to TaskStream Cybrary
Submitting to the Cybrary places a copy of your work in the Cybrary, a community resource area. By publishing you allow other subscribers to view or/and create an editable copy of your work that they may modify if they so choose.

Current Settings

Published (v8).

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** 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 the **Select Recipients** button.

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 the **Send** button to send the message.

Sending a Lesson to be Copied

When sending a lesson through the Message Center, you can allow the lesson to be copied by the recipient. Check the box next to **Allow TaskStream recipients to copy this lesson for editing** to enable this feature.

Generating a Link to a Lesson

Sending a link to someone will allow that person to link your lesson to a folio without having to copy the lesson into his or her own lesson library. You can also use the lesson link to link a TaskStream lesson to any outside web page, such as your personal home page or school or district web site.

To generate a link to your lesson, click the **Generate a link to this lesson** link, located at the very bottom of your lesson plan, above the row of yellow buttons.

This will generate a URL for your own personal use or to share with a colleague.

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.

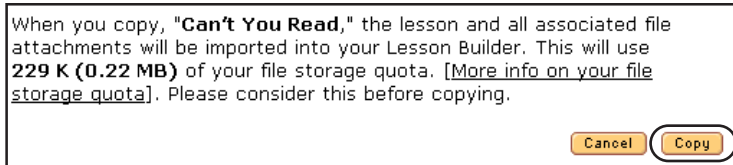
From the Shared Resource Collections section of the Cybrary

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

To import or copy a lesson, click on a lesson link from any of these areas. Click the **Copy Lesson** button at the top of the lesson.

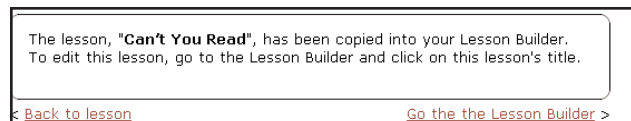


You will get a message outlining how much of your file storage quota the lesson will use. This includes any attachments in the lesson. Click the **Copy** button.



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.

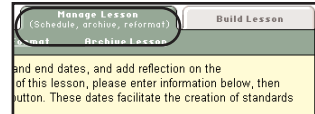
Once you have completed the importing process, you will receive a message saying your lesson has been successfully copied. You may either go back to the lesson preview or to the Lesson Builder to open the editable version of the lesson.



Managing Your Lesson

There are many different ways to manage your lessons. Using the Manage Lesson tab, you can archive lessons, record implementation dates, and change lesson formats from the Activity/Lesson Log (quick form) to another format.

To manage your lesson, click the **Manage Lesson** tab located at the top of the Lesson Builder.



Recording Implementation Dates

You can assign implementation dates to your lessons, so you can schedule lessons using the calendar and accurately track the standards you have/have not addressed throughout the course of the year.

To add a new implementation record, select a start and end date. You can do this by filling in the dates in *mm/dd/yy* format or by clicking the calendar icon to select a date from the calendar.

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

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

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 the **Add Calendar Entry** button.

Note: For more detailed information on how to track standards using implementation dates, please refer to the Standards Manager manual. To learn more about using the calendar to schedule lessons, please refer to the Communications manual.

Changing a Lesson Format from Quick to Long

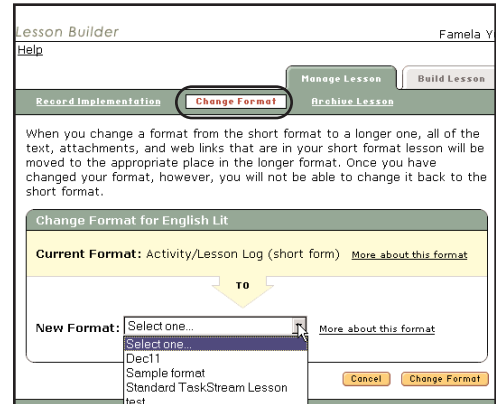
To change an Activity/Lesson Log (quick form) into another format, click **Change Format** at the top of the *Manage Lesson* area.

If the lesson you are in was not created using 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, you will not be able to change it back.

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

A successful confirmation message will appear. To continue working on that lesson, click the **View Lesson** link or click the **Return to main Lesson Builder page** link to go back to the main Lesson Builder page.

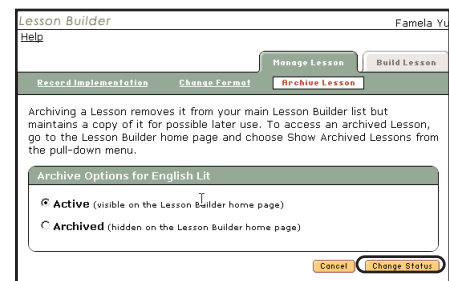


Archiving/Activating a Lesson

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.

From the Manage Lesson tab, click the **Archive Lesson** button to archive a lesson.

Under Archive Options, mark the button next to “Archived (hidden on the Lesson Builder home page)”. Click the **Change Status** button.



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

To activate an archived lesson, click the button next to “Active (Visible on the Lesson Builder home page)” and then click the **Change Status** button.