

Quick-Start Guide Building Lessons



71 WEST 23RD STREET, NEW YORK, NY 10010 · T 1.800.311.5656 · e help@Taskstream.com

Table of Contents

Create a New Lesson	3
Add Content	4
Print Your Lesson	6
Share Your Work	8

Create a New Lesson

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

5t	askstream				
Ĥ	Folios & Web Pages	Lessons, Units & Rubrics	Standards	Communications	Resources

2. From the Lesson, Units, & Rubrics landing page, click Go to the Lesson Builder.



- 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		
New Lesson Title:	Sample Lesson Plan	
	(Max 100 chars)	
Choose a Format:	TS Basic Lesson	T
Add to Folder:	- Do Not Add to a Folder -	Create New

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.

Date created: Format:	04/03/2013 8:47 AM (EDT); Date modified: 04/03/2013 9:10 AM (EDT) TS Basic Lesson			
Print View Email Gen	erate Link (URL)	Сору	Rename	Request Feedback
VITAL INFORMATION				
Author	Demo Student			
Subject(s)				
Topic or Unit of Study				
Grade/Level				
Objective				
Summary				

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

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.

Date created: 04/03/2013 8:47 AM (EDT); Date modified: 04/03/2013 8:47 AM (EDT)							
Format:	TS Basic	Summary Home Attachments Web Li					
Print View Email Gen	erate Link (URL)	Directions: Click the 'Browse' button to select a file that you want to attach, then click 'Add File'. When done, close the window.					
		Add New Attachment					
VITAL INFORMATION		Name File:	Artifact				
Author	Demo Student	Select File:	Browse				
Subject(s)		Describe File: (optional)	Supporting Document				
Topic or Unit of Study							
Grade/Level							
Objective			Check Spelling Add File				
Summary							

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.

For	rmat: TS Basic	Summary		Home Attachments Web Link
Print View Email	Generate Link (URL)	Directions: Enter information about a lin	nk, then click 'Add Link' to add the link to your link list. W	hen done, close the window.
		Add New Web Link		
ITAL INFORMATION		Name Link:	Google	
Author	Demo Student	Link URL:	http://www.google.com	
Subject(s)		Describe Link: (optional)	Search engine	
Topic or Unit of Study				
Grade/Level				
Objective			Check Spelling Add Link	
Summary		L	, , ,	

5 taskstream

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.
- 5. Then click Save and Return to Lesson.

Dire	ections: Use the select buttons to choose standards to include.								
V	View Selections Save and Select from a Different Set Save and Return to Lesson								
Re	gion: USA- Common Core State Standards (June 2010)								
Bac	Subject: English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects								
Bac	k to) Grade: Grade 3 students:								
Bac	K TO) Content Area: Informational Text K-5								
Bac	k to) Strand: Reading								
Bac	Domain: Key Ideas and Details								
Sele	ect Standard								
	Select RII								
V	1. Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.								
V	2. Determine the main idea of a text; recount the key details and explain how they support the main idea.								
	3. Describe the relationship between a series of historical events, scientific ideas or concepts, or steps in technical procedures in a text, using language that pertains to time, sequence, and cause/effect.								

Print Your Lesson

- 1. To view a printable version of your lesson plan, at the top of your lesson, click **Print View**.
- 2. From the print view window, click **CTRL-P** or click on the **Print** icon in your browser.

Date created: 04/04/20 Format: TS Basic Print View Email Generate Link	Sample Lesson Plan Author: Demo Student Based on lesson by: Date created: 04/04/2013 10:14 AM EDT	r
VITAL INFORMATION		+
Author Demo S	Subject(s)	ł
Subject(s)	Topic or Unit of Study	
Tania as Unit of Chudu	Grade/Level	
Topic of unit of study	Objective	
Grade/Level	Summary	1
Objective		1
	IMPLEMENTATION	ŀ
summary	Laarning Context	1
		1
	Procedure	
Learning Context	Differentiated Instruction	
Procedure	Camila Studant Deaducte	1

Share Your Work

Note: 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 B	uilder							
Sample Lesson Pla	n	All Lessons	Build Lesson	2 Publish	Schedule	Archive	6 Format	
Directions: The subscribers are permanently af	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.							
Publicati	on 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.

Lesson Builder					-			
Sample Lesson Plan			All Lessons	Build Lesson	Publish	Schedule	Archive	O Format
Build Les ers - Freed - Freed								
Direction Member Locator		Taskstream Directory	seen by people	who access your le	sson through	this link.	@ <u>Help</u>	on this Page
Search by Member Name: My Professor		Search		Select Recipients	s			
Advanced Search Select criteria and click 'Search' Basic Search Che	arch results ack all that apply	Selected Member(s) Uncheck to remove from list		Select Recipients	s			
± Expand - Collapse Clear Search		Cancel Save and Close	ag.					
Include inactive (expired) subscribers								
🏟 Select Categories/Local Areas								
Select Taskstream Programs								
Filter by Demographics		es if seeding to estimate adpleat						
+ Expand - Collapse Clear Search			skstream.com, s	ara@taskstream.co	m, iisa@tasks	tream.com		
	andonioral@raonorroan.com		9					
	Must be a valid e-mail addre	ess if sending to external recipients						

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.

Select internal recipients:	То:	Select Recipients
(Taskorean subscribers)	Bcc:	Select Recipients
	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.

Add a personal message: (Optional)		
	Cancel Send Message	

Request Feedback

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

1. At the top or bottom of your lesson, click **Request Feedback**.

Copy Rename Request Feedback

- 2. Click to select the names of the Reviewer(s) with whom you wish to share your lesson.
- 3. Click **Submit for Review**. A pop-up window confirms your request.

Select Reviewer			
Directions: To request feedb comments for your reviewer	back, first select the reviewer then click "Submit to read	for Review". After selecting re	viewer(s), you can include
Cancel			Submit for Review
TaskStream Training	Program		
Select All			
Ed Bonfanti	Maaike1 Bouwmeester	Alex Chickosky	
	Soth Giammanco	🖂 difton Guzman	

If you have any additional questions or comments, please do not hesitate to contact Mentoring Services at <u>help@Taskstream.com</u> or at 800-311-5656, press 1 for support.