

# Quick-Start Guide

## Building Lessons

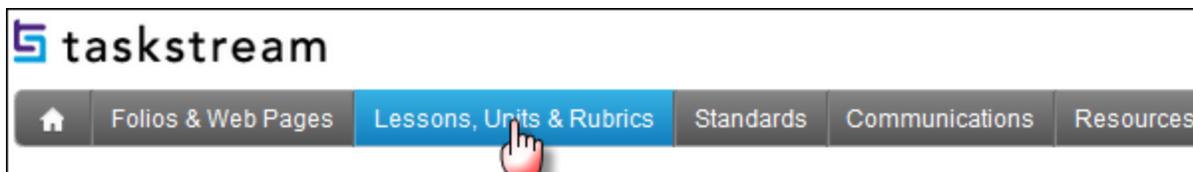


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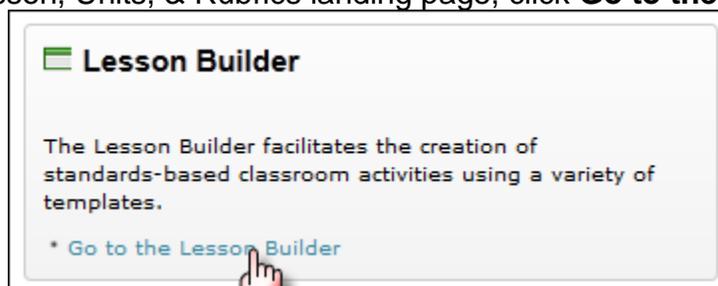
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## Create a New Lesson

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 **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:**   
(Max 100 chars)

**Choose a Format:**

**Add to 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: 04/03/2013 8:47 AM (EDT); Date modified: 04/03/2013 9:10 AM (EDT)

Format: TS Basic Lesson

Print View | Email | Generate Link (URL) | Copy | 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**.

The screenshot shows the 'Summary' tab of a lesson plan interface. On the left, the 'VITAL INFORMATION' section has a 'Summary' button highlighted with a red box. A red arrow points from this box to the 'Add New Attachment' form on the right. The form includes a 'Name File' field with 'Artifact' entered, a 'Select File' field with a 'Browse...' button, and a 'Describe File' text area with 'Supporting Document' entered. At the bottom, there are 'Check Spelling' and 'Add File' buttons.

### Add Web Links

In a lesson plan, the **Web Links** area allows you to attach links to other websites to your lesson.

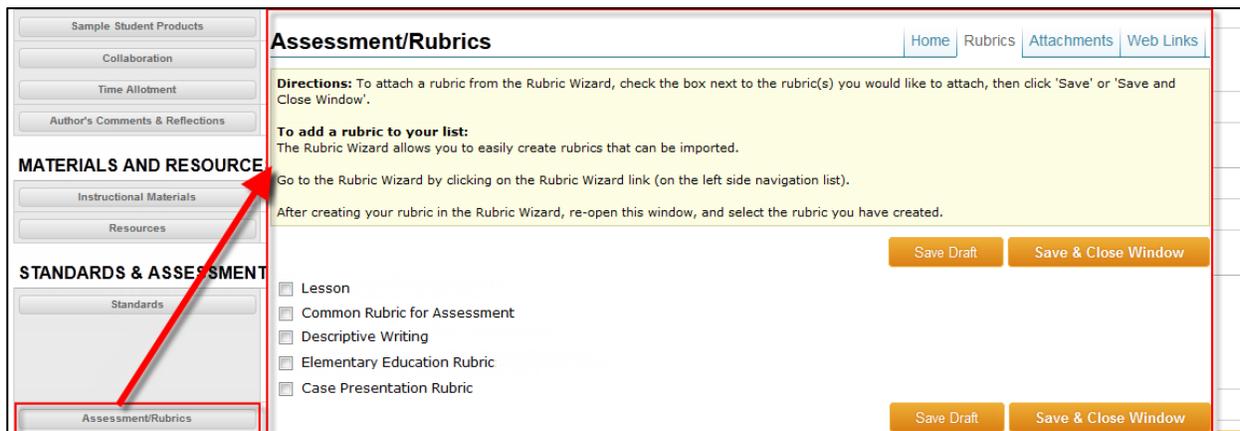
1. Click the **Web Links** tab.
2. Name your link.
3. Provide the URL (*web address*) for the website you want to link to.
4. (Optional) Enter a file description.
5. Click **Add Link**.

The screenshot shows the 'Summary' tab of a lesson plan interface. On the left, the 'VITAL INFORMATION' section has a 'Summary' button highlighted with a red box. A red arrow points from this box to the 'Add New Web Link' form on the right. The form includes a 'Name Link' field with 'Google' entered, a 'Link URL' field with 'http://www.google.com' entered, and a 'Describe Link' text area with 'Search engine' entered. At the bottom, there are 'Check Spelling' and 'Add Link' buttons.

## Add Rubrics

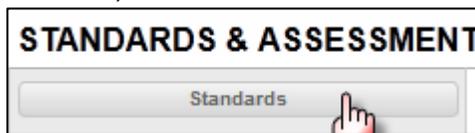
The **Assessment/Rubrics** area allows you to attach any rubrics you have created in the Rubric Wizard.

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**.

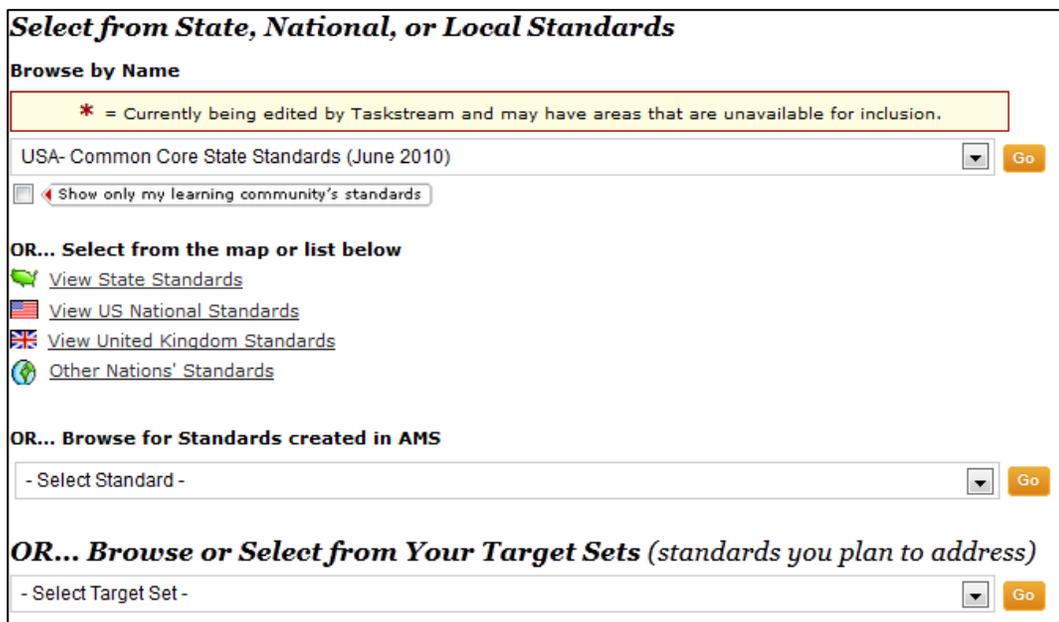


## Add Standards

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**.



- Proceed to the lowest level of your chosen standards set and select the checkboxes next to desired choices.
- Then click **Save and Return to 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: USA- Common Core State Standards (June 2010)**

[Back to](#) **Subject:** English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects

[Back to](#) **Grade:** Grade 3 students:

[Back to](#) **Content Area:** Informational Text K-5

[Back to](#) **Strand:** Reading

[Back to](#) **Domain:** Key Ideas and Details

**Select Standard**

Select All

1. Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.

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

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

Date created: 04/04/2013  
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

**VITAL INFORMATION**

Author: Demo Student

Subject(s):

Topic or Unit of Study:

Grade/Level:

Objective:

Summary:

**IMPLEMENTATION**

Learning Context:

Procedure:

Differentiated Instruction:

Sample Student Products:

## Share Your Work

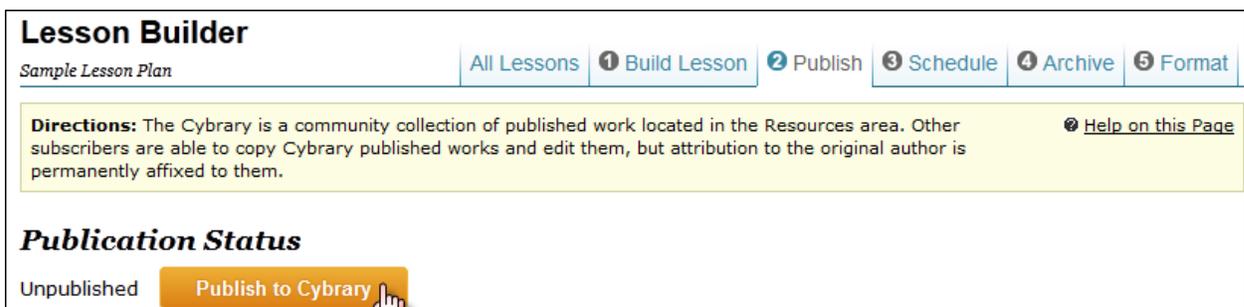
*Note: The Cybrary may not be activated for your organization.*

### 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.

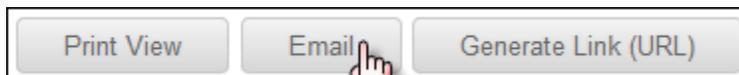
The Cybrary is located in your account under Resources. If your organization has chosen to allow you to contribute to the Cybrary, then you are able to submit your lesson to the Cybrary.

2. To submit your lesson to the Cybrary, in the Publish Status area, click **Publish to Cybrary**.

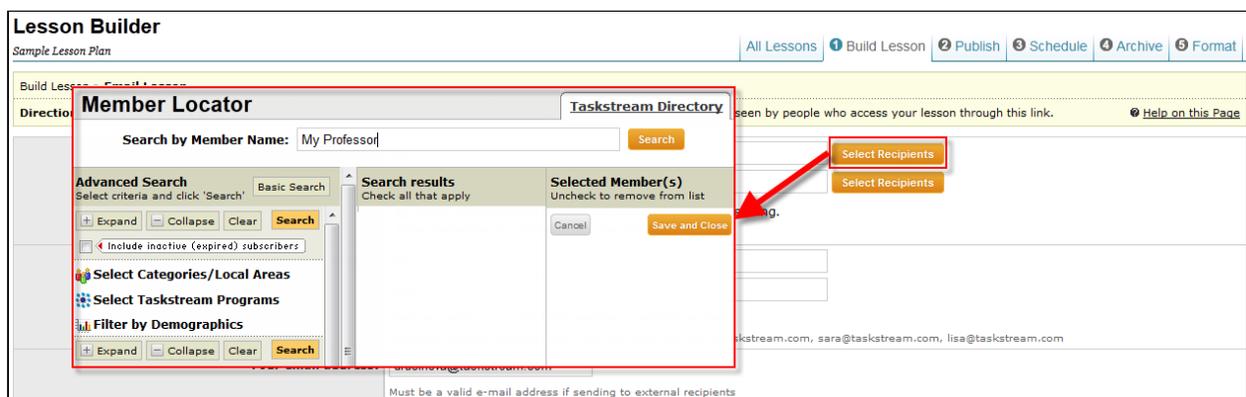


### Email a Lesson

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.



- (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**.

- (Optional) You can include a personal message with your lesson
- 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 you're your Reviewer for feedback.

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

- Click to select the names of the Reviewer(s) with whom you wish to share your lesson.
- 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](mailto:help@Taskstream.com) or at 800-311-5656, press 1 for support.*