



The Best of North Carolina: Developed for Teachers by Teachers

Guidelines for Sharing Instructional Materials

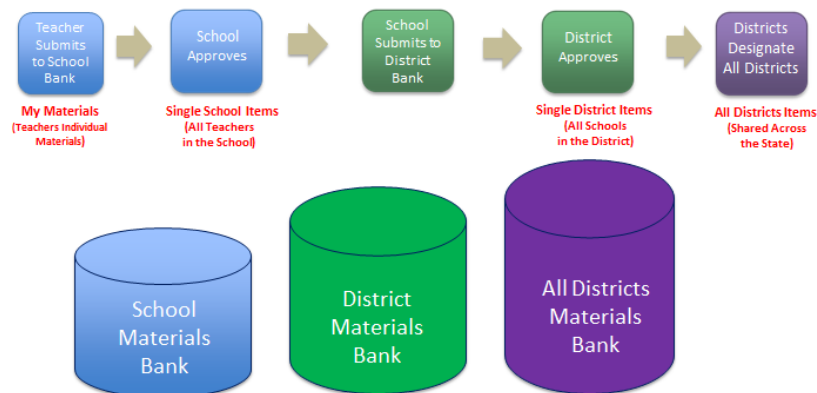
Purpose/Rationale:

The North Carolina Department of Public Instruction promotes and facilitates the sharing of instructional materials (e.g., lesson plans, learning tasks) across the state using Home Base/Schoolnet. Offering high quality materials created by North Carolina teachers for teachers will help to build educational capacity across the state and serves as a means of professional development.

In Schoolnet, functionality exists that allows teachers, schools and districts to share instructional materials across the state. A process for utilizing this functionality for submitting and approving materials should be established at the local level. Specific technical instructions may be found in Schoolnet by searching for “**Submitting Instructional Materials**” or “**Approving Instructional Materials**” in the search box for Instructional Materials in the Classrooms section of Schoolnet.

Here are some guidelines to help in formulating a process for sharing instructional materials in Schoolnet at the local level:

- **Vetting Instructional Materials for Schoolnet:** Instructional materials are vetted at the state level using the [NC Summary Rubric](#) for lesson plans, instructional units, videos, interactives and other resources for Schoolnet. It is recommended that the NC Summary Rubric also be considered to evaluate instructional materials submitted for review and approval at the school and district levels. For ELA and Math, the EQUIP rubrics may also be used for evaluating lesson plans and instructional units.
- **Reviewing, Submitting, and Approving Instructional Resources for Schoolnet:** Teachers can share instructional materials they have created with others in their school; schools can then share materials with other schools and teachers in their district, and districts can share materials with other teachers across the state by designating to all districts those instructional materials they feel are high quality.



- At each school, and at the district level, a team of reviewers should be delegated to consider and approve the submitted instructional materials. For example, one person at each grade level/content area can be designated as the approver for that grade level/content area.
- In order to approve instructional materials, specific roles must be assigned by the Home Base Coordinator or PowerSchool point person for the school or district. Find information about roles and permissions here:

<http://www.ncpublicschools.org/docs/homebase/getting-ready/implementation/user-roles-access/roles-permissions.doc>

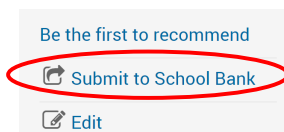
Roles and Permissions

- Along with the default role of Staff or Teacher, those who need to review and vet materials being submitted need to **be assigned** an extra role in order to have access to those materials. (Leadership role is able to approve without adding any additional role.)

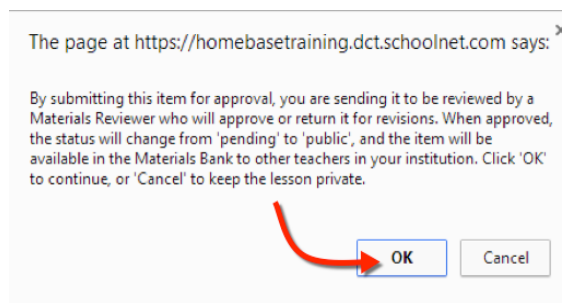
"Access to Approve Instructional Materials" ← • This role is intended for a user who might be designated by the School or District to approve materials created by teachers. • Operations aligned with this role will allow these users to: ○ Review Instructional Materials
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- **Each school or district should establish** a local process for assigned or volunteer staff to bring content forward for review and promotion at the school and district levels. To the extent possible, utilize curriculum teams or professional learning communities that are currently responsible for creating or reviewing local materials.
 - Get buy-in from the school level.
 - Provide clear roles and responsibilities as well as workflow paths.

- The “Access to Approve Instructional Materials” role is needed to review and approve materials up to the next level.
- Determine timelines for submission and review.
 - Establish timeframes for the designated approvers to review materials that have been submitted to them so the materials can be approved or returned with comments and, when appropriate, submitted to the next level.
- Ensure that instructional materials are aligned to the NC Standard Course of Study and meet the guidelines outlined in the NC Summary Rubric before they are submitted to the next level.
- Submit materials for approval into Schoolnet and monitor contributions.
 - Teacher locates the desired content and clicks ‘Submit to School Bank’. This starts the workflow for review by an approved reviewer.



- A dialog box appears indicating that you are about to submit content for review. When approved, the item status will change from ‘pending’ to ‘public’. Click OK.



- After the submission has been reviewed, the teacher will receive an email indicating that the content:
 - Is now public and available to others at your school in the School materials bank.
 - May require revisions and remains private. These items can be accessed in “My Materials”.
- Once content has been approved at the school level, this process can be repeated to submit the material for approval at the district level. The district may then elect to Designate as All Districts. This will push materials out across the state and allow all districts to view and utilize the instructional materials submitted by educators.

LP 20141030-sample-KMS

Description Math lesson plan to test with the new configuration.
Subject Mathematics
Grade 05
Created By [redacted]
Publisher North Carolina Department of Public Instruction
Duration 5 Minutes
[View Additional Properties](#)

Be the first to recommend

♥ Save

📄 Submit to State Bank

🔄 Revoke Approval

✓ Designate as All Districts

✎ Edit

📄 Copy

🔗 View Related

📊 Build Express Test

📄 Create PDF

📅 Schedule

- **Other suggestions:**

- Establish a communication plan at the district level for sharing instructional materials across the state.
 - Promote and support the process by highlighting teacher contributions through newsletters, memos, district meetings, etc.
 - Remind teachers that their names will remain beside "Created By" as materials are shared in school, district and state banks, thus maintaining original authorship and promoting a way to encourage sharing materials. Adding instructional materials to school, district and state banks may further professional development and work done in professional communities.
- Conduct training for district staff and teachers on the vetting and submission process and on the use of the NC Summary Rubric to vet instructional materials.
 - Utilize Regional PD Leads for training sessions.
 - Use "Home Base Training" documents in Schoolnet (listed in the subject list) for submitting and approving materials as supplemental training materials.
- Establish a time frame for the designated approvers to review materials that have been submitted to them so the materials can be approved or returned with comments and, when appropriate, submitted to the next bank for sharing more broadly.
- Review copyright information and fair use guidelines at:
<http://www.ncwiseowl.org/blog/copyright/index.htm>

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