

Exploration - Publish Your Best

With this tool, educators can create classroom-ready lesson plans and align them to the Pennsylvania Academic Standards. After you have refined and revised a piece of content, you can submit it to the PDE SAS Quality Review Team to have it included in the SAS Portal database of standards-related content.

Downloading a Sample Lesson Plan:

1. Click on **Help** in the upper right-hand corner of any page in **SAS**.
2. Locate **Training Materials** in the navigation menu, and select **PYB** from the pop-up menu.
3. Click on any sample **Lesson Plan**, and open the file.
4. The **Help Desk** website has opened in its own tab or window; you may now close it.

Accessing the Template:

1. Click on **Teacher Tools** in the upper-right hand corner of any page in **SAS**.
2. Choose **Publish Your Best** from the **Teacher Tools** menu.
3. Click **Create Content**.
4. Select **Instructional Content** from the first drop-down menu, and select **Lesson Plan** from the second drop-down menu. Then click the **Create** button.
5. You will be taken to a page that contains the **Lesson Plan Template**. We will use the content from the sample **Lesson Plan** to populate the template.

Entering Text:

1. Click the **Preview** button to see how your content will appear.
2. Enter (copy and paste) the **Title** in the **Workspace**, and click **Next**.
3. Use the **Workspace** area to enter information for the next **Attribute**. Click the **Next** button to save your work and move to the next **Attribute**.

For fields where there is an expectation that text will be entered, the **Workspace** area contains the rich-text editor. You can use the editor, which functions very similar to a word processor, to enter text, hyperlinks, and graphics that will appear in an **Attribute**.

4. Enter the text for the **Rationale**, if needed. Click the **Next** button.
5. Click the **Preview** button to see how your content will appear.

6. Close the **Preview** window.

Adding Subjects/Courses:

1. Click **Subjects/Courses** in the list of **Attributes**.
2. Select a **Subject** or **Course**. Use the **Subjects** and **Courses** tabs to switch between the two. If you need to select more than one **Subject/Course**, hold down the **Ctrl** (PC) key or the **Command** (Mac) key while selecting with your mouse.
3. Click the **Save** button. You will receive a confirmation message. Click **Ok**.

Standards Alignment:

1. Click **Standards/Eligible Content** in the list of **Attributes**, and then click the **Modify** button.
2. Select a **Search** method.
 - **Search by Keyword** - Enter a **Keyword**, and then click the **Search** button.
 - **Search by Subject/Grade** - Select a **Subject Area** and a **Grade Level** from the drop-down menus, and then click the **Search** button.
 - **Search by Course** - Select a **Course** from the drop-down menu and then click the **Search** button.
3. The **Standards** and **Eligible Content** statements for your selections will appear at the bottom of the page. Scroll down to find the appropriate statement(s), and click the **Add icon** (+) to add them to your content.
4. To remove a selected **Standards** and **Eligible Content** statement, click the **Delete icon** (x).
5. Click the **Grade Levels** tab.
6. Place a checkmark next to a grade to identify appropriate **Grade Levels** for the **Resource** and click **Save Changes**. You will receive a confirmation message. Click **Ok**.
7. To save your changes and close the **Alignment Management** window, click the **Save** button in the upper-right hand corner of the window.
8. Click the **Save** button. You will receive a confirmation message. Click **Ok**. Then click **Preview** to see how the content will appear.

Adding Keywords:

1. Click **Keywords** in the list of **Attributes**.

2. Enter words or phrases that will help users search for your content. Be sure to separate **Keywords** with a **comma**. Click the **Save** button.

Keywords will not appear in the published content - they are only to aid the keyword searches in the **Materials & Resources** section of the site.

3. You will receive a confirmation message. Click **Ok**.

Inserting Items from My ePortfolio:

Items from My ePortfolio (images, files, bookmarks) can be added to enhance content. Click the ePortfolio Manager icon on the bottom toolbar in the rich-text editor. Use the instructions below to practice adding some items from your ePortfolio.

1. Click **Materials** in the list of **Attributes**, and then click the **Modify** button.
2. Click the **ePortfolio Manager** icon on the toolbar in the rich-text editor. The **ePortfolio Manager** will show all of the resources saved within the folders in **My ePortfolio**.
3. Click on the **+ (plus) sign** to the left of the **My Files** folder to show the folder(s) underneath the **My Files** folder - locate the **Images** folder (Note - This step may not be necessary if the folder list is already expanded).
4. Click on the **Images** folder. The items within the folder will display on the right side of the tool.
5. Check the image file that was uploaded during the **My ePortfolio** demonstration, and click the **Submit** button.
6. The image you selected will be inserted on the **Page**. Click on the image, and resize it by dragging the handles.
7. Hit the **Enter** key on your keyboard to move down to another line.
8. Click the **ePortfolio Manager** icon on the toolbar in the rich-text editor. The **ePortfolio Manager** will open.
9. Click on the **My Bookmarks** folder. The items within the folder will display on the right side of the tool.
10. Check the **'Technology Tools to Get Teachers Started'** bookmark that was saved during the **My ePortfolio** demonstration, and click the **Submit** button.
11. The bookmark you selected will be inserted in the editor. Inserted files, bookmarks to web sites, or bookmarks to items within **SAS** will appear as hyperlinks.

Completing the Lesson:

1. Continue working through the additional **Attributes**, entering information from the sample **Lesson Plan**.
2. Once you have completed all of the **Attributes**, click **Preview** to see what the resource would look like if it was published in **SAS**.

NOTE: In order to ensure that the resources found on SAS are of the highest quality, all resources must go through the **Quality Review** process. The content passes through 3 stages of review; review by a **Committee** of content specialists, review by a **Content Advisor**, and then a final review by the **Quality Review Team (QRT)**. Once a template has been completely filled out, it can be submitted to **Quality Review** by clicking the **Yes** button. Please **DO NOT** submit your sample lesson to **Quality Review**.

3. Definitions of the fields within the **Lesson Plan** template, and an overview of the **Quality Review** process can be found on the **PYB** page on the **Help Desk** website.