

“Personal Bank” Resources

PURPOSE: To input additional, customized/personal resources – Instruction, Assessment, (Classroom) Management – for your Plan.

Add your own Resources to use for lesson plans using two methods – “quick add” a resource while building a plan or add/manage one or more using the Resources interface (access using the global Resources tab).

- **Through Quick Add on Selector’s Resource Search**

HOW TO: Click +Add New Resource to open the form (shown below). Complete the form fields, as applicable.

The screenshot shows a form for adding a new resource. At the top, there are tabs for 'Content Area', 'Curriculum Source', and 'Resource', with 'Resource' selected. Below the tabs, the form is titled 'My New Resource'. The 'Name' field contains 'My New Resource'. The 'Description' field contains 'Student uses state, national, and international population estimates for calculations.' The 'Grade(s)' field has radio buttons for grades K through 12, with '5' selected. The 'Category' dropdown menu is set to 'Assessment'. Under 'Content Areas', there are two columns of checkboxes. In the first column, 'Mathematics' is checked. In the second column, 'World Languages' is checked. At the bottom, there is a 'File' field with a 'Browse...' button, and 'Save Changes' and 'Cancel' buttons.

To Upload a File: Click Browse or Choose File button (depending on your type of Web browser) and navigate to the document or other type of media file located on your computer. Click **Save Changes**, so the file will be automatically uploaded, saved, and accessible in the system.

Upon saving, new resource will be automatically added to your weekly plan, as indicated by the yellow background on the I-A-M box. On your main Plan view, the resource will be listed in the appropriate category section.

NOTE: You can only select a single Category for the resource here. To apply multiple categories and align with standards, use the alternative method described below.

The screenshot shows the top navigation bar with tabs for Setup, Plan, Selector, and Comments. Below this is a search area with filters for Content Area, Curriculum Source, Resource, and Grade (set to 5). There are dropdown menus for Owner (All), Category (All), and Content area (All), and checkboxes for Grade(s) from K to 12. A 'Find It!' button is present. Below the search area is a resource card titled 'My New Resource' with a description: 'Student uses state, national, and international population estimates for calculations.' The content area is listed as 'Mathematics' and it was contributed by Lisa Kerscher on 09/16/11. A file icon indicates a 159 KB file.

- **Through Resources Interface**

HOW TO: Click global **Resources** tab. First, use the search form to find your personal resources. Click Setup icon to edit resource.

The screenshot shows the 'Resource List' interface. It has a navigation bar with Dashboard, Courses, Plans, Resources (selected), Standards, and Templates. Below is a search form with fields for Keyword, Owner (Teacher, Tiffany), Grade (All), Category (All), and Content area (All). There is a checkbox for 'Display on course summary' and a 'Find It!' button. Below the search form is a table with columns: Name, Grades, Categories, Content Areas, and File. One resource is listed: 'Tiffany's Contributed Resource' with Categories 'Assessment' and 'Reading'.

The screenshot shows the 'My New Resource' setup form. It has tabs for Setup, Resource, and Standards. The form includes:

- Active:**
- Name:** My New Resource
- Description:** Student uses state, national, and international population estimates for calculations.
- Location:** [Empty text field]
- Grades:** Checkboxes for K through 12, with '5' selected.
- Categories:** Assessment, Instruction, Management
- Content Areas:**
 - Cultural Standards
 - Geography
 - History
 - PE
 - Technology
 - Employability
 - Government and Citizenship
 - Library/Information Literacy
 - Reading
 - World Languages
 - Fine Arts
 - Healthy Life
 - Mathematics
 - Science
 - Writing
- Display on course summary:**
- File:** 120 KB [File icon]
- Delete File:**
- Buttons:** Save Changes, Cancel

Then, modify the **Setup** or click the **Standards** tab to search for and add one or more aligned standards to that resource.