

## Home Base IIS: Create a Lesson Plan

Create your own lesson plans in Home Base IIS and then schedule it in your lesson planner or keep handy in your My Materials section.

1. Roll your cursor over Classrooms and click **Instructional Materials**
2. Use the default option, **Lesson Plan**, from the Create menu and click **Go**
3. In the Section 1 tab, complete the required (\*) fields

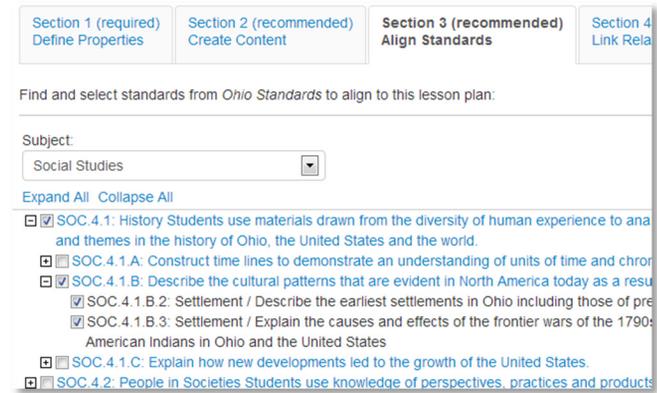
Click **View Additional Properties** to add information about copyrights, fees, or keywords.

4. Click the Align Standards tab and select the standards addressed in the lesson (your tab order may vary)

Click the + sign to expand a standard, then check the boxes next to the standards to make your selections.

You can select standards from other subjects and grade

levels.



5. Click the Create Content tab

Your work is saved automatically as you move between tabs.

6. Use the default value, **District Template**, if you plan to type or paste in any text

Alternative options include uploading an existing file or linking to a website. Use these options only if the entire lesson is located in a separate document or on a website. If you want to add a file attachment to a lesson you enter in the District Template, do so by adding it as a resource in the Link Related Materials tab, not here in the Create Content tab.

- District Template - Use the recommended template by entering content in the fields below.
- File - Upload content from another file, such as a Microsoft Word document.
- URL - Enter a link to content on a different website, such as <http://www.pbs.org>.

