



# Home Base IIS Webinar: Instructional Material Review Process

December 4, 2014





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**Dec. 4<sup>th</sup> 2014**



Topic	Presenter
Welcome, Logging into Home Base and Schoolnet	Dan Urbanski
Finding instructional materials in Schoolnet, Creating instructional materials in Schoolnet, Instructional material review and vetting process.	Shannon Hickman
Creating District level instructional materials in Schoolnet	Dan Urbanski
Q & A Wrap-up	Dan Urbanski

# Log into Home Base Select Schoolnet





# Home Base Login Page



**Teacher Sign In**

**Username**

**Password**

PowerSchool

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www.PearsonSchoolSystems.com

# Student Information System Landing Page

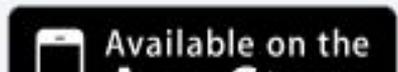
## Navigation

- Start Page
- Daily Bulletin
- Staff Directory
- Meals
- Personalize
- Gradebook 
- Reports
- Recommendations
- Schoolnet

## Current Classes

1(A-E)	Discrete Mathematics
2(A-E)	Algebra II Honors
4(A-E)	Algebra II

PowerTeacher Mobile  
for the iPad



# Instructional Materials in Schoolnet



# Instructional Resources

- School & District Data**  
Reports & Indicators
- Classrooms**  
Rosters, Reports, Planners
- Assessment Admin**  
Create & Monitor

## Search Results



Select Subject  Select Grade

Materials  Type Keyword(s)

[Go to My Materials](#)

[Pending Materials](#)

[Reset Filters](#)

▼ **Material Types**

- Curricular Units (410)

**Schoolnet (25,855)** **OLE Sci/SS (8,672)** **SAS (1,194)** **More... (2,111)**

Previous Sort by  Results 1 - 10 of 25855 [Next](#)

# Searching Instructional Resources



NC INSTRUCTIONAL  
IMPROVEMENT SYSTEM

Welcome, Shannon! | Sign Out | My Account | Help



Classrooms  
Rosters, Reports, Planners

Assessment Admin  
Create & Monitor

## Instructional Materials



NC Essential Sta Social Studies Select a Grade

NC Standards

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Common Core State Standards  
NC Essential Standards  
NC Extended Standards  
English Language Development Standards  
Career and Technical Education

Word or Standard ID Search

Create Lesson Plan Go

[Go to My Materials](#)

[Pending Materials](#)



**Introduction to North Carolina Outsider / Self-Taught Artists**  
Arts Education, 04

Students will be introduced to two North Carolina Outsider / Self-Taught artists: Minnie Evans and Clyde Jones. Students will learn about their lives, their art, their favorite themes and media, as well as the global connections

[Preview](#)

[Save](#)

[Schedule](#)

[Edit](#)



**The Need for Nostalgia**  
English Language Arts, 11 - 12

This lesson plan is the third in a longer unit on nostalgia. This particular lesson focuses on helping students understand the use and development of nostalgia in nonfiction and prose. Students will use this lesson to also

[Preview](#)

[Save](#)

[Schedule](#)

[Edit](#)



**Economics of the Industrial Revolution**  
Social Studies, 09 - 12

This lesson will give students an opportunity to discover the difference between the economic philosophies of capitalism and socialism. Students will decide how they stand on the important issues that inform these

[Preview](#)

[Save](#)

[Schedule](#)

[Edit](#)

# Searching using Standards

## Search Results



NC Essential Sta ▼ (38) Social Studies ▼ (38) 04 ▼  
 Standards ▼ Search by Keyword or Standard ID Search

[Go to My Materials](#)

[Pending Materials](#)

[Reset Filters](#)

**▼ Subject**

Social Studies (38)

[+ More Subjects](#)

---

**▼ Standard Tier**

Strand

Essential Standard

Clarifying Objective

[Previous](#)

Sort by

Subject ▼

Results 1 - 10 of 38

[Next](#)

	C	IU	LP	A	R	E
<b>Civics and Governance</b> Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	0	8	0	4	0
<b>Culture</b> Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	2	12	0	4	0
<b>Economics and Financial Literacy</b> Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	0	18	0	8	0
<b>Geography and Environmental Literacy</b> Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	0	18	0	5	0
<b>History</b> Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	2	15	0	18	0
<b>Civics and Governance</b> - NCES.4.C&G.1: Understand the development, structure and function of North Carolina's government. Subject: Social Studies Grade: 04 <a href="#">Schedule Standards Coverage</a>	0	0	7	0	4	0

# Creating Instructional Materials in Schoolnet



# Resource Creation

Create

Resource

Go

[Go to My Materials](#)

[View Standards](#)

## Create New Resource

**Section 1 (required)**  
**Define Properties**

Section 2 (recommended)  
Align Standards

Section 3 (recommended)  
Create Content

Section 4 (optional)  
Identify Organizers

# Lesson Plan Creation

## Create New Lesson Plan

<b>Section 1 (required)</b> Define Properties	Section 2 (recommended) Align Standards	Section 3 (recommended) Create Content	<b>Section 4 (optional)</b> Link Related Materials	Section 5 (optional) Identify Organizers
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Find or create instructional materials to link to this lesson plan:

[Search in Public Materials Banks](#) | [Search in My Materials](#) | [Create and Link New Materials](#)

### How to use this feature:

Search for the desired resource(s) using the form below. Click the link icon  next to any item you want to add to your material.

Keyword(s):

Subject:

Grade Range:  to

Sources:

Schoolnet Material Type:  Assessment  Resource  
(Materials Types only apply to District Materials Banks)

# Using your Lesson Plan or Resource

Be the first to recommend

 Submit to School Bank

 Edit

 Copy

 View Related

 Build Express Test

 Create PDF

 Schedule

- Recommend—likened to a Facebook “like”.
- Send to your school for approval
- For materials you create and copy, you can edit.
- Items you find and would like to make your own, copy. They will become part of the My Materials bank.
- View Related will take you into the different banks of materials to show things that are similar to what you created.
- Once there, Schoolnet will take you to the Assessment Admin creating a test that uses the same standards as you tagged to your lesson.
- Create a PDF to have a paper copy of your lesson.
- Schedule to the teachers’ Lesson Planner.

# Instructional Materials Submission Process



# Submitting to School Bank

Be the first to recommend



Submit to School Bank



Edit

# Pending Materials and Public Materials

The page at <https://homebasetraining.dct.schoolnet.com> says: ✕

By submitting this item for approval, you are sending it to be reviewed by a Materials Reviewer who will approve or return it for revisions. When approved, the status will change from 'pending' to 'public', and the item will be available in the Materials Bank to other teachers in your institution. Click 'OK' to continue, or 'Cancel' to keep the lesson private.

OK

Cancel

# Criteria for Submitting Instructional Resources to Schoolnet's School, District and State banks

*We encourage teachers to submit lesson plans, instructional units and resources they have created or developed to share statewide.*

- *Instructional materials submitted for use in Home Base should be **readily available to users statewide**. Which means:*
  - Users accessing Home Base may not have access to specific textbooks, kits, manipulatives or software programs that would limit the usability of the resource.*
  - Resources that require commonly available items, such as household items, novels, picture books, primary sources and teacher-made materials are acceptable and may be accessed by all users of Home Base.*

# Instructional Materials Vetting and Submissions Process.

# Guiding Principles

To make the resources in Home Base meaningful and useful to teachers:

- Resources must—
  - Be **aligned** with standards
  - Provide ample **coverage** to all standards.
  - Be vetted using NC Summary or Equip Rubric
  - Emphasize **quality over quantity**.

## Vetting Process for Home Base

1. Establish a local process, for assigned staff to review and vet material submitted by teachers for promotion at the school and district levels.
2. Provide clear roles and responsibilities as well as workflow paths.
3. Make sure materials are aligned to the North Carolina Standard Course of Study.
4. Evaluate resources using the NC Summary Rubric and/or the ELA/Math Equip rubric.

# NC Summary Rubric

## NORTH CAROLINA SUMMARY RUBRIC

### Summary of the Achieve, Inc. Open Education Resource Rubrics\*

The following rubrics represent an evaluation system for resources being considered for submission into the North Carolina Instructional Improvement System (Home Base). These rubrics can be applied across all content areas and resource types.

**Each resource must achieve a score of 2 or 3 for each category (as applicable to the specific resource) to be considered for submission into Home Base, the North Carolina Instructional Improvement System (IIS).**

		3 = Superior	2 = Strong	1 = Limited	0 = Very Weak	N/A = Not Applicable
<b>REQUIRED</b>	<b>Degree of Alignment to Standards</b>	Content and performance expectations of the identified standard are completely addressed by the learning resource and are the focus of the learning resource.	Content and performance expectations of the identified standard only align to a minor part of the learning resource or minor elements of the standard are not addressed in the learning resource.	A significant part of the content and performance expectations of the identified standard is not addressed in the learning resource.	The learning resource does not match the identified standard.	
	<b>Opportunities for Deeper Learning**</b>	The learning resource requires at least 3 of the deeper learning skills (as identified), and offers a range of cognitive demand that is appropriate and supportive of the material, with appropriate scaffolding and direction provided.	The learning resource requires 1 or 2 of the deeper learning skills (as identified).	The learning resource requires 1 of the deeper learning skills (as identified), but is missing clear guidance on how to tap into the various aspects of deeper learning.	The learning resource appears to be designed to provide deeper learning opportunities, but is not instructionally useful as presented.	
**Deeper Learning Skills: think critically and solve complex problems; work collaboratively; communicate effectively; learn how to learn; reason abstractly; construct viable arguments and critique the reasoning of others; apply discrete knowledge and skills to real-world situations; construct, use, or analyze models						

\* Additional rubrics such as the Tri-State Quality Review Rubric and Rating Process and the Revised Publishers' Criteria for the Common Core State Standards were reviewed and taken into consideration in developing the summary.

<http://www.ncpublicschools.org/docs/homebase/content/rubric/summary-rubrics.pdf>



# Achieve Open Education Resources (OER) Rubric

Achieve Rubrics help teachers identify, evaluate and sort instructional resources based on essential elements or criteria. The NC Summary Rubric was derived from the Achieve Rubric and shares a similar structure for evaluating instructional resources in a systematic, purposeful way.

## NC Summary Rubrics

The NC Summary Rubrics consist of seven rubrics which are organized into two categories.

- **Required Rubrics**

- Two rubrics are required to develop each instructional resource for quality and alignment and are Resource Dependent.

- **Resource Dependent Rubrics**

- Five rubrics are optional depending on the type of instructional resource that is under examination.

A green decorative element consisting of a vertical bar and a horizontal dashed line.

## Required Rubrics

- Degree of Alignment to Standards

AND

- Opportunities for Deeper Learning

Each instructional item must achieve a score of 2 or 3 for each category to be considered as high quality.

# Resource Dependent Rubrics

- Quality of Explanation to Subject Matter
  - Text, articles, video, lecture materials
- Utility of Materials Designed to Support Teaching
  - Lesson plans, unit plans, activities
- Quality of Assessment
  - Formal and informal assessments
- Quality of Technological Interactivity
  - Technology-based interactive component
- Quality of Instructional and Practice Exercises
  - Resources designed for practice and strengthening of skills and knowledge.

A green graphic element consisting of a vertical bar on the left and a horizontal dashed line extending to the right, resembling a bracket.

# North Carolina Summary Rubric

<http://www.ncpublicschools.org/docs/homebase/content/rubric/summary-rubrics.pdf>

# Submitting Resources for Sharing

The content reviewer at the school level can vet items submitted according to the process that has been set up. Those designated staff members approve the item or return the item with feedback to the teacher. A reviewer does have to choose “Approve for School Bank”, even if they are returning an item. Once they choose “Approve for School Bank” they will be asked again to confirm the approval or to return the item to the previous level.

Feedback will be sent to the email that is populated through PowerSchool.

**LP** Lesson Plan # 1 for Unit Understand Matter, Properties, and Change Part One - Who is in Hot Water Now?

**Approve this Lesson Plan**

Comments

Submitter's Email

# Roles and Permissions

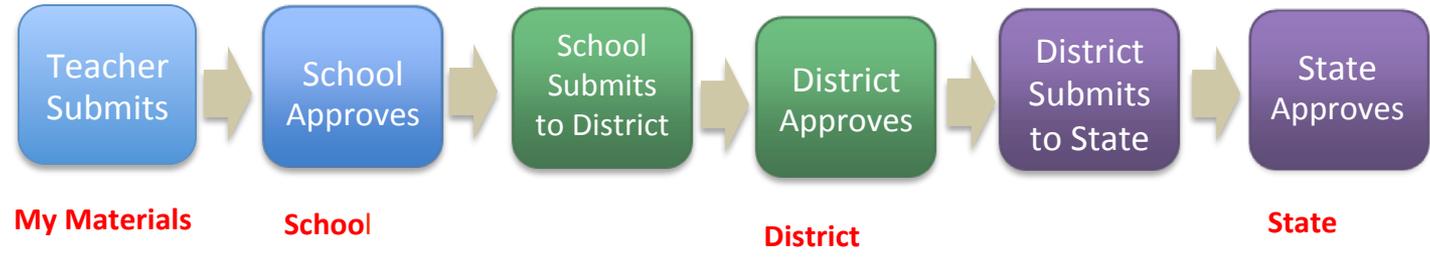
Along with the default role of Staff or Teacher, those who need to review and vet materials being submitted need to have an extra role in order to have access to those materials. (Leadership role is able to approve without adding any additional role.)

## 11. "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

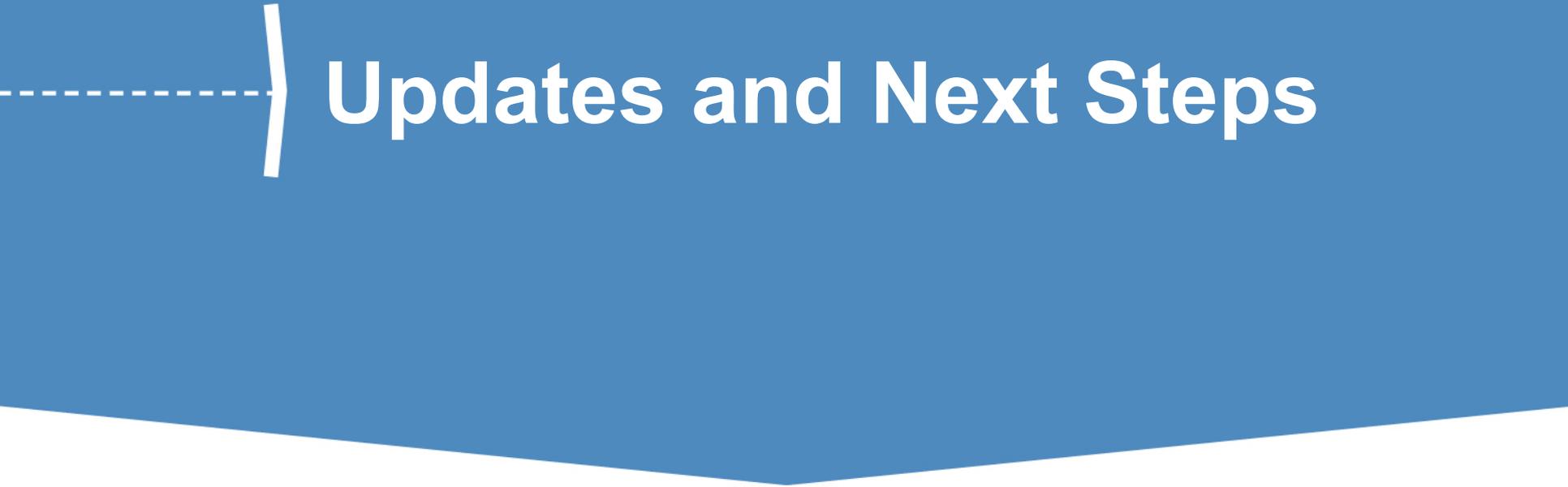
<http://www.ncpublicschools.org/docs/homebase/getting-ready/implementation/user-roles-access/roles-permissions.doc>

# Materials Bank





# Creating District Level Instructional Resources in Schoolnet



# Updates and Next Steps



## Home Base Website and Updates

- Home Base website is <http://www.ncpublicschools.org/homebase/>
- To sign up for Home Base Biweekly Newsletter, please self-subscribe at <listsncdpi.weebly.com/homebase-list.html>

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## Home Base Support Center

- Contact your school or district Home Base IIS Point Person first
- For technical issues, contact the Home Base Support Center:
  - [homebase.incidents@its.nc.gov](mailto:homebase.incidents@its.nc.gov)
  - or 919-807-4357

# Home Base Webinars

- The NCDPI offers **webinars on Schoolnet and OpenClass on a regular basis.**
  - On the first 3 Thursdays of each month, we will discuss either the **Classrooms, Assessment Admin or School and District Data** module in Schoolnet.
  - On the 4<sup>th</sup> Thursday of each month, we will offer a webinar on **OpenClass and/or Roles and Permissions.**
- **Archived recordings** of all Home Base webinars can be found at:  
[ncpublicschools.org/homebase/training/videos/webinars](https://ncpublicschools.org/homebase/training/videos/webinars)



Questions?



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# SURVEY

Please take a moment to complete the DPI survey at the link below and also provided to you in the webinar questions or chat box.

<http://bit.ly/optinfeedback>

**THANK YOU!**