

Getting Started Building Units





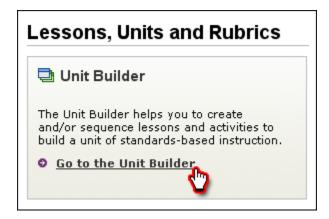


Create a New Unit

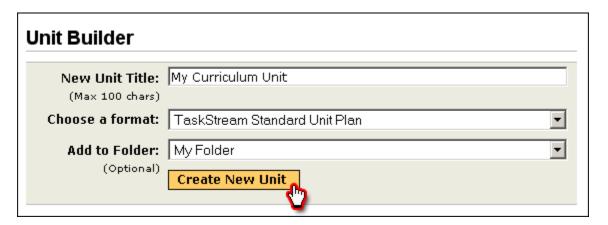
To access the Unit Builder area, click Lessons, Units, and Rubrics from the top navigation bar.



Click the Go to the Unit Builder link.



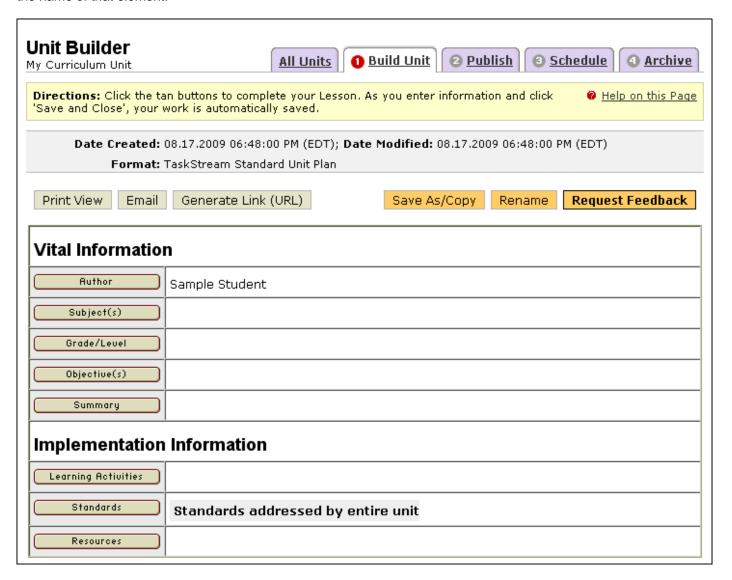
To create a new unit, type the title for your unit in the text field and choose a format, then click the **Create New Unit** button.



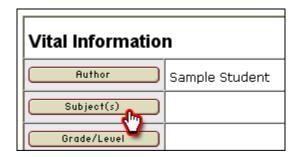




You will see a unit format organized by the different elements of the lesson. Each unit element has a button containing the name of that element.



Click the button for an element to open a pop-up window where you can add content for that element of the lesson. Please note that the elements you see in your unit depends upon the format you chose when creating your unit. If you are using a format customized for your learning community, some elements may be labeled differently.







Add Content

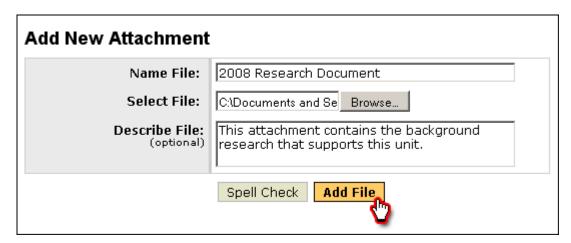
Please note: Different fields of your unit provide different ways for you to add information. Some pop-up windows have check boxes from which to select, others contain text entry fields, in which you can type, as well as a tab to add file attachments and a tab to add web links.

Attach a File

An **Attachments** tab in a unit plan element allows you to upload and attach files to your unit. To access the attachments area, click the **Attachments** tab.



- 1. Name your file.
- 2. Select your file by clicking the **Browse** button.
- 3. Find the file you want to attach and click **Open**.
- 4. You can provide a description of your file. Click the Add File button when you are finished.



Add Web Links

A **Web Links** tab in a unit plan element allows you to attach links to other websites to your unit. To access the web links area, click the **Web Links** tab.



- 1. Name your link.
- 2. Provide the URL (web address) for the web site you want to link to.
- 3. You can provide a description of your link. Click the Add Link button when you are finished.

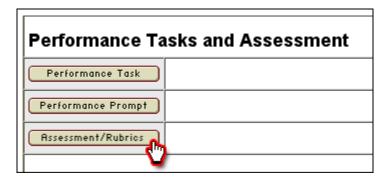




Add New Web Link	
Name Link:	Research Website
Link URL:	http://www.example.com
Describe Link: (optional)	This website contains a full bibliography of my research related to this lesson.
	Spell Check Add Link

Add Rubrics

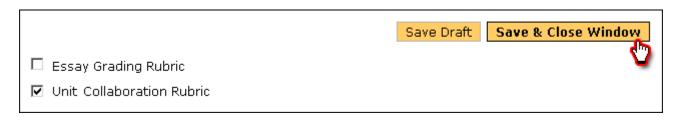
The Assessment/Rubrics button allows you to attach any rubrics you have created in the Rubric Wizard.



Click the **Rubrics** tab to view your list of rubrics.



- 1. Check the box next to the desired rubric(s).
- 2. Click the Save and Close Window button.

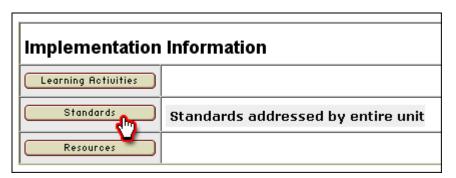




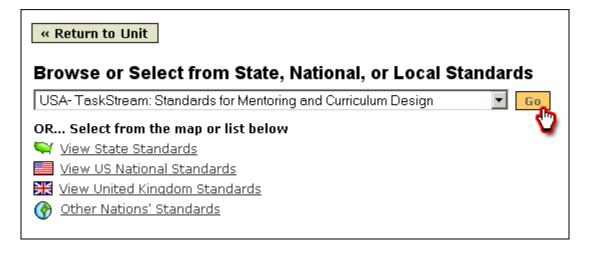


Add standards

Click the **Standards** button to open the Standards Wizard.



Click the **Go** button, and then proceed to the lowest level of your chosen standards set and check the checkboxes next to desired selections.



Add Learning Activities

Click the **Learning Activities** button (your format may have this element named differently) to add lessons created with the Lesson Builder to your unit.





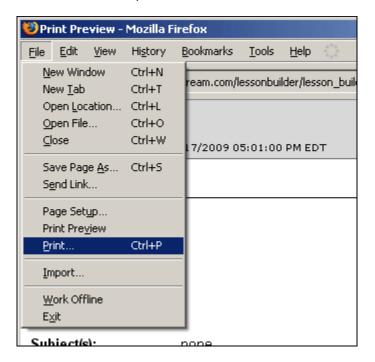


Print your Unit

To view a printable version of your unit plan, click the **Print View** button located at the top or bottom of your unit.



To print this view, click File in the menu bar of the print view window and select Print.





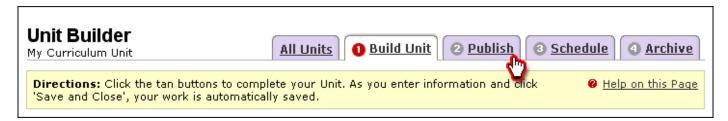


Share Your Work

Publish a lesson to the Cybrary

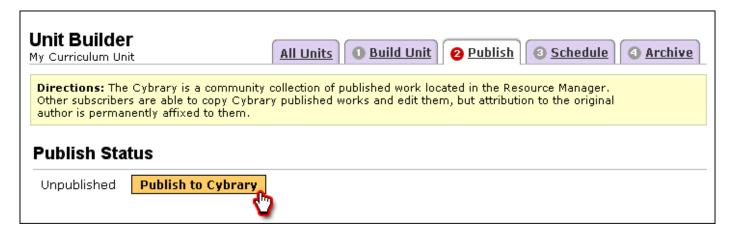
Note: The Cybrary may not be activated for your organization

To access the area that enables you to publish a finished unit to the Cybrary, click the **Publish** tab in the Unit Builder navigation.



The Cybrary is located in the Resource Manager in your account. If your organization has chosen to enable you to contribute to the Cybrary, you will be able to submit your unit to the Cybrary.

To submit your unit to the Cybrary, click the **Publish to Cybrary** button found in the Publish Status area of the Submit to TaskStream Cybrary section.

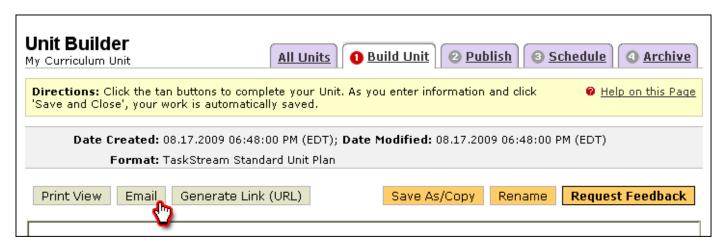






Email a unit

Click the **Email** button located at the top or bottom of your unit.



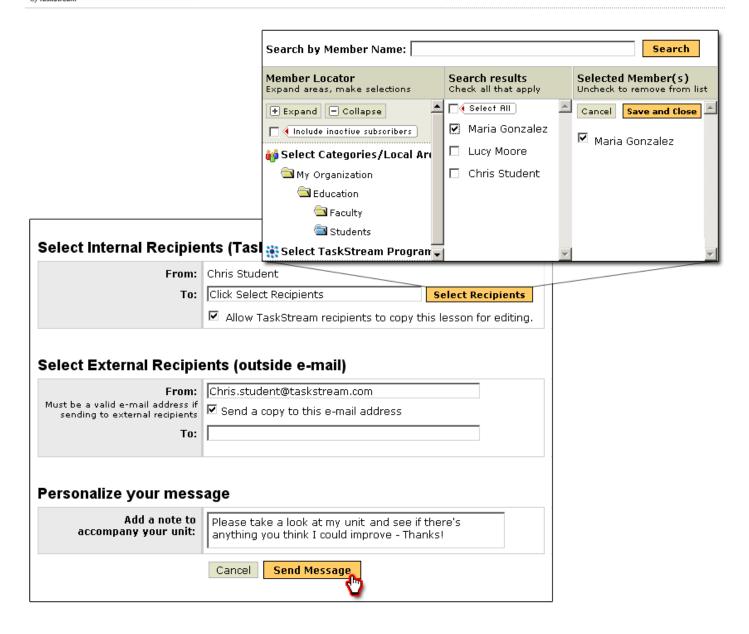
Select the person you would like to send your unit to through the Message Center by clicking the **Select Recipients** button or type an external e-mail address in the To: External recipients (outside e-mail) field to send the unit to someone outside of TaskStream.

If you are sending the unit through the Message Center and would like to allow the recipient to copy a version of the unit into his/her own Unit Builder, make sure the box is checked to Allow TaskStream recipients to copy this unit for editing.

You can include a personal message with your unit. When you are finished, click the **Send** button to send a link to your unit.





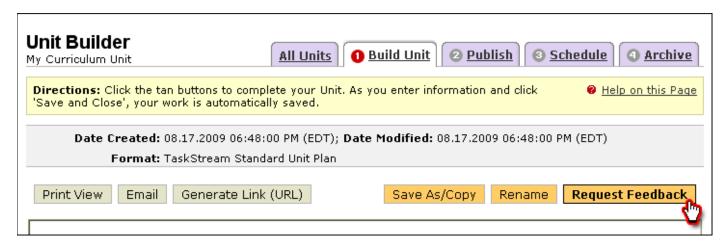




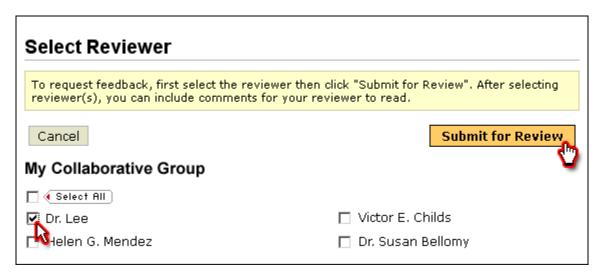


Request feedback

If you are enrolled in a program with Reviewers, you can share your unit with your Reviewer for feedback. Click the **Request Feedback** button located at the top or bottom of your unit.



Click to select the names of the Reviewers with whom you wish to share your unit and click the **Submit for Review** button.



A pop-up window will open confirming your request.