Teacher Tools

Administrator’s Guide
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</tbody>
</table>
As its name indicates, the ProductCoreLong (Edusoft) Teacher Tools is a toolkit designed to support teachers in the classroom—with assessments, tools for analyzing test results, targeted, customized instructional materials, and standards-aligned resources. The Edusoft Teacher Tools helps teachers:

- Give students immediate, standards-based feedback on their performance
- Create standards-based assessments that they can scan and score for immediate results.
- Create customized reteaching materials for individual students or classes.

The Edusoft Teacher Tools module provides the tools you need to:

- Take existing paper assessments and align them to state standards to create an answer sheet. Or, create your own classroom-based assessments with items drawn from a variety of sources, including those you create yourself.
- Find assessments that are available in your district and use them in the classroom. Other teachers or administrators have created and share them with teachers in your school or district.
- Align resources—lesson plans, student activities, practice exercises, teaching aids, professional development, or other materials—to standards.
About Assessments

Edusoft Teacher Tools assessments are a teacher’s regular, on-going, classroom-based assessments that are aligned to state or other standards. These are formative or summative assessments that teachers typically administer throughout the school year. They might be simple weekly or bi-weekly quizzes, or more sophisticated end-of-chapter or end-of-unit tests.

Edusoft stores Teacher Tools assessments in folders in your Assessment Locker. The My Tests folder holds the tests that you create, align, or copy from the Shared Tests or District Tests folders for use in the classroom.

You can add assessments to your Assessment Locker in one of these ways:

- Create answer sheets for your existing exams by aligning them to state standards. Once an assessment has been aligned, teachers can print answer sheets, administer the assessment, and scan and upload the answer sheets so that Edusoft can score it.
- Create new standards-based exams with items drawn from a variety of sources. This also produces answer sheets that can be scanned and scored.
- Find exams based on standards or sources, and add them to your locker.

For more information, see the Assessments Guide.
The outcome of any assessment is a set of results that tells you how well students are doing and what you need to do next. When you view test results, you may, for example, want to use the results to determine which standards individual students need help with, or how to group students according to their strengths or weaknesses. You might also want to see students’ scores from several tests that cover similar areas.

Edusoft Test Results is a rich interactive tool that displays assessment results for one class or period at a time in a variety of different ways.

- You can view scores—as points or percentages—for one test, for your most recent tests, or for a list of tests that you select.
- Once you’ve selected tests, you can view:
  - Overall scores across multiple tests.
  - Scores by standards.
  - Missed questions for any single test.
- You can view results for all students in a class or period—sorted by last name or by performance—or for one student at a time.
- You can highlight up to seven performance levels with color.
- You can copy and paste data into a spreadsheet program such as Excel.
- You can edit the scores for individual students.

<table>
<thead>
<tr>
<th>Period</th>
<th>Middle Math 7/8</th>
<th>Period 2</th>
<th>Export to Excel</th>
<th>Choose Highlighting</th>
<th>Switch to Points</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Average</th>
<th>Math 7 Geometry Unit 2 (24 pts possible)</th>
<th>Math 7 Geometry Unit 2 (45 pts possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Average (69 pts possible)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Dylan</td>
<td>43%</td>
<td>42%</td>
</tr>
<tr>
<td>L. Laura</td>
<td>46%</td>
<td>50%</td>
</tr>
<tr>
<td>L. Marshall</td>
<td>48%</td>
<td>75%</td>
</tr>
<tr>
<td>A. Jana</td>
<td>50%</td>
<td>67%</td>
</tr>
<tr>
<td>A. Joojum</td>
<td>56%</td>
<td>67%</td>
</tr>
<tr>
<td>A. Andrea</td>
<td>54%</td>
<td>67%</td>
</tr>
<tr>
<td>L. Lara</td>
<td>72%</td>
<td>83%</td>
</tr>
<tr>
<td>A. Monte</td>
<td>74%</td>
<td>78%</td>
</tr>
<tr>
<td>A. Chihyoosa</td>
<td>74%</td>
<td>78%</td>
</tr>
<tr>
<td>E. Maria</td>
<td>76%</td>
<td>78%</td>
</tr>
</tbody>
</table>
About Instructional Resources

Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include on-line reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to publish standards-based resources that can be accessed by all teachers and administrators in the district.

Edusoft divides resources into these groups:

- Lesson plans used by teachers in the classroom.
- Hands-on activities that students can work on in the classroom or at home.
- Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.
- Teaching aids that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching.
- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

For more information, see *Viewing and Creating Instructional Resources* on page 5.
Instructional Resources are a key ingredient for classroom instruction and enrichment. They provide supplemental materials teachers can refer to when they put together lesson plans or homework assignments. They might include additional reading materials or pointers to Web sites for students who want to know more. Edusoft makes it easy to publish standards-based resources that can be accessed by all teachers and administrators in the district.

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- Professional development material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
- Any other instructional material that doesn't neatly fit in another category. For example, campus calendars, grading rubrics, and so forth.

These are the topics in this chapter:

- Viewing resources on page 6
- Creating a new resource on page 10
- Editing a resource on page 18
Viewing resources

Resources are instructional materials—textbook readings, practice problems, outside reading materials, lesson plans, online exercises, and workbooks, to name a few—that can enrich the classroom teaching experience. Your district’s Resource Bank provides a way for districts to centralize and manage current resources as well as resources they may acquire in the future. In addition, teachers can share information about the resources that are working best for their students.

Administrators can add resources that are aligned to state standards or resources that are not aligned to any standards. These are the same resources that you use in instructional tools and curriculum plans. Teachers can view resources by browsing the Resource Bank.

When you view resources, you start by selecting a subject and course or grade level, then you select a specific standard and view the items in the Resource Bank that are associated with it. If your Resource Bank contains items that are not aligned to a standard, you can view them as well.

To view resources:

1. Click the Curriculum or the Teacher Tools tab. Click the link or icon for Instructional Resources. The Browse Resources page lists the current set of standards used in your district.

   ![Choose a subject area and a grade level or course.]

2. Choose the group of standards.

   Each state divides its standards into subject categories, with each subject category further divided into grade levels and specific standards associated with each grade level.

   For example, California standards subject categories include English-Language Arts, Mathematics, History-Social Science, Science, English-Language Development, and Other. Mississippi, on the other hand, uses these categories: Mathematics, Reading, Language, Science, and Social Studies.

3. Choose a subject area, and then choose a grade level or course.
To browse the available resources, select the type of resource you want to find.

<table>
<thead>
<tr>
<th>Resources that have been aligned to standards</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click <strong>Show Resources</strong>.</td>
<td></td>
</tr>
<tr>
<td>Resources that have not been aligned to standards</td>
<td>Click <strong>Show resources not aligned to standards.</strong></td>
</tr>
</tbody>
</table>

If you choose to view resources not aligned to standards, you see a list of resources. Skip to step 6.

If you choose to view aligned resources, Edusoft displays the standards for the subject and grade level you selected. The **View** button indicates that there are resources you can view. The **N/A** button indicates that there are no resources currently available for that standard.

5 Click the **View** button beside a standard to view the resources aligned for that standard.
The resources page is divided into sections for the types of resources: Lesson Plans, Activities, Practice, Teaching Aids, Professional Development, and Other. You can create a new resource by clicking the Create New Resource button. See Creating a new resource on page 10.

6 Click a link for a resource to view it.
Edusoft displays the View Resource page.

To Do this

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit the current resource</td>
<td>Click <strong>Edit</strong>. See <em>Editing a resource</em> on page 18.</td>
</tr>
<tr>
<td>Copy the current resource</td>
<td>Click <strong>Create a Copy</strong>. See <em>Copying a resource</em> on page 20.</td>
</tr>
<tr>
<td>Retire the current resource</td>
<td>Click <strong>Retire</strong> or <strong>Delete</strong>. See <em>Removing a resource</em> on page 20.</td>
</tr>
</tbody>
</table>

7 From the View Resource page, you can do the following:

8 Click the **Back** link to return to the list of resources. Click the **Back** link again to return to Browse Resources page.
Printing a resource

In addition to viewing resources online, you can also print them out for future reference. Edusoft provides a printer-friendly view of the resource that hides the navigation bar at the top of the page and other Web site features that might not print well.

To print a resource:

1. Click the Curriculum or Teacher Tools tab, and then click the link or icon for Instructional Resources.
2. Browse the resources and locate the resource you want to print. Click the link for the resource.
   
   The View Resource page appears.

   View Resource

   - Back

   Writing Workshop: Personal Narrative
   (Activity)

   Teacher notes: Theme 1: Teacher’s Edition, pages 52-53G

   Standards covered:

3. Click Printer-Friendly View.

4. To print this resource, click the Print icon in your browser toolbar or choose File>Print and follow the instructions on your screen.

Creating a new resource

You can add any type of resource you think will be of benefit for teachers and students. When you add a resource, you indicate the type of resource (lesson plan, activity, practice, teaching aid, professional development, or other) and then select the standards that it’s aligned to. You can also create resources that are not aligned to any standards. When teachers and other Edusoft users view resources they can browse based on standards or view a list of all unaligned resources.

Creating a resource involves these steps:

- Selecting the resource type and the source of the resource
- Entering a title and other general information about the resource
- Annotating the resource
- Attaching a document (if the source of the resource is Other)
To create a new resource:

1. Click the Curriculum or the Teacher Tools tab. Click the link or icon for Instructional Resources.

   The Browse Resources page appears.

   2. Click Create new resource.

      The Create Resource pages appears.

3. Choose the type of resource.

<table>
<thead>
<tr>
<th>Choose this type</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson Plan</td>
<td>Lesson plans used by teachers in the classroom. They can be developed by the district, by teachers, or by others (such as textbook publishers).</td>
</tr>
<tr>
<td>Activity</td>
<td>Hands-on activities that students can work on in the classroom or at home. These can be provided by district curriculum specialists, teachers, or by textbooks or curriculum programs</td>
</tr>
<tr>
<td>Practice</td>
<td>Practice exercises the student can work on in the classroom or at home, including worksheets, textbook references, re-teaching materials, supplemental exercises, practice tests, and online curricula.</td>
</tr>
<tr>
<td>Teaching Aid</td>
<td>Material that help teachers to plan and deliver a lesson, including transparencies and suggested strategies for teaching, extension, and reteaching. You might want to include miscellaneous resources such as grading rubrics in this type.</td>
</tr>
</tbody>
</table>
Choose this type | For
---|---
**Professional Development** | Material that includes links to professional development courses and suggested strategies for teaching, extension, and reteaching.
**Other** | Any instructional material that doesn’t neatly fit in another category. For example, campus calendars, grading rubrics, graduation requirements, and so forth.

4 Choose the source of the resource: **Book, Web site, or Other.**

<table>
<thead>
<tr>
<th>Choose this source</th>
<th>For a resource based on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>A book, magazine, or other publication.</td>
</tr>
<tr>
<td>Web site</td>
<td>A Web site or Web page on the Internet. Or, you might refer to a page on your school or district intranet.</td>
</tr>
</tbody>
</table>
| Other | | - A document that you attach to the resource. For example, the masters for slide transparencies, homework assignments, or classroom handouts.  
  - The text or HTML you enter directly in the resource’s note fields. See *Annotating a resource* on page 15. |

The Create Resource page changes based on the source you choose.

5 Type a title for the resource.

The resource title appears in curriculum plans and instructional tools. For your next step, see:
- *Creating a book-based resource* on page 12
- *Creating a Web site-based resource* on page 13
- *Creating a resource based on another document* on page 14

**Creating a book-based resource**

A book-based resource refers to a textbook, magazine, or other printed publication. When you create a book-based resource, you provide information that would enable a teacher to locate the publication, as well as specific page references.
Creating a new resource

13

To create a book-based resource:

1 Enter the name of the publication in the Book title field.

2 Enter as much additional information as you have about the publication. The more information you enter, the easier it will be for teachers to locate the exact publication—volume, edition, and so forth—that you’re referring to.

3 Enter the specific portion of the publication you’re recommending: chapters, pages, or both. The more specific you make the reference, the easier it will be for teachers to use.

Your next step is to add notes to the resource. See Annotating a resource on page 15.

4 Or, if you’re finished creating the resource, click Finish.

Creating a Web site-based resource

A Web site-based resource refers to a specific Web page or to an entire Web site. When you create a Web site-based resource, you provide the Web site address (URL).

To create a Web site-based resource:

1 In the Resource title text box, type a description of the resource.

2 Enter the Web site address (URL).
Creating a resource based on another document

In addition to books and Web sites, you can also create a resource based on a document that you attach to the resource. The attached document can include a wide variety of supporting material. For example, the document might be the masters for slide transparencies, homework assignments, or classroom handouts. Depending on the file type, teachers will be able to view the document in a browser window or save it to their computers.

**Tip:** The maximum size for the file is 10MB. If your file contains multiple pages with a lot of graphics, it might be larger than 10 MB. If so, you must divide it into smaller file—one per page, for example.

**To create a resource based on another document:**

1. Click **Add** to choose a document for this resource.

   The Attach a File page appears.

2. Click **Browse** to choose the file you want to attach. Choose a file and click **Open**.

3. Enter the name for the file as you want it to appear on the resource page. Click **OK**.

   Entering a name for the file is a good way to clarify what the file contains. If you do not enter a name, Edusoft uses the name of the actual file, such as Lesson1.doc. A more precise name might be more helpful to the teachers using this resource.

   **what’s next**  Your next step is to add notes to the resource. See *Annotating a resource* on page 15.

   3. Or, if you’re finished creating the resource, click **Finish**.
4 Or, if you’re finished creating the resource, click **Finish**.

### Annotating a resource

Notes and Teacher Notes are an important part of each resource. Notes information appears when the resource is listed in a curriculum plan or instructional tool. You might use this area to provide instructions for using the resource or give hints for navigating within a Web site. Teacher Notes only appear when teachers view the resource. They don’t appear in the student’s version of instructional tools.

If you wish, you can include some basic HTML formatting tags to control how the notes look. Here’s an example:

When you enter this in the Notes area...

When you enter this...

...it looks like this in the View Resource page.

HTML formatting tags come in pairs: an opening tag starts the format and a closing tag that stops it. These are the tags you can use:

<table>
<thead>
<tr>
<th>Use this tag</th>
<th>To format</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;b&gt;</code> and <code>&lt;/b&gt;</code></td>
<td><strong>Bold</strong> text. Use <code>&lt;b&gt;</code> at the beginning and <code>&lt;/b&gt;</code> at the end.</td>
</tr>
<tr>
<td><code>&lt;i&gt;</code> and <code>&lt;/i&gt;</code></td>
<td><em>Italic</em> text. Use <code>&lt;i&gt;</code> at the beginning and <code>&lt;/i&gt;</code> at the end.</td>
</tr>
<tr>
<td><code>&lt;u&gt;</code> and <code>&lt;/u&gt;</code></td>
<td><em>Underlined</em> text. Use <code>&lt;u&gt;</code> at the beginning and <code>&lt;/u&gt;</code> at the end.</td>
</tr>
</tbody>
</table>

You can also add extra space between lines by using a `<br>` tag. Each `<br>` tag translates to a line break or carriage return. You don’t need a closing tag for this format.

### To annotate a resource:

1 In the Notes area, add information about the resource or instructions for using it.

2 In the Teacher Notes area, enter any information the teacher might need to know about the resource.
This information does not appear in curriculum plans or instructional tools.

Your next step is to align standards to the resource. See Selecting standards on page 16.

Selecting standards

Aligning resources to standards is an important part of creating a resource. Including the applicable standards in a resource makes it easier for teachers to select them. It also allows Edusoft to use the resources in instructional tools.

When you align a resource to standards, you can choose as many standards as you wish from multiple subjects and multiple grades. For example, a resource might contain word problems that measure both reading comprehension and social studies.

Typically, however, resources cover one subject category and grade. You start by selecting a subject category and grade level. Then, you choose specific standards.

To select standards for a resource:

1. In the Standards Covered area, click Add.

2. In the Add Standards page, choose the group of standards, the subject area, and the course or grade level. Click Continue.

Edusoft gets the subject area and grade levels from your state, so the contents of this list depend on how your state standards are organized.
3 Click the check box beside each individual standard you want to include for this resource. Click Continue.

You can include as many standards or objectives as you wish. Clicking the general topic area standard (for example, the 1.0 standard) does not automatically include the specific, individual standards listed within that topic area.

**Tip:** The more precise you are in selecting standards, the more meaningful the results are likely to be.

The standard appears in the list at the top of the page. You can now select a different subject or grade level if you wish. For example, you might want to align a resource to both third and fourth grade math standards, or to both third grade reading and social studies standards.

### Add Standards

You have selected the following standards:

- CCS-English-Grade Three-Reading 1.1
- CCS-English-Grade Three-Reading 1.2
- CCS-English-Grade Three-Reading 1.4

To add more standards, click **Add More Standards**, and choose an additional category, grade level, and specific standards. When you have finished selecting standards, click **Continue**.

You can add standards from as many subject categories and grade levels as you wish. You might, for example, add standards from the same subject area, but a different grade level (third and fourth grade math). Or, you might add standards from the same grade level, but a different subject area (third grade social studies and reading skills).

The Standards Covered area now lists the standards you chose.

**Tip:** To remove a standard, click the trash can icon beside the standard. If you change your mind, you can simply add the standard back.

### Standards covered:

- CCS-English-Grade Three-Reading 1.1
- CCS-English-Grade Three-Reading 1.2
- CCS-English-Grade Three-Reading 1.4

These standards have been aligned to this resource.

5 Your next step is to specify details about the target audience. See **Specifying the target audience**, next.

Or, if you’re finished creating the resource, click **Finish**.
Specifying the target audience

Information about the intended target audience for this resource—such as skill level, language, educational programs, and Bloom’s Taxonomy level—help teachers choose the most appropriate resources when they add resources to curriculum plans.

To specify the target audience:

1. In the Target Audience area, click the check boxes that pertain to the target audience.

2. For the skill levels, Ed programs, languages, and Bloom’s Taxonomy levels, click check boxes to provide information about the resource.

3. To choose a grade level, click the Grades link, click check boxes for each grade that applies, and click Continue to return to the Create Resource page.

4. Click a button to complete the resource.

<table>
<thead>
<tr>
<th>Click</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finish</td>
<td>Save the resource and review it in the View Resource page.</td>
</tr>
<tr>
<td>Finish and Create New</td>
<td>Save the resource and start creating a new resource immediately.</td>
</tr>
<tr>
<td>Finish and Create Copy</td>
<td>Save the resource and create a new resource based on the current resource.</td>
</tr>
</tbody>
</table>

Editing a resource

Edusoft makes it easy to make corrections or add more information to a resource. Editing a resource is exactly like creating a new one: you can change the resource type, the source, and the title. You can also change book, Web site, or document information, align the resource to new standards, and change the target audience information.
To edit a resource:

1. Browse the available resources to select the resource you want to edit.

<table>
<thead>
<tr>
<th>To find</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources that have been aligned to standards</td>
<td>1. Choose a group, subject, and grade level.</td>
</tr>
<tr>
<td></td>
<td>2. Click <strong>Show Resources</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Click the View link for a standard to see the resources aligned to it.</td>
</tr>
<tr>
<td></td>
<td>4. Click the resource link to view it.</td>
</tr>
</tbody>
</table>

   Resources that have not been aligned to standards
   1. Click **Show resources not aligned to standards**.
   2. Click the resource link to view it.

The View Resource page appears.

2. Click **Edit** to edit the resource.

The Edit Resource page is identical to the Create Resource page.

3. Make any changes.

   See *Creating a new resource* on page 10 for more information.

4. Click a button to save your changes.

<table>
<thead>
<tr>
<th>Click</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finish</strong></td>
<td>Save the resource and review it in the View Resource page.</td>
</tr>
<tr>
<td><strong>Finish and Create New</strong></td>
<td>Save the resource and start creating a new resource immediately.</td>
</tr>
<tr>
<td><strong>Finish and Create Copy</strong></td>
<td>Save the resource and create a new resource based on the current resource.</td>
</tr>
</tbody>
</table>
**Copying a resource**

Copying an existing resource is a handy way to create new resources that contain similar references. For example, once you create a resource that refers to a textbook, you can quickly create additional resources that point to different chapters in the same textbook. You can then edit the copy to update page references and standards.

**To copy a resource:**

1. Browse the available resources to select the resource you want to copy.
   Edusoft displays the View Resource page.

   ![View Resource](image)

   Click to create a copy of this resource.

2. Click **Create a Copy** to make a copy of the resource.
   Edusoft displays the Create Resource page with information from the copied resource.
   See *Editing a resource* on page 18 to make changes to the new copy.

**Removing a resource**

Edusoft gives you two ways to remove resources from your Resource Bank. If you no longer need a resource—a textbook is out or print or no longer in use in your district, for example—you can delete it. Deleting a resource not only removes it from the Resource Bank, but it also removes all links to the resource from curriculum plans.

The second way to remove a resource is to retire it. Retiring a resource does not delete it; instead, it removes the resource from view. Links to existing curriculum plans remain, but you can no longer browse to locate the resource or include it in instructional tools.

**To remove a resource:**

1. Browse the available resources to select the resource you want to remove.
Edusoft displays the View Resource page.

2. Click **Retire** to retire this resource so that you can no view it. Click **Delete** to remove it from the Resource Bank and from all curriculum plans.

3. If prompted, click **OK** to confirm.
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