

# Publishing a Lesson

## Steps to publish your curricular materials in the online TeachEngineering collection:

1. Create original curricula that teach science, math, technology and engineering concepts within an engineering context.
2. Prepare your curricular material in the TeachEngineering unit, lesson and activity Word templates, which contain both required and optional components, giving you flexibility in fitting your material into a standardized format that results in materials from many originators having a similar “look and feel” to TeachEngineering users.
3. Send your Word template files for each lesson and activity, along with associated image and attachment files to TE, who will tag them into XML documents to upload to TE.

## Introductory Notes about the Templates

- The templates describe the required and optional components for lessons and activities destined to be published in the *TeachEngineering* (TE) digital library collection. Visit [www.TeachEngineering.org](http://www.TeachEngineering.org) often to view example content for each lesson or activity component, as well as to see how they render on the website.
- Information on using **images** in TE documents is described in the About Images document.
- Everywhere in your write-up, provide all measurements in **metric units**, as required by our NSF-funded grant; it is okay to provide both metric and English units, i.e., Hoover dam is 221 m (726 ft) high.
- Provide all **attachments** (handouts, worksheets, worksheet answers, quizzes, visual aids, reference sheets, etc.) in Adobe **pdf format** and **original file format** (Word, Excel or PowerPoint file). To turn a document file into a pdf file, upload a file to: [http://www.gobcl.com/convert\\_pdf.asp](http://www.gobcl.com/convert_pdf.asp). This website converts and emails it to you.
- In your prepared Word file, do not worry about the font type and size you use, because it will change. The web system automatically determines font and size, so all documents have a unified look.
- All template components allow for limited **formatting** (numbered lists, bullets, bold, italics), including the insertion of images (except in certain components, as listed in the About Images document).
- When **naming files** (for lessons, activities, attachments and images), use lower-case letters only – no caps! This includes file extensions: jpg, .doc, pdf, ppt, etc. Also, leave no spaces in the file names. Use underscores instead.

## Educational Standards

All TeachEngineering curricula must meet educational standards. So, when creating a document, it must meet one or more specific educational standards. **If your document does not meet any educational standards, you must identify some that your lesson or activity addresses. Use only standards from a single state or a single set of national standards** (i.e., AAAS, McREL, etc). *Coming in 2008...* Each set of state standards will be able to be correlated to the standards from any other states and national standards by the *TeachEngineering* website.